

EED WEEKLY EMAIL

DEPARTMENT OF ENGINEERING EDUCATION



Week of November 12th, 2018

Birthday wishes to Dr. Kadri Parris (November 16th)

Announcements

1. All, please see the attached final EED Advisory Council report.
2. Please note the compensation changes to the Teaching Support Program. Thanks to those of you in the EED who eloquently stated your views for associated faculty and lecturers. Dr. Cox has no doubt that our long-awaited APT will also serve as a model for the College and the University.
 - a. The Office of Academic Affairs is pleased to announce important modifications to the compensation of specific faculty who complete the Teaching Support Program (TSP) offered by the University Institute for Teaching and Learning (UITL). The adjustments specifically affect full-time, non-tenure track senior lecturers, lecturers and associated clinical faculty with didactic teaching responsibility.
 - b. As you will recall, the program is a new, optional professional development opportunity consisting of three parts:
 - i. A teaching practices inventory (TPI)
 - ii. Teaching@OhioState learning modules and a supplemental reading list on teaching practices
 - iii. A program for faculty to redesign the structure and delivery of one of their courses (available Spring Semester 2019)
 - c. All teaching faculty are encouraged to complete the first two sections of the program this fall so they might apply the insights in the classroom next semester. If completed by November 30, 2018, the compensation adjustment will be included in the January 2019 paycheck.
 - d. The compensation changes outlined below specifically affect full-time, non-tenure track senior lecturers, lecturers and associated clinical faculty with didactic teaching responsibility who work at least 30 hours a week (75% FTE).
 - e. Compensation for completing the first two sections of the TSP will be applied to base pay for faculty in the categories noted above. The specific terms of the compensation adjustment are conditional based on hiring date, as outlined below:
 - i. Faculty members employed since at least Autumn Semester 2017: Compensation for completing TPI (\$400) and the

Teaching@OhioState modules and readings (\$1,200) will be applied to base salary.

- ii. Faculty members employed since Spring Semester 2018: Compensation for completing TPI (\$400) and the Teaching@OhioState modules and readings (\$1,200) will be applied to base salary, assuming continued employment in one of these teaching roles in Spring Semester 2019.
 - iii. Faculty members employed since Autumn Semester 2018: Compensation for completing TPI and the Teaching@OhioState modules and readings will be applied as one-time cash bonuses of \$400 and \$1,200, respectively. These will convert to base compensation when the faculty member is re-employed for a second year of teaching.* These same terms will apply to faculty in these roles who begin in Spring Semester 2019 through Spring Semester 2020. * To ensure equity in payments and to avoid double payment, you will be eligible for a base salary increase 12 months after receipt of the one-time cash bonus.
 - f. Compensation for completing the third part of TSP, the course redesign, will remain the same for all faculty — a one-time cash payment of \$1,150.
 - g. The changes in compensation are the result of suggestions offered by our faculty, who are indispensable to our continuous efforts to enhance UITL and to fulfill the teaching and learning objectives of our strategic plan. We thank you for your help in realizing this vision.
 - h. Additional information about the Teaching Support Program is available [here](#), including contact information for UITL faculty leaders and staff.
3. Promoting the safety and well-being of our students, faculty and staff is Ohio State's top priority and a responsibility we all share. It is important for everyone to know how to identify, disrupt and report sexual misconduct. To help all employees play a role in advancing a culture of respect and care for others, the university is launching a new mandatory sexual misconduct prevention online course for all faculty, staff and student employees. The new course for employees, "Report = Support: Identifying and Responding to Sexual Misconduct," is interactive, easy-to-follow and takes less than 30 minutes to complete. Becoming familiar with these issues and the available resources as early as possible is critical to preventing sexual misconduct. The course will close at the end of the fiscal year, June 30, 2019, and will be reassigned every July. The university will continually evaluate completion and develop a compliance strategy to introduce when the course is reassigned in July 2019. Those who have not completed the course will be prompted throughout the year. Report = Support is now available for you to complete in [BuckeyeLearn](#), and will be required annually for all faculty, staff and student employees.
- a. To access the course which has been assigned to your BuckeyeLearn transcript, use your Ohio State credentials to log in at <http://e.osu.edu/eoa/vsfGr37vle/>.
 - b. Once you are logged in, select the "My Transcript" button on the BuckeyeLearn homepage.

- c. To begin, click the “Launch” button next to the Report = Support training.
- d. When the training has been completed, it will move to your completed transcript in BuckeyeLearn, which you can view by changing the “Active” button on the top of your transcript to “Completed.”

