



EAST TENNESSEE STATE  
UNIVERSITY

Weekly Update for Faculty & Staff | August 10, 2020



## [Sherrod Library building reopens, most services remain online](#)

The Sherrod Library building is now open. The Sherrod Library [website](#) includes the latest information including our hours of operation for summer and fall 2020. While most of Sherrod's summer session services, such as chat, instruction, and research consultations remain online seven days a week, the building is open for individual study, computer lab use, and accessing print collections, Monday through Friday, 8 a.m. – 4:30 p.m. The building's evening and weekend hours resume Aug. 24. For more information regarding services and collections, check out [Sherrod Library Building & Services Fall 2020](#), open a [chat](#) session, or send your questions to [refdesk@etsu.edu](mailto:refdesk@etsu.edu).

## [Shop Fall 2020 Textbooks from the ETSU Campus Store](#)

Textbooks are available online at [www.shopetsu.com](http://www.shopetsu.com). Required textbooks and materials for your courses are ready! Textbooks are available in several formats, including rental and digital. Enjoy contact-free shopping by having your order shipped or choose online pickup at the ETSU Campus Store in the newly renovated D.P. Culp Student Center. Learn more about delivery options [here](#).

Both the Campus Store and the off-campus store will be open from 10 a.m. to 3 p.m. through Friday, Aug. 14. Beginning Monday, Aug. 17 the Campus Store will be open 8 a.m. to 4:30 p.m. Please remember to pre-order your books to pick up at the Campus Store location, as that particular location does not stock textbooks. All textbooks are stocked at the off-campus store on West Walnut Street. For more information, contact the ETSU Campus Store at [shopetsu@bkstr.com](mailto:shopetsu@bkstr.com) or 423-439-4436.

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## [eBucs Classic Experience Available Until November 9](#)

The New Shopping Experience is now available to all eBucs requestors and approvers. Users may toggle between the New Shopping Experience and the Classic Experience via the button located in the lower right portion of the eBucs system. The New Shopping Experience will be the only version available to all requestors and approvers after the retirement of the Classic Experience on Nov. 9, 2020. All users are encouraged to begin using the New Shopping Experience as their primary version for all requisitions and approvals. New eBucs users should only utilize the New Shopping Experience and should refrain from toggling to the Classic Experience. Please see the eBucs [webpage](#) for more information.

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## [Guide to the ETSU Counseling Center](#)

The ETSU Counseling Center has created a 6-minute guide to Fall 2020 services for faculty and staff. Traditionally, the Counseling Center staff has presented in-person at faculty and staff meetings to share information regarding counseling services on campus; however, this year the video replaces the in-person presentation. This guide may be shared within departments and shown during staff/faculty meetings. To access the video, click [here](#).

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## Contract with CourseEval to End

ETSU is changing providers for course evaluations. Our contract with CourseEval expires on August 31 and sites are scheduled to be shut down on September 1, 2020. The Office of Planning and Decision Support will have all data, but due to the amount and structure of the data, we will be unable to prepare a file for each faculty member; however, in the event of data loss or where tenure and promotion are concerned, the office may be able to prepare reports on a limited basis. Please note that the reports we create will not look like the reports you receive in the CourseEval system.

Faculty are highly advised to download their individual data. To do this:

1. Log into CourseEval
2. Go to the Reports Menu and select Evaluation Reports
3. In the Drop Down Boxes at the top of the page:
  - Type: Standard
  - Year: select to see all reports for that year
  - Period: if you would also like to narrow down your courses for a particular semester, select a period. Otherwise leave as Show All.
  - Focus: Stu -> Fac
  - All other dropdown boxes should be Show All and the search boxes should be blank.
4. If you have multiple reports in a year, you can generate a single PDF of all the report in that year by checking the box in the second to last column of the title bar or checking the box for each course. If you want a separate report for each course, only check the box for the course of which you want a report.
5. Next, click the blue PDF button. Once the report is generated, you can save it to your files.

Please remember that you need to download your individual data BEFORE Sept. 1, 2020.

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## [Faculty Request Lab Software for Student Use](#)

The ITS Research Computing Services (RCS) unit is now offering lab software via ETSU's partnership with Amazon Web Services (AWS) and AWS Educate. If your classes require the use of specialized software that is

normally available to students in one of the ETSU labs, faculty members can request that their students get access to AppStream – a cloud-based solution for software, file, and computer use.

