

**COLLEGE
OF
SCIENCES AND HUMANITIES**

FACULTY FIELD GUIDE

2011-2012



BALL STATE

UNIVERSITY®

Prepared by the Task Force on the Status of Women

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QUICK REFERENCE TELEPHONE NUMBERS

Academic Advising	5-1161
Academic Assessment and Institutional Research	5-5974
Ball State Bookstore	5-8080
Blackboard & Technology Training (Yasmin Tunc)	5-5902
Center for Media Design	5-0123
Charlie's Charter (Escort Service)	5-5005
Child Study Center	5-1987
College of Sciences and Humanities, Dean's Office.....	5-1042
Contracts and Grants	5-5221
Copyright Compliance (Fritz Dolak)	5-5330
Counseling and Psychological Services Center	5-1736
After 5:00 p.m.	747-7330
Educational Resources (Bracken Library)	5-5340
Educational Resources (Bracken Library) Equipment and Projection Services	5-5337
Emens Auditorium	5-1539
Emergency (Police, Fire, Medical)	5-1111
Graduate School	5-1297
Help Desk (University Computing Services, UCS)	5-1517
Honors College	5-1024
Learning Center, NQ350	5-1006
Library, Bracken	5-5143
Ombudsperson, Assistant to the Dean of Students	5-1545
Parking Services	5-1208
Police, University	5-1111
Post Office (Student Center)	5-8428
Printing Services	5-8420
Pruis Hall	5-1396
Retreat (Noyer Food Mall)	5-1967
Sponsored Programs Office (SPO)	5-1600
Student Rights and Community Standards (David Fried)	5-5036
Teaching and Learning (ITAS)	5-1763
Teleplex, Equipment Checkout	5-5373
(Digital Camcorders, etc.)	
University Compliance (Sali Falling)	5-5162
University Marketing and Communications (Marc Ransford)	5-1560
VIS (Video Information System) –newly named ICSS (Instructional Classroom Support Services)	5-3999
Work Control Center (Building Maintenance).....	5-5081
WorkLife Programs (Marta Stephens), Human Resource Services	5-1187

OTHER:

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INTRODUCTION

This guidebook was prepared by members of the Task Force on the Status of Women in the College of Sciences and Humanities as a quick and informal reference on several aspects of faculty life which we feel are very important. In a sense, this booklet has elements of a first-year survival guide for faculty, but colleagues who have been at Ball State longer also may find some helpful sections.

We highly recommend that all faculty take the time to familiarize themselves with the many resources and links available through the main Faculty & Staff webpage: <http://cms.bsu.edu/Gateways/FacultyandStaff.aspx>. These include the Administrative Toolbox, Academic Toolbox, and Employee Toolbox. Other useful information; such as Course Planner and Course Catalogs, is available via the Current Students webpage, www.bsu.edu/student-services/.

We have tried to make the information as accurate as possible at the time of printing. This version of the guidebook is an update of previous versions. The guidebook is not to be construed as a policy manual. For official policy, please refer to the Faculty and Professional Personnel Handbook which can be obtained online at www.bsu.edu/hrs/.

TAKING CARE OF BASIC NEEDS

ATM MACHINES

For quick cash, machines are located in the Student Center on the first floor and in the Arts and Journalism Building down the hallway to the west from the Ball State Bookstore. Other locations around campus include: Bracken Library, Worthen Arena, Pittenger Student Center, Arts and Journalism Building, and on McKinley Avenue, across from Lewellen Pool.

BOOKSTORE

The Ball State Bookstore is located in the Arts & Journalism building, first floor, at the north end of the Atrium. It is leased to Barnes & Noble as the main textbook supplier. Textbooks can be ordered online or at the textbook desk each semester, and a notification will be sent by the Bookstore to the two other local bookstores, CBX and TIS. An early reminder will be sent to each faculty member via email regarding textbook order renewals/changes for the upcoming semester.

CATALOGS –GRADUATE AND UNDERGRADUATE

The website to access the Graduate and Undergraduate Catalogs is www.bsu.edu/academicsystems.

COLLEGE FACULTY SOCIAL NETWORK

SCIENCES AND HUMANITIES **COLLEGE FACULTY SOCIAL NETWORK 2011-2012** **Facilitated by the Task Force on the Status of Women**

We know that making friends and establishing significant relationships is an important part of maintaining a high quality of life. If you are looking to make social connections, whether single or attached, we invite you to join the College of Sciences and Humanities' Social Network group.

We will meet on September 16, 2011, at 5:30 p.m., at The Locker Room in the Village.

For more information, contact Melinda Messineo, mmessine@bsu.edu, 285-5530.

COMPUTER ACCOUNT - EMAIL

Getting your BSU email account is a two-step process that must be done in person. First, go to the Registrar's Office on the ground level of Lucina Hall and obtain a BSU picture ID. Second, go to the Robert Bell Building, Room 165, with your BSU ID. You will receive your username and password.

This account is for university business, rather than for personal matters.

CONFERENCE/PROFESSIONAL TRAVEL

Clearly, most faculty travel to professional meetings or have other university business which causes them to leave campus and miss classes from time to time. If you plan to do such travel, fill out a travel authorization form, which your department's administrative coordinator will give you, and have it approved by your department chairperson and the Dean's Office before you travel. Completing forms before you travel is for insurance coverage. You will not receive reimbursement for travel unless you turn in your forms before you travel! It is up to you to find a substitute for your classes. Another faculty member or a graduate assistant might teach the class or proctor an examination for you. Students need to be involved in an academically productive manner while you are away.

DEPARTMENTAL CULTURE AND UNSPOKEN RULES OF ETIQUETTE

Every department has unspoken rules of etiquette. Our advice is that you try to learn them quickly.

For example, there is an Administrative Coordinator in each departmental office, and in many departments there are additional office staff members. They are extremely important people, and can make your life easier. Find out from your mentor what they will and will not do to assist faculty. Never assume that you can take a pen, pencil, paperclip, stapler, etc., from their desk to use for even a moment. If you need to turn in a form, or other document, to them when they are away from their desk, be sure to find out where they would like you to leave it. Their desk is their personal space. Never violate it. And, if you stop to chat, remember that you may have some free time, but they may not be free at the moment.

Learn quickly about basic supplies like pens, paper, CDs, and ink cartridges for your printer. Where are they kept? Can you help yourself to them based on your instructional needs, or are supplies kept under lock and key? Similarly, what are the rules governing use of the copy machine and FAX machine?

If you want to speak briefly with the department chairperson, can you just drop in, or do you need an appointment?

If there is a department conference room, is it used only for "officially" scheduled departmental events, or can faculty and their students use it informally?

Who can post items on department bulletin boards?

Your office is your territory, but remember to be considerate of those in neighboring offices. Loud music, loud telephone calls, or loud office hour conversations with students can prevent colleagues from accomplishing their work.

Gossip spreads through departmental grapevines. Handle it with caution! Be very careful about what you write in an email. A single key stroke -- intended or unintended, by you or by someone else -- can send a message to many inboxes. And, there is no body language to tone down very direct or sarcastic written remarks.

DISABILITY ACCOMMODATIONS FOR FACULTY

Disabilities may be apparent to other people or not. If you need help with a disability, there are two people with whom you will want to have conversations – your department chairperson and Larry Markle (lmarkle@bsu.edu) (285-5293). While Larry's title is Director of Disabled Student Development, he is an expert on many varieties of accommodations for faculty and staff, as well as for students.

Your chairperson can initiate action such as trying to schedule your classes close to your office, scheduling your classes at accommodating times, providing a lab assistant or grad assistant, or ordering a special piece of office or lab furniture or computer. Larry Markle can advise about special technologies on campus.

Each parking lot and garage has spaces reserved for those who need to be closer to buildings. Parking Services, on the lower level of the Student Center, can help. They will issue both short and long-term parking permits, when you present medical documentation.

There is a special shuttle which will transport a person from building to building on campus. Larry Markle's office makes arrangements for this.

EQUIPMENT OR FURNITURE

The university stores excess equipment and furniture. If you need furniture or equipment for your office or lab, call Roger Hassenzahl, Assistant Director of Inventory Control, at 5-2841. If what you need is available, complete an Excess and Inventory Control Form, called a B4-50. You can get the form from your Departmental office. Do so AS SOON AS POSSIBLE and consider delivering the request in person to Mr. Hassenzahl after you have the needed signatures. Do not throw equipment or furniture away without consulting your Administrative Coordinator.

FACULTY IDENTIFICATION CARD

All faculty and staff are given a BSU photo ID card. All students, staff, and faculty will be assigned an identification number other than their social security number. This practice was established in order to protect the identity of users.

Your BSU ID serves as your library card, MITS bus pass, and admission to campus recreation facilities once you have made arrangements with Recreation Services. Discounts are available at the BSU Bookstore, Emens Auditorium, Ball State Theatre, and sporting events. Discounts may be granted at other bookstores and campus area locations. The discount percentage or amount varies at each location and each performance/event, so make sure to ask about discounts when making purchases.

You can obtain your picture ID card, or replacement card, at the Registrar's Office. You need to bring another type of picture ID (i.e. a driver's license, charge card with picture, etc.) with you to prove who you are. If you forget your BSU ID number, you can obtain the number online by going to the BSU

main webpage, <http://cms.bsu.edu/Gateways/FacultyandStaff.aspx> and clicking on “Get Your BSU ID” in the Employee Toolbox area.

FAX SERVICES

Some departments have their own FAX machines; others share with another office. Please check with your departmental secretary. For long distance FAXES you will need your authorization code.

FINDING A JOB FOR A SIGNIFICANT OTHER

While finding suitable employment in any new setting poses challenges and usually requires a concerted effort, we have some specific suggestions of places to look in East Central Indiana and some strategies. And, we think that the outlook is very optimistic.

- Tell everyone you meet that your significant person is looking for a job and what type of job. Your department chair and mentor may be able to help with the networking.
- If a faculty position at Ball State is the goal, your spouse/partner/friend needs to set an appointment to introduce themselves **IN PERSON** to the department chair of an appropriate department at Ball State. Sometimes the chair knows that a contract position or tenure-track position will become open before it is advertised. Also, a chairperson who is well-connected in the state and community may know of opportunities elsewhere. Sometimes a contract position becomes available quite suddenly, days or months after your discussion, and a chairperson has to fill the position quickly. If the chair knows that your partner is a strong candidate, your partner may catapult to the top of the chair’s short list. Being hired as a contract faculty member is a good thing. While a tenure-track position may be the ultimate goal, a contract position can be a great stepping stone toward a tenure-track hire. It gives a person a chance to know the department faculty, students, and curriculum, and when a tenure-track position opens up, one often is in a good position to compete for it.
- On the BSU website, the University Human Resources Services lists open faculty positions at www.bsu.edu/hrs/jobpostings.
- If a faculty position is the goal, and there are no appropriate openings at Ball State, there are other colleges and universities within reasonable commuting distance. A look at their websites will help you identify potential departments. Other institutions include: Taylor University in Upland; Taylor University in Fort Wayne; Indiana Wesleyan College in Marion; Huntington University in Huntington; Anderson University in Anderson; University of St. Francis in Fort Wayne; Indiana University-Purdue University Fort Wayne (IPFW); Earlham College in Richmond; Indiana University East in Richmond; Indiana University Kokomo. And, in Indianapolis, you will find: Butler University; Indiana University-Purdue University Indianapolis (IUPUI); the University of Indianapolis; and Marian College. Additionally, there are more specialized institutions, such as the Art Institute of Indianapolis, the Writer’s Center of Indiana in Indianapolis, the Indiana Business College, with facilities in Anderson, Fort Wayne, Indianapolis, Marion, Muncie, and the Indiana Institute of Technology in Fort Wayne. IVY Tech, the growing Indiana community college system, has nearby campuses in Muncie, Kokomo, Indianapolis, Fort

Wayne, Richmond, and in Marion. With a doctorate, a person might find administrative, as well as teaching opportunities, at IVY Tech.

- If a teaching position in a K-12 school is desired, you can find a list of school districts in Delaware County by going to www.bsu.edu/hrs/worklife/ and clicking on “School Systems.” Other school corporations within reasonable commuting distance include those in the surrounding counties of Madison, Grant, Blackford, Jay, Randolph, Henry, Hamilton, and Hancock. The Indiana Department of Education website lists schools in each of these counties at <http://mustang.doe.state.in.us/SEARCH/search.cfm>. Click on “Search by Indiana County Map.” Indianapolis Public Schools in Marion County is also a possibility. The larger school districts, such as Indianapolis and Anderson, often have openings very late in the summer and still are hiring as the school year begins. For questions about teacher licensing in Indiana, contact the BSU Office of Teacher Education Services. Dr. Judy Miller, jamiller5@bsu.edu, is the Director.
- If a position in the health-related professions is a goal, there are many opportunities in Muncie, as the city has become quite a regional health center for East Central Indiana. Ball Memorial Hospital, just southwest of the BSU campus on University Avenue, is a modern, multifaceted facility, with satellite centers such as a Cancer Center, Wound Center, Imaging Center, and Pain Clinic. The Cardinal Health System provides access to a wide range of physician services from Family Practice to Specialty Care. The American Health Network on Morrison Road is a large Family Medicine practice, with its own laboratory and surgical facilities. Other hospitals in the area include Blackford Community Hospital in Hartford City, Community Hospital of Anderson, Renaissance Specialty Hospital in Muncie, and Saint John’s Health System in Anderson. Retirement communities and nursing homes in the area also employ large numbers of skilled health professionals.
- Ball State hires more and more people into positions that are categorized as “Professional,” “Staff,” and “Service.” Some require very specialized knowledge and skills, such as computer programmers and media design experts hired by the Center for Media Design. Other positions require the skills of a college graduate with a good liberal arts background, or polished secretarial skills. Check out these listings at www.bsu.edu/hrs by clicking on “Employment Opportunities.” One may also register with Human Resources to be called for temporary office support staff jobs to replace staff members on vacation or sick leave.
- If there is an interest in employment in Social Services, you may wish to explore websites such as that of the Indiana Family and Social Services Administration at www.in.gov/fssa/. Delaware County agencies concerned with social services include the Community Action Agency, Life Stream Services (formerly called the Area Agency on Aging), Meridian Services (formerly called Community Mental Health), Youth Opportunity Center, and Planned Parenthood. The United Way will have a listing of all agencies which receive United Way funds. And, your partner may wish to make an appointment with a member of the BSU Department of Social Work, even if you have no interest in university teaching.
- Exploring the “not-for-profit” organizations will be facilitated by studying an extensive list of “Parent Resources” supplied on the Muncie Community Schools website at www.muncie.k12.in.us/parent_resources.htm. A web search of “indiana delaware county not for profit” also results in a wide variety of potential leads.
- A listing of professional employment agencies may be seen from the website www.bsu.edu/hrs/worklife/.

- Sometimes partners will decide to live on the northeastern corner of Indianapolis so that one can take advantage of professional opportunities in the larger metropolitan area. Law, banking, research science (e.g., Roche, Lilly, Dow Agro Sciences, Indiana University Medical Center), sports (e.g., Colts, Pacers, motor speedway, NCAA Hall of Champions), retail (e.g., Circle Center Mall, Keystone at the Crossing, etc.), museums (e.g., Indianapolis Museum of Art, Indiana State Museum, Eiteljorg Museum of American Indian and Western Art, Children’s Museum, Indianapolis Zoo and Botanical Gardens), artistic venues (e.g., Indianapolis Civic Theatre, Indianapolis Chamber Orchestra, Indianapolis Symphony Orchestra, Indiana Repertory Theatre, Madame Walker Theatre Center, Arts Council of Indianapolis), restaurants of many varieties, and much more are all areas of opportunity in the big city.

Additional items of possible interest in the Indianapolis job search include:

Albert, Erin. 2008. Indianapolis: A Young Professional’s Guide. AuthorHouse.
 Indianapolis Urban League Young Professionals, www.indyhub.org.
 Indianapolis Young Active Professionals, www.yapclub.com/indianapolis/
 Indianapolis Chapter of Young Nonprofit Professionals Network (YNPN),
www.ynpn.org; Indiana Historical Society; Indiana Humanities Council

- If your partner would like to add to his/her educational credentials, both Ball State and IVY Tech in Muncie offer a myriad of opportunities. At Ball State there is tuition remission for undergraduate course work for spouses of faculty, and graduate students can apply for assistantships that carry tuition remission as well as stipend.
- Be creative. Be patient. Many spouses/partners of BSU faculty have found terrific jobs in Muncie and the environs. You can, too!
- For a pep-talk and/or help in brainstorming, call the Dean’s Office at 285-1042, and ask for contact information for a member of the Task Force on the Status of Women.

FOOD SERVICE – ON CAMPUS DINING

All Ball State Dining locations are open to faculty and staff. Most are located in student residence halls. BSU Dining offers a nice variety, and the quality of the food is good. While students may have meal cards, faculty generally pay with cash, Visa, or MasterCard. The complete listing of campus dining locations and menus can be found at <http://bsu.edu/dining/locations>.

You can also place orders for some dining locations online from any computer at www.bsu.edu/dining. Customize your order just like you would in person, set the time you’d like your food ready, and then pick it up at that time. It’s easy to use and saves time standing in the ordering line!

Special items being offered this year include:

- **Custom pizzas** in Courtside (LaFollette Square), Tom John Food Shop (Kinghorn Hall), and Noyer Centre Food Mall
- **Baked pastas and fresh salad bar** in Courtside
- **Custom paninis** at Market Deli (Noyer Food Mall)
- **Expanded pasta choices** in the Noyer Centre Food Mall
- **Baked potatoes** in Bookmark Café
- **Custom breakfast sandwiches** during breakfast hours in Tom John Food Shop

- **Frappuccinos** at Patisserie (Woodworth Commons)
- **Nescafe mochas, cappuccinos, and lattes** in The Atrium

The Atrium – Arts and Journalism Building (On McKinley, north of Teachers College)

Sbarro—The Italian Eatery		
10:30am-10:00pm		M-Th
10:30am-7:30pm		F
10:30am-3:30pm		Sat
10:30am-7:30pm		Sun
Boar’s Head - Sandwiches		
10:30am-10:00pm		M-Th
10:30am-7:30pm		F
10:30am-3:30pm		Sat
10:30am-7:30pm		Sun
Chick-Fil-A Express		
10:30am-10:00pm		M-Th
10:30am-7:30pm		F
10:30am-3:30pm		Sat
CLOSED		Sun
Atrium Creations and Caliente		
10:30am-7:30pm		M-F
CLOSED		Sat-Sun
The McKinley Grille		
Breakfast 7:30am-10:30am		M-F
10:30am-9:30pm		M-Th
10:30am-7:30pm		F
10:30am-3:30pm		Sat
10:30am-7:30pm		Sun
Jamba Juice		
8:00am-7:00pm		M-F

Student Center Tally Food Court

Starbucks		
6:45 a.m.-11:00pm		M-F
7:30 a.m.-10:00pm		Sat-Sun
Taco Bell		
10:30am-8:30pm		Daily
Emporium/Grab-n-Go/Grocery		
7:30am-8:30pm		M-F
10:30am-8:30pm		Sat-Sun
Homestyle/Custom/Grill/Deli Sandwiches		
Breakfast Homestyle Buffet/Waffles/Omelets	7:30am-10:00am	M-F
Lunch	10:30am-4:30pm	M-F
Dinner	4:30pm-7:30pm	M-F
Chef Station	11:00am-1:30pm	M-F
Salad/Soup Station		
Breakfast (Fresh Fruit Only)	7:30am-10:30am	M-F

Lunch	10:30am-4:30pm	M-F
Dinner	4:30pm-7:30pm	M-F
Limited Salad Bar	10:30am-7:30pm	Sat-Sun

Bookmark Café – Bracken Library (Southeast Corner – First Floor)

7:30am-9:30pm	M-Th
7:30am-3:00pm	F
CLOSED	Sat-Sun

Elliott Hall Dining – On Talley Street (Across from Student Center, behind Wagoner and Elliott halls)

Main Dining Service

7:15am-9:30am	M-F	Breakfast
10:30am-1:30pm	M-F	Lunch
11:00am-1:15pm	M-F	Lunch – Pasta/Stir-fry
5:00pm-8:00pm	M-Th	Dinner

Kinghorn Hall

Tom John Food Shop

8:30am-9:30pm	M-F
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LaFollette Square Dining– LaFollette Hall (On McKinley, across from Arena)

America’s Buffet

7:00am-10:30am	M-F	Breakfast
5:00pm-7:30pm	Sun-Th	Dinner

Courtside

11:00am-7:30pm	M-F
Noon-7:30pm	Sat-Sun

Out of Bounds Market and Grocery Area

8:30am-Midnight	M-Th
8:30am-8:30pm	F
7:30am-8:30pm	Sat
7:30am-9:30pm	Sun

Out of Bounds Grille Area

11:00am-8:30pm	M-F
7:30am-8:30pm	Sat-Sun

Noyer Centre Food Mall – Noyer Hall (East of the College of Business)

Retreat

11:30am-1:30pm	M-F	À la carte faculty/staff dining (students allowed only as faculty/staff guests)
5:00pm-8:00pm	M-F	All-you-care-to-eat, open to all

Crispy Greens

10:30am-7:30pm	Daily
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Fruit to Nuts

10:30am-7:30pm	Daily
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Burgers-n-Spuds

Breakfast 7:30am-1:30pm daily

	7:00am-7:30pm	M-F
	7:30am-7:30pm	Sat-Sun
Pasta, Stir Fry, and Panini		
	10:30am-7:30pm	Daily
Mom's		
	7:30am-10:00am	M-F
	10:30am-2:30pm	Daily
	4:30pm-7:30pm	Daily
Market Deli		
	10:30am-9:00 pm	Daily
Yummies		
	7:00am-7:30pm	M-F
	10:30am-7:30pm	Sat-Sun
Marketplace		
	7:00am-Midnight	M-Th
	7:00am-9:30pm	F-Sun

Recreation and Wellness Facility

Quiznos

	11:00am-9:00pm	M-Th
	11:00am-7:00pm	F

Studebaker West Complex – (East of the College of Business and Noyer Centre)

Micro Café

	8:30am-9:30pm	M-F
	5:00pm-9:30pm	Sun

Woodworth Commons – Woodworth Hall (On Riverside, east of Scramble Light)

El Fire Dragon

	10:30am-7:30pm	Daily
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Della Casa

	10:30am-7:30pm	Daily
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Deli World

	10:30am-9:00pm	M-F
	10:30am-9:00pm	Sun

Woody's Grille

	10:30am-7:30pm	Daily
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Comfort Zone

	7:00am-10:30am	M-F	Breakfast
	8:30am-10:30am	Sat-Sun	Breakfast
	11:00am-2:30 pm	M-F	Lunch
	5:00pm-7:30pm	M-F	Dinner

Patisserie

	7:00am-7:30pm	Daily
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Riverside Emporium

	7:00am-Midnight	M-Th	7:00am-9:30pm	F-Sun
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PARKING AND ON-CAMPUS TRANSPORTATION

Parking Permits

During the academic year, parking permits are required during the enforcement hours of 7:00 a.m. to 7:00 p.m., Monday through Friday, unless otherwise posted. For summer parking restrictions, watch for Communications Center emails, or contact Parking Services. Faculty qualify for a General Faculty/Staff Permit (yellow) or a Restricted Permit (red). You may only purchase one permit, but can register additional vehicles. You **must** display the window decal on the vehicle which is parked on campus. Information on Faculty/Staff Permits can be obtained from the BSU Parking Services website at <http://www.bsu.edu/parking/faculty/>.

If you are an Indiana resident and receive your new license plates after you have applied for a parking permit, be sure to contact Parking Services and update your vehicle information on file. You must report changes in address, vehicle license number, or ownership to Parking Services within five business days. You can report changes in person at the Parking Service Office (see address below under “Paying for Parking Permits”), or via email at: parking@bsu.edu. You can get a \$90 ticket if you don’t report the changes.

With a General Faculty/Staff Permit, you may park in any of the yellow lots from 7:00 a.m. to 5:00 p.m., Monday through Friday, and in the Restricted lots after 7:00 p.m. unless otherwise posted.

With a Restricted Permit, you are limited to one assigned Restricted (red) lot. The assigned lot number is indicated on the window decal. If your restricted lot is full, then you are permitted to park in any General (yellow) lot or Commuter (green) lot. Restricted lots are reserved from 7:00 a.m. to 7:00 p.m., Monday through Friday, and are categorized as “surface” lots or “garage” lots.

In the 2011-2012 school year a variety of construction projects may result in changes in parking policy. Call the Ball State Parking Hotline at 285-1208 for more information or consult the parking website at www.bsu.edu/parking/.

Paying for Parking Permits

Parking fees can be paid all at once by check or cash, Master Card or Visa, or over time by payroll deduction. There are no additional fees for electing payroll deduction, but you must fill out the appropriate form which is available from Parking Services. **Parking Services is located on the lower level of the L.A. Pittenger Student Center, Room L-1.** (Corner of University Ave. and McKinley Ave.)

Parking Hotline

For the latest information from Parking Services about hours, the availability of permits in restricted parking areas, vehicle registration information, or ticket response, consult the parking website www.bsu.edu/parking/ or call Ball State Parking Services (285-1208).

Parking at Another Campus Location

All parking facilities, except metered spaces, require a parking permit during enforcement hours. Regular metered spaces are for 45 minutes. Even if you have a parking permit, you may park anytime at meters, but the meter fee must be paid. There is metered space in the three parking garages. It is on the top level of the Emens parking structure, and on the first level of the garage behind the Pittenger Student Center, and the McKinley Avenue garage behind the Music Building. Currently, it costs \$5 per day or \$1 per hour to park in any of the three parking structures.

We recommend not parking in spaces marked Permit 97 unless you have a handicapped permit. This is parking for those with severe disabilities. Tickets are \$115 and your vehicle will be towed at your expense! If you use a car from the motor pool, you must park your own car in the space of the BSU car you are using. The car you park must have a BSU permit, or you will get a ticket.

Parking Tickets

Tickets are taken seriously and must be paid or appealed by the date noted on the ticket. You have 10 business days to take care of this or a late fee will be assessed. **Unpaid parking tickets will result in the withholding of any future salary increase.** A violation received under extenuating circumstances may be petitioned to the Review and Appeal Committee. Appeal forms are available from Parking Services and must be filed within 10 business days after issuance or the right to appeal is forfeited. Notification of the committee's decision will be sent by mail and is final and binding.

Vehicle Immobilization Boots and Towing of Vehicles

If you park in a tow-in zone or park overnight in a lot where this is not permitted, you will be towed. All faculty/staff and commuter surface lots, and parking structures are posted for no overnight parking Monday through Friday. If your car is towed, you will have to retrieve it from Nye's Wrecker Service located at 801 S. Liberty St. The phone number is 282-5092. The towing charge must be paid in cash. Towing fees cannot be appealed. A ticket for improper parking will be written before the vehicle is towed. Vehicle immobilization boots and towing are currently used by Parking Services if five (5) or more outstanding citations have accumulated. All in all, people who have been through this report that it is a most unpleasant event. We recommend that you avoid it!

Campus Shuttle

The Campus Shuttle Bus Service provides free transportation for faculty, staff, students, and visitors along McKinley Avenue during the fall and spring semesters. The stops are marked. All you have to do is hop on! It is available every 6 to 10 minutes from 7:15 a.m. to 11:00 p.m., Monday through Thursday, 7:15 a.m. to 8:00 p.m. on Friday, and 5:00 p.m. to 11:00 p.m. on Sunday. BSU often provides shuttle service for activities which overtax the University's parking facilities, such as events at Emens Auditorium, sporting events, etc.

MIT'S Buses

MIT'S stands for Muncie Indiana Transit System, and it is our city bus system. MIT'S can take you to many destinations around Muncie, including Ball State, the Muncie Mall, Walmart, and downtown. Ball State faculty and other employees and students can ride the buses for free by presenting their Ball

State ID to the bus driver. Call MITS for schedule and route information (289-6487) or visit the website at www.mitsbus.org.

Late Night Transportation: Charlie's Charter

If you are working late at night, you may want to call Charlie's Charter to take you to your car. Co-sponsored by the Department of Public Safety and the Student Government Association, Charlie's Charter provides free and safe transportation for students, staff and faculty after the Campus Shuttle has stopped running for the evening. The Charlie's Charter service runs Sunday through Thursday from 6:00 p.m. to 3:30 a.m. The phone number is 760-RIDE or 5-5005. The service does not run during the summer.

TELEPHONE SERVICES

Making Calls on Campus

Faculty, staff, and campus offices have seven-digit numbers which begin with 285-. Students in residence halls have seven-digit numbers which begin with 214-. To call a campus number from another campus number, you dial only the last five digits. So, for example, to reach 285-1042 from another campus phone, you dial 5-1042. To obtain the number for a student or faculty member before the new B-book (name for the Ball State telephone directory) is published, call information at 289-1241.

Long-Distance Calling

Each faculty member is issued an authorization code which is non-transferable. The Administrative Coordinator in your department can help you with this. The code must be kept secure. Your department will be billed for long distance calls charged to your authorization code.

For long distance calls (either inside or outside area code 765):

Dial 9 + 1.

Dial area code plus seven digit number.

Listen for special tone.

Dial your authorization code.

If you need help, dial 0 for the BSU operator.

Voice Mail

For access to voice mail, inquire of your department chair or department administrative assistant.

SMOKE FREE CAMPUS

Smoking policy

If you are a smoker, you CAN'T smoke in your office. There are 12 outdoor locations on campus, where smoking is permitted. You can locate them on a map of campus at www.bsu.edu/smokefree. And, you may also smoke in a personal vehicle on campus. Other than that, you can receive a \$50 fine for

smoking on campus, and a \$1000 fine because of the state law. The restrictions apply also to guests and contractors on campus.

FACULTY BENEFITS

HEALTH CARE PLANS/ OPTIONS

The university has several different plans and options for employee health care. For additional information please search benefits at the payroll website: www.bsu.edu/payroll/.

HEALTH CARE—QUICK CLINIC

The Ball State Employee Quick Clinic is located in the lower level of the Amelia Wood Health Center, 1700 Neely Ave. The Quick Clinic provides care by nurse practitioners for common illnesses, and minor injuries on weekdays to Ball State employees, spouses, their dependents older than 2, and retirees. Typically, the clinic has a supply of flu shots. No coinsurance or deductible will be required for employees and their families who use the clinic and have the Ball State low deductible or high deductible wellness option PPO as their primary health plan. All employees, spouses, and dependents who are not covered under these plans are welcome but must pay in full at time of service.

No appointment is necessary. Academic year walk in hours are 7:30 a.m. to 5:15 p.m. Monday through Friday. FREE parking is available at the rear of the building. When you arrive, be sure to get a parking hang tag and put it in your car before you are seen by the nurse. Otherwise, you may get a ticket.

Phone: 285-1106 if you have Quick Clinic questions.

LEAVES OF ABSENCE

A variety of Leaves are possible; for example: Medical Leave, Family Leave, and Sabbatical (Special Assigned Leave with Pay). For additional information please check the Leaves of Absence website: www.bsu.edu/hrs and talk with your department chairperson.

RETIREMENT PLANS

Information about retirement options, including Tax Deferred Annuity, Deferred Compensation, and IN State Teachers' Retirement Fund Deductions (TRF) can be obtained from the Payroll and Employee Benefits Office (Administration Building G29). Make an appointment (5-8450) to talk with Elizabeth Volland, Pension Benefits Specialist, if you want clarification on available pension options. For additional information please check the benefits webpage, www.bsu.edu/payroll/savingforretire/.

WORKLIFE PROGRAMS:

Child Care and Other Work Life Concerns

WorkLife Programs is a resource and referral service that provides information to university employees 24/7 through their website, www.bsu.edu/hrs/worklife on such things as: relocation information; city and county schools; housing (apartments, condominiums, property management firms, realtors); employment opportunities for a spouse or other partner; and child and elder care options.

WorkLife Programs also administers the Employee Assistance Program (EAP). This service is offered to all university employees to assist with personal difficulties. The university's EAP works closely with the Counseling Center to offer the confidential support and direction employees need.

For additional information about WorkLife Programs visit www.bsu.edu/hrs/worklife/, or contact Marta Stephens, Human Resources Programs Coordinator, at 5-1187.

CHILD STUDY CENTER

For preschool, full-time or part-time child care, contact the Child Study Center (CSC). The CSC is a lab school under the auspices of the Department of Family and Consumer Sciences, www.bsu.edu/fcs/csc. The infant/toddler program, for ages 6 weeks to 3 years, is open 7:45 a.m.-5:15 p.m. during the academic year. Preschool, for ages 3 years to pre-K, is open 7:45 a.m.-5:15 p.m. during the academic year with a summer preschool program also offered. View program times on the website. Call CSC at 285-1987 for information.

WORKING WELL PROGRAM—WELLNESS

Being well and fit makes it easier for us to do our work. Working Well at Ball State University is a health enhancement program designed especially for Ball State employees. It is designed to help us improve or maintain a healthy lifestyle and to optimize health-care resources. Information on health assessment, coaching, nutritional counseling, Weight Watchers and more can be found at the Working Well website: www.bsu.edu/workingwell/ or call: 5-9355.

Recreation

Many faculty take advantage of the convenient and well-maintained recreation facilities to work out on their own or in organized classes. Ball Gym includes a fitness room, walking track, pool, and multipurpose fitness studio. The Student Recreation and Wellness Center/Health and Physical Activities Building includes a fitness center, five court gymnasium, two court auxiliary gymnasium, climbing center, six multipurpose fitness studios, lounge space, game room, pool with diving tower, racquetball courts, field-sports building, and the Office of Recreation Services. For more information, including hours and applicable fees for some usage, see www.bsu.edu/recreation.

PROMOTION AND TENURE MATTERS

A STATEMENT FROM DEAN MAGGIOTTO

As you begin a career at Ball State University, I want to emphasize a simple message: we want you to be a successful faculty member. We hope that all new tenure-track faculty will be tenured, advance in rank to professor, and receive merit salary increases along the way.

To reach those goals, we expect all tenure-track faculty to make recognizable contributions in each of the three areas of review that are standard in academe: teaching, scholarship and service.

Of the three, teaching is clearly our most important responsibility. We must spend the time necessary to develop and hone effective teaching skills. While that special effort will continue throughout our careers, as curricula and pedagogies evolve to accommodate advances in our disciplines and the changing learning styles of our students, there is an especially heavy investment of time and energy at the beginning of our careers.

New faculty must also build upon the skills and experiences in research and scholarship acquired in graduate school to create a body of work sufficient in size and quality to merit promotion and tenure. For many, their dissertations can be a resource for one or more refereed publications. For others, their dissertations will become the basis of a book. Still others will continue to mine topics first encountered during post-doctoral fellowships. Beyond these initial steps, it is important to realize that we expect all faculty to generate new scholarship that is cumulative and integrative but not completely derivative of earlier work. New faculty should aspire to create research programs flexible enough to accommodate changes in their fields and the natural evolution of their own interests.

Scholarship takes many legitimate forms. Ernest Boyer proposed four types of scholarship – the scholarship of discovery, the scholarship of teaching, the scholarship of integration, and the scholarship of application – in which faculty engage and for which they should be recognized. These are alternative forms of scholarship. No one expects all faculty to engage in all areas of scholarship all the time. However, as we choose the particular mix of scholarships that will form the body of our work, it is essential for us to keep in mind the requirements and guidelines of the university and of our respective colleges and departments. For example, peer review is a common requirement for scholarship to be credited to the body of required work. Similarly, it is generally recognized that presentations and papers delivered at professional meetings supplement books, articles, chapters, video programs, etc., but do not substitute for them. New faculty should consult their department chairs for particular requirements pertaining to their disciplines.

Service is the category perhaps least understood by new faculty. Simply put, universities are collegial organizations that depend upon the good citizenship – i.e., service – of faculty members to staff the committees and task forces required to meet the day-to-day obligations of the university, its colleges, departments and programs. Whether advising a student club or honorary, chairing a curriculum committee, or serving on a search committee or in the Faculty Senate, the active participation of faculty in the service function is essential. Service extends into professional organizations and into outreach activities, whose benefits accrue to the university. New faculty invariably wonder what the appropriate balance is among teaching, scholarship and service. At Ball State, as at most colleges and universities, new faculty should focus on teaching and scholarship and should become involved in governance and

other service gradually. Here too, new faculty would be wise to consult department chairs, mentors, and senior colleagues for guidance.

Finally, while each faculty member is individually responsible for demonstrating excellence in teaching, scholarship and service, no faculty member stands alone at any point in the probationary period. The university community is always there to support you. Use the technology and other resources we have made available. Accept the advice and constructive criticism of your colleagues. Remember, we want you to succeed.

SUGGESTIONS FOR NEW TENURE-TRACK FACULTY FROM EXPERIENCED FACULTY

After our students, the most important matters of concern to regular faculty members early in our careers are generally promotion and tenure. Professors at beginning and intermediary levels must constantly upgrade their professional accomplishments so that they may climb the rungs on the scholastic ladder.

There are several areas that must be considered when applying for tenure and for promotion. For all faculty teaching, research, and service become barometers of professorial achievement. Serious evaluation of each of the areas is of utmost importance and a considered balance of accomplishments in all three areas is required for success in either tenure or promotion. The professor's curriculum vitae is the major formal means of presenting accomplishments for assessment.

Curriculum Vitae and Supplementary Materials

All untenured, tenure-track faculty must prepare an updated curriculum vitae each Fall semester. The chair of your Department Promotion and Tenure Committee and your Department Chairperson will tell you when it is due. The curriculum vitae and supplementary files of the untenured faculty are reviewed at the Department level every year for progress toward tenure. Departments complete this review before the end of the Fall semester and provide feedback to faculty on their performance. Your Department then sends a letter and documentation regarding your progress to the Dean, who must approve progress toward tenure recommendations and report to the Provost.

Usually, tenure requires a seven-year probationary period. A faculty member must receive a satisfactory evaluation each of the seven years. The decision to grant tenure is generally made in the sixth year and, assuming satisfactory performance throughout the seventh year, tenure is awarded at the end of the seventh year. Sometimes, a faculty member with several years of experience in teaching, scholarship, and service is hired on the tenure-track. In those situations, the Department and Dean may choose to award one or two years credit toward tenure.

In the case of application for promotion, the recommendation is first made by the Department Promotion and Tenure Committee. The College Promotion and Tenure Committee then ranks the credentials of candidates and recommends approval for some, generally not all, of the candidates. The Dean, Provost, President, and Board of Trustees subsequently must approve recommendations for promotion.

There is a specific format for the vita required by the College. The chair of your Department Promotion and Tenure Committee and your Department Chairperson will have copies of the most recently approved form. It is also on the college website at www.bsu.edu/sh/secure/cshdocuments. The same document can be used for both tenure and promotion review. Follow the format carefully in preparing your document. Include accurate, complete information.

For those applicants seeking promotion, examples of vitae submitted by recently promoted faculty are available for examination in the Dean's Office. These examples demonstrate what successful candidates have submitted for review. New faculty will want to consult with their mentors on effective means of presenting their materials.

Documentation, including actual student rating forms, copies of publications and grants, and letters of commendation, is organized in supplementary files. Even though one does not wish to appear arrogant about achievements, in this case, modesty will bring fewer rewards. Try to be concise and well organized. The intention is to show to reviewers a continuous pattern of scholarly development. This can be done with a systematic listing of accomplishments both during and prior to employment at Ball State.

It is necessary to number the pages of the vita and to have corresponding supplementary materials also easily identified. Cross referencing is necessary. You will document your work in the three areas of teaching, research, and service.

Teaching/Learning:

Teaching information should include classes taught, courses designed, courses revised, and students supervised in independent study courses and thesis work. Student ratings are required. Also required is peer review or chairperson review of teaching. Other evidence of excellence may include evidence of student learning and notes of commendation sent from students or other faculty about courses taught or other teaching activities. Student ratings from each course are included in the supplementary documents and summarized in the vita. Review committees also like to see grade distributions for each class taught. Excellence in teaching must be demonstrated for promotion and tenure. Students complete university teaching evaluations on-line. The University notifies students when the forms are available. It helps for you to remind your students to complete them.

Research/Scholarship:

Scholarship information should include completed works as well as projects in progress which are likely to come to academic fruition: articles, books, special creative projects, grants funded, etc. Information on publishers, journals, places of presentation, etc., are necessary data to include. Often there may be some confusion about how the term "research/scholarship" is used by a faculty member's department. If a person is seeking promotion and/or tenure, a clear understanding is vital. Talking with your mentor, other faculty, and your Chair will help to clarify what will be accepted as research. Especially in the sciences, there are increasing expectations that faculty will engage in successful grantsmanship to obtain external funding.

The vita form asks the faculty member to write about his/her scholarship, explaining the scope, the coherence, and the appropriateness of the methods of dissemination. This is an excellent opportunity for you to provide a context and explain the importance of your work. This becomes even more important if your work is either out of the mainstream of your field or if you are the only person in your department working in a given area.

Applicants may want to examine a copy of Ernest Boyer's text on scholarship, Scholarship Reconsidered. The scholarship of discovery is especially important for beginning assistant professors.

Additionally, firm appreciation of the hierarchy of publication outlets would be wise. The more prestigious the journal, the award, or place of presentation, the better. Faculty should also be aware that the dossier must include refereed work--i.e., scholarship that has undergone formal, external review. High quality scholarship must be demonstrated for promotion and tenure.

Service/Engagement:

Service is the third area which will affect the curriculum vitae. As mentioned earlier, a balance is a desired effect in all applications for advancement. Even though promotion and tenure committees tend to give more weight to your accomplishments in teaching and research, you must have substantial, significant service to your credit for promotion and tenure.

Memberships on Departmental or College committees, student advising, presentations to University groups, offices held and other work in professional organizations, are all considered service. Professionally-related service to the community is also included. Service on Department, College, and University committees is a good way to meet colleagues and learn some of the complexity of University operations.

A good place to start your service is on Departmental Committees. Service on University Senate councils and committees is another way to participate in the governance of the University. Generally, policy recommendations made by councils and committees are referred to the Senate for its review and approval. If such recommendations are approved, they are then sent to the Board of Trustees, which makes final decisions.

For a listing of the Senate councils and committees, see the Faculty and Professional Personnel Handbook (cms.bsu.edu/web/FacultyProfessionalHandbook.aspx). The committees are broadly classified. Some are involved in developing significant academic policies, such as recommendations for change in the University Core Curriculum. Other committees engage in the housekeeping functions of the institution, such as hearing traffic ticket appeals. If you are new to the university, you may want to discuss with your mentor the nature of the committees on which you might wish to serve. Each spring you will receive a form from the Senate Governance Committee asking for your preferences for committee service. Our College also sends out an annual "Committee Service Questionnaire" on which you can indicate interest in specific committees.

External Letters for Promotion from Associate to Full Professor:

It is a few years down the road before beginning assistant professors become associate professors and then become ready to apply for full professorship. However, at that time, you will need positive letters from experts in your field who are not Ball State colleagues. The letters comment on the quality of your scholarship. Now is the time to establish relationships with people who might be called upon in the future for reviews. You and members of your Department Promotion and Tenure Committee will have input into the selection of the external reviewers. The department chair solicits the letters from potential reviewers, typically in late spring or summer before the fall in which your department would consider you for promotion to Professor.

Additional Suggestions about Promotion and Tenure

Pay very close attention to the feedback which you receive each year from your Department Promotion and Tenure Committee and Chair. If the feedback is very general about recommended areas in need of additional work, try to get clarification. If the feedback identifies shortcomings, rather than debating or ignoring the evaluation, even though you may feel angry or confused, you need to work first to understand what is being required of you and then to satisfy the requirements. Some people find it is useful to keep notes of these conversations. Be sure to follow through on Department suggestions.

Research seems to be the area which has the widest range of misunderstanding. It cannot be too often stressed to get your Department's definition of research: where do the lines get drawn and what lines are used? A mentor may help. Advice from current or past members of P&T committees might help. If models of materials sent forward by successful candidates in recent years are available, use them as prototypes.

The aim should be for substantial entries in all three areas — teaching/learning, research/scholarship, and service/engagement.

A faculty member may appeal a negative decision by his or her department. Appeals may be based only on allegation of violation of policy, allegation of unfair treatment, or allegation of discriminatory treatment. Be sure that you have appropriate documentation prior to the appeals process. Generally, in appeal situations, you are able to have a "faculty friend" assist you. This usually proves to be a very good idea. The Faculty and Professional Personnel Handbook contains the information required for such a procedure p.83.