Student employees and employees who are enrolled in classes are required to complete obligations for both their student and employee roles. In September, the university launched and assigned a course for all students and employees enrolled in classes, “U Got This!: Your Online Guide to Speak Up, Step In and Create a Better Campus for All.” Education requirements to help prevent sexual misconduct have been widely supported by university leadership and across the Ohio State community. This mandatory course aligns with the resolution passed earlier this year by University Senate — and supported by the University Staff Advisory Committee, University Student Government, Council of Graduate Students and Inter-Professional Council — to require sexual misconduct education for all faculty, staff and students. Visit Ohio State’s [Title IX website](#) for additional education, resources and information or email hr-elr@osu.edu with questions. Employees can contact the IT Service Desk at 614-688-4357 or through [Self Service](#) for technical assistance. At Ohio State, there is no place for sexual misconduct or violence of any kind. Thank you for doing your part to promote a safe and healthy university community.

4. The week of November 13th Graham Stout will be blocking the schedule for lecture halls Hitchcock Hall 131, Independence Hall 100 and Campbell Hall 200 for Ohio Union evening and weekend events for the Spring 2019 term. If you would like to schedule events (exams, review sessions, guest speakers, etc.) in these spaces please submit your requests by Sunday, November 11th. Once he has blocked the schedule for these spaces, the Ohio Union will begin scheduling events immediately. Late requests will not be accommodated. Specifically, he is looking for events that take place on weekdays after 5:30pm and on weekends. As a friendly reminder, based on an agreement between the University Registrar and Student Life, all registered student organizations are to schedule meeting space via the [Ohio Union](#).
 - a. For more information contact Graham Stout stout.288@osu.edu
5. Dr. La’Tonia Stiner-Jones will be out of the office from November 9th through November 16th and unable to respond to GFA requests during this time. To ensure these requests are processed in a timely manner Leigh Zircher, Business Manager in Research Operations has agreed to process and review these requests in her absence. All requests should continue to be submitted through the online system. During this time please have faculty direct questions to Leigh @ zircher.6@osu.edu with a cc to Caressa Brown.1763@osu.edu. As a reminder, should faculty need to find the GFA documents or Dean’s cover letter templates they can be found at the link <https://intranet.engineering.osu.edu/about/faculty-and-staff/faculty>. Please make sure faculty know there must be an equivalent amount of cost sharing from the college and/or dept to match what is requested of the Graduate School in tuition and fees, with the exception of Fulbrights and Fellowships.

6. Researchers: As someone who is currently using Qualtrics, the university-licensed survey software, here is information about upcoming changes in the availability of certain question formats for Ohio State users. Through a settlement agreement between Ohio State and the federal Office of Civil Rights, Ohio State has pledged to make all of its digital content accessible to individuals with visual impairments who use screen readers to access digital content. Because Qualtrics is licensed at the university level, the university will disable certain [question formats that are not compatible with screen readers](#). The Office of Research understands that this poses a problem for many researchers. They have worked with the office of the university's ADA coordinator to create an exception process for researchers who must have access to these question formats. The exception process makes exception requests very simple for several common research scenarios:
 - a. Currently underway research in which data collection is ongoing
 - b. Research that uses Qualtrics to present visual stimuli (pictures, figures, graphics) to participants
 - c. Research in which the IRB approval states that individuals with visual impairments are explicitly excluded
 - d. Research that is attempting exact replication of existing work, where modifying question formats would invalidate the replication
 - e. For other scenarios, exception requests will be reviewed by an ad-hoc committee of faculty researchers. Note that, for researchers with multiple active studies, only a single exception need be requested.
 - f. If you are in the process of designing new studies using Qualtrics, please consider carefully whether you wish to exclude individuals with visual impairments, even inadvertently. Such exclusions could challenge the validity of your study. Wherever possible, you should try to be as inclusive as possible in selecting your sample of research participants.
 - g. When will Ohio State disable inaccessible Qualtrics question formats?
 - i. As of January 1, 2019, users will no longer be able to use inaccessible question formats unless an exception has been granted
 - h. How do I request an exception for research?
 - i. To complete the request for exception, click [here](#)
 - i. I use Qualtrics for teaching or for administrative purposes. How do I request an exception?
 - i. To request an exception for teaching or administrative purposes, contact Jay Johnson at johnson.1043@osu.edu
7. We are putting together an onboarding process for new faculty and staff. Have ideas of what should be included? Please email Toni Calbert.5

Upcoming Events & Deadlines

1. Dear Engineering Faculty and Staff- The Fall All College Faculty and Staff meeting will be held on Monday, November 26 from 3-4:30 PM at the Wexner Center for the

Arts Film and Video Theater. The meeting will begin with College updates pertinent to all staff and faculty, followed by a faculty vote on proposