Welcome to the College of Arts & Sciences

Dr. Gordon Anderson, Dean

office: 206 Gilbreath Hall
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College of Arts & Sciences
18 Departments; 22 Majors

Anthropology, BA
Art, BFA, BA
Biology, BS
Bluegrass, BA
Chemistry, BS
Communication Studies*
Criminal Justice*

English, BA
Foreign Languages, BA
Geosciences, BS
Graphic Design, BFA
History*
International Affairs, BA
Mathematics, BS

Media and Communication*
Music, BM
Philosophy*
Physics, BS
Political Science*
Psychology*
Sociology*
Theatre, BA

* Available as BA or BS

61 concentrations
55 minors
Associate Deans

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Assistant Deans

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Professional Staff

Donna Corbitt, Executive Aide, Student Affairs
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phone: (423) 439-5248
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Leah Knotts, Executive Aide, Center for Advisement & Student Excellence (CASE)
office: 355 Sherrod Library
phone: (423) 439-5602
e-mail: knottsl@etsu.edu
Goals for Today

• Discuss ways to improve the teaching and learning environment of your classes
• Promote awareness of university regulations and resources
• Discuss some potential problems and their solutions
ETSU Mission

• “ETSU provides a student-centered community of learning, reflecting high standards and promoting a balance of liberal arts and professional preparation, and continuous improvement. The university conducts a wide array of educational and research programs and clinical services including a comprehensive Academic Health Sciences Center. Education is the university’s highest priority, and the institution is committed to increasing the level of educational attainment in the state and region based on core values where:
ETSU Mission

“PEOPLE come first, are treated with dignity and respect, and are encouraged to achieve their full potential; RELATIONSHIPS are built on honesty, integrity, and trust; DIVERSITY of people and thought is respected; EXCELLENCE is achieved through teamwork, leadership, creativity, and a strong work ethic; EFFICIENCY is achieved through wise use of human and financial resources; and COMMITMENT to intellectual achievement is embraced.”

http://www.etsu.edu/president/mission.php
Using the ETSU Website

www.etsu.edu
Course Syllabus

• Spell out expectations
• Define class policies, including attendance policy
• Post the syllabus to D2L course website
• Follow the syllabus, but include a statement about the possibility of adjustments
• If you revise the syllabus, make sure to give any amendments to students in writing
• Syllabi should be accessible (for the visually impaired)
• A syllabus attachment with helpful dates, policies, and other information can be found here.
Desire2Learn (D2L) is a commercial software product supporting class instruction. Every course offered at ETSU has an accompanying D2L course site. With D2L, you can:

- Deliver and manage course content (documents, discussion boards, quizzes, videos, links, etc.)
- Create dropboxes where assignments are submitted, returned, and automatically checked for plagiarism (via integrated Turnitin software)
- Track attendance
- Track and post grades
- Communicate with students individually or as a group
Information Technology Services (ITS) & Academic Technology Services (ATS)

• Academic Technology Services (ATS)
  – Online course development and support
  – Training and workshops
  – Equipment checkout

• Information Technology Services (ITS)
  – Q: and S: Drives
  – Technology, equipment, computer labs
  – Support for login, password, email, phone
  – Help Desk: (423) 439-4648
Sherrod Library Resources

• Instructional support
• Research support
• [Interlibrary Loan](dc.etsu.edu)
• Workshops
• Digital Commons ([dc.etsu.edu](dc.etsu.edu))
• Center for Academic Achievement ([CFAA](CFAA))
• [Sherrod Library website](Sherrod Library website)
Helpful References

Faculty Handbook
http://www.etsu.edu/senate/facultyhandbook/

Student Catalog
https://catalog.etsu.edu/index.php
CASE
(Center for Advisement and Student Excellence)

• CASE consists of seven professional advisors that cover all majors throughout the College of Arts and Sciences as well as Medical Professions Advisement Program counselors who work with students through application to health-related professional schools.
What CASE Advisors Do:

• Advise students with 0-59 credit hours and first semester transfer students (regardless of credits). This year they will be piloting an advisement through graduation for Psychology students with the pairing of faculty mentors in the first year.

• Create 4 year plans or “graduation plans.”

• Advise and help students with selecting and registering for classes every semester.

• Counsel and guide students to enhance the college experience. Advising is no longer about course selection only.
What CASE Advisors Do:

• Work with faculty for student success.
• Work individually with students to overcome challenges within the university setting.
• TeleBUCS: Peer outreach for student support.
• Academic Coaching program: PACE
  – Graduate assistants meet with referred students to help with study skills, time management, etc.
What CASE Advisors Do:

- Connect students with other resources on campus as needed:
  - Financial aid
  - Scholarship office
  - Bursar
  - MPA
  - Counseling center
  - Housing
  - Admissions
  - Registrar
  - CFAA/SSS/TRIO
  - Veteran Affairs
  - Disability services
  - SORC
  - Multi-cultural center
What CASE Advisors Do:

- Advocate for students:
  - Reach out to non-returning students.
  - Reach out to students with registration errors.
  - Check on students on probation/suspension.
  - Check on students with low midterm grades.
  - Congratulate high-achieving students.
  - Help students complete graduation plans.
  - Support personal growth and development.
  - Serve as their university resource.
What CASE Advisors Do:

• Conduct orientations for first-year freshmen and transfer students:

  ✓ Pre-orientation advisement
  ✓ Major folios with department info and recommended course list for upcoming semester
  ✓ Assist in helping students register for their courses
  ✓ Problem solve with holds, vaccinations, transcripts, etc.
  ✓ Coordinate orientation experiences for the College
What CASE Advisors Do:

• Participate in Recruiting Events:
  ✓ Open houses
  ✓ Local schools
  ✓ Local community colleges
  ✓ ETSU events (Campus Round-Up and Winter Cruise)
  ✓ Support faculty and departments through new initiatives
CASE

Center for Advisement and Student Excellence (CASE)
College of Arts & Sciences
East Tennessee State University

• Now located on the 3rd floor of Sherrod Library. Advisement Check-in is Room 355.
• Contact CASE at (423) 439-5602.
• A list of all advisors and their contact information is available here.
Federal Financial Aid Requirements

• Federal Financial Aid: Pell grants, Federal Work Study, student loans
• Full-time defined as 12 credits for an undergraduate
• When determining an undergraduate student’s enrollment status for purposes of Federal Financial Aid, the Department of Education counts only credits taken in the student’s program of study
• For undergraduates majoring in the College of Arts and Sciences, the program of study will include general education, the major, any declared minor or second major, and guided or free electives that are part of the 120 credits required for graduation
• The concise student schedule shows whether a course is in the program of study, based on information in Degree Works
Two Examples:

History major with Philosophy minor

- General education: 41 credits
- History major (BS): 39 credits
- Philosophy minor: 18 credits
- A&S requirements: 6 credits (if not met through gen ed)
- Free electives: 16 credits

Art major (BFA)

- General education: 41 credits
- Art major (BFA): 79 credits
- No minor or electives
Academic Freedom & Responsibility

• “The faculty member is entitled to freedom in the classroom in discussing his or her subject, being careful not to introduce into the teaching unrelated subject matter. Faculty are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their academic duties....”

• Source: ETSU Policy (May, 2017)
Communication with Students Outside of Class

• Use approved ETSU email address.
• Think twice before giving your home or cell phone number to students.
• Take care with social media relationships, and be aware of how what you post might be interpreted.

“Because those who teach are entrusted with guiding students, judging their work, assigning grades for papers and courses, and recommending students to colleagues, instructors are in a delicate relationship of trust and power. This relationship must not be jeopardized by possible doubt of intent, fairness of professional judgment, or the appearance to other students of favoritism.” (ETSU Faculty Handbook, Section 2)
Consensual Romantic or Sexual Relationship Policy (May, 2017)

“The University prohibits a consensual relationship between an Evaluative Authority and any other individual over whom that person has a form of authority. Such a relationship implies a conflict of interest. Any consensual relationship that constitutes a potential conflict of interest must be reported to the Evaluative Authority’s supervisor by the Evaluative Authority. The conflict of interest must be resolved. If an Evaluative Authority fails to report, then the Office of Equity and Diversity will investigate and take action as appropriate.”
Student Privacy

- Student information goes only to respective students
  - FERPA
  - First Mate
  - School official exception
Adding Classes

• Add any open section in first week.
• Chair permission required second week.
• Permission of the instructor, chair, and dean’s office required after the second week.
• For more information, see the catalog, “Adding a Course.”
Dropping Classes

- Instructors do not approve/disapprove drops at any point.
- Within the first eight weeks, no permission is needed to drop a class.
- Students who drop after the second full week but before the end of the eighth week will receive a “W.”
  - Exception: Learning Support Classes.
- For more information, see the catalog, “Dropping a Course.”
Late Drop

• Definition: Dropping one or more (but not all) courses after eight weeks of a fall or spring semester is considered a late drop. For Fall 2019, this is anytime after Monday, Oct. 14.