**Do you have questions about HOW
the PROMOTION process works?**

GET ANSWERS!

**Join us for the Annual
PANEL DISCUSSION
with recent members
of the
COLLEGE PROMOTION & TENURE COMMITTEE**

**Friday, September 16, 2011
3:30-5:00 p.m.
Student Center-Forum Room**

TEACHING MATTERS

TEACHING

Teaching is a major responsibility of faculty in the College of Sciences and Humanities. Consistent with a teacher/scholar model, faculty teach students in the classroom, and often engage students beyond the classroom in their own cutting edge scholarship. Ball State is building on its long tradition of providing personalized and experiential learning for students, so faculty are exploring ways of providing students with more immersive learning experiences, as they create a vibrant learning environment. We also play a key role for the University, as we teach the majority of required Core Curriculum courses in this College.

Ideas for Helping Students Succeed

We want our students to learn, progress through their programs of study, and graduate. There are some tried and true strategies that we can incorporate into our classes that help students do this. These days, retention of students is everyone's business.

The items below were collected and adapted by Paul Ranieri, Associate Professor of English and a previous Director of Freshman Connections at Ball State, from the FYE Discussion Board (National Resource Center for the First-Year Experience and Students in Transition by Barbara Gaddis, Director of Student Retention, University of California-CS). Our suggestion is that you browse the list, pick two or three new ideas, and try them.

<https://cms.bsue.edu/About/AdministrativeOffices/FreshmanConnections/Faculty.aspx#makingconnections>

Making Connections in the Classroom

1. Send a welcoming email to students before the class begins. Encourage students to use their BSU email accounts. Tell them a little about yourself or ask them to email you about their goals for the course.
2. Learn the names of your students as quickly as possible and use students' names in class. Tell students the name and title you'd like them to call you.
3. Require students to meet with you early in the semester to get to know them personally.
4. Encourage students to form study groups/learning communities.
5. During an early session, have students write for 5 minutes about their hopes, dreams, fears, and expectations of the first year.
6. Be the first to arrive at class and the last to leave. Go a few minutes early to class and chat with the students. At the end of each class period, ask a different student to stay a few minutes just to talk.
7. Use index cards to learn something about your students and use the information when conversing with them.
8. If possible, email or telephone a student who is absent.
9. Get feedback periodically from students about how the class is going. Consider using a variety of informal class assessment strategies.
10. Lend books and borrow books, or place copies of required texts on reserve in the Library.
11. Have students pick up exams/quizzes from you in your office rather than distributing them in class.
12. Encourage students to establish a "buddy system" for absences, missed work, assignments, etc., recognizing that you are not their "buddy," but their teacher.

13. Encourage students who had the first part of the course together to enroll together in the second part.
14. Create situations where students can help you (get a book from the library, look up some reference, conduct a class research project, etc.)
15. Circulate around the class as you talk or ask questions.
16. Set aside special office hours and be there. Encourage students to stop in.
17. Take pictures of the students and post in office or lab in order to know them more quickly.

Teaching Strategies to Help Students Be More Successful

18. **If you assign a research paper or other projects involving use of outside sources, go over specific examples (as opposed to general statements) of what constitutes plagiarism.**
19. Devote time early in the course to helping students better understand the quantity and quality of work involved.
20. Use active learning strategies (clickers, discussion, etc.) whenever possible. For example, see link on peer-to-peer instruction developed by Eric Mazur at Harvard University (mazur-www.harvard.edu/research/detailpage.php?ed=1&rowid=8).
21. Make your expectations and academic policies explicit.
22. Have a student panel of upper division students talk about what to expect their first year. It can be effective to have students who weren't initially successful talk about their experiences.
23. Prepare students academically and psychologically for exams: Tell students how to study for your tests and give sample test questions and answers.
24. Give each student a mid-term grade and indicate what the student must do to improve it. This is required for freshmen at Ball State.
25. Urge students to talk to you about problems (such as changing work schedules) before dropping the course. It may be possible to make alternate arrangements.
26. Notify a student's adviser if you note any attendance/performance problems.
27. Return assignments and exams as quickly as possible with comments.
28. Have students do two-minute papers about what they learned, what questions they still have, etc.
29. Continually mention campus resources, such as the Writing and Learning Centers, as appropriate. Provide an introduction to these services, have representatives visit class, but also bring up their services often during the semester.
30. Set up special tutoring/review sessions.
31. Insert skills building into your small groups. For instance, after the first few weeks, talk about note taking, and ask students to bring in notes from a class to analyze. Show students what good notes should look like. Give class credit for notes taken in class.
32. If you assign a research paper, arrange a library orientation to help students learn their way around the library.
33. Provide opportunities for improvement: If a paper isn't well written, expect students to work with the Learning or Writing Center. Allow students to revise papers for a better grade (but don't announce the opportunity up front or you

may inadvertently promote procrastination).

34. When possible, stress how the course relates to careers. The following activities could be useful for you:
- In large group, do a career panel, featuring careers related to your discipline.
 - Have guest speakers talk about what they majored in and how they came to where they are now as part of the introduction.
 - Emphasize how college courses prepare them with the skills needed for careers.
 - Have students compose a career audit plan, explaining what they want to accomplish each year and how it will help them achieve their goals.
 - Have students create a plan of courses for the next semester using the catalog and bulletin.

Making Connections Outside the Classroom

35. Socialize with students as your style permits by attending sporting events, walking between classes, saying “hello,” or announcing that you will be eating lunch or having coffee in AJ on a designated day/time.
36. Volunteer to advise or meet with new students during orientation.
37. Be friendly and say hello; even if you don’t remember a student’s name, you will probably remember a face.
38. Require students to participate in at least one campus activity of their choosing and ask them to write or explain how this helps their college careers. Give points for this. Even better, ask students to take a leadership role in some activity or meeting.

UCC21—UNIVERSITY CORE CURRICULUM

The Ball State University Core Curriculum has been revised to prepare students for life in the 21st century. To see the core requirements, in the BSU Google Search, enter “Advising Handbook.” Click on [pdf file](#). The Core Curriculum appears on p.18. An alternate route is www.bsu.edu/catalog. Click on [Core Curriculum](#). According to the framework for the new core (www.bsu.edu/provost/ucc21/), which was discussed widely across campus during 2007-2008, Ball State students will learn to transform:

Experience into **information** (isolate discrete, recognizable and usable facts),

Information into **knowledge** (analyze facts within an intellectual framework, discover meaning in experience),

Knowledge into **judgment** (reflect on knowledge gained to make choices and direct what they think, say and do),

Judgment into **action** (take individual responsibility and contribute to the well-being of their communities)

Students entering in the Fall of 2010 were the first to experience UCC21. Some departments continue to submit courses for inclusion in UCC21, especially Tier 2 courses.

BE SURE TO ASK YOUR CHAIRPERSON OR MENTOR IF ANY OF THE COURSES YOU ARE TEACHING ARE APPROVED UCC21 COURSES!

If you are teaching a UCC21-approved course, there is a detailed master syllabus, and you will be expected to follow the syllabus closely. A major difference between UCC21 and the previous core curriculum lies in the identification of the transformations practiced during the course (E to I, I to K, K to J, J to A) and the multiple methods of assessing that students can demonstrate the transformations. Assessing student learning outcomes that reflect the cognitive transformations is required!

Courses fall into Tiers that correspond roughly to Freshman, Sophomore, and Upperclassman years. Tier 1 Foundation courses include entries in History, Mathematics, Oral Communication, Personal Finance, Physical Wellness, and Written Communication. In Tiers 1 and 2, there are also courses that represent the Domains of Fine Arts/Design, Humanities, Natural Sciences, and Social Sciences. Domain courses are designed to introduce students to the ways of knowing that are characteristic of different disciplines. Tier 1 Domain courses help students transform Experience into Information and Information into Knowledge. Tier 2 Domain courses guide students to transform Knowledge into Judgment. Students take 30 credit hours of Tier 1 courses and 6 of Tier 2. Students will be able to count up to six credit hours from their major department towards the core. Tier 3 courses include capstone and immersive learning courses, and require students to transform Judgment into Action.

Additionally, students must take courses with WISER+ designations. The WISER+ elements specify particular emphasis on “21 Century Skills” in some courses. **W** stands for courses with significant inclusion of Writing. W courses must be in Tier 2 or 3. **I** stands for International awareness; **S**, for Service and civic engagement; **E**, for Environmental awareness and sustainability; **R**, for Respect for human liberty and diversity; **T**, for Technological literacy; and, **A**, for American institutions and/or history. Tier 1 and 3 courses may carry a WISER+ designation. Tier 2 courses must include at least one WISER+ element. Students must take a W course and a second course with one other letter.

It is anticipated that most departments will offer courses in all three tiers and with one or more WISER designations.

EVALUATION AND ASSESSMENT OF TEACHING

Student Ratings

All student evaluations of courses are done on-line. Students receive email from the University inviting them to complete the on-line forms for all of their courses. All courses with an enrollment of four (4) or more students will be evaluated each term. Students may complete the evaluations during the last two weeks of the semester before final exams begin. There is a set of university core questions, and departments may add questions that are specific to their discipline. Evaluation data are made available to faculty shortly after grades have been submitted. Faculty find evaluations helpful as they work to fine-tune their teaching. Student evaluations also play a major role in the tenure and promotion process and in merit pay considerations. Departments may use the data for evaluation of program majors, minors, and other aspects of the curriculum.

Peer Ratings

Peer review is an additional source of information for evaluation of your teaching. Peer review might include one or more of the following: a) classroom visitation, b) evaluation of syllabi, exams, and other classroom materials, and c) evaluation of student achievement. In some departments you may choose who will evaluate your teaching, whereas in other departments individuals are assigned to do annual peer evaluations. Some departments even have a special committee that does all peer ratings. In other departments, the chairperson does the review. Please check with your department regarding the procedures for peer evaluation. Some form of peer review is required for Promotion and Tenure evaluations.

EVALUATION AND ASSESSMENT OF STUDENT LEARNING

Evaluation – On-line Submission of Grades

As of Fall Semester 2010, all faculty submit final course grades on-line via Blackboard or Gradebook. Watch for email announcements about professional development in technology to learn how to do this.

Assessment of Learning Outcomes by Each Department

BE SURE TO ASK YOUR DEPARTMENT CHAIR IF YOU ARE SUPPOSED TO BE COLLECTING DATA ON STUDENT LEARNING WHICH WILL BE A PART OF THE DEPARTMENTAL REPORT! During the 2005-2006 academic year, each department in the College of Sciences and Humanities designed an assessment plan that permits the collection of data about student achievement of learning goals. The idea is that departments will use the data they collect to make curriculum revisions on an on-going basis. These data will be a part of Ball State's report for its next review for national accreditation by the Higher Learning Commission. Ball State will be evaluated in 2013.

Other Assessments of Classroom Learning

The Office of Innovation in Teaching, Assessment, and Scholarship (ITAS) periodically offers workshops on classroom assessment techniques. These small-scale assessment techniques, which are not used for making personnel decisions, can provide immediate feedback to instructors about what students are learning in the classroom so that improvements or adjustments can be made during the term. For example, the "minute paper" asks students to indicate the most important thing they learned in a particular class session. For more information about these workshops, call Gary Pavlechko, Director of ITAS, at 5-1763 (itas@bsu.edu).

ONLINE TEACHING

Ball State University, like all institutions of higher learning, is becoming increasingly involved in offering more courses online. You may have the opportunity to offer one or more of your courses online both during the summer and the academic year. See www.bsu.edu/distanced/secure. If you have an interest in this area, you should discuss the possibility with your chairperson and then contact the School

of Extended Education for more information. If you plan on teaching during the summer to supplement your academic year income, we especially encourage you to explore this option, because each year more students are opting to take summer courses online rather than on campus.

IMMERSIVE LEARNING

Immersive learning experiences at Ball State have most or all of the following characteristics:

- carry academic credit
- engage participants in an active learning process that is student-driven but guided by a faculty mentor
- produce a tangible outcome or product, such as a business plan, policy recommendation, book, play, or DVD
- involve at least one team of students, often working on a project that is interdisciplinary in nature
- include community partners and create an impact on the larger community as well as on the student participants
- focus on student learning outcomes
- help students define a career path or make connections to a profession or industry

For further information on Immersive Learning, go to the websites:

<http://cms.bsu.edu/academics/undergraduatestudy/beyondtheclassroom/immersivelearning>

<http://cms.bsu.edu/about/strategicplan/whatisimmersivelearning.aspx>

BUILDING BETTER COMMUNITIES—AN APPROACH TO IMMERSIVE LEARNING

The “Building Better Communities” initiative seeks to apply expertise within the University to the solution of problems of individual businesses, organizations, and localities. Of particular interest to a number of faculty is the availability of BBC Fellows. BBC connects faculty, student Fellows, and groups in need of assistance. Faculty lead and supervise a group of Fellows as they put their academic knowledge into action working directly in business settings. This turns out to be a win-win-win situation.

For my information, see <http://www.bsu.edu/bbc>. Frank Sabatine, 285-8167, is the leader of the group.

CLASSROOM MATTERS

CLASSROOM INSTRUCTIONAL COURTESY AND ETIQUETTE

Most of us share classrooms and teaching laboratories with faculty from our own department, and sometimes from all over the University. So, it is important, especially when the next class will file into the room 10 minutes after you leave, to leave the room in order. There are some common expectations –

- Dismiss your class on time, and make sure you and your students are out of the room, so that the next faculty member can set up and begin on time.

- If you used a chalkboard or whiteboard, erase it clean. If your students arranged their desks for work in small groups, return the chairs to the original room layout.
- When sharing a common computer, put your documents in a folder, and find out if your department wants the computer turned off at the end of class or not.
- Lab benches must be dry and clean, with all equipment clean and put away.
- Find out if you are expected to lock the classroom door after class.

OFFICE HOURS

Ball State faculty are accessible to students electronically and in person. Each department tends to have formal or informal expectations for the number of hours per week a faculty member sets aside for office hours, so check with your faculty mentor. A general guideline would be one to two hours for each course you are teaching. The need may vary with the type of courses you are teaching and the number of students. It is also kind and useful to tell students that you will meet with them at arranged times if they cannot see you during your posted office hours. Some students will be annoyed if they do not receive almost instantaneous response to an email. It is helpful to give them an idea about how quickly you are likely to respond. The College does not expect you to be available 24/7 by email.

RESERVING ROOMS

Normally your department will reserve and assign a classroom for all the courses you teach. Sometimes, however, you may want to reserve a room for occasions such as a review session for a class or a meeting place for a student club.

Classroom Reservations (General Purpose Classrooms and Lecture Halls)

To reserve a classroom or lecture hall for a meeting, contact Mary Caldwell via email @ mjcaldwell@bsu.edu; phone: 285-1006. After you receive a confirmation of your room reservation from Mary, follow up with a Space Requisition Form found at <http://www.bsu.edu/webapps/bsuatwork>. Send a copy of the signed Space Requisition Form to Mary Caldwell at University College, NQ 350. Ask your department's Administrative Coordinator for assistance.

Reserving **lobby areas in buildings or requesting that a building be unlocked** on the weekend or after hours, contact Facilities – Angela Pickett – 285-2803.

Library Rooms

Bracken Library offers Ball State University students, faculty and staff a variety of comfortable study and conference rooms for collaborative study, learning, and small conferences. The rooms seat between 6 and 18 persons. These large and small rooms are also available for staff and campus organizations for meetings, project discussions, and planning.

If you have any questions, contact the Administrative Services Office located in Bracken Library Room BL218 or by calling 765-285-5277. Reservations can also be made online by going to <http://cms/bsu.edu/Academics/Libraries/Services/ReserveRooms.aspx/>.

Student Center Room Reservations

Contact Charles Scofield at 285-1926 or via email @ cscofiel@bsu.edu to make a reservation for any of the many rooms available in the Student Center. To see a description of all the meeting/conference rooms available, go to the Student Center web site:

<http://cms.bsu.edu/About/AdministrativeOffices/StudentCenter.aspx>

THE SYLLABUS AND COURSE OUTLINE

A well-planned course outline serves as a contract to help your students avoid confusion about expectations and to help you feel more confident about your class. All departments should have on file an official master syllabus for every course.

The 2011-2012 Faculty and Professional Personnel Handbook describes a **course syllabus** as a course guide that should include the "course description, course objectives, course rationale, course content, format, and bibliography" (see Handbook, p. 221, www.bsu.edu/hrs/handbooks/). Your **individual course outline** will be based on the generic departmental syllabus.

Departments vary in their policies on sharing individual course outlines; some have specific copies on file, while in other departments sharing is done on a more informal, person-to-person level. Mentors will be able to provide guidance. Departmental syllabi are periodically upgraded.

Students usually are given access to the course outline during the first week of class. Many faculty post their course outline and other information on department or personal websites, or on the BSU Blackboard course management and communication system. (See the information on Blackboard in this Guide or online). For more information on Blackboard, call Yasemin Tunc at 5-5902 or ytunc@bsu.edu.

Suggested Components for Your Course Outline

1. A clear statement of your student attendance policy. The University policy is that students are expected to attend class. Faculty often give points for attending or subtract points for not attending. Some professors have policies along the lines of dropping a student by a letter grade if they miss three or four classes. It is important for you to take attendance. Some forms of financial aid require a report of student attendance. It is not unusual to receive a request from the Registrar or Financial Aid for documentation of student absences for specific students. (See Handbook, p. 223.)
2. A statement such as the following, for students with disabilities or special needs: "If you need course adaptations or accommodations because of a disability, if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible."
3. Course title and catalog description.
4. Course objectives and rationale.
5. Your name, office location, office hours, telephone number and email address, and if you wish, hours during which you will respond to emails.
6. Required text and/or other readings.
7. A clearly-expressed explanation of grading criteria. (According to the Faculty Handbook, it is the responsibility of the instructor "to inform the class, very early in the course, the basis on which grades

- are to be determined” p.224. You should also explain whether or not you will use the plus/minus grading scale. Consult with your department to learn the department stance on plus/minus grading.
8. Standard departmental policies, if any (for example, policy on laboratories).
 9. Your policies or those of your department regarding electronic devices (for example):
Electronic devices such as cellular phones, pagers, beepers, etc. should be turned off during class. If you have a medical device attached to your person that emits sounds, please notify the instructor as soon as possible. If you have a medical emergency for which you must have your device on, please inform your instructor at the beginning of class-time and turn your device to “vibrate” if possible.
 10. Your policies on make-up quizzes; tests; late assignments; absences (excused or unexcused); final exam (for example: “You must take the final exam to pass this course.”)
 11. A calendar showing topics, exam dates, holidays, withdrawal dates and assignments (You may want to put at the top of the calendar something like “Changes may be made in this schedule. You will be notified in class of any change.”)
 12. Your specific final exam date and time. This is listed in the official Schedule of Classes. The exam dates are set by the university, and you **MUST** give your exam within that specific block of time. Any change in time of the final exam during the designated Final Examination Period must be approved in advance by the Director of Academic Systems.
NOTE: GIVING A WRITTEN FINAL EXAM IN CLASS BEFORE THE DESIGNATED PERIOD IS NOT PERMITTED EXCEPT IN VERY SPECIAL CIRCUMSTANCES WHICH HAVE BEEN APPROVED IN ADVANCE IN WRITING BY YOUR DEPARTMENT CHAIR AND THE DEAN. More details appear on page 225 of the Faculty Handbook. If you are using inQsit, the electronic testing service, for which students reserve a testing time in an inQsit Lab, the exam may be scheduled for any number of days during the final exam week, but must include the officially scheduled exam period.
 13. Hints on how to be successful in the class; for example, specific studying strategies.
 14. A description of course projects/assignments which count as artifacts for teacher education majors to include in their portfolios. (This should be included for all courses which are part of a teacher education program. Look in the Undergraduate Catalog to learn if your course is required for teacher education majors.)
 15. If assignments will require use of outside resources, include a statement regarding plagiarism.
 16. A statement such as the following for students needing additional help: “If you think you would benefit from additional tutoring on the content of this course, you may wish to contact the Learning Center for a tutor. Call 285-1006 or visit NQ350 to make an appointment to meet with a tutor.”

OFF-CAMPUS STUDENT EXPERIENCES/TRAVEL

Organized off-campus experiences that enhance student learning within a course or a major are encouraged. These may include whole-class activities such as trips to a quarry or a University-managed wildlife area during a scheduled laboratory period, as well as trips with a small number of students to present research at a state or national professional meeting. Immersive Learning projects often involve student travel.

Whenever you are responsible for student travel, you must submit a BSU student field trip form for approval by your department chair and an associate dean. The form includes space for the names of students participating, as well as emergency contact information for each student. The student travel

requisition should reach the Dean's office a minimum of three days before the trip.

TRIPS MAY NOT BE SCHEDULED DURING THE FIRST WEEK OR LAST TWO WEEKS (INCLUDING FINAL EXAM WEEK) OF A SEMESTER. IN THE EVENT THAT THERE IS AN EXTREMELY CONVINCING REASON TO SCHEDULE A TRIP DURING THESE WEEKS, THE CASE MUST BE MADE TO AN ASSOCIATE DEAN, WHO THEN CONSULTS WITH THE DEAN, THE PROVOST, AND THE VICE PRESIDENT FOR STUDENT AFFAIRS.

THREE TYPES OF EXCUSED ABSENCES FOR STUDENTS

The following three situations don't necessarily need to be included in your course outline; however, your attendance policy should make allowances for them.

Right to Funeral and Bereavement Leave

Students will be excused from class for funeral leave in the event of the death of a member of the student's immediate family or household, including: father, mother, husband, wife, son, daughter, grandfather, grandmother, grandchild, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, stepfather, stepmother, stepson, and stepdaughter. The number of excused absences allowed is determined by the distance of funeral services from Muncie, Indiana, as follows:

- Three work days – within 150 radius of Muncie;
- Four work days – between 150-300 mile radius of Muncie;
- Five work days – beyond 300 mile radius of Muncie;
- Seven work days – outside of North America

In the event of the death of a student's stepmother-in-law, stepfather-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, and niece, students will be allowed one work day.

