
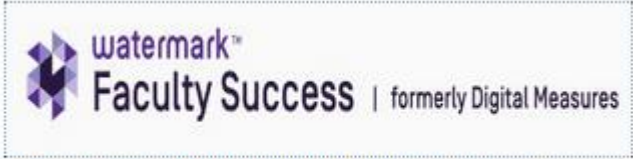
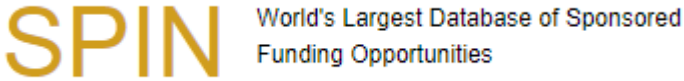




Faculty Resources January 2022

Faculty Teaching Support A-Z	Where to get further information
<p>Academic Resource Center and Accessibility Services https://www.cuw.edu/academics/services/student-academic-resources/academic-resource-center/index.html</p> <p>https://www.cuaa.edu/academics/services/student-academic-resources/academic-resource-center/index.html</p>	<p>Jan Chapman at Mequon Janis.Chapman@cuw.edu 262-243-4299</p> <p>Earl Shumake at Ann Arbor earl.schumake@cuaa.edu 734-995-7325</p>
<p>Attendance Take attendance for face-to-face courses in the “Automated Attendance Tool” channel on the Faculty tab of the portal;</p>	<p>Guide on the “Automated Attendance Tool” channel, faculty tab of the portal Call the HELP Desk if you are stuck</p>
<p>Blackboard Learn (Learning Management System) All courses have an online presence in Blackboard https://concordia.blackboard.com/</p> <p>Blog: celt.cuw.edu for Information and How-to’s For Instructors who develop their own content: Four Basic Videos to get you started http://celt.cuw.edu/four-videos-to-set-up-your-course-in-blackboard/ Our help page http://celt.cuw.edu/blackboard-learn-general-information-for-cuw-faculty/</p> <div style="text-align: center;">  <p>Blackboard</p> </div>	<p>Submit Blackboard Learn help requests for face-to-face courses to the Center for Excellence in Learning and Teaching (CELT) at celtsupport@cuw.edu or call 262-243-2358.</p> <p>Submit Blackboard Learn help requests for fully online and dual credit courses to the Office of Continuing and Distance Education (OCDE) at blackboardsupport@cuw.edu or call 262-243-4327.</p>
<p>Grades Post final grades directly on the portal. Blackboard is not the official repository of these grades. Look for the Faculty Grading channel on the Faculty tab of the portal. For midterm grades, create and update your Blackboard grade center to provide students with continuing information on their overall grade.</p>	<p>“How do I post grades in the portal?” Document in the Adjunct Faculty Resources channel on the Faculty Tab of the portal. Contact the Registrar with questions.</p>
<p>Center for Excellence in Learning and Teaching (CELT) Can provide access to many resources for teaching and provides Blackboard support for face-to-face and blended teaching.</p>	<p>CELT channel on the portal</p> <p>CELT public website: www.cuw.edu/celt or www.cuaa.edu/celt Includes list of Current Programs.</p> <p>Also find current programs, registration link, and download reminder to your calendar on CUW Faculty Master Calendar www.cuw.edu/calendar or www.cuaa.edu/calendar</p>

<p>Experiential and Service Learning</p> 	<p>Portal channel on the Faculty Tab</p>
<p>Instructional Continuity Resources channel Strategies used in response to COVID-19, including Blackboard updates and Zoom information.</p>	<p>On the Faculty tab of the portal at the top middle</p>
<p>Library: Rincker Memorial (Mequon), Zimmerman (Ann Arbor) Services</p>	<p>Library Tab on the portal 734-995-7454 (Ann Arbor) 262-243-4330 (Mequon)</p>
<p>Magna Publications Access to teaching and learning videos and articles for faculty by faculty. Includes subscriptions to Mentor Commons, Magna Commons, and Teaching Professor newsletter.</p>	<p>No sign in needed when accessing from a computer on the Mequon or Ann Arbor campus: https://www.magnapubs.com/</p> <p>Instructions for setting up an account are on the CELT channel on the faculty tab of the portal.</p>
 <p>Qualtrics (online) Survey Tool Accounts connected to our enterprise license are available to all faculty and staff. Senior level undergraduates and graduate students may also use Qualtrics under the direct and close supervision of their instructors for appropriate courses and projects.</p>	<p>Look for the request an account process on the Qualtrics Accounts Channel, Resources tab of the portal. Elizabeth Evans 262-243-4283 Elizabeth.evans@cuw.edu</p> <p><i>Also a faculty scholarship resource</i></p>
<p>Student Evaluations are done through CourseEval There is a great document in the channel that explains how to understand the reports you get following each term.</p> 	<p>CoursEval channel on the Faculty Tab</p> <p>Contact Registrar's Office with questions.</p>
<p>Syllabus Template and Instructions http://celt.cuw.edu/syllabus-template-and-instructions/ Syllabus Cover Sheet is available in the Forms Repository on the Resources tab.</p>	<p>Faculty Resources channel on the Faculty tab of the portal Elizabeth Evans 262-243-4283 Elizabeth.evans@cuw.edu</p>