Students can directly request access by visiting the [ITS Help Desk website](#) for software. Faculty can proactively request AppStream for their students and classes by contacting Dr. David Currie in Research Computing Services at 423-439-6457 or the ITS Help Desk at [itshelp@etsu.edu](mailto:itshelp@etsu.edu) or by calling 423-439-4648.

Additionally, Research Computing Services held a webinar on Aug. 6 in which faculty and staff participated to learn more about AppStream, best practices, and use cases. View the recording from the Summer Research Series [here](#).

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## [Faculty and Staff Technology Workshops and Training Sessions](#)

The ITS Academic Technology Services (ATS) unit has released their fall workshop calendar to assist faculty and staff in preparing courses and materials. Whether transitioning completely online or simply getting ahead by preparing lectures, assignments, and engagement opportunities, ATS has just what you need. They can provide guidance on the technology available to faculty, best practices, and even work through scenarios and course planning.

Training will be offered live in a synchronous format and will cover various technologies. Faculty and staff are invited to join the session from their home, office, or anywhere with an internet connection and interact with the presenter and other participants. To participate, please register on the [ATS Workshops website](#). To view recorded training archives, visit the [Workshop Library](#) found on the ATS website. For additional information or assistance, contact ATS at [ats@etsu.edu](mailto:ats@etsu.edu) or 423-439-8611.

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## [Presidential Grant-in-Aid Request for Proposals](#)

Presidential Grant-in-Aid applications for the fiscal year quarter Oct. 1 through Dec. 31 should be submitted by Friday, Sept. 4. Presidential Grants-in-Aid provide support for faculty who propose activities designed to augment their professional development in teaching, research, or service.

For instructions on how to complete the Presidential Grant-in-Aid application click this [link](#). For more information, visit [here](#).

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## [ITS Project Management and Request System](#)

ETSU's department of Information Technology Services (ITS) now offers a new suite of project management tools as a resource for users across campus to review and request ITS projects. These tools will replace all existing project management tools that ITS units are currently utilizing with the intent of having one consistent end-user interface for faculty and staff.

Training, resources, and access for scheduling project assistance can be found in the ITS service portal at [service.etsu.edu](http://service.etsu.edu) and selecting the Project Management tile or by visiting the ITS Project Management Services [website](#). If you have any questions or need assistance, please contact the ITS Project Management Office via [email](#) or 423-439-4101.

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## [Office of Equity and Inclusion August newsletter and upcoming events](#)

You are invited to read the latest edition of the Office of Equity and Inclusion Newsletter. [Click here](#) to access the August 2020 newsletter. If you missed the deadline for early-bird registration for the 2nd Annual Equity and Inclusion Virtual Conference, Sept. 22-23 there is still time...the deadline has been extended to Aug. 31. [Click here](#) to register.

Please join us on Aug.11 for a lunch and learn session via zoom (<https://etsu.zoom.us/j/95501678536>) titled "Supporting Underrepresented Learners in an Online Environment" led by Dr. Michele Williams, Academic Success Specialist, College of Pharmacy.

Mark your calendars for the fall 2020 lunch and sessions beginning Sept. 8 with "Social Media Presence" led by Jennifer Barber, Marketing and Social Media Manager and Sept. 15 "Becoming an LGBTQ Ally" with co-leaders Dr. Bethany Novotny, Dept. of Counseling and Human Services, and Dr. Stacey Williams, Dept. of Psychology.

For a full listing of the fall 2020 lunch and learn sessions, please visit the [Equity and Inclusion website](#).

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## [Security changes for Zoom meetings will be implemented Aug. 15](#)

Zoom had previously announced that all meetings would require a Passcode or Waiting Room enabled beginning July 19. **Zoom has extended this date to September but ETSU will implement this change on Aug. 15** to avoid as much disruption as possible. Users will need to ensure that all meetings have a Passcode (formerly password); otherwise a waiting room will be automatically activated. All users are asked to review their meetings and Personal Meeting Rooms to ensure that either a Passcode or Waiting Room is enabled ahead of the Aug. 15 ETSU update.

For additional information or to familiarize yourself with the process of creating Passcodes and Waiting Rooms, please reference the [Zoom FAQ](#). If you have questions or need assistance, please contact Academic Technology Services at [zoomhelp@etsu.edu](mailto:zoomhelp@etsu.edu) or [423-439-8611](tel:423-439-8611), or the [ITS Help Desk](#).

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## [Fall 2020 payment deadline is Monday, Aug. 17 at 6 a.m.](#)

A series of changes regarding fee payments are being implemented. These adjustments in policy were driven from student feedback. Please note these guidelines regarding fee payment:

### **1. The Fall 2020 fee payment deadline is Monday, August 17, at 6 a.m.**

This new deadline is earlier than it has been in the past and allows students and families access to ETSU offices and staff members for timely assistance for any issues that might cause a student to be disenrolled from classes due to non-fee payment.

### **2. Students can enroll in an **installment** payment plan.**

Again, your feedback helped guide the creation of this new option. By the Fee Payment Due date of Monday, August 17 at 6 a.m., all students must **pay or enroll in a payment plan**. The payment date for the 4-installment payment plan are:

- On before August 17 by 6 a.m.
- September 30
- October 31
- November 30

**4. Students not desiring to enroll in a payment plan may choose to pay their account in full.**

**Click here** to learn more about payment plans, how to enroll and how to pay. The Bursar's Office is available to answer questions about payment plans: [bursar@etsu.edu](mailto:bursar@etsu.edu) or [423-439-4212](tel:423-439-4212).

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## [Advertising space available in Upcoming East Tennessean Welcome Edition](#)

Let the East Tennessean help you reach the ETSU community! Reserve your space today! The East Tennessean student newspaper is now accepting advertising reservations for the August 20 Special Welcome Edition. Deadline for ad submission is August 17. For more information or to reserve ad space, contact [ETads@etsu.edu](mailto:ETads@etsu.edu) or [423-439-5363](tel:423-439-5363).

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## [Learn more about ETSU's Curriculum Innovation Center](#)

Are you planning to develop or revise curriculum for a new or existing program? Learn more about the resources available through ETSU's Curriculum Innovation Center (CIC). Members of the CIC team are available to provide expertise to strengthen curriculum collaboration and support a variety of delivery modalities as well as help to bring together resources and faculty across programs for interdisciplinary curricular development. Learn more about the center and all that is available to ETSU faculty at the center's [website](#).

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## Dependent Verification for Tuition Discount

The Office of Human Resources will be implementing procedural changes for Educational Benefits. Effective July 2020, HR will begin verifying the dependent relationship when completing the Request for Fee Discount for Spouse and/or Dependent Children. If your spouse or dependent children are already covered on your insurance through ETSU, you will not need to provide dependent verification. If your spouse and/or dependent children are not covered on your ETSU insurance, you will need to provide the applicable dependent verification documents listed below:

**Spouse:** Marriage Certificate

**Dependent Children:** Birth Certificate or Adoption paperwork or any legal document that establishes guardianship

**Dependent Step Children:** Verification of marriage between employee

and spouse and birth certificate of the child showing relationship to the spouse.

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## [Upcoming employee training opportunities](#)

Leadership tip of the week: "[Fire Bullets, Then Cannonballs -- Jim Collins](#)"

### [Supporting Underrepresented Learners in an Online Environment:](#)

Supporting Underrepresented Learners in an Online Environment will be part of the office of Equity and Inclusion's Lunch and Learn series of workshops. Led by Michele Williams, Academic Success Specialist, College of Pharmacy on Tuesday, August 11 from noon to 1 p.m. via Zoom.

Want to improve your communication and collaboration? [DiSC Personality Profiles](#), "The 5 Dysfunctions of a Team," "Customer Service," "Emotional Intelligence," and other valuable sessions are available for departmental trainings. Email [gloverke@etsu.edu](mailto:gloverke@etsu.edu) to schedule a Zoom Virtual Workshop for your team today.

Please Note: Be sure to check the [Event Calendar](#) and the [Scheduled Classes](#) websites for the latest training information. Check out the employee learning opportunities online at [Percipio](#). Also check out [LinkedIn Learning](#). As always, please contact us at [gloverke@etsu.edu](mailto:gloverke@etsu.edu) or [423-439-6133](tel:423-439-6133) if we can help in any way with your learning for you and/or your functional unit.

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### [UPCOMING EMPLOYEE TRAININGS & WORKSHOPS](#)

[ETSU EVENTS CALENDAR](#)

[ETSU NEWS](#)