A student may contact the Office of the Dean of Students to request that an informational notice (without verification) be sent to the student's instructor(s). The student will provide documentation to each instructor. Given proper documentation, the instructor will excuse the student from class and provide the opportunity to earn equivalent credit for assignments missed. If the student is not satisfied with the outcome, he or she may appeal as outlined in the Ball State University Procedure for Student Bereavement Appeals.

Military Leave

The following information is from the BSU Board of Trustees Report of
September 21, 1990, Item No. 9A.

Policy Concerning Students Called to Active Military Duty (Effective Fall Semester, 1990) This policy applies to students who, at the beginning of a semester or term, are members of the National Guard or a reserve component of one of the military services, and who are called to active military duty during that semester or term. It is based upon University policies in effect Fall

Semester 1990; should such policies change or terminate in the future, this policy will be adjusted accordingly.

- A. *All students called to active military duty during the first half of a semester or term will be officially withdrawn and a full refund of fees for the semester or term will be made.*
- B. *All students called to active duty after the first half of the semester or term may:*
 - 1. *Withdraw and receive a full refund for tuition; or*
 - 2. *Request incompletes, and, if granted, complete course requirements upon return to the University, at which time the incompletes will be removed.*
- C. *Those students living in University housing will have their charges from room and board or apartment rent prorated to the date their contract is terminated. All cancellation charges will be waived.*
- D. *Those students receiving financial aid will be subject to the refund policies as provided by agencies sponsoring the aid.*
- E. *Graduate students will be granted an extension of time to complete degree requirements equivalent to the period of active duty but in no event to exceed four years.*
- F. *In accordance with established policy, graduate and doctoral assistants are eligible for fee adjustments (i.e., remission of the contingent fee, graduate course fee, and waiver of the nonresidency fee) during their term of employment; if the period of employment is at least two consecutive semesters (two summer terms constitute a semester), for fee adjustment purposes employment may be considered to include the semester and summer terms immediately following the assistantship. For purposes of qualifying for the fee adjustments immediately following the assistantship, graduate and doctoral assistants called to active duty after the first half of a semester or in the second term of summer session (when the term of employment includes both terms) may count that period as being equivalent to a semester.*

Absence Caused by Field Trips or Activities in Which the Student is Representing Ball State

According to the Faculty Handbook, page 223, faculty are expected to allow these students to make up all missed course activities during their absence, including, but not limited to, class activities, assignments, examinations, and final examinations. Students should not be penalized for their absence while representing the University. When possible, students are expected to complete these activities before their absences.

Students might be involved in anything from an undergraduate research conference at another university to a baseball game in which they are competing against a MAC Conference rival. They will give you an official travel authorization form before the event.

FACULTY ATTENDANCE

The expectation within the College is that all classes will meet regularly as scheduled on the master schedule when students register, and that you as the faculty member of record will meet with your

classes. Some of us may recall from our graduate school days a professor or two who felt that cancelling a few classes in favor of working on a book or gathering data in exotic places was not irregular. Here it **is** considered irregular. Similarly, some of us know high school teachers who can take “personal” days. We don’t have “personal” days while the semester is in session.

Conference/Professional Travel

Clearly, most faculty travel to professional meetings or have other university business which causes them to leave campus and miss classes from time to time. If you plan to do such travel, coordinate those plans with your department’s administrative coordinator to complete the necessary on-line submission for travel authorization. All travel will be approved by your department chairperson and the Dean’s Office before you travel. Completing forms before you travel is for insurance coverage. You will not receive reimbursement for travel unless you turn in your forms before you travel! It is your responsibility to find a substitute for your classes. Another faculty member or a graduate assistant -may teach the class or proctor an examination for you. Students need to be involved in an academically productive manner while you are away.

Illness

If you are ill and cannot meet a class, get a message to your department chair and try to find someone who will substitute for you. While there may be a time when you find yourself suddenly indisposed, and your class has to be cancelled, this should be a rare event.

If you develop a health problem or a family situation arises which will necessitate your missing class over a longer period, talk as soon as possible with your chairperson so that arrangements can be made to accommodate you and maintain the integrity of your classes.

Faculty who teach five-week summer classes must be particularly careful. While a week of illness and missed classes during the academic year might consist of one to three missed sessions, a week out of a summer session is 20 percent of the course.

On the fifteenth of every month, you will receive a faculty absence report to return to your department administrative coordinator. Return this promptly so that you can be paid!

Funeral/Bereavement Leave

Funeral and Bereavement Leave is available for faculty. The details are the same as the ones listed for students in this guide.

CLASS LISTS

The purpose of class lists is to verify enrollment information for both the instructor and the Office of the Registrar. There are four sets of class lists per semester.

The First Class List

The first class list is a temporary one available in your department by the official start of a term. You may use it to check attendance during the first few days, to learn students' names, to question the students in attendance whose names are not on the list, and to add names of students who can show you proper course registration.

The Second Class List

The second class list is the official one issued after the change-of-course period and the late registration period (the first five days of a semester and the first three days of a five-week summer term). These lists are issued by the Office of the Registrar through the department chairperson to class instructors. You should check one copy against student attendance for completeness and accuracy. If a student is not attending, you will want to mark "not attending" on the class list and return it to the departmental office. Sign it in ink, and return it to the departmental office. The Office of the Registrar will verify it against official enrollment information. It is IMPORTANT that no student be permitted to remain in your class whose name is not on the class list. Students who are not on the lists should be sent to the Office of the Registrar in Lucina Hall.

The Third Class List

The third class list, an update, is sent at mid-term. It will show whether any of your students have withdrawn. Check your working list carefully against this class list. If a student is not attending, you will want to mark "not attending" on the class list; if a student is attending but does not appear on the list, add the name so his/her registration can be verified. Return this list to the departmental office.

The Final Class List

The final class list is a grade list available online. An email will be sent out with more information towards the end of the semester, and will be accompanied by directions for submitting final grades as well as instructions for meeting the due date.

Freshman Class Lists for Mid-term Freshmen Deficiencies

There is one other type of class list, and it concerns freshmen only. A student classified as a freshman and potentially in danger of failing a 100- or 200-level course is sent a notice to that effect during the eighth week of the term. Therefore, at about mid-term, if you are teaching 100- or 200-level courses, you will be reminded to submit midterm evaluations electronically. They are no longer sent as paper lists and are only for freshmen. If a student is making a grade below C at that point, you should so indicate. This is not a final grade; you are merely notifying the student of poor performance at this time. The reverse is also true. Even though a student is doing C or better work at mid-term, he or she could still receive a final grade below C if the coursework deteriorates in the second half of the semester. Probably the key point about freshman mid-term grades is that you need to plan your syllabus so that you have enough grades to make a judgment.

Summer Class Lists

Because Summer Sessions I and II move so rapidly, there are only three sets of class lists; The mid-term list is deleted. However, the Summer Semester operates with four lists similar to Fall and Spring Semesters. There is no separate evaluation of freshmen for any of the summer sessions.

Updates of Class Lists

At any time during the semester you can obtain an updated list of students in each of your classes. This is particularly useful during the first week of the semester. On the Thursday or Friday before classes start, your department will provide you with paper copies of your class lists. However, your paper lists are likely to require updating each day, as students frequently readjust their schedules by adding and dropping during the one-week ADD/DROP Period.

To obtain a class list, go to the BSU Homepage, www.bsu.edu. Click on the following path of entries:

Faculty-Staff
BSU@Work
Facts
Class Lists

You will then enter your User Name and Password, and complete the following prompts for the course list you want:

Campus (Choices are Main Campus, or the variety of sites at which off-campus classes are taught.)
Term (Semester and Year)
Discipline (the letters in the course prefix--e.g. the BIO in BIO 100)
Course (the number of the course)
Section (Every offering of a course has a section number. In a given semester, if there is only one class with a course number, that class is designated as Section 001. If multiple classes carry the same course number, each class carries a different section number. The section number is entered as a 3-digit number, so Section 1 would be 001, while Section 12 would be 012).

The class list includes the names of all registered students, the last four digits of their Ball State ID number, their class (freshman, sophomore, etc.), individual email addresses, and a column labeled "Email" with boxes to check. By clicking on a student name, you can find bits of information such as local and home addresses. You can email a copy of the list to yourself or to a colleague. You can also send email to all students or to selected students on the list.

Important: If you use the list to send email to all students in a class, be sure to tell the students that if they primarily use a private email account, such as gmail, they should arrange to have email from their official BSU account forwarded to the other account.

MID-TERM DEFICIENCY REPORTING FOR FRESHMEN

At mid-term, freshmen who are earning a grade of less than C in any course, receive a deficiency notice. In order to make this happen, you must electronically submit midterm deficiency evaluation

through GradeBook or Blackboard. You can learn more about electronic submissions by visiting the Ball State Unified Technology Support (UTS) website. In order to provide these mid-term grades for freshmen, you will have to have grades based on exams, quizzes, papers, and/or other assignments.

Mid-term deficiency reports are sent to freshmen and to their residence hall staff and advisers, each of whom attempt to help students with their studies.

STUDENT WITHDRAWAL FROM COURSES

Students are permitted to withdraw from courses under the policy which is explained on page 219 of the Faculty and Professional Personnel Handbook.

The Course Withdrawal Period

During the Course Withdrawal Period, a student can withdraw from your course on his or her signature with no penalty. The student does not need your signature. It extends approximately through the first two-thirds of the semester. The student should discuss the withdrawal with you and get a withdrawal form or instructions to withdraw electronically from the Registrar's Office. The process must be completed by 5:00 p.m. on the last day of the course withdrawal period. A grade of "W" will appear on this student's record for the course. A grade of "W" does not count on the student's GPA. Please make sure that students have received adequate feedback on their work by this time so they can make an informed decision about withdrawing or staying in a course.

Withdrawal After the Course Withdrawal Period

If there are verifiable extenuating circumstances that justify a student's withdrawal past the withdrawal period, the College Dean (or designate) may grant exception to the rules for withdrawal. However, you as the instructor determine the grade: W, F, or NC. The student can get the late withdrawal form from your department office. Your signature and assignment of a grade are required before the student pleads his/her case to the Dean. Circle the grade on the form. Tell your student to make an appointment in the Dean's Office, NQ 193. In our College, an Associate Dean usually meets with students on behalf of the Dean. Do not call the Provost's Office for permission.

Withdrawal from All Classes

To withdraw from **ALL** classes after the semester or term begins, the student must get a withdrawal form from the Office of the Assistant to the Vice President of Student Affairs in AD 238. If the student is eligible for a refund, the amount will be determined by the date of withdrawal, which is the date the completed withdrawal form is submitted to the Assistant to the Vice President of Student Affairs. As faculty, you should feel free to contact Katie Slabaugh, Assistant to the Vice President of Student Affairs/Ombudsperson (5-1545), for more information about a student's withdrawal from all classes.

Upon occasion, you may receive a memo from Katie Slabaugh indicating that her office has approved a withdrawal from all classes for a student and that you may submit a grade of "W" if you wish. We usually submit a "W" at such a time, honoring the fact that Katie's research into the situation will

have given her substantial insight. Submitting a “W” under these circumstances may be after the close of the semester and usually involves a grade change form.

A Final Note:

Please caution students to attend classes until they have turned in completed withdrawal forms. If they stop going to class before that time, they may receive an F in the course or courses from which they are withdrawing. This is perhaps more information than you will ever need. However, withdrawals done incorrectly cause more grief for all concerned than almost any other of the University’s specified procedures!

2011-2012 WITHDRAWAL DATES

Fall Semester: August 22, 2011-December 16, 2011

October 26, 2011

Course withdrawal period ends

Spring Semester: January 9-May 4, 2012

March 19, 2012

Course withdrawal period ends

Summer Semester: May 14-July 20, 2012

June 25, 2012

Course withdrawal period ends

First Summer Session: May 14-June 15, 2012

June 4, 2012

Course withdrawal period ends

Second Summer Session: June 18-July 20, 2012

July 9, 2012

Course withdrawal period ends

Grade of I (Incomplete)

If a student has completed all course requirements except for one or two items, such as a final exam or a term paper, and the instructor feels that an extension is warranted, the student may be given a grade of “I” to signify that the work is incomplete. The student then has a year to complete the work, or a shorter amount of time if the faculty member specifies. When the work has been completed to the satisfaction of the professor, the professor signs a “Change of Grade” form, changing the “I” to a letter grade.

An “I” is NOT appropriate for a student who has missed a significant amount of a course. If the faculty member and the Associate Dean agree that a student has missed much of a course due to extenuating circumstances, a grade of “W,” signifying a withdrawal, may be recorded. Sometimes a faculty member, meaning well, will assign a grade of “I” and tell the student to “sit-in” on the course again. The intention of the faculty member is that the student can repeat the course without paying. Not only is this frowned upon by the University, but students often don’t understand the arrangement, and much confusion ensues. A student who has missed a major portion of a course should repeat the course if he/she needs it for a major or minor.

Your department administrative coordinator will have a form to fill out to document the conditions for awarding an “I” grade. If the department doesn’t have a form, you may use the “Memorandum of Incomplete Grade” at www.bsu.edu/webapps2/formfinder/forms/Registrar/Incgrade.pdf.

OTHER STUDENT-RELATED MATTERS

FERPA

“FERPA” is an acronym for the Family Educational Rights and Privacy Act, which is also referred to as the “Buckley Amendment.” It allows a student access to records held about them by a university, and it also restricts anyone who works at a university from sharing private information with third parties. For faculty members, there are several major implications —

- Class grades/scores cannot be posted using social security numbers, BSU ID numbers, or in any way that permits other students to recognize a student’s grade.
- Class rosters that are passed around for attendance cannot include ID numbers.
- Graded exams or other papers cannot be returned by leaving them in a pile for students to sort through.
- You can’t discuss a student’s grade, performance, or attendance in a class with anyone except the student **UNLESS THE STUDENT PROVIDES WRITTEN CONSENT**. It is a violation of federal law to speak with a student’s parents or other relatives about their grades, performance, or attendance without student permission. Often parents are offended when you tell them this, and you may feel awkward, but that is the law. A form which you can have the student sign is at <http://cms.bsu.edu/About/AdministrativeOffices/Registrar/ForEnrolledStudents/PrivacyRecords/FamilyEducationalRightsandPrivacyAct.aspx/>

The Learning Center

As a part of University College, the Learning Center (NQ350) offers a variety of academic support programs for both faculty and students. For students, these programs include free one-on-one peer tutoring for all Core Curriculum classes, math, physics, economics, accounting, writing, and study skills. See the next page for a more complete listing. The Learning Center also offers Supplemental Instruction (SI). In courses selected for SI, trained advanced undergraduates serve as "model students" who attend class sessions, take notes, and hold voluntary small-group study sessions outside of class, using collaborative learning to develop study strategies, promote group discussion, and help students learn questioning and review techniques. In addition to peer tutoring and SI, the Learning Center also serves faculty members through outreach services: (1) programs of special benefit to your classes, such as workshops on study skills, time management, content-based writing assignments, and essay exam preparation; (2) a tutor who serves as a resource person in your classroom for help with a particular assignment; (3) arrangement for administering course exams to disabled students using accommodations in the Learning Center; and (4) a staff member who can visit your classroom to give a brief explanation of how the Center can help your students become more effective learners.

The Learning Center
North Quad 350

Monday – Thursday: 9am -8pm
Friday: 9:00am – 12noon
The Learning Center offers FREE
tutorial services. (765) 295-1006

Core Curriculum & More 285-3776

Tutors are available to help with the following classes:

AHS 100,101,102
ANAT 201
ANTH 101,103,105,111
ASTRO 100,120
BIO 100,102,111,112,113,313 (AND MANY UPPER LEVEL)
CHC 101,102,220
DANCE 100
EXSCI 292,293,294
FR 101,102,201,202 (AND MANY UPPER LEVEL)
GEOG 101,121,150
GEOL 101
GER 101,102,201,201(AND MANY UPPER LEVEL)
HIST 150,151,152,198,201,202
HSC 160,180
JAPAN 101,102,201,202
MUHIS 100,200,330
MUSTH 100,101,102,111,112,201,211,212
NREM 101,205
NUR 230,232,330,340
PHIL 100,200 (AND MANY UPPER LEVEL)
PHYSL 215
POLS 130,210,293(AND MANY UPPER LEVEL)
PSYSC 100,241,277,284(AND MANY UPPER LEVEL)
RELST 160
SOC 100,224,228,241(AND MANY UPPER LEVEL)
SP 101,102,201,202(AND MANY UPPER LEVELS)
THEAT 100

Those who learn together learn best.

Writing 285-3778

Tutors are available to help with the following:

-ENG,COMM,JOURN,TCOM
-Paper review
-Editing skills
-MLA/APA format
-Brainstorming and outlining
-Library research skills
-Speeches and presentations
-Grammar and mechanics
-PPST and Writing Competency Exam review

Study Strategies 285-3779

Tutors are available to help with the following:

-Time Management
-Note taking
-Test taking
-Reading comprehension strategies
-Concentration/memory skills
-PPST preparation

-Classes related to the teacher education program
-Test accommodations for students with disabilities
-In-class workshops on reading and study skills

Math, Physics, 285-3780

Accounting and Economics

Tutors are available to help with the following classes:

ACC 201,202
MATHS108,111,112,125,136,161,162,165,166,
201 202.207
PHYCS 100,110,112,120
ECON 116,201,202,221
Some CS courses
Study Groups arranged per request
Computer-based Assignments – Web pages, Power
Point, Blackboard

Please inquire about the availability of tutoring in classes not listed and Supplemental Instruction (SI) in various classes.

Referral to Counseling Center

The Counseling Center, located in Lucina Hall Room 320, offers a wide range of free and confidential psychological services to students in an effort to help them reach their educational goals and improve the quality of their lives. Services offered include individual and group counseling related to personal/social concerns; career assessment and counseling; psychological testing; psychiatric consultation; and crisis/emergency services. If a faculty or staff member feels that a student is in need of services, he/she is encouraged to make a referral to the Counseling Center. It is recommended that the referring faculty or staff member share his/her concern with the student, suggest that the student talk with a therapist in the Center, and either let the student call to schedule an appointment at 5-1736, or help the student place the call. In case of emergency, there is always a senior staff psychologist on duty to talk with the faculty or staff member about the situation at 5-1736 from 8:00 a.m. to 5:00 p.m., and at 747-7330 after hours. Many times the contact made by a faculty member is the key factor in getting a student into services that are needed.

Part of the Counseling Center's service mission includes a strong outreach/consultation component oriented towards prevention, student development, and wellness. Programs for classes, student organizations and residence halls are offered in the areas of diversity, eating disorders, sexual health, sexual assault prevention, stress management, health education, substance abuse prevention, self-esteem, career exploration and relationship issues. To schedule, please call 285-1736 between 8:00 a.m. and 5:00 p.m. Descriptions of offered presentations can be found on the Counseling Center's website at: www.bsu.edu/counselingcenter.

The Counseling Center's Resource Room provides information on anxiety, career exploration, diversity, depression, trauma, self esteem, test anxiety, and much more. Books, videotapes, audiotapes, and computer programs are available to use. Anyone may use the Resource Room which is located in Lucina Hall, Room 310-C, between 8:00 a.m. and 5:00 p.m., Monday through Friday.

For further information on available services go to the Counseling Center website: www.bsu.edu/counselingcenter. To find "Tips for Dealing with Distressed Students," go to the Counseling Center website and click on the link "Psych-Out: Info for Faculty and Staff." "Helping Students in Distress" brochures can also be requested through Student Affairs' Office of the Dean of Students.

Disruptive Students

No one should have to deal with discipline problems at the college level, but occasionally it is necessary to do so. Disruption is usually a challenge to the authority you represent. If you can handle the problem yourself, that would be best. If a problem arises and you are at a loss, talk to your more experienced colleagues. The chances are good that they have had to confront a similar situation and can offer some sound advice. Try not to overreact.

Some types of undesirable behavior, such as chattering or reading the Ball State Daily News during class, are relatively mild. Usually a private chat with the student will solve these problems. Other kinds of behavior--belligerent challenges to your authority or refusal to follow class procedures and policies as outlined on your syllabus--may call for assistance from your Department Chairperson. It is important to document in writing any instance you deem disruptive. Be sure to include the date and description of the circumstances. If you should feel personally threatened, there is no question: TELL YOUR

DEPARTMENT CHAIRPERSON IMMEDIATELY. Students can sometimes be removed from a class or switched to another section. Depending upon the nature of the disruption, your Department Chairperson may advise consultation with the Vice President of Student Affairs, the Director of Affirmative Action, or even the Department of Public Safety.

Students Seeking Accommodations for Disabilities

Disabled Student Development (DSD) has been charged by the university to determine reasonable and appropriate accommodations for students with disabilities as outlined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. In determining who is eligible for accommodations, DSD reviews relevant medical and psychometric documentation of the student's disability. When deciding what accommodations would be reasonable for a student with a disability, DSD is careful not to offer an accommodation to a student which may violate the integrity of the course or fundamentally alter an essential component of the course. DSD strives to ensure the civil rights of our students with disabilities while at the same time protecting institutional standards.

DSD has an extensive website with good resources for faculty: www.bsu.edu/dsd/ Contact DSD: Office Location: Student Center (SC) Room 116; dsd@bsu.edu; or 285-5293 for more information.

Syllabus Statement About Accommodations

Please include the following statement on each course syllabus and read it aloud during the first week of each term:

If you need course adaptations or accommodations because of a disability, if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible. My office location and hours are . . .

While it is always best for students to communicate early in the term, we may not put dates or deadlines on legal rights. Should a student request an accommodation, indicate that you will be able to discuss that when he/she has presented you with a letter from the Disabled Student Development Office.

Accommodation Letters

Faculty members generally wait to provide accommodations to a student until the student presents the faculty member with a letter of accommodation from the DSD office. Before determining what accommodations would be appropriate for a student, DSD meets with the student and reviews disability documentation that must be age-appropriate, comprehensive, and must clearly diagnose a disability. Accommodation letters will be on DSD letterhead and contain three elements:

1. Verification of the student's disability.
2. List of appropriate accommodations.
3. Description of options for the administration of accommodated tests.

If accommodated testing (extended time, scribes, etc.) is listed in the accommodation letter, the faculty member and the student may work out appropriate arrangements that are fair to both parties. Or, if

the faculty member and student agree to it, accommodated testing may be facilitated through the well-organized program administered by Dr. Jackie Harris (jroberts@bsu.edu, 5-8107) at the Learning Center.

Cheating/Plagiarism

The Faculty Handbook spells out definitions of academic dishonesty and plagiarism, as well as the procedures to follow in accusations. Some students are not aware that it is considered plagiarism to submit "as newly executed work, without faculty member's prior knowledge and consent, one's own work which has been previously presented for another class..." (p. 262). An explanation of what constitutes plagiarism would be a very worthwhile addition to any handout you give students on writing term papers or other projects. Many students DO NOT KNOW what constitutes plagiarism. We find that giving them specific examples of citations, or lack thereof that are plagiarizing, is a good idea. You may wish to include ethics-related material in your syllabus.

The director of the Office of Student Rights and Community Standards (285-5038), can advise you on cases of suspected academic dishonesty. If you have students who have engaged in academic dishonesty, you may want to consider having them study the MITT, a Multimedia Integrity Teaching Tool. The MITT is a computerized integrity seminar which takes several sessions to complete. It was developed to "help reach an informal resolution to a cheating incident" (MITT Faculty Use Guidelines). Administration of the MITT is also approved as a penalty option (see the most recent version of the Ball State Student Academic Ethics Policy). For more information, contact University College, in NQ 350, at 5-8107.

Code of Student Rights and Responsibilities

The Student Academic Ethics Policy can be found online at

<http://cms.bsu.edu/About/AdministrativeOffices/StudentRights/PoliciesandProcedures/StudentCode/VIIIEthicsPolicy.aspx>.

EMERGENCY RESPONSE SYSTEM

For emergency help while on campus, Dial 911 or 285-1111.

The university has instituted a campus-wide emergency warning system. Details regarding this system are given at:

<http://cms.bsu.edu/About/AdministrativeOffices/StudentRights/ReportsandStatistics/AnnualSecurity/EmergencyResponse.aspx>.

ADVISING MATTERS

Some departments appoint an experienced faculty member as an adviser for undergraduate majors. Others assign advisees to all (or most) faculty, so you may find that you are an instant adviser. The information below will help you get started. (Advising website: www.bsu.edu/advising/)

PROGRAM REQUIREMENTS

In order to graduate, an undergraduate graduating in December 2011 must complete at least 126 hours of coursework with a minimum GPA of 2.0. Students graduating from May 2012 onward must complete 120 credit hours. Most departments offer one or more majors and minors. Some majors have multiple “Options” or “Concentrations.” A good starting place to learn about the offerings of your department is the Ball State University Bulletin: Undergraduate Catalog 2011-2012. For the online version and most up-to-date version, go to: www.bsu.edu/academicsystems. Another very useful booklet is the Advising Handbook 2011-2012, Ball State University. You can find this booklet online at: www.bsu.edu/advising/media/. The mentors of new faculty will give copies of both of these to their mentees. Some departments have a variety of advising forms. All have a schedule showing in which semesters specific courses are usually offered. Get these from your department office.

Middle School and High School teaching majors earn degrees in the College of Sciences and Humanities in 14 departments. They complete departmental requirements, Teachers College requirements, and requirements such as portfolios, which are common to all teaching majors at Ball State University. If you are a new adviser to teaching majors, we suggest you speak with your department chair and other departmental teaching advisers to learn the system that is in place. Also, identify yourself to the Associate Dean of Teachers College, Laurie Mullen (lmullen@bsu.edu), so that you will be invited to campus-wide meetings about the Unit Assessment System (UAS).

DAPRs (DEGREE ANALYSIS PROGRESS REPORT)

Each student’s DAPR (pronounced “dapper”) lists every course required for the student’s declared major(s) and minor(s) and shows the courses and grades that have been completed or attempted. A DAPR is an advising necessity.

Students can, and should, obtain up-to-date DAPRs online or from their adviser. Faculty can obtain a DAPR through BSU@Work for any student registered in a course. Obtain clearance to do this from University Computing Services. DAPRs are typically used by faculty advisers to determine the status of a student’s progress at the university and to determine any remaining coursework or requirements that must be fulfilled prior to graduation. The DAPR also lists each student’s academic department and adviser.

rGrade™ Performance Assessment System

If you are advising teaching majors, you will probably need access to rGrade™. At Ball State University rGrade™ was developed in Teachers College as a web-based assessment environment for tracking student progress through teacher preparation programs. rGrade™ matches state and national standards for teacher education to rubrics, course content, and learning artifacts.

Faculty in the College of Sciences and Humanities use rGrade to assess the artifacts and digital portfolios which teaching majors in our college submit during their first, second, and third years. It is part of a university-wide assessment system (UAS) for teaching majors. rGrade™ is located at www.bsu.edu/rgrade. For access, contact Mark Lora at: mjlora@bsu.edu.

Faculty in some departments use it to track learning outcomes for non-teaching majors as well.

GRADUATION REQUIREMENTS

Please refer to your specific departmental and program requirements for graduation. These requirements may include an Exit Exam or other assessment instrument. In addition, all students are required to have passed the BSU Writing Competency Exam, which will be noted on their DAPRs. Applications for graduation must be filed by the student the semester prior to the actual semester of graduation.

TEACHING RESOURCES AT BALL STATE

While all faculty new to the College are expected to do high quality scholarship in their area of academic expertise, they also are expected to teach well. You will find that both senior and junior faculty at Ball State continue to refine their teaching and update their skills. Currently, there is much interest on campus in using technology to enhance teaching. There are many faculty who are exploring ways of using technology to broaden the types of experiences which we can give to our students. Faculty can take advantage of a variety of resources on campus to help expand their teaching repertoires. These include:

TRADITIONS AND INNOVATIONS: TEACHING AT BALL STATE UNIVERSITY

This very useful electronic manual on university teaching is available online at www.bsu.edu/gradschool/.

INNOVATION IN TEACHING, ASSESSMENT AND SCHOLARSHIP (ITAS)

ITAS is a unit on campus that provides the faculty of Ball State University with professional development opportunities for teaching, documentation of those activities, assistance in locating teaching resources on campus, consultation on teaching and course development, and a website providing resources for higher education teaching.

Contacts: Gary Pavlechko and Kathleen Jacobi-Karna

Location: TC 402

Phone: 285-1763

E-mail: itas@bsu.edu

Web: <http://www.bsu.edu/itas>

ITAS Program Descriptions (check with the ITAS website for updates for 2011-2012)

For New Faculty

Associate Provost, Marilyn Buck and ITAS organize orientation programs for new faculty members. Details about New Faculty Programs are available at www.bsu.edu/itas/.

Orientation begins with Alpha week – the week of August 15-19, 2011, the week before classes begin for fall semester. New faculty are referred to as “Alphas,” as retiring faculty are referred to as “Omegas.” Alpha week is designed to introduce new faculty to topics ranging from to teaching at Ball State and using instructional technologies to Payroll and Employee Benefits.

New Faculty Orientation is spread throughout the fall semester, with sessions on topics such as effective teaching considerations and practices, instructional technology, immersive learning, tenure policies and procedures, establishing a research agenda, etc. All new faculty are

encouraged but not required to attend.

Alpha Seminars provide a supportive environment in which small groups of new faculty colleagues meet to discuss their ongoing development as members of the Ball State University community. Facilitated by experienced faculty members, these groups discuss a variety of issues – teaching, research, navigating departmental politics, settling into the local culture, etc.

Faculty tend to find the Alpha Seminars very useful in terms of content and a nice way to meet other people new to Ball State.

Teaching and Learning Workshops

ITAS offers a variety of seminars, workshops, and other programs that are designed to enhance student learning through effective teaching. Providing a mix of theory and practical application, these events are learner-centered and interactive, led by faculty facilitators. Topics vary by semester, but typically address issues like encouraging active learning, teaching large classes, dealing with problematic students, using instructional technology, developing a teaching portfolio, etc. Current topics can be found on the ITAS website.

ITAS also offers workshops on the i>Clicker student response system. i>Clickers are becoming more and more popular on campus. During a lecture class, a faculty member using i>Clicker technology, invites students to electronically select correct answers to multiple-choice questions and uses the display of their graphed responses to stimulate class discussion of the subject matter.

Another focus area for this year is effective practices for teaching international students.

Awards and Grants

ITAS coordinates the annual Outstanding Teaching Award, the student-nominated Excellence in Teaching Awards, and the Creative Teaching Grants.

If you have an idea to develop a new module for your course or to try a special new approach, you may qualify for a Creative Teaching Grant. Proposal deadlines and application procedures are available on the ITAS website.

Teaching Consultations

Whether you are having problems with some aspect of your teaching or just want to brainstorm about a new teaching idea, the ITAS staff is available for individual or group consultation. Individual consultations are confidential.

Instructional Design Consultation

Experienced staff members can help you design entire courses or create instructional modules for either on-campus courses.

Mid-term Feedback

ITAS can help faculty gather and analyze mid-term feedback from students about their teaching.

Resource Identification

If you don't know whom to contact on campus to help you with a teaching project, contact ITAS, and they will bring the right people to the table for you.

Mediasite

Mediasite is a presentation/recording technology that Ball State University has adopted for use in both distance education and on-campus courses. Mediasite allows a faculty member to teach a "regular" course to students in an on-campus classroom, while at the same time teaching other students in an asynchronous off-campus course. The video recording and slides are automatically synchronized for later playback. Teaching support for Mediasite is provided by ITAS, as well as consultation on effective uses of the technology and access to two Mediasite-equipped classrooms (TC 411 and 412).

Facilities

ITAS facilities are available for use upon request. You may contact ITAS if you would like to look at any of these rooms and discuss how they may meet your needs.

TC 411 – 25-Seat Electronic Classroom (w/Mediasite)

TC 412 – 30-Seat Electronic Classroom (w/Mediasite)

TC 405 – 12 Seat Conference/Seminar Room

Human Contacts

Contact any of these individuals through the ITAS office at 285-1763 or itas@bsu.edu

Administrative Coordinator (5-1763)

Gary Pavlechko – Director, Teaching Technology (5-3250)

Kathleen Jacobi-Karna – Assistant Director, Faculty Development (5-4904)

Angela Nickoli – Faculty Fellow, Audience Response Technology (5-5984)

THE DIVERSITY ASSOCIATES PROGRAM

“Sponsored by the Office of Institutional Diversity (OID) this program provides instructors and staff with the opportunity to execute a diversity-related curriculum development project of their own design. Projects focus on one or more of the following areas: race, ethnicity, economic status, national origin, disability, gender, sexual identity, age, and/or religious viewpoints.” Visit the website for additional information: www.bsu.edu/diversity. Each year, the Associates engage in a series of activities that allow them to explore ways to integrate diversity-related issues into the courses they teach and to share their new expertise with others.

By participating, faculty members from a variety of disciplines come together to create an active learning community that promotes diversity in the curriculum. At the end of the academic year, Associates are expected to produce and disseminate the products of their project to an external audience, thus extending the diversity-centered learning community to the larger Ball State University campus and beyond. To find out more, contact Charles Payne, Assistant Provost for Diversity, in TC 1003, 285-5316, or visit the website at: www.bsu.edu/diversity/

TECHNOLOGY RESOURCES AT BALL STATE

ORGANIZATION OF INFORMATION TECHNOLOGY AT BALL STATE

The Office of Information Technology provides and supports technologies for education, communication, collaboration, recorded knowledge and information, and institutional operations for the entire university. All of the organized areas within Information Technology were established to maintain, service, and support the university's technical needs while providing opportunities for the Ball State community to enhance their technical skills.

Some of the areas within Information Technology provide direct support services to faculty, students, and staff in their pursuit of excellence in academics, research, and institutional efficiencies. They are as follows:

Unified Technology Support (UTS)—will help you overcome technical hurdles and empower you with the knowledge you need to stay ahead of the technical curve. Beginning fall 2011, all UTS services will be located in Bracken Library, BL101, our new phone number is 765-285-8324 (TECH). For more details about our services go to www.bsu.edu/uts and select '**Faculty and Staff: Services and Information**' and '**UTS Services**' from the navigation menu.

New Learning Technologies Resource Center – Located in the Ball Communication Building, BC214C, the New Learning Technologies Resource Center provides professional development, support and consulting services for faculty who are developing or revising courses to be delivered online, face-to-face, or in blended formats using technology. Contact Yasemin Tunc, ytunc@bsu.edu or call 765-285-5902.

University Libraries—provides thousands of digital resources like: videos, DVDs, photographs, books, and audio recordings for research and classroom use. In addition to Card Cat and World Cat use, you will have access to a variety of in-print and digital collections, articles, databases, and subscription only Web sites. With in-house media equipment and technology resources, you can design creative projects for your classes, scan images, create short videos, develop multimedia presentations, burn DVDs, maintain blogs, gather geospatial datasets, and produce podcasts—all with technology specialists ready to help you. To satisfy equipment needs, you can also check out laptops, video and digital cameras, and Webcams for use outside of the library. For more details, go to www.bsu.edu/library.

University Teleplex—provides quality video production and professional broadcast services to faculty, staff, and departments. The Teleplex also provides classroom media delivery, satellite-based conferencing, media archival services, media support for distance education, and media equipment for checkout. For more information about production services, visit www.bsu.edu/teleplex.

Emerging Technologies—provides support for creative media endeavors, training opportunities to keep you up-to-date on the latest technologies and specialized software instruction. For more information about the area, or to access online training tutorials for a variety of software applications, visit www.bsu.edu/emergingtechnologies.

Center for Media Design (CMD)

There are opportunities for Ball State faculty and their students to participate in the technology research and development that occurs under the auspices of the CMD. The work focuses on the creation, testing, and practical application of digital technologies for business, classroom, home, and community.

Vision: Digital technology is shaping our lives and our culture. The Center for Media Design (CMD) at Ball State University is engaged in multidisciplinary, digital media research and content development projects to explore how digital technology will touch the way we live, learn, work and play.

The CMD Insight and Research unit develops nationally recognized, applied research in media measurement, audience behavior, and device usability, and does so through partnerships and consulting arrangements with media, software development, and consumer products companies. The CMD also looks for outreach and business development opportunities involving digital media that both increase student participation in the media industry and create a climate of excellence to help accelerate Indiana's growth in digital technology and capabilities.

The Center for Media Design was established through a \$20 million Lilly Endowment grant for an initiative called iCommunication. A second \$20 million award was given to the Center in December 2005 for a program called the Digital Exchange initiative. For more information, see the website at www.bsu.edu/cmd.

Location: Center for Media Design, BC 220

Telephone: 285-0123

Executive Director: Dave Ferguson

Blackboard

Blackboard is a convenient and easy-to-use electronic communication system that you can use for any and all of the courses you teach. It allows you to post files for students, to engage students in online discussions, and post exams. There is also a gradebook function within

Blackboard, called the Grade Center. Blackboard may be accessed round the clock, and it is a secure system requiring a password.

Learning Technologies Consulting and Support Group located in Teachers College, Room 403, provides workshops and support on Blackboard. Please visit www.bsu.edu/events/techtraining to see the workshop schedule and to register. You may also contact Yasemin Tunc, Director for Learning Technologies, at 5-5902 or via e-mail at ytunc@bsu.edu, for more information or individual consultation.

Computers – Getting Help for Desktop or Laptop

If you are having a problem with a computer program, or if your computer equipment is in need of repair, the HelpDesk, the first line of communication for Unified Technology Support (UTS), is available to answer your questions. You may contact the HelpDesk by sending e-mail to helpdesk@bsu.edu, or by calling 5-1517. Please note that each building has a designated LSP (Local Service Person). If you have computer problems, the HelpDesk will log a call request with the individual assigned to your building. This individual will then contact you to arrange a time to meet. The HelpDesk evaluates all incoming problems as they are received, then provides solutions or routes the problem, using an internal problem management system to track the request and solution. Often when a request is phoned in, the HelpDesk can "walk" through the problem and can view the user's screen via a remote assistance program. When needed, the Help Desk staff may also establish a conference call with a product specialist to answer the user's question.

After hours, you might refer to a collection of how-to videos, TechClips at www.bsu.edu/techclips.

Computer Labs

There are labs throughout campus where you or your students can work. For individuals with disabilities, an Adaptive Computer Laboratory is available in the Robert Bell Building, Room 134G; phone: 285-8275. For information on labs, call 5-5234 or www.bsu.edu/labs.

Computer-Based Testing Labs for inQsit

Three full-time testing labs are available in Cooper Nursing 313, Robert Bell 134D and Student Center 119. For more information, go to www.bsu.edu/labs and click on Computer-Based Testing.

Computers--Laptop Loaners

Laptop computers are available for limited loan through Equipment Projection Services in Bracken Library. 48

Computer Classes and —How-to Use-It! Resources

Non-credit, non-fee classes are available for faculty, staff, and graduate students on the use of learning technologies such as Blackboard, inQsit, Web Gradebook and rGrade. Watch your e-mail for announcements, or contact Yasemin Tunc at 5-5902, or ytunc@bsu.edu.

TechClips, available at www.bsu.edu/helpdesk, provide assistance on topics such as academic tools for classes, antivirus software, collaboration tools, digital images and photos, mobile devices, etc.

The Helpdesk is also available at helpdesk@bsu.edu.

e-Classrooms

If you are teaching a large section of a freshman-level course, you are likely to be teaching in a classroom with some e-classroom characteristics. e-Classrooms may include equipment such as desktop computer, VHS and DVD players, laptop connection, and satellite teleconference capability. A fiber optic media distribution network reaches over 225 e-classrooms that have full integration of computer and Internet capabilities. Another 100 rooms have various e-classroom characteristics that range from cable-TV to ceiling-mounted projectors for laptop connectivity. Almost all classrooms have been equipped with an Ethernet jack to allow infrastructure connectivity with a laptop.

Dean Maggiotto encourages all faculty to use a laptop as their primary computer and to use their own laptop in e-Classrooms.

ICSS (Instructional Classroom Support Services), formerly referred to as VIS, can give you information about the equipment or instructions on how to use any one of the e-classrooms. Simply call Tech Support at 5-3999. Your mentor or other faculty in your department may also serve as a source of information.

For any difficulties with equipment in e-classrooms, call 5-3999 from a campus phone or 285-3999 from a cell phone.

(NON) e-Classrooms

If your classroom is not equipped as an e-Classroom, you can fulfill in-class needs for film, video, DVD, etc., through Lori Siefker, Equipment and Projection Services Coordinator, at lsiefker@bsu.edu, 5-9134 or 5-5337(offices). The service will deliver, set-up and operate media equipment.

Some departments in the College have one or more computer carts with a projection system and Power Point capability. Speak to the Administrative Coordinator in your department about reserving and operating the cart for use in rooms where overhead projection systems are unavailable.

Equipment, Instructional and Media

The Educational Resources Collections (<http://cms.bsu.edu/Academics/Libraries.aspx>) have extensive media holdings including educational DVDs, videos, PBS documentaries, and feature films. Materials may be viewed in Educational Resources or checked out to faculty and students for four days.

The collection may be searched via the Libraries' on-line catalog, CardCat. You may request to have new titles purchased through your departmental library representative. Some titles may be available for preview prior to purchasing. The library representative can make arrangements for previewing with the University Libraries' Acquisitions Department (5-8030). Titles may also be requested by faculty via off-air taping. Contact the Teleplex (5-3782) to arrange for a program to be recorded during broadcast. These titles are routed to Educational Resources for preview purposes. It might be possible to rent titles which will be shown on a one-time-only basis or not often enough to justify the purchase cost. Your library representative can contact the University Libraries' Acquisitions Department (5-8030) for information on renting programs. All titles taped off-air or on preview are listed in the weekly "Preview List" available under "Resources for Faculty and Staff" on the University Libraries' Home Page. All faculty are encouraged to preview any title on the list and submit an evaluation and recommendation for purchase. New acquisitions, including media materials, are in the "Newly Acquired Materials" list also available through the "Resources for Faculty and Staff" page. For assistance, contact Diane Hill, Media Librarian, 765-285-5333 (dhill@bsu.edu)

Educational Resources also has other media in a variety of formats including: images, music, audiobooks, and a large collection of realia and 3D items including educational games, toys, and science and math manipulatives. Search CardCat to locate materials or contact Diane Hill, Media Librarian, (5-5333), for assistance. Titles may be recommended for purchase through departmental library representatives. For more information on purchasing, go to: <http://cms.bsu.edu/Academics/Libraries.aspx/>

Educational Resources also circulates digital equipment to BSU faculty, staff, and students for 6 hours with up to two renewals. The equipment collection includes laptop computers, iBooks, Macbooks, digital projectors, digital still and video cameras, plus assorted items such as microphones and cable connectors. Go to the following website for additional information: <http://cms.bsu.edu/Academics/Libraries.aspx>

E-mail

You can access your faculty email account through Outlook 2007 or 2010 from a Windows computer, or through Entourage 2008 if you use a MAC. The pink and blue appendix pages of this Field Guide contain a very helpful "How to . . ." manual for Outlook 2007 and 2010. For more information on managing your email account, go to www.bsu.edu/webmail. Outlook Web Access permits access from the Internet. From the Internet, you can access your account from www.bsu.edu/webmail.

Gradebook—Web-Based

Many faculty, especially those with large classes, take advantage of the Web-Based Gradebook to store information related to student grades and to calculate grades. The Web-Based Gradebook permits individual students to examine their grades and chart their progress. Students like being able to access their grades online using Gradebook, and Unified Technology Support reports that last year 80% of students used Gradebook in at least one class.

To watch how-to videos (TechClips) that show you how to use BSU Gradebook, go to www.bsu.edu/helpdesk and select “Academic Tools for Classes.”

To view Gradebook, visit www.bsu.edu/gradebook.

iLocker

iLocker provides students, faculty and staff with 2 gigabytes of storage for personal use, such as backing up important documents and files. It may be used as an alternative to floppy/ZIP disks and CDs/DVDs and is accessible virtually anywhere. Go to www.bsu.edu/ for more information on how to use iLocker.

inQsit

The acronym for Integrated Network Quizzing, Surveying, and Interactive Testing system is pronounced in-quis'-it. It allows you to create and administer tests, quizzes, and surveys for your classes via computer and to retrieve, record, and grade student responses. Many faculty, especially those with large classes, use this system that was developed at Ball State. Students individually schedule testing times in specific computer labs that are proctored. You typically would not be present when students take your exams.

To learn more about inQsit, go to www.bsu.edu/inqsit/info/index.cgi.