Faculty Research & Scholarship Support A-Z	Where to get further information
<p>CITI (Responsible Conduct of Research Training for Faculty) All faculty must complete this online training. If you are doing human subjects research, you will also need “Biomedical Research Basic Refresher” or “Social Science and Behavioral Research Basic Refresher”. You will need evidence of passing the latter to submit with IRB proposals.</p> <p>This is also available for graduate students when approved by their departments.</p>	<p>Committee for Scholarship Integrity (CSI) Link on Research and Scholarship channel on the portal, Faculty tab</p> <p>Elizabeth Evans has how-to for students.</p>
<p>Concordia Intramural Research Grant (CIRG) Internal grant awards for full-time faculty research projects. These grants are intended to function as seed money in obtaining additional funding from outside sources.</p> <p>Application window December 1 – February 1 for following year.</p>	<p>CIRG Grant Committee Tim Macafee 262-243-2098 Timothy.macafee@cuw.edu</p>
<p>Concordia Intramural Teaching Grant (CITG) Internal grant for full-time faculty innovation in a course taught, including expenses and a faculty stipend. Also supports Scholarship of teaching and Learning (SOTL) projects.</p> <p>Application window is March 1 – June 1 for following academic year</p>	<p>Elizabeth Evans, CELT 262-243-4823 www.cuw.edu/celt Application in Forms Repository on the portal Resources tab and in CELT channel on portal Faculty tab</p>
<p>Watermark Faculty Success (formerly Digital Measures)</p>  <p>Click Here for Watermark Faculty Success</p> <p>Tool for tracking faculty activities, accomplishments, and scholarship. Update it as these occur.</p>	<p>Faculty tab of the portal.</p> <p>Leah Dvorak 262 243 4522 Leah.dvorak@cuw.edu</p>
<p>Grant Support Grant identification, writing support (pre-award process), post-award support, grant-writing workshops. Contact the ORSP for any grant inquiries, as all research grants must be submitted through the ORSP</p>  <p>SPIN is a funding database of grant opportunities from Federal, state, corporate and family foundations, and association sponsors. CUW/CUAA faculty can search this database to locate funding for scientific research, conferences, program funding, faculty development, training or scholarship grants, capital, equipment, and fellowships, or set alerts to track specific opportunities.</p>	<p>Office of Research and Sponsored Programs (ORSP)</p> <p>Julie Dresen, Director 262-243-2794 Julie.Dresen@cuw.edu</p> <p>Rachel Heil, Pre-Award 262-243-2745 Rachel.Heil@cuw.edu</p> <p>Natasha Irish, Financial Specialist 262-243-2721 Natasha.Irish@cuw.edu</p> <p>Katie Hause-Schott, Grant Accountant</p>

<p>Register to get emails when grants open in your areas of interest. Additionally, faculty members are encouraged to upload their CV into the database. Each word in your CV becomes a searchable term that the system will use to match funding based on your area of expertise.</p>  <p>Cayuse 424</p> <p>Cayuse 424 Proposal Creation Software</p>	<p>262-243-2717 Katherine.Hause-Schott@cuw.edu</p> <p>See also Office of Research and Sponsored Programs (ORSP) channel on the portal, Faculty Tab or the CUW/CUAA websites</p>
<p>Institutional Review Board (IRB) Reviews research proposals involving human subjects</p> <p>Animal Care and Use Committee (IACUC) Reviews research proposals involving animals</p>	<p>Links on “Research and Scholarship” Channel on the portal Faculty tab.</p> <p>Also, please visit the CUW/CUAA Websites for further information</p>
<p>Rincker Memorial (MQ) Zimmerman (CUAA) Services One-on-one support for online search strategies, InterLibrary loan requests, tools to identify journal metrics and impact, copyright fair use issues, use of citation management tools.</p>	<p><i>Library Tab on the portal</i> 734-995-7454 262-243-4330</p>
<p>Qualtrics (online) Survey Tool Accounts connected to our enterprise license are available to all faculty and staff. Student research assistants can have accounts under the supervision of a Concordia employee.</p> 	<p>Qualtrics Accounts Channel, Resources tab of the portal Elizabeth Evans, 262-243-4283 Elizabeth.evans@cuw.edu</p>
<p>Research Methodologist Assistance with all aspects of research: developing your question, choosing a method, data analysis and:</p> <ul style="list-style-type: none"> • Brainstorming potential research projects • Developing research questions and/or hypotheses • Choosing appropriate research methodology techniques to address your research questions • Sampling and data collection techniques and set-up • Entering data into SPSS and/or how to run output on SPSS • Assisting with the proper way to write up statistical results • Writing for publication or presentation • Supports faculty members only; see below for support for students doing research 	<p>Link to more information on the “Research and Scholarship” on the Faculty tab of the portal</p>

<p>Scholarship of Teaching and Learning (SoTL) Support</p> <p>CELT offers programs and books on “how to do” SoTL for faculty. SoTL Resources CELT website page at both campuses including journals to which you might submit articles.</p> <p>https://www.cuw.edu/academics/services/faculty-staff-resources/celt/scholarship-teaching-learning.html</p> <p>https://www.cuaa.edu/academics/services/faculty-staff-resources/celt/scholarship-teaching-learning.html</p>	<p>Center for Excellence in Learning and Teaching (CELT) www.cuw.edu/celt</p> <p>Elizabeth Evans at Mequon 262-243-4283 Elizabeth.evans@cuw.edu</p> <p>Erin Laverick at Ann Arbor 734 995 7391 erin.laverick@cuaa.edu</p>
<p>SPSS Statistics Program Version 24</p> <p>Now available under an enterprise license to all employees with a Concordia computer through the Software Center.</p> <p>On your CUW computer, on the start menu in the lower left, enter “Software Center” into the search box. It should come up under the Programs header. Inside that program, you will see “SPSS Statistics 24” listed. Place a checkmark into the box and click Install Selected in the bottom right. The install takes between 5-10 minutes. Once finished, you should be able to go back to the search box and open it from there.</p>	<p>Contact Computer Support x2667 with questions.</p>