








Faculty Resources August 2018

Faculty Teaching Support A-Z	Where to get further information
<p>Attendance Take attendance for traditional courses in Automated Attendance Tool on the Faculty tab of the portal; other courses check in the with department or director</p>	Registrar's Office
<p>Blackboard Learn (Learning Management System) All courses have an online presence in Blackboard https://concordia.blackboard.com/</p>  <p>Blackboard Blog: celt.cuw.edu for Information and How-to's Schedule of Blackboard training sessions: http://bit.ly/BBLTraining Tutorials home page: http://bit.ly/BBL4instructors</p>	<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 mid-term and final grades directly on the portal. Blackboard is not the official repository of final grades.</p>	"How do I post grades in the portal?" Document in the Adjunct Faculty Resources channel on the Faculty Tab of the portal.
<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. For example, All faculty have access to Magna Publications Resources and are members of the Online Learning Consortium, where we will be able to establish accounts.</p>	<p>CELT channel on the portal</p> <p>CELT public website: www.cuw.edu/celt Includes list of current programs.</p> <p>Find current programs, register, and download reminder to your calendar on CUW Faculty Master Calendar on Faculty tab of portal.</p>
 <p>Training resources on software and other interesting things. Students as well as employees can use. Contact CELT to learn to embed links in Blackboard.</p>	Hoonuit channel on the Resources Tab
<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>CourseEval channel on the Faculty Tab Registrar's Office</p>
Library Rincker Memorial (MQ) -Zimmerman (CUAA) Services	<i>Library Tab on the portal</i> 734-995-7454 262-243-4330

<p>Qualtrics (online) Survey Tool Accounts connected to our enterprise license are available to all faculty and staff.</p> 	<p>Qualtrics Accounts Channel, Resources tab of the portal Elizabeth Evans 262-243-4283 Elizabeth.evans@cuw.edu</p>
<p>Faculty Research & Scholarship Support A-Z</p>	<p>Where to get further information</p>
<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>Committee for Scholarship Integrity (CSI) Link on Research and Scholarship channel on the portal, Faculty tab</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 Beth Buckley 262-243-2766 Beth.buckley@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 March 1 – June 1 for following 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>Faculty Scholarship Week Peer-reviewed presentation and poster opportunities each fall.</p> <ul style="list-style-type: none"> Faculty Scholarship Week 2018 will be October 22-26; we hope to have events on both campuses again. September 13 is deadline for abstract submissions A poster session will be held Monday, October 22, 2018 in the Terrace Room on the Mequon campus (Ann Arbor location TBD); there will be snacks Presentations will take place on Wednesday, October 24, Thursday, October 25, and Friday, October 26, 2017 in the Lakeshore Room on the Mequon campus (Ann Arbor location TBD); lunch will be provided 	<p>Faculty Scholarship Committee Leah Dvorak & Julie Dresen Leah.dvorak@cuw.edu Julie.Dresen@cuw.edu</p>
<p>Grant Support Grant identification, writing support (pre-award process), post-award support, grant-writing workshops. Contact the OSP for any grant inquiries, as all research grants must be submitted through the OSP</p> 	<p>Office of Research and Sponsored Programs (OSP) Julie Dresen 262-243-2794 Julie.dresen@cuw.edu</p> <p>See also Office of Sponsored Programs (OSP) channel on the portal, Faculty Tab or the CUW website</p>

<p>Grant Forward 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>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>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>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 	<p>Angela Walmsley 262-243-2138 Angela.walmsley@cuw.edu</p> <p>Link to more information on the “Research and Scholarship” on the Faculty tab of the portal</p>

<ul style="list-style-type: none"> • Writing for publication or presentation • Supports faculty members only; see below for support for students doing research 	
<p>Scholarship of Teaching and Learning (SoTL) Support 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. www.cuw.edu/celt www.cuaa.edu/celt</p>	<p>Center for Excellence in Learning and Teaching (CELT) www.cuw.edu/celt</p> <p>Elizabeth Evans 262-243-4283 Elizabeth.evans@cuw.edu</p> <p>Robert Hill at CUA x7346, Robert.hill1@cuaa.edu</p>
<p>SPSS Statistics Program Version 24 Now available under an enterprise license to all employees with a Concordia computer through the Software Center. 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>