To establish an account, contact helpdesk@bsu.edu or call 5-1517.

iWeb

iWeb is the hosting platform for individual web services at Ball State University. Faculty, staff, and students with BSU Computer Usernames may create their own web site to publish academic or personal information. For more information, see: www.bsu.edu/iweb.

Each site, by default, may contain up to 2 gigabytes of information. You may publish via FTP or turn on the optional FrontPage Server Extension to make full use of the FrontPage publishing client. ASP scripts are also supported.

Overhead Projectors

These are the province of each department. Some classrooms have permanently assigned overhead projectors. If you teach in a room governed by a different department, let its staff know of your needs. The bulbs become very hot, so turn the projector off when you don't need it.

Poster Preparation Services

A walk through any campus building offers abundant evidence that the poster is a powerful and a preferred medium for communicating information. How do you go about getting a poster produced? Your first consideration is to allow enough time for this kind of work. Next, you should decide the number of posters you need. There are operations on campus to help you, depending upon what you want. Printing Services (the small building diagonally across from the College of Architecture and Planning at the corner of McKinley and Petty) works with large

numbers. It does not work with poster-board but can provide a heavy poster paper. It uses a photo-offset process. You need to bring to the office the information on a disc along with a hard copy and a B-23 (a requisition to pay for the work). Lead time is typically two to three weeks. If you want a single, large poster for a class or a professional presentation, contact the Library Instructional Services.

Emerging Media Initiative (EMI)

Ball State's Emerging Media Initiative (EMI) is a \$17.7 million investment which funds research in emerging media; advances the emerging media expertise of students, faculty and staff; helps faculty and students launch new businesses or commercialize ideas; and helps Indiana companies improve their emerging media capabilities.

Emerging media is the evolving use of technology and digital content to enhance work, play, and learning; broaden access to information; and augment personal connections. The benefits are a higher quality of life, accelerated communications and understanding of information, and the elimination of the constraints of location and synchronous conversation.

You as a faculty member are welcome, and encouraged, to participate.

Location: Center for Media Design, BC 220

Telephone: 285-0068

Associate Vice President for Emerging Media: Dave Ferguson

Major EMI programs include:

Emerging Media Faculty Fellows

This program provides incentives and start-up funding for hiring faculty across the curriculum with strength and expertise in the use and study of emerging media, and also provides existing faculty with opportunities to collaborate.

Emerging Media Innovation Grants

Established by the Vice Provost for Research and the Emerging Media Initiative, Emerging Media Innovation Grants are intended to promote knowledge creation, create momentum for future work and pursue potential for commercialization. Expected outcomes include proposals for significant external funding, proof-of-concept for product/service with commercialization potential, and/or development of innovative integration of emerging media into immersive learning.

EMI Update

This monthly e-newsletter covers the latest emerging media activities on campus. All faculty are welcome to contribute emerging media-related activities to emi@bsu.edu for inclusion in the EMI Update, which can be viewed at <http://emergingmediainitiative.com>.

Emerging Media Student Fellows

This hands-on, team-based experience through Building Better Communities enables students and faculty to pursue high-profile projects across the state that focus on emerging media solutions. Students earn academic credit while gaining practical experience in the emerging media industry and building relationships with Indiana employers.

Emerging Media Advisory Board

This national advisory board of media and technology industry experts provides guidance in the areas of curriculum development, internships, research, and partnerships with industry. For more information, see <http://www.bsu.edu/emergingmedia>.

LEGAL ISSUES

Software and Issues of Legality

Make sure all the software on your office computer is legal. To be legal, software should be owned by you or the Department, or its use controlled by a site license held by the University. It is easy to ignore the need to be legal with software, but the University is committed to the principle that those whose intellectual efforts create a product should be compensated. Adequate funds have been made available to insure that we all have the software we need to do our jobs. If you are unsure, ask your office staff. The proverbial “one day” will come when we are asked to provide proof of legitimacy or to delete programs. Most of us customize our programs and deletion would destroy many hours of work.

Copyright Compliance

Help in deciding whether or not a given use of specific copyrighted materials is permissible is available from the Ball State University Copyright and Intellectual Property Manager, Dr. Fritz Dolak (fdolak@bsu.edu) or 5-5330.

RESEARCH RESOURCES AT BALL STATE UNIVERSITY

ASPiRE PROGRAM – INTERNAL GRANTS

Several grant programs are available to new faculty members who are engaged in early stages of research or creative arts projects through the ASPiRE Program offered by the Sponsored Programs Office (SPO) found at <http://www.bsu.edu/SPO/>. Among these are the Junior Faculty Research and Junior Faculty Creative Arts grants. These awards are available to faculty members who are in their first three years of service to the University. The Reprint/Publication Support grant program helps offset costs for reprints of journal articles accepted for publication. Other ASPiRE Programs for Faculty include: General Faculty Research and Creative Arts, Ad Hoc, and travel support for international presentations and external funding opportunities. Contact Heather Miller at ASPiRE@bsu.edu or 5-1600 for more information about these programs.

SPO will hold ASPiRE Information Sessions approximately 4-6 weeks before competition deadlines. Session times and locations will be published at <http://www.bsu.edu/SPO/aspire/> and advertised on the [SPO Research Newsletter Blog](#) and via the Ball State Communication Center. Proposal submission dates appear below.

New Faculty

Start-up: September 21, 2011

General Faculty

Research: October 31, 2011

Creative Arts: November 7, 2011

Junior Faculty

Research: Pre Submission: January 17, 2012;
Final Submission: January 31, 2012

Creative Arts: Pre Submission: January 23, 2012;
Final Submission: February 6, 2012

Hollis: Fall: October 3, 2011
(Psychology Research) Spring: April 2, 2012

Additional Programs:

Ad Hoc: 15th of the month

Reprints: 15th of the month

Travel to Program Officer:

15th of the month

(Please contact Heather Miller, ASPIRE Program Manager, at ASPIRE@bsu.edu or 5-1600 prior to applying for this travel to officer program opportunity).

International Travel:

Fall (I) Application Deadline: August 1, 2011 For travel dates occurring August 15, 2011 – October 14, 2011	Fall (II) Application Deadline: October 3, 2011 For travel dates occurring October 15, 2011 – December 31, 2011
Spring (I) Application Deadline: December 1, 2011 For travel dates occurring January 1, 2012 - March 14, 2012	Spring (II) Application Deadline: February 15, 2012 For travel dates occurring March 15, 2012- May 14, 2012
Summer (I) Application Deadline: April 16, 2012 For travel dates occurring May 15, 2012- June 30, 2012	Summer (II) Application Deadline: June 15, 2012 For travel dates occurring July 1, 2012- August 14, 2012

Graduate Students

Research: October 10, 2011

Creative Arts: October 17, 2011

Undergraduate Students

Research: November 14, 2011

Creative Arts: November 21, 2011

Student Travel Grants: 15th of the month prior to travel date
(for presentations of papers and/or posters, etc., at meetings or conferences)

In addition, **Creative Teaching grants** are available through Innovation in Teaching, Assessment, and Scholarship (ITAS), located on TC402. This grant program focuses on the development of innovative teaching approaches as related to a specific course or instructional program. Contact ITAS at 5-1763 or itas@bus.edu for information.

Grantsmanship Workshops

The Sponsored Programs Office offers topical information sessions via workshops and seminars at various times throughout the year. These sessions enable grant seekers to gain a better understanding of the grantsmanship process and provide helpful information regarding how to craft competitive proposals for external funding.

In addition to these formal sessions, faculty members are invited to request workshops that address areas of specific interest. Customized sessions can be scheduled at the convenience of faculty, and can be for groups as small as two or three people.

For more information on these sessions, contact Stanley Geidel, Program Manager, at sgeidel@bsu.edu or 5-2022; or watch for information in the [SPO Research Newsletter Blog](#), on the SPO web site (<http://www.bsu.edu/SPO/>), or through the BSU Communications Center.

EXTERNAL GRANTS

All proposals for external grant programs are submitted to agencies through the Sponsored Programs Office at Ball State. You can find information on external grant funding opportunities on the [SPO Research Newsletter Blog](#), on the web site (<http://www.bsu.edu/SPO/>), via the BSU Communications Center, through electronic databases, and by consulting the SPO staff, including Augusta Wray, Research Information Coordinator, at amwray@bsu.edu or 5-5033. All aspects of proposal development—funding opportunity searches, narrative review, budget formulation, University clearance guidance, and application submission—are coordinated by the SPO expert staff who are ready to assist you. This is a very faculty-friendly office! The staff is extremely knowledgeable and helpful.

Throughout the process, SPO has a staff of Proposal Managers assigned to each department. Please visit the SPO website to identify the Proposal Manager assigned to your area, or telephone 5-1600 for information. In addition, SPO has created a Proposal Development Timetable to assist you in preparing to develop and submit a proposal for extramural funding. The timeline is available in the proposal preparation section of the SPO website. Be sure to check it out!

Ball State is a subscriber to the Community of Science (COS), a service featuring informational databases for researchers, including funding opportunities (for all disciplines, not just the sciences). SPO can assist you to register to receive automatic email notification of new and updated grant programs (through COS) and of impending grant deadlines (through the Grants Resource Center and Ball State's Eureka! database system). Contact SPO at 5-1600 or via the office website at <http://www.bsu.edu/spo>.

INCENTIVE PROGRAMS

Preparing grant proposals for external funding takes a lot of time and effort. The following BSU programs are designed to help with the time and materials.

Submit

This program will place funds into an account for extramural-related expenses of Project Directors/Co-Directors who have submitted grant proposals of \$5,000 or more to external

agencies. All SUBMIT expenditures will be processed through SPO upon final approval of the University Clearance Sheet and in coordination with the SPO Submission Policy. For additional information visit:

<http://cms.bsu.edu/About/AdministrativeOffices/SPO/IncentivePrograms/SUBMITProgram.aspx>

Contact: Sponsored Programs Office Contact person: Sarah Lee, ext. 5-5083

Resubmit

This program aims to increase the number of proposals submitted for reconsideration that were denied funding after a first or second submission and to enhance the probability for ultimate success. RESUBMIT makes funds available to Principal Investigators to promote resubmission of unfunded proposals of \$100,000 (sponsor dollars) or higher; department heads and deans will provide all funds up front, and allowed expenses will be reimbursed from SPO once the proposal is resubmitted to the same sponsor and program. For more information visit:

<http://cms.bsu.edu/About/AdministrativeOffices/SPO/IncentivePrograms/RESUBMITProgram.aspx>

Contact: Sponsored Programs Office

Contact person: Sarah Lee, ext. 5-5083

Cardinal Fellows

The Cardinal Fellows program is designed to increase the number of large federal-level proposals submitted from Ball State University on an annual basis. Awards include a course buy-out for fall or spring semester 2011-2012. Following submission of the proposal, Cardinal Fellows receive 1.5 times the amount of SUBMIT funds for extramural-related expenses, in addition to the standard 5% recovered indirect cost distribution to PI. Program guidelines may be found:

<http://cms.bsu.edu/About/AdministrativeOffices/SPO/IncentivePrograms/CardinalFellows.aspx>

Next deadline: April 2012

Contact: Sponsored Programs Office, ext. 5-1600

Contact person: Departmental Proposal Manager

Enhance

The purpose of the ENHANCE - Preliminary Federal Proposal Incentive Program is to provide support for faculty members involved in early investigations, the results of which will serve as the basis for a federal grant proposal. This award provides modest support to fund supplies and related expenses needed to acquire preliminary research or other information that will directly impact the development of the proposal, enhance the feasibility of the request, and result in a strong proposal submission. The funds will support up to \$3,000 Supplies, Equipment, Expenses, and Travel (S.E.E.T.) costs associated with garnering preliminary results. For more information visit:

<http://cms.bsu.edu/About/AdministrativeOffices/SPO/IncentivePrograms/ENHANCE.aspx>

Contact: Sponsored Programs Office, ext. 5-1600

Contact person: Departmental Proposal Manager

INSTITUTIONAL REVIEW BOARD (IRB)

Getting Started in Research

All new faculty members should familiarize themselves with the Research Compliance expectations of the institution. The areas of compliance include: Human Subject Participation (IRB), Animal Subject Care and Use (IACUC), Use of Recombinant DNA or Infectious Agents (Biosafety), Radiation Safety (NRC), Research Misconduct. Individuals whose research involves animals and human subjects will need to complete the appropriate modules through the online Collaborative Institutional Training Initiative (CITI) in order to apply for Institutional Review Board approval. For more information regarding Ball State University's Policy and Procedures for the Protection of Human Subjects in Research, see the Faculty and Professional Personnel Handbook or speak with Chris Mangelli, Director of Research Compliance, 285-5070.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR FACULTY

Ball State offers a wide variety of professional development programs for faculty. Opportunities are coordinated through the Office of the Associate Provost, but are provided by many offices on campus. Contact the Office of the Associate Provost – 285-1876 and ask them to send you a copy of this information electronically. This handout describes a variety of programs under the headings of Teaching Support, Research and Scholarship Support, Program Development, Travel Support, Leaves, Administrative Opportunities, Exchanges, and External Funding Support.

OTHER SUPPORT SERVICES

GETTING THE NEWS, PUBLICIZING EVENTS AND FACULTY ACHIEVEMENTS

Communications Center

The Ball State Communications Center has been developed as the “one-stop” source for all on-campus news and information. The Communications Center lets you receive targeted email in any, or all, of the following categories:

- Academic Colleges
- Academics
- Arts, Culture, Entertainment
- Athletics
- Campus Bulletin Board
- Career Development
- Employee News and Events
- Family Activities
- Fitness and Health

Housing and Dining
International
Parking and Facilities
Student Services
Technology
Training and Workshops
University Governance

You can opt out of any of the categories by going to <http://aps.bsu.edu/CommunicationsCenter/> and following the link for “Manage my subscription.”

To sign up for text message Notifications of Emergencies on campus, go to the Communications Center homepage, and follow the link “Manage emergency notifications.”

You can post information to the Communications Center in one of two ways. For **Kudos**, i.e., notices of your accomplishments, go to the Communications Center web page, click on “Publish content,” and follow the step-by-step posting directions. When you have achievements such as publications, presentations, major grants, creative endeavors, and/or service, don’t be modest. It is to your advantage to post them. Kudos are compiled and published on a semi-monthly basis.

To advertise events and news in other categories, ask your department office staff who the official department publisher of events is. Then ask the “publisher” to post your information.

Other Help from University Communications

If you are organizing or sponsoring a university event, and would like to get publicity for it beyond campus, contact Marc Ransford, 00meransford@bsu.edu, 5-1570, who is our College representative from University Communications for media relations. He can take care of news releases for local media, campus media (Daily News, WBST, WCRD), and other outlets as appropriate.

If you need help with the design of fliers, brochures, or posters, to advertise an event, contact Stephen Jendraszak, sjendraszak@bsu.edu, 5-1566, who works for University Communications and is assigned to our College. Allow six to 10 weeks for design time.

FACULTY INTERACTIONS

RELATIONSHIPS WITH COLLEAGUES

Getting along well with others is very important in faculty work. Faculty who can’t establish good working relationships with others can impede the work of their department and may be less successful in their own work. Sometimes new faculty must learn the skills of

collaboration, consensus, and listening. It is a good assumption that all faculty in a department are talented and accomplished, and that on any given issue there may be differences of opinion. Making one's self heard without offending others sometimes takes great skill.

Occasionally faculty members experience professional or interpersonal problems with colleagues, including within one's own department. Always try to work out the problems together in private conferences, never in front of students or other colleagues. If the working or personal relationship does not improve, you may wish to talk to your mentor, requesting that the conversation be kept confidential. If things still do not improve, you may go to your Department Chairperson with your concern. He or she may have some helpful insight, may see a need to meet with both parties, (particularly if the problem is professional in nature), or may refer you to another source of assistance. Sometimes two parties must simply agree to disagree without rancor. Temper tantrums, gossip mongering, and letter-writing campaigns are considered extremely poor form. Pressing the SEND button on an acrimonious email can lead to regrets later on.

A relevant program at Ball State is the University Mediation/Conciliation Service in the Center for Peace and Conflict Studies. Senior administration members, as well as the University Senate, have encouraged members of the university community to investigate this resource as a means of resolving problems, particularly those involving interpersonal relationships. In cases where formal mediation may be an appropriate avenue for resolution, any Ball State employee may take a grievance or problem to the Center; however, both parties must agree to participate in mediation in order for the Center's specially trained mediators to become involved. Everything about the mediation is confidential. For information, contact Larry Gerstein, the Center Director, at 5-8059 or lgerstein@bsu.edu

RELATIONSHIP WITH MENTOR

Having a mentor can be an enormous advantage. Use him/her well and often! Mentors typically are faculty who have been at Ball State long enough to be experienced at navigating through the challenges of the system, and they agreed to be your mentor because they want you to become a successful colleague. The mentor/new faculty relationship is new to both of you, and it may require some special effort on your part to make it work well. We have a couple of suggestions. Your mentor has been asked to meet regularly with you to give you information and assistance, some of which you may not even realize you need. So, when your mentor offers help or wants to talk, make time for interaction. If your mentor doesn't approach you very frequently, then you should take the initiative.

Your faculty mentor has an informal role in giving advice and helping you with questions about your teaching or research. Sometimes the mentor/new faculty relationship blossoms into a long-lasting collaborative relationship. However, if the two of you don't hit it off well, you can turn to another member of your department, or to the department chairperson for help. We generally do not recommend that the chairperson be the "official" mentor for a new faculty person, because of the evaluative nature of the chair position. In some departments, you may be

assigned two mentors, and sometimes the three of you will meet. There are no procedures for officially changing your faculty mentor.

RELATIONSHIP WITH DEPARTMENT CHAIR

Chairpersons make many decisions that will impact you in major ways. First of all, your Chairperson selected your Faculty Mentor. Hopefully this was a good choice. Second, your Chairperson decides what classes you will teach. Your life will be more manageable if you teach a set group of classes on a regular basis. Third, your Department Chair can assign time for you to do research rather than teach a class. Chairpersons may assign up to one class per semester for research to tenure-line faculty who seem likely to use the time productively. They generally do not assign time for research to full-time contract faculty.

Department Chairpersons are often responsible for assigning research space and allocating funds for travel. Some departments have a committee to assist with these decisions. The Department Chairperson is usually involved in the merit pay process and also in requesting Dean's Discretionary Funds, an additional source of salary money. Finally, the Department Chairperson is a nonvoting member of the department promotion and tenure committee.

Department Chairpersons normally try to be as helpful as possible to new faculty. Helping new faculty is generally one of the most satisfying parts of the department chairperson position. When new faculty do well with their teaching and research, it reflects positively on both the Chairperson and the Department.

If a disagreement or problem with the Chairperson should arise, we suggest you discuss the situation with him or her. Try to clarify your position and obtain clarification of your Chairperson's position. Our advice is to listen carefully and ask for interpretation from your mentor. Your faculty mentor or other faculty in the department may be helpful in clarifying what sorts of requests are reasonable for you to make in the context of the department or university culture and in providing perspective.

If you cannot resolve a particular issue with the Department Chairperson, your faculty mentor or other faculty may be able to advise you on possible actions. For example, for issues involving promotion and tenure, decisions made at the Department, College, or University levels can be appealed. The appeal procedures are outlined in the [Faculty Handbook](#).

If a major disagreement with your Chairperson cannot be resolved, or if you feel you are being harassed, we suggest that you talk to the Dean. If you feel that sexual harassment is involved, you should also consult with Sali Faling, Executive Director, Office of University Compliance, at 5-5162.

SEXUAL HARASSMENT

The College of Sciences and Humanities supports the University policy that states the University will not tolerate sexual harassment of students or employees. Members of the University community who believe they have been sexually harassed are encouraged to contact the Office of University Compliance, 5-5162.

WHAT IS SEXUAL HARASSMENT?

The following statement is taken from the Ball State Faculty Handbook:

The University has adapted the Equal Employment Opportunity Commission (EEOC) definition of sexual harassment for our academic community: Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor or other unwelcome verbal or physical conduct of a sexual nature, whether committed on or off campus, when:

- 1. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or participation in a University-sponsored education program or activity;*
- 2. submission to or rejection of such conduct by an individual is used as the basis or threatened to be used as the basis for employment decisions or academic decisions or assessments affecting an individual; or*
- 3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment. Such conduct will typically be directed against a particular individual or individuals and will either be abusive or severely humiliating or will persist despite the objection of the person targeted by the speech or conduct.*

Sexual harassment includes but is not limited to situations where one person has authority over another. In such situations, sexual harassment is particularly serious because it may unfairly exploit the power inherent in a faculty member's or supervisor's position.

For examples of conduct constituting sexual harassment and for information on procedures to be followed in a case of sexual harassment, see the Faculty Handbook, pp. 66.

THE UNIVERSITY LIBRARIES cms.bsu.edu/Academics/Libraries

MAIN LIBRARY, BRANCH LIBRARIES, IMPORTANT COLLECTIONS

A. Alexander M. [Bracken Library](#) is the name of the main library (5-1101)

- The University Libraries seek to create a comfortable environment of facilities and technology for integrating library services and technology and to meet the changing learning, teaching, and research needs of students, faculty, and staff.
 - Librarians and paraprofessionals help students, faculty, and staff with research needs, including assistance with locating and evaluating information and assistance with library technology. Additionally, librarians partner with faculty to provide information literacy instruction tailored to meet specific academic needs using electronic classrooms in the Libraries.
 - The Libraries provide a full range of digital library resources, access to print collections, and productivity software to support teaching, learning, and research. There are private study carrels, group study rooms, and tabletop space for collaborative and individual study. Wireless connectivity is available throughout the Libraries.

B. [The Architecture Library](#) is in the Architecture Building (5-5857)

The Architecture Library provides books, journals, reference materials, videos, online and print course reserves, online images and information resources, computers and software, scanners, a color copier and other resources. The Building Materials Collection, adjacent to the Architecture Library, provides hands-on access to samples of innovative or sustainable materials. The Drawings and Documents Archive contains thousands of original documents and materials on the history of Indiana sites and structures. Contact Amy Trendler, Architecture Librarian, for CAP-related library instruction, research assistance, collection suggestions, course reserves, or other information needs. The Architecture Library and BMC are located in AB 116-117, and the DDA in AB120, all on the ground floor of the Architecture Building.

