

EED WEEKLY EMAIL

DEPARTMENT OF ENGINEERING EDUCATION



Week of March 18th, 2019

Announcements

- The Spring All Faculty and Staff Meeting and Deans State of the College Address will be held on Thursday, April 25 from 3:30-5 PM in the Wexner Center for the Performing Arts Film and Video Theater. Questions? Contact Laura Cotton.
- We are finalizing plans for the EED's 10' x 20' ASEE Booth. Although we had administrative staff working on aspects of the booth, there is an opportunity for members of the EED to offer input. Please communicate your interest working with booth design and/or planning to Marisa McGrath (.102) no later than 3/20.
- Please note that if you are part of the Digital Flagship cohort, you must work with Tara Koger each semester to define which of your sections will be labeled as iPad sections. Otherwise you may or may not have students enrolled who have iPads. Questions? Contact Tara Koger.
- Illness/injury of a student during class:
 - In the event a student becomes ill in the classroom, the instructional staff member shall refer the student to the Wilce Student Health Center or the student's private physician for treatment. If the student's condition is one that warrants treatment in an Emergency Department, the instructional staff member, or designee, shall contact 9-1-1. When in doubt, call 9-1-1. The student may also need to contact their academic advisor if the illness necessitates a change in the student's current semester course attendance or future semester enrollment. Questions? Contact Abrams.34.
- Injury of an employee on the job:
 - All on-the-job injuries should be reported to the employee's supervisor and/or Associate Chair. For minor first aid injuries, employees should utilize the first aid boxes that can be found in Hitchcock labs and Hitchcock 244. For incidents resulting in injuries requiring treatment more extensive than the first aid box, employees should seek medical care at the closest hospital emergency department. To aid in incident prevention, employees are encouraged to report "near misses" and/or injuries to the Building Coordinator. Questions? Contact Abrams.34
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- Heather Eurez, COE HR Generalist is leaving OSU. After March 20th Heather Miller will serve as our contact for performance management and employee relations needs and Sarah Conley will serve as our primary point of contact for all other HR inquiries.

- As a follow-up from College Secretaries on Thursday, Feb. 21, the University Registrar wanted to provide a list of courses that are participating in the Summer Term 2019 program for the Unizin Inclusive Access program, otherwise known as CarmenBooks. Ohio State has partnered with publishers to offer digital course material at significant discounts, ranging from 70-80% off of list price. The course material is delivered seamlessly through CarmenCanvas, available before the first day of class and available throughout a student's tenure at Ohio State. The costs of the materials provided through CarmenBooks will be reflected on a student's Statement of Account. Specific course costs and other information about the program is available on the Affordable Learning Exchange [website](#). A list of the courses and fees for Summer Term 2019 can be located here: registrar.osu.edu/courses/su19_carmenbooks_fees.pdf. For Summer 2019, all sections of the courses listed are included in the program. Students who wish to not participate in the pilot program may opt-out of the charge and will be responsible for obtaining their textbook through another avenue. A separate email will go out to students enrolled within these courses to provide details for how the program works. As a reminder from the meeting, the courses for the Autumn 2019 program are still in flux. The registrar anticipates being able to share the full list in the next couple of weeks (prior to registration opening). If you have questions about the CarmenBooks program, please contact carmenbooks@osu.edu.

Opportunities for Excellence

- University senate committee service offers faculty a chance to have a voice in the strategic direction of the university. Senate committees are engaged in all aspects of the university and are in need of dedicated faculty voices. This is your opportunity to get involved. In April, the executive committee of faculty council will appoint new members to senate committees, with terms that begin in autumn semester. We ask you to consider participating in shared governance. You can learn more about which committees might best fit your experience, expertise, and interests here: <http://www.senate.osu.edu>. There are openings on every committee, and for most committees you do not need to be a senator to serve. If you accept a committee appointment, your chair and dean will be informed of your important commitment to governance work. To volunteer for senate committee service, fill out the survey here: https://osu.az1.qualtrics.com/jfe/form/SV_bQ5w5rcx6mPVd3L. Please give us your preferences no later than March 22, 2019. Questions can be directed to Ben Givens(.7) or Hannah Torma(.9) in the Office of the University Senate.

Reminders

- When reserving an EED conference room or classroom, make sure that you INVITE the room. Just listing in the location will not reserve it. You WILL get a confirmation if you've reserved the room correctly. Thanks!
- Need to borrow Pcard? Start & save eRequest; submit when receipt uploaded. No taxes on Pcard purchases. Amazon orders should not be put on EED's Pcard (submit eRequest as "Standard Purchasing Request").
- Have an upcoming trip? Submit eTravel request & obtain T# before paying for anything (registration, hotel, car rental, etc.)! Flights must be booked using CTP.

- Conference room phone number 614-292-4483
 - Front desk phone number 614-292-7923
 - Have a potential news story?
 - o [Submit Here](#)
 - If you have a small project for one of our front desk student assistants, contact [Francine Butler.1091](#) who will assign the work requests. Please submit any requests at least a week in advance.
 - Do you have a message or event you'd like to see highlighted on EED's social media platforms (e.g. Twitter, Facebook)? Email your posts to [Chai Balasubramanyam.2](#) with "EED Social Media" in the subject line.
 - Do you have an announcement or message you want to see in the next weekly email? Email the ENG-EEDFrontDesk@osu.edu with "Weekly Email" in the subject line.
- Have a wonderful rest of the week!



THE OHIO STATE UNIVERSITY
COLLEGE OF ENGINEERING