• Required condition: Extenuating circumstances (illness, accidental injury, unforeseen job conflict, etc.)

• The instructor verifies grade on the late drop form/petition but cannot approve the drop.

• Dropping courses late can adversely affect a student’s financial aid and scholarships.
Withdrawal from the University

• Withdrawing from ETSU (i.e., dropping all courses) will result in a “W” in all courses.
• The deadline for withdrawal is no later than 4:30 p.m. two days before the last day of classes of any academic term.
• For more information, consult the catalog, “Withdrawal from the University.”
Final Exams

• One week after the end of classes is set aside for final examinations.
• Final exam times differ from regular class meeting times.
• The Fall 2019 final exam schedule can be found here.
• Pre-finals week is the last week of classes in the fall or spring schedule. No final exams are permitted during this week. No classes on Friday of this week.
• During pre-finals week, avoid giving unscheduled tests, quizzes, or other unscheduled work.
Undergraduate Grading Scale

• A
• A-
• B+
• B
• B-
• C+

• C
• C-
• D+
• D
• F
• FN
Graduate Grading Scale

• A
• A-
• B+
• B
• B-
• C+
• C
• F
• S
• SP
• U
• FN
Other Grades
(Do Not Affect GPA)

- Au*
- Cr*
- I
- P
- W
- WF

*These grades will already appear on the online grading sheet. They are not entered by faculty.
Recording Grades

• Grades are entered electronically via Goldlink under “Tools Grades.” This is also where you enter Early Semester Progress Reports or a grade change.
• Grades are due to the Registrar by noon on the Monday after final exam week.
• Instructions for entering grades can be found here.
Recording Grades

GOLDLink
ETSU Portal

- My Application
- Next Steps
- Faculty
  - Employee
  - Advisor
  - Administrative Staff
  - Theme: [Themes]

Dashboard

Grade Assignment

Tools

SCHEDULE
- Faculty Detail Schedule
- Week at a Glance
- Summary Class List
- Detail Class List
- Class Permits and Unofficial Class Roster

GRADES
- Term Selection
- Early Semester Progress Reports
- Final Grades
- Attendance Reporting
- Grade Change
- Student GPA

OTHER TOOLS
- Lock Up Classes
- CRN Selection
- Curriculum
- Verification Reports
- Class Schedule
- Schedule of Classes Report
Grade Appeals

• According to ETSU policy, “a student may appeal a course grade if the student has evidence that the grade was assigned in a malicious, capricious, erroneous, or arbitrary manner.”

• Students may appeal to you, but they also have the right to appeal directly to the department chair.

• For more information, please consult the catalog, “Grade Appeal Policy.”
Early Semester Progress Reports, Attendance Reporting, & Academic Alerts

• ESPRs (midterm grades) for all undergraduate students are due **October 7**.

• You will be required to report attendance through Goldlink. The deadline is **Sept. 16**.

• Academic Alerts can be entered for Freshmen, Veterans, and Student Athletes. Around the third week of the semester, you will receive an email with a link for submitting these.
Attendance Policy

• University sponsored activities must be excused when the faculty member has been informed in advance and there is no violation of previously announced departmental policy.

• In the case of emergency, students should be given a reasonable opportunity to complete missed work.

• Student appeals regarding absences can be made to the chair of the department and/or the dean of the college or school in which the course was offered.

• For more information, see the catalog, “Class Attendance Policy.”
Supporting Student Success

• Encourage class attendance, and contact students who are not attending.
• E-mail students in your classes early in the term.
• Give a graded assignment within the first month and make sure students understand your grading system.
• Participate in Academic Alert (freshmen, veterans, and student athletes).
Honor Code and Honor Pledge

Definitions relating to academic misconduct:

- Cheating (using unauthorized materials, information, or aides in any academic exercise)
- Plagiarism (adoption or reproduction of ideas without proper attribution)
- Fabrication (falsification or invention of information and/or citation)
Plagiarism & Academic Misconduct

• Faculty Response:
  – Any penalty should be proportional to the offense.
  – A sanction is not mandatory. Wherever appropriate, make the offense a teachable moment.
  – If a grade sanction is applied for reason of misconduct, the student must be informed in writing, the instructor should consult with the department chair, and the charge must be reported to the dean’s office.
Plagiarism & Academic Misconduct

- Faculty Response:
  - Charges of academic misconduct may be appealed.
  - Those found guilty of misconduct have a record kept in a campus database. A second offense can result in expulsion.
Preventing Misconduct

- Make sure students know what misconduct is, how to avoid it, and, crucially, why academic integrity is important.
- Choose testing formats and environments that make cheating difficult.
- Use software (e.g. Turnitin).
- Prosecute violators when appropriate.
Turnitin

- Turnitin is a plagiarism detection tool.
- If you plan to use Turnitin, you must say so on your course syllabus.
- ATS offers faculty and staff support and training for plagiarism detection, including Turnitin. For more information, visit the ATS training website.
Enabling Turnitin
Sample Syllabus Statement

• “East Tennessee State University highly values academic integrity, a commitment and obligation to our faculty, students, and graduates. Your manuscripts for this course are subject to review for text comparison by Turnitin, a plagiarism detection service. The text of your assignments submitted to this electronic service will be compared to material on the web and to other assignments that have been submitted to Turnitin.”
Disability Services

• Disability Services provides services and promotes an accessible environment which allows people with disabilities an equal opportunity for participation in educational pursuits and other campus activities.
• Students registered with Disability Services may request accommodations.
• Instructors will receive a letter from disability services detailing the necessary accommodations. This letter is required.
• For more information, please visit the Disability Services web page here.
Counseling Center

• The Counseling Center at ETSU is available to all enrolled students. Services provided include personal counseling, psychiatric services, drop-in service, 24-hour mental health help line, case management, and outreach.

• For more information about these services, visit the Counseling Center web page here.
Disruptive Students

• Contact Dr. Michelle Byrd, Assistant Dean of Students
  – No immediate danger
    • Contact Student Affairs directly (423) 439-4210
    • Submit an Incident Report or Care Report
  – Immediate danger
    • Call 911 via landline or mobile phone
    • Call ETSU Public Safety: (423) 439-4480
• ETSU Safe Zone is a community of LGBTQ allies on ETSU campus who have undergone an orientation to being an LGBTQ ally and signed the ETSU Safe Zone pledge.

• Faculty and Staff who have undergone ETSU Safe Zone training and signed the ETSU Safe Zone Pledge are identified by the ETSU Safe Zone symbol placed in their office/on their office doors.

• For more information about Safe Zone and Safe Zone training, visit the Safe Zone web page here.
ETSU ID Cards

• Take a copy of your contract to the ETSU ID Office in the Center for Physical Activity (CPA)
  – First Floor
  – (423) 439-8316

• ID Office can phone HR for your employee number.

• Your ID can be used as a debit card at many places on and off campus (ID BUC$)
Parking

• Permits required
• $60 at the Parking Office (132 Stout Drive); can also be paid via payroll deduction.
• (423) 439-5650
• The current traffic and parking regulations brochure (with maps, fees, fines, etc.) is available on the ETSU parking website.
Dining

• Market Place (Enter on Seehorn)
• Einstein Bros Bagels (Sherrod Library)
• Steak n’ Shake Food Truck (Gilbreath Drive)
• Boar’s Head Hot Dog Cart (Location Varies)
• Treehouse Takeout feat. Starbucks (Quad)
• Subway (Parking Garage)
• Buccaneer Food Trailer (Next to Treehouse)
Basler Center for Physical Activity

• Fitness & Wellness
• Aquatics
• Indoor Track
• Outdoor Adventure
• Intramural Sports
• Video Tour

http://www.etsu.edu/students/campusrec/
Important Meetings

• College of Arts & Sciences Faculty Meeting  
  – Wednesday, August 21, 3:00-4:30, Bud Frank Theatre, Gilbreath Hall

• ETSU Fall Faculty Convocation  
  – Friday, August 23, 9:00 AM in Millennium Center  
    • Breakfast reception beginning at 8:30