C. [The Science-Health Science Library](#) is in the Cooper Science Building (5-5079)

The Science-Health Science Library (SHSL) provides books, journals, reference materials, videos, course reserves, anatomical models, and online information resources for the science and health science departments located in the Cooper Science and West Quad buildings. Contact Kevin Brooks, Science Librarian, for related library instruction, research assistance, collection suggestions, course reserves, or other information needs. The SHSL is located on the lower level of the Cooper Science Complex, CN 16.

D. [Archives & Special Collections](#) is located on the Second floor of Bracken (5-5078)

This collection offers access to primary source materials including photographs, oral history interviews, video and film footage, rare books and manuscripts and a variety of archival material including the Middletown Studies Collection. The area also houses Ball State University Board of Trustees agendas and minutes, Presidents' papers, Provosts' papers, Faculty Senate records, Faculty papers and publications, and related university documents. Many materials are available digitally via the Digital Media Repository. Contact John Straw for access to primary sources for instruction and research, hands-on experience for students to learn research skills in the Archives, digital resources for study and scholarly publication, class visits to the Archives for presentations on resources for assignments and projects, help with developing related research topics for papers/theses/dissertations/articles, and access to digital resources in the Archives.

E. The [Educational Resources Collections](#) is located on the lower level of Bracken (5-5340)

Educational Resources provides media materials, including DVDs and audio books, which support instruction across the entire Ball State University curriculum, and print materials supporting the study of K-12 curriculum. These include youth books and textbooks. Reference, instruction classes, booking of films and videos for use in classrooms, circulation, and in-house viewing are provided for access to the collections. A generous array of equipment, from laptops to video cameras and more, are available for 6-hour circulation periods (renewable online). Dedicated computers (Mac and PC) are available in the area for intensive computing needs including video editing. E-classrooms and viewing booths are available for instruction when using ERC resources. Contact Diane Hill, Media Librarian, for additional information.

F. [The GIS Research & Map Collection](#) is located on the second floor of Bracken (5-1097)

The collection contains over 145,000 paper maps, atlases, and GIS datasets. High-level workstations and a variety of GIS software are also available. Expert mapping assistance and cartographic reference services are available including customized instruction sessions, a large GIS research area and a growing collection of digital resources. Bracken Library is a depository for the U.S. Geological Survey, U.S. Defense Mapping Agency, U.S. National Ocean Service, and Indiana Geological Survey. Large-format color printing and laminating are available for a nominal fee. Contact Melissa Gentry, Map Collections Assistant, for more information.

G. [The Music Collection](#) is located on the lower level of Bracken (5-8188)

The collection contains music scores, books, and over 20,000 music CDs in a variety of genres and provides online access to thousands more. Music periodicals are shelved with the general periodicals collection in other locations.

The area also serves as a listening laboratory for courses in music history, appreciation, and theory. Audio streaming is also available for course-related listening. Music reference questions, related course instruction, and related research assistance are available by contacting Amy Edmonds, Music Librarian.

H. The Reference Collection is located on the First Floor of Bracken (5-1101)

The Reference Collection contains standard reference works including dictionaries, encyclopedias, directories, almanacs, atlases, statistical sources, and biographical sources. Librarians provide online and in-person assistance to students, faculty, staff and others in finding information on a topic and developing a search strategy for research papers, theses, or dissertations, and using the library's catalogs and academic databases. They help in locating facts and statistical data, answering questions about library policies, services, and facilities, and searching for information on the Internet.

Faculty may also want to bookmark [Gale Virtual Reference Library](#) and [Oxford Reference Online](#) as two extensive online reference sites in the Libraries' online collections.

REFERENCE AND RESEARCH ASSISTANCE (5-1101)

Professional librarians are available to help students and faculty with their research needs. There are many ways to ask a question, including live chat, texting, email, phone, in-person at the Reference desk (Bracken 1 West), and extended one-on-one research sessions by appointment. Visit [Ask A Librarian](#) for more details.

HOURS AND CALENDAR OF SERVICE

Bracken's [hours](#) and those of the branch collections vary during the year, depending on the academic calendar. During the academic year, Bracken is open 120.5 hours per week, until 3:00 a.m. on Sunday through Thursday with earlier closures on Friday and Saturday. It is always a good idea to check the [hours](#) for holidays and breaks variations.

RESOURCES FOR USERS WITH DISABILITIES

The University Libraries are wheelchair accessible and have a [range](#) of equipment, services and materials to assist users as needed.

BORROWING PRIVILEGES AND LENDING POLICIES (5-5143)

[Faculty borrowing privileges](#) enable faculty to check-out non-reserve books for one calendar year upon presentation of a valid BSU ID. If the resource you need has already been

checked-out, it can be recalled. This process takes about two weeks. Current journals (i.e., most recent five years) circulate for one day. Journals published more than five years ago circulate for seven days. Media materials such as DVDs and CDs have shorter loan periods ranging from 4 days to weeks. Each service point can provide with specific information. If you want your students to review films, videos, or other media at Bracken, be sure to reserve them.

Faculty may request [holds](#) for library items. If an item is on the shelf, it will be pulled and held for you to pick up at your convenience. If it is in use, a recall will be issued and you will be notified when the item has been returned. An alternative is to request a copy via [Interlibrary Loan Services](#). Material is subject to recall any time after two weeks, and you have one week to return it. Please return materials in a timely fashion in order to avoid possible [fines](#).

A personal list of items currently charged-out to you, with respective due dates, is available upon request at all circulation service counters or by logging in to [CardCat](#) using the link to My Library Account. E-mail reminders of upcoming due dates are automatically generated and include instructions for online renewals. When returning items, you may also request a receipt.

If you wish to allow a student assistant or graduate assistant to check out library materials or pick up Interlibrary Loan items on your behalf, you may do so by submitting a [Faculty Proxy Authorization](#) form.

LIBRARY INSTRUCTION FOR STUDENTS AND FACULTY (5-8017)

The University Libraries' Instructional Services provides excellent training opportunities for your students and you. Instruction sessions are conducted in one of two e-classrooms located at the main library and offers hands-on experience with informational resources. These sessions, conducted by librarians, are designed to meet specific course assignment objectives. Subject-specific research tools and techniques are introduced and explained within this context. Workshops designed specifically for faculty are offered, too. A faculty member may also schedule librarian instruction tailored to cover a specific research interest.

Librarians are also available to assist faculty with designing effective library research assignments and create related tutorials and subject guides to assist with independent research. To arrange Library Instruction or to consult with a librarian, contact Instructional Services (5-8017) or visit the Instructional Services web page listed above. It is a good idea to call early in the semester to help ensure your session is scheduled on the date of first choice.

RECOMMENDING BOOKS FOR PURCHASE/INTERLIBRARY LOAN (5-8033)

A. Department Library Representative

If the University Libraries do not have a needed resource, contact your [Departmental Library Representative](#). Each academic department has a library budget and the representative

may be able to request the material for you. The Libraries strive to purchase faculty-recommended material (although we cannot purchase all items), including books, CDs, DVDs, and other resources. Purchasing a new journal title is sometimes difficult since a new title represents a continuing expense and cost increase each year. Please discuss your suggestion for a new journal subscription with your department representative.

B. Direct Request to the Library to Buy an Item

You can also submit a [Library Materials Request](#) and the Libraries may have funds to purchase the item. You may also contact Hilde Calvert, the Head of Collections Development (5-8033).

INTERLIBRARY LOAN SERVICES

If you need a resource not held by University Libraries, an item declared lost, or on-order but not yet arrived, try [Interlibrary Loan Services](#) (5-1323) located on the First Floor East in Bracken. Allow at least one week for borrowing a journal article and two weeks for books and media materials. The Desktop Delivery service often gets journal articles to the borrower's e-mail box (desktop) within three or four days. Books and media may be picked up at the main circulation desk once you receive email notification of their arrival.

[Online Request](#) Forms are the standard method for borrowing items. For rush requests, please call **Interlibrary Loan Services** directly. The Libraries subsidize copyright royalty fees for journal articles up to \$100 per calendar year for each faculty member.

ONLINE SEARCHING

[The University Libraries' Webpage](#) is a valuable resource for when you or your students need to do library research. Thousands of resources are available via the ["Research Tools"](#) section of the homepage including:

- [CardCat](#), catalog of the University Libraries' holdings
- WorldCat, catalog for libraries worldwide
- [Articles & Databases](#), citations and full-text journal, newspaper, magazine, and reference articles both, scholarly and popular

Many other resources, including the HathiTrust Digital Library, Cardinal Scholar, Media Finders, BSU Theses and Dissertations, are accessible at this site.

DIGITAL MEDIA REPOSITORY

The [Digital Media Repository](#) brings together the digital collections and activities of the University Libraries as well as providing access to external digital resources to support the teaching, learning, and resource needs of students and faculty. The Digital Media Repository stimulates research and learning in a variety of areas and includes WWII documentary films, Civil War era letters and photographs, WIPB documentary videos, the Middletown Digital Archives, local historical newspapers, anatomical models, architecture images, fire insurance maps, and many other diverse collections.

COURSE RESERVES AND ONLINE RESERVES (5-5146)

Faculty can place materials (books, journal articles, CDs, VHS and DVDs, and other resources) on reserve for student use at a variety of convenient sites:

- Circulation/Reserves Counter, First Floor East (5-5146)
- Educational Resources, Lower Level (5-5340)
- The Music Collection, Lower Level (5-8188)
- The Architecture Library, AB 116 (5-5857)
- The Science-Health Science Library, CN 16 (5-5079)

Faculty members are encouraged to make materials available to student 24/7 by using electronic reserves. You may use the [Course Reserves Request System](#) to submit requests or drop off materials at the appropriate reserve location. Electronic reserves are generally limited to articles, book chapters, and other materials that are traditionally photocopied for course reserves. Availability of electronic reserves depends on copyright clearance guidelines. Library staff pursue copyright permissions as part of the service. Contact Jan Vance, at 5-5146, Bracken Library, First Floor East, e-mail: jvance@bsu.edu for additional information.

PRINTING, SCANNING, PHOTOCOPYING AND COPY CARDS

Faculty may print up to 500 B&W, single-sided sheets via library printers free of charge each semester. Any prints made over the limit is \$.05/page assessed through the Bursar's Office at the end of each semester. At any time, you may check your [print balance](#). Scanners are available free of charge throughout the library system.

Photocopiers are available in Bracken, the Architecture Library, and the Science-Health Science Library. Charges for photocopying are ten cents per page if you use cash, or six cents per page if you prepay and use a Copy Card. Color photocopiers are available on Bracken 1E, 1W and in the Architecture Library as standalone copiers or to print from computer workstations in the library. The cost is twenty-five cents per page. You can purchase a Copy Card at the machine near the main circulation desk at Bracken or from the branch libraries for \$1.00. The

card is pre-programmed with a \$.60 credit. Your department may also purchase cards that you can borrow for research and teaching-related photocopying.

UNIVERSITY COPYRIGHT AND INTELLECTUAL PROPERTY OFFICE (5-5330)

The University Copyright and Intellectual Property Office assists faculty and students in the legal and appropriate uses of intellectual property for many facets of teaching and learning. Services include face-to-face teaching, Internet and satellite distance education courses, PowerPoint presentations, online papers, dissertations and theses, multimedia projects, copyright compliance at Ball State, Fair Use, royalty free material, Copyright FAQs and copyright tutorials, the T.E.A.C.H. Act, intellectual property issues, and this unit publishes the University Libraries' *Copyright Forum*. The University Copyright Center's Web page contains valuable information on intellectual property. Contact Fritz Dolak with questions, FDolak@bsu.edu or call 5-5330. In addition, Fritz is available to provide classroom presentations customized for faculty concerning today's copyright issues on topics such as P2P file sharing, the use of Internet graphics and text, plagiarism/academic integrity, creating an electronic portfolio using the *CONFU Multimedia Guidelines*, and Fair Use for students.

FRIENDS OF THE ALEXANDER M. BRACKEN LIBRARY (5-8149)

The Friends is an association of persons now over 2,600 strong who are interested in strengthening the university library system, enhancing its collections, and promoting its usefulness. Members support the University Libraries through contributions of library material or financial donations. The Friends sponsor programs (lectures, special presentations, the prestigious annual Kirkham Lecture) beneficial to Ball State University and Muncie area communities.

DONATING BOOKS OR OTHER MATERIALS TO THE UNIVERSITY LIBRARIES (5-8033 or 5-8149)

The University Libraries accept unrestricted gifts of books, journals, audiovisuals, children's books, CDs, DVDs, VHSs, diaries, manuscripts, music scores, and similar other material. However, the University Libraries may or may not add all donations to its collections. Some material may be given to other libraries or sold with the proceeds going to acquire additional collections. Individuals considering donating material should contact the Head of Collection Development, Hilde Calvert (5-8033), or the Executive Secretary of the Friends of the Alexander M. Bracken Library, John Straw (5-5078).

UNIVERSITY LIBRARIES' NEWSLETTER (5-5277)

[*The Library Insider*](#) is a monthly newsletter with general information about the University Libraries' programs, services, and collections.

FINES FOR DAMAGED, LOST, OR LATE RETURNS OF MATERIAL (5-5143)

Pay your fines! Regardless of how you feel about the fee schedule, failure to pay a fine will result in more trouble than it is worth. Fees compound, and the University will enforce their payment according to the University's policy on employee delinquent accounts. Appeals can be filed but must be initiated within 90 calendar days from the date the borrowed material was due. When returning material, you can ask for a receipt to avoid any confusion about what was or was not returned.

UNIFIED TECHNOLOGY SUPPORT

Beginning in Fall 2011, all UTS services will be located in Bracken Library, BL101. The new phone number is 285-8324 (TECH). For more detail, go to www.bsu.edu/uts.

BOOKMARK CAFÉ

For a coffee break, quick snack, or lunch, this eatery on the main floor of Bracken Library is very hand.

QUESTIONS, SUGGESTIONS, PROBLEMS

Feel free to call the Dean of University Libraries, Dr. Arthur Hafner (5-5277), or send him an e-mail, AHafner@bsu.edu. He is faculty-friendly and very customer-service oriented.

GLOSSARY OF UNIVERSITY JARGON

Artifact – A student project which often can be included in the digital portfolio of a teaching major and which demonstrates the student’s ability to use knowledge gained in a course. In all departments in the College, except Computer Science, Criminal Justice and Criminology, Philosophy and Religious Studies, and Social Work, there are teaching majors who are required to compile artifacts.

Arts Terrace – The grand stone staircase and lawn outside of the south entrance to the Ball State University Museum of Arts in the Arts Building. It also serves as the setting for Ball State’s May commencement.

The Atrium – One of the main dining facilities on campus. In the Arts and Journalism Building, the openness of the three-story space, the light from large windows, and the living trees create an inviting atmosphere. In the warm weather you can sit outdoors by the fountain. At the northeast corner is the Atrium Studio Room which can be reserved for lunches or meetings. To reserve it, contact Rodney Brooks, University Food Court (AJ), General Manager at 285-0016, or via email: rbrooks@bsu.edu.

“B” Book – Ball State’s Directory of faculty, staff, and student names, phone numbers, addresses, office locations, etc. You will receive a current edition shortly after school starts.

Bed Race – A unique tradition during Homecoming. Student teams race down the street, each pushing a souped-up bed on wheels on which a teammate hangs on for dear life!

Bennie – The lovely winged statue of Beneficence, which honors the five Ball Brothers and is a symbol of Ball State and the powerful resources which the university offers her students. It is located on University Avenue, between the Administration Building and Lucina Hall.

Bracken – The main library on campus. The architecture is said to model a set of books standing upright.

Charlie Cardinal – Charlie is the mascot of our athletic programs. You will see his image used most frequently for athletic events and advertising, while Beneficence is more frequently used for letterhead and non-athletic insignia.

Chirp Chirp - At athletic games fans will chant “chirp chirp” and move their hands in a beaklike manner in unison. The intent is to mimic the call (as quipped by alumnus David Letterman) of the world’s “fiercest robin-sized bird.”

Christy Woods – A beautiful tract of land on the far western side of campus. For a relaxing treat, walk through the woods on the way to class, visit the orchid greenhouse, or watch birds in the prairie land at noon time.

Cow Path – A long sidewalk that extends from Riverside Avenue north to Petty Road along the western edge of the campus. At one time it was a dirt foot path.

DN – The Ball State student-run paper. The *Daily News* is often referred to by its acronym.

Duck Pond – A picturesque setting for a picnic toward the northern edge of campus. Ducks live there all year round.

Education Redefined – A major initiative at Ball State University to prepare students for leadership in the 21st century. As explained by President Gora, “At Ball State, we are redefining education by creating a high-tech – and high-touch – immersive learning environment that allows students to engage with learning in a new way: intense, creative, collaborative, personal, and, at times even in ways that mirror the risk and reward of real-life ventures.” “We believe this is an essential way to help shape our students for leadership in the 21st century and to orient education toward the needs of knowledge economics in the future.” (www.bsu.edu/update/article/0,1384,50712--,00.html)

ERP – Abbreviation for Enterprise Resource Planning Software System, pronounced as rhyming with “burp.” The University is in the process of implementing a single software system that will be used for all of the University’s core functions, such as, course registration, grades, financial aid, finances, and human resources.

Frog Baby – The delightful statue in the fountain just north of Bracken Library. She is reputed to bring good luck.

Freshman Connections – A program designed to enhance the academic performance and social interactions of freshmen during the Fall Semester. Freshmen, faculty, residence hall directors, advisers, and upper-class mentors belong to learning communities in which students have classes and residence halls in common with other members of their learning team. This year all freshmen will read a common book, "**The Glass Castle**" By **Jeannette Walls**. All faculty are encouraged to incorporate the book in their fall syllabi regardless of class level. Study guides and resources are now available from the Innovation in Teaching, Assessment, and Scholarship service (ITAS in TC 402).

Website: www.bsu.edu/freshmanconnections

Online Discussion: www.bsu.edu/freshmanconnections/discussion/

Freshman Convocation and Book Discussion

Sunday, August **Sunday August 21, 2011 from 3:15-4:15pm. Emens Auditorium**

The author will be on campus:

Wednesday, September 21st, 7:30-8:30pm

Emens Auditorium

This event is free and open to everyone!

FTE – Full-time equivalent. One faculty FTE consists of a 12-hour load assignment each semester. The 12-hour load of a full-time faculty member may consist of 12 hours of teaching or a combination of teaching and research which totals 12 hours.

Lafollette Field – Across McKinley Avenue from the LaFollette Residence Hall Complex, this large grassy area in front of Worthen Arena is a popular place for informal student athletics. Outdoor events are sometimes held here.

Late Nite – A party every Saturday night for students on campus. It is designed to be fun and safe and is without alcohol.

Naked Lady – The lovely bronze statue in the main lobby of the Bracken Library. She is a favorite meeting place for students.

The Nest – The BSU student-only cheering sections at athletic events are affectionately referred to as “The Nest.”

Outlook – A very convenient and widely used system that allows electronic mail to be sent between computer users both on and off campus. All faculty, staff, and students, have access to “Outlook.” See the pink appendices for more detail.

The Pride of Mid-America – Nickname of the Ball State marching band. They are very good and fun to watch at football games.

The Quad – The beautiful, shady area south of Riverside Avenue, west of McKinley Avenue, and north of University Avenue. It is an older part of campus, bordered by some of the original buildings.

Scramble Light – The intersection of McKinley Avenue and Riverside Avenue where all vehicular traffic stops on the “walk” signal and pedestrians cross in many directions.

SCH – Student credit hours. This is the total of credit hours given per student per class. For example, if you have 15 students taking a three credit hour class, there are 45 SCHs generated from that class. A class generally must have either 10 undergraduate or 6 graduate students in order to be taught. Classes with fewer students usually are dropped from the schedule by the Department Chair during the academic year, but are sometimes taught on a contract basis during the summer, with faculty paid on a per student basis.

SCH/FTE – Student credit hours per full-time faculty equivalent. Often the University gathers and uses data on this ratio. Your Department Chair has information on how many student credit hours per faculty member are being generated in your department.

University Green – The large green space between Bracken Library and the Architecture Building, just east of Shafer Tower.

The Village – A good place to have morning coffee or lunch in one of the informal restaurants. It is the couple of blocks along University Avenue on the southeast edge of campus.

Virginia Ball Center for Creative Inquiry – A center in which two groups of 15 students each with a faculty member conduct an in-depth, interdisciplinary study of a topic. Students typically register for 15 hours of course credit, all of which is earned through participation in the study. Leading one of these workshops constitutes a full-time assignment for a faculty member during either fall or spring semester. Students and faculty work with an off-campus sponsor and collaborate to produce a product. Teams work in the stately Kitselman mansion which is on University Avenue west of the University. This is the ultimate model of immersive learning at Ball State. For examples of projects, go to www.bsu.edu/vbc/. If you would like to apply, make an appointment to brainstorm with Dr. Joe Trimmer, the Director, at jtrimmer@bsu.edu.

NICKNAMES/ABBREVIATIONS FOR OTHER STATE INSTITUTIONS OF POST-HIGH SCHOOL LEARNING

ICHE (pronounced “itchy”) – The Indiana Commission for Higher Education, a state organization which has broad regulatory powers over all public institutions of higher learning in Indiana with regard to matters such as curriculum and budget.

IUPUI (pronounced “oo ee poo ee” or by its five individual letters) – One of several branch campuses of Indiana University and Purdue University. IUPUI (Indiana University, Purdue University at Indianapolis) is a large commuter campus on the western edge of downtown Indianapolis. Another jointly administered campus is IPFW, or Indiana University-Purdue University at Fort Wayne.

IVY TECH COMMUNITY COLLEGE OF INDIANA – An emerging community college system developing from Indiana’s two-year vocational and technical schools. Ball State has agreements to accept transfer credits for a variety of Core Curriculum courses.

Valpo – Valparaiso University, a small private institution in the northern town of Valparaiso, Indiana, which offers professional degrees in law and engineering.

Emerging Technologies Training

Microsoft Outlook 2007



Ball State

University

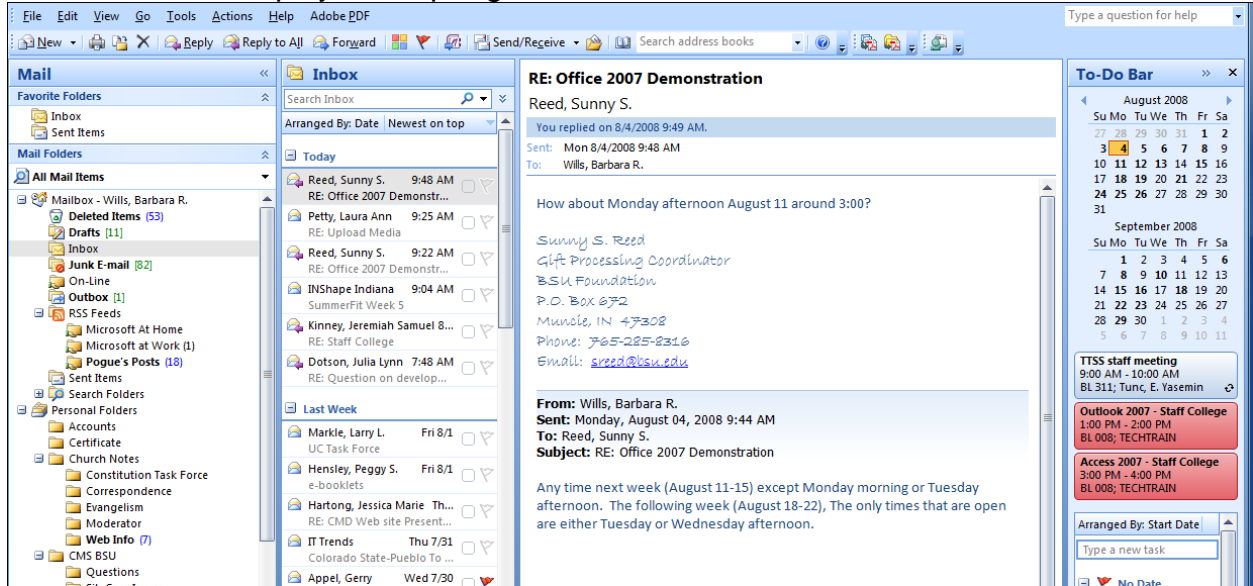
Barbara Wills
bwills@bsu.edu
285-3530

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What's New in Outlook 2007

The Outlook Window now includes the To-Do Bar

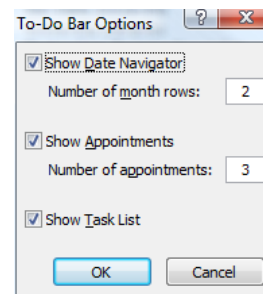
If you don't see the To-Do Bar the first time you open Outlook, you will want to "turn it on". The To-Do Bar provides a view of your mail, calendar items and tasks all in the same window. Helps you keep organized.



To change the view of your Outlook Organization Tools, make those changes in the View Menu. The above screen shot has the **View set to:**

To-Do Bar – On

1. Click on **View** in the Menu Bar
2. Select **To-Do Bar**
3. Select **Normal > Date Navigator, Appointments, Task List**
4. Customize what will display in the To-Do Bar
 - a. Click **Options**
 - b. Check what you **want to show**
 - c. Select the **number of items** you want to show

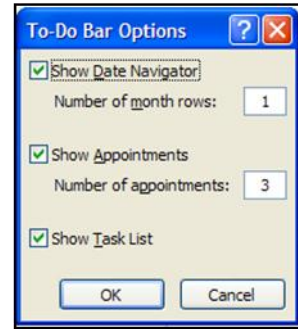


Check your priorities for the day by looking at the To-Do Bar where your flagged emails and tasks are clearly laid out. The integration of the To-Do Bar items on the calendar helps you easily schedule and block off time to follow up on items.

Customize the To-Do Bar

To change what items are available in the To-Do Bar:

1. From the Menu bar, Select **Tools > Options**
2. Click the **Other Tab**
3. **Click the To-Do Button** near the bottom of the window
4. **Change Settings** in the To-Do Options Window
5. Click **OK** to close the To-Do Bar Options Window
6. Click **OK** to close the Options Window



Minimize/Maximize To-Do Bar

Click the arrows on the bar to change how you view it:



Arrange by (Group by) – Date

1. Click on **View** in the Menu Bar
2. Select **Arrange By**
3. Select what **criteria** you want to use to arrange your mail
4. Select **Show in groups**

Reading Pane – Right

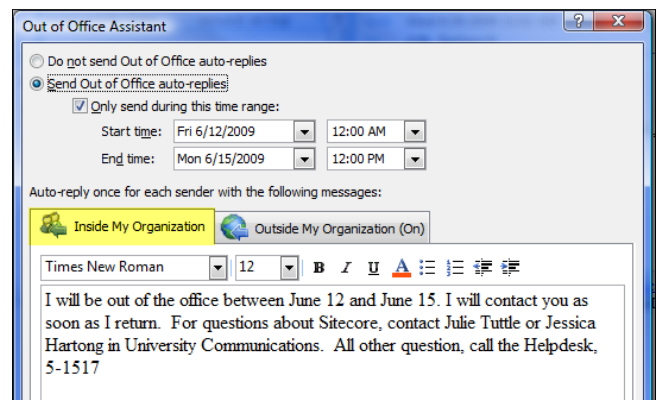
1. Click on **View** in the Menu Bar
2. Select **Reading Pane**
3. Select **right**

Note: The reading pane allows you to read the message without opening each message. You can navigate through the list of mail message with your arrow keys or mouse.

Out of Office Assistant

Several new features are available in the Out of Office Assistant:

1. From the Menu bar, Select **Tools > Out of Office Assistant**
2. New features include:
 - a. **Set dates and times in advance**
 - b. Messages to people **Inside My Organization** (BSU)
 - c. Messages to people **Outside My Organization** (can choose contact list only)

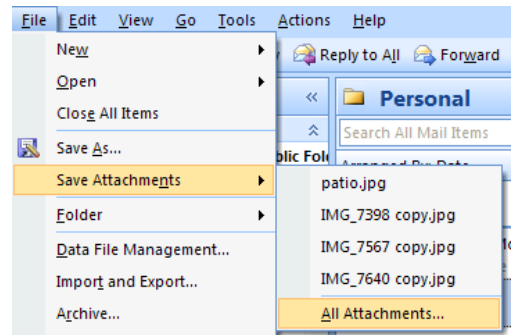


Quickly Add/Save All Attachments: Instead of Adding attachments, one file at a time, simply:

- **With the message open**
- Select all of the files you want to attach
- Drag and drop the files to the new message window

Instead of saving attachments, one file at a time:


- **Click on the email message** that contains attachments
- Select **File > Save Attachments > All Attachments**

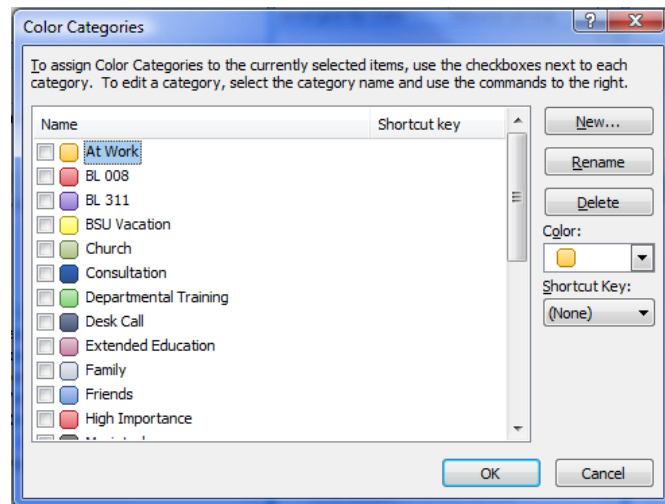


Use Categories to Organize your Information

Using Color Categories, you can easily personalize and add categories to any type of information; email, calendar items, contacts, or tasks. Color Categories gives you a visual way to distinguish items from one another, so it's easy to organize your data and search for information.

To Set up Categories


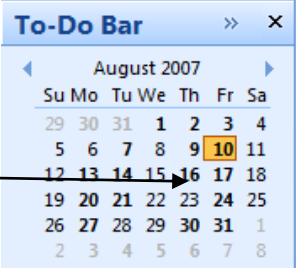
1. **Click** on the category button in the inbox toolbar 
2. Click **All Categories** at the bottom of the drop down menu
3. **Click on a color and click rename to change the name of the category**
4. Once all color categories are renamed, **click OK to save**
5. You can also **apply** multiple categories to an item, by right clicking and selecting the category button twice
6. You can **remove** the category by right mouse clicking on the color and select remove or clear



Drag and Drop to Create:

Add an appointment to your calendar

If you want to include information received from an email message to your calendar notes, instead of retyping the information, just create the appointment from the email message.

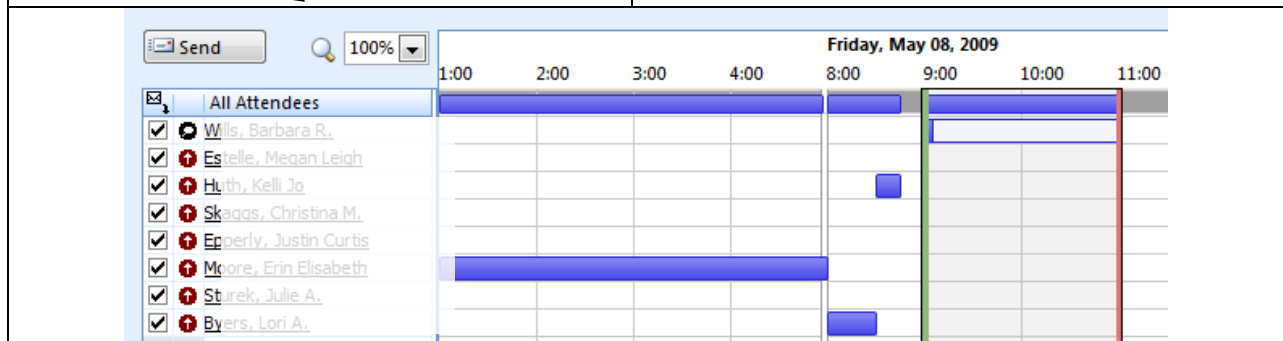
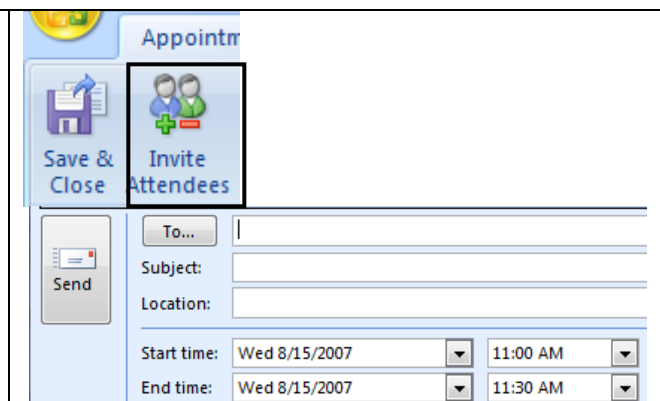
1. **Mouse Click and hold** down the mouse button on the message
2. **Drag** the message “on to” the **calendar icon** in the folder list  or if the To Do bar is open in the right column, **drag the email message to the date on the calendar.** 
3. **Release** the mouse button
4. The New Appointment window will open with the contents of the message appearing in the Appointment
5. Type in the **Location, Start Time and End Time** for the appointment
6. You may want to revise the subject link
7. Click **Save and Close**

How to Invite People to a Meeting

1. **Create** the appointment.
2. Include Subject, Add Attachments, Messages, etc.
3. Mouse click **Invite Attendees**
4. Mouse click **To**

Select people or distribution list from the **Global** address book or your **contacts**.

5. Mouse Click **Scheduling Icon** to view everyone schedule.
6. **Select a time and date** the fits with everyone’s schedule.
7. **Click Send to mail the appointment to everyone on your appointment list.**



Add a Contact to your address book

It is time to start utilizing contacts to help keep you organized. Think about it! You have your email account open all day, using contacts can help you find phone numbers, addresses, easily send email messages. Contacts are also available in Webmail.

To Add a Contact

1. **Click to select** (or double click to open) the message from the person you want to add to your contacts. **If you have the reading pane open, you don't have to open the email message.**
2. **Right mouse click** the person's name
3. **Click Add to Outlook Contacts button**
4. **Make changes to the contact**
5. Be sure to **add a category** to help organize your contact list
6. Click **Save & Close** icon

Or

1. **Click to select** the message
2. **Click and hold** down the mouse button on the selected message
3. **Drag the message** to the Contacts icon
4. The **new Contact window will open**
5. **Make changes and add a category** as needed
6. **Save & Close** to add the person to your address book

Send Email to Contact(s)

1. **Open** Contacts
2. **Select all people you want to send an email message - CTRL + Click to select multiple people**
3. **Drag the group to the new mail message icon**
4. A new mail message will open with the names of the selected people in the To field

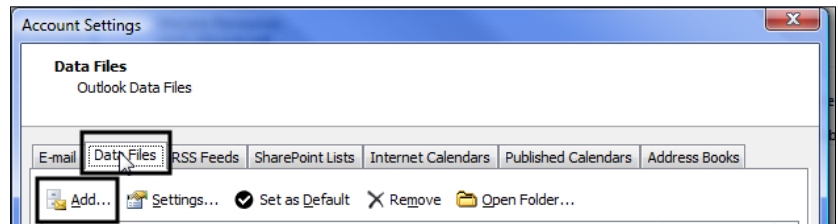
Personal Folder

Personal Folders should be created to store, manage, and archive your e-mail on your **local computer's hard drive**.

NOTE: It is important to remember that all mail saved in your Personal Folder is stored on your local computer's hard drive and not on the server. If your computer's hard drive crashes or the personal folder.pst file is deleted or becomes corrupted, the messages you've placed in this folder will be lost.

To Create a Personal Folder

1. Select **Tools** from the menu
2. Select **Account Settings**



3. Click the **Data Files Tab**
4. Click **Add. . .**
5. The New Outlook Data File window will appear:
6. Mouse click **OK**
7. In the Next Window Select **Documents** from the list in the left column of the window.
8. In the Documents Folder, **Create a new folder to hold your personal folder.pst file**
9. Name the folder **Saved e-mail** (or something you will remember)
10. Mouse Click **Save**
11. Mouse Click **OK**.
12. Click **Close**
13. Now you will see a personal folder under all mail items in your Outlook Mailbox.

Create Sub Folders in your personal folder for your saved e-mail:

1. **Mouse click** on Personal Folders in the folder list at the left of the Mail Window
2. **Select File** from the Menu
3. **Select Folder > New Folder**
4. Type in a **Name** for the Folder
5. Mouse Click **OK**

Add mail to your personal file folders:

1. Click on the mail message you want to move to the personal folder
2. Hold down the mouse button and drag the message onto the folder
3. Release the mouse button
4. This will place the mail message into your personal folder

Note: You will make a personal folder file one time, but will create many sub folders.

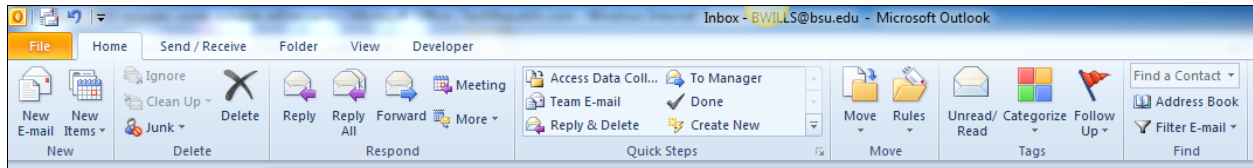
What's New in Outlook 2010

If you are moving from Office 2003 to Office 2010, you might also look at the information from the Outlook 2007 document. Many of the new features in 2007 are also available in 2010.

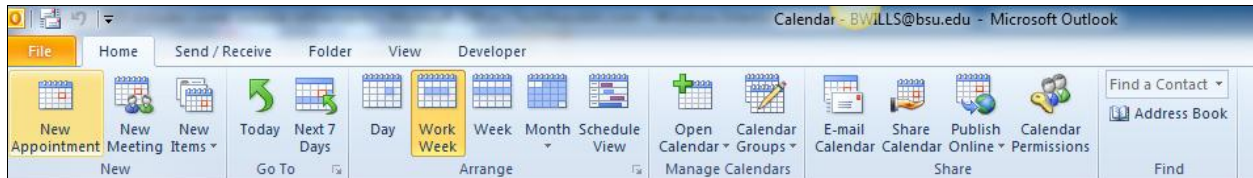
Ribbon

One new feature is the Ribbon. This feature was lacking in Outlook 2007 but has been added in the 2010 version. You now can utilize the ribbon in all applications without Outlook, Inbox, Calendar, Tasks, and Contacts – and more.

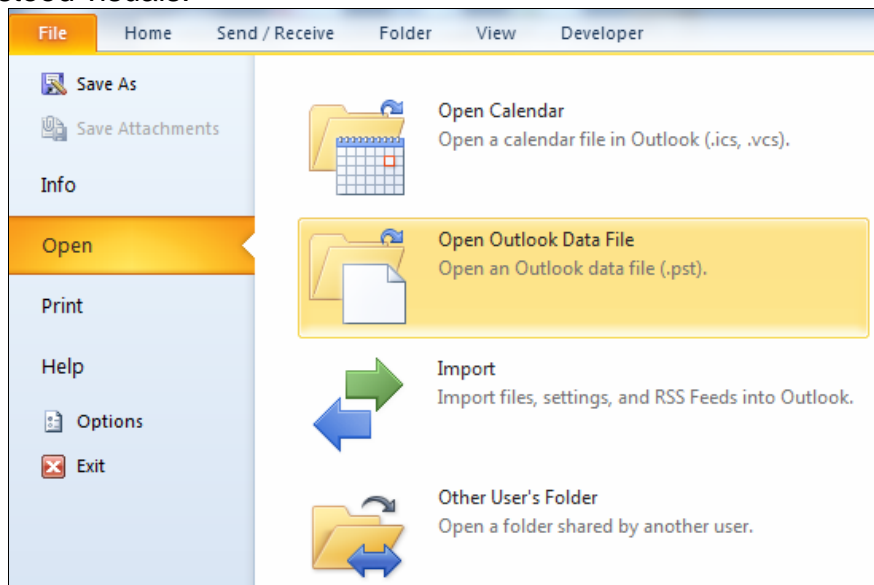
InBox Ribbon



Calendar Ribbon



The ribbon now has a **File tab** (which has replaced the office button) with choices such as Save As, Print, etc. Options available are easier to find and are developed with more easily understood visuals.



Navigation bar

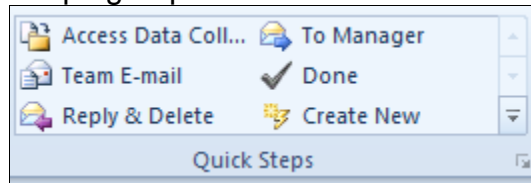
Folders in the navigation bar have been reordered so the most used folders appear at the top of the list such as Inbox, Drafts, Sent Items and Deleted Items.

Distribution list

The distribution list has been renamed to the Contact Group

Streamline your e-mail using quick steps

There are 10 Quick Steps available in the Quick Steps group of the Home Tab. You can create your own quick steps to automate frequent tasks. This new feature is found in the Home Tab > Quick Steps group



Outlook social connector

Easily connect to your LinkedIn contacts in your Outlook 2010 account.

Conversations

If you have not used the conversations feature in previous versions of Outlook, you may find that this feature has been improved by adding “conversation threading”. This feature give you the ability to group conversations and makes your email easier to manage, of course as with any change, it may take some time to get used to looking at your email in conversations view.

Clean up your messages

If you are tired of too much mail in your Inbox, try the new clean up button. This button is in the Home Tab > Delete group. Clean up will move all the older, unnecessary messages from your conversation to the Deleted Items Folder.

Quick view

This calendar feature lets you see how a meeting request affects your calendar so you can instantly see if there are any conflicts or adjacent meetings. You can do this from within the meeting request.

Mail tips

This feature helps you avoid mistakes such as clicking Reply All to a larger distribution list.

Create an appointment directly from the Inbox

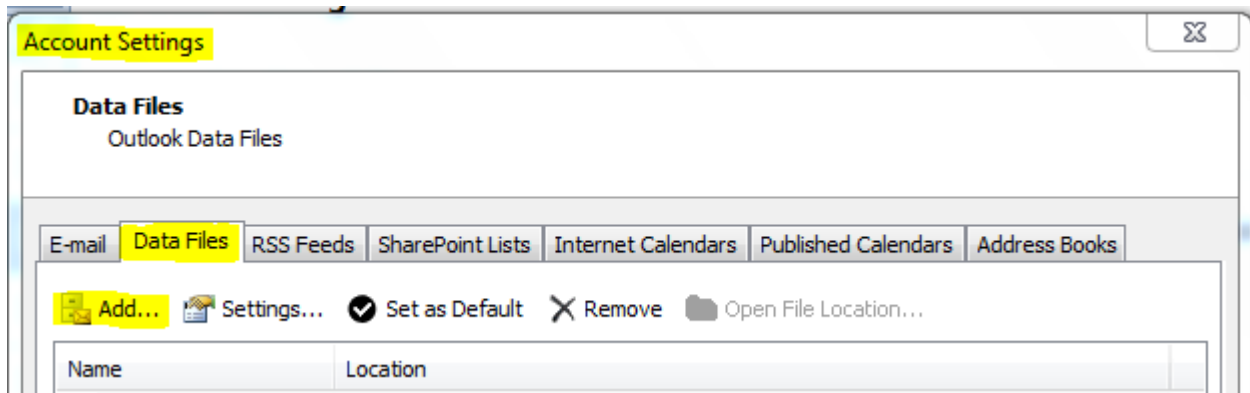
Click on the message > Click on Meeting in the Home Tab > Respond Group. The new appointment window opens > make corrections if needed and Click send to invite the person(s) to a meeting.

View multiple calendars in schedule view

1. First make sure everyone on your team have shared their calendars with you.
2. Place a check beside their calendar
3. Click on Schedule View in the Home Tab > Arrange Group

Add a personal folder to Outlook 2010

- In Outlook, Click the **File tab** at the top left of the window
- Click the **Account Settings Button**
- Choose **Account Settings** from the list
- Click the **Data Files tab** in the account settings window
- Click **Add**
- Choose the **Document folder** from your computer
- **Create a new folder** named Saved Email (If you are creating a new personal folder)
- Click **Open**
- Click **OK**
- Click **Close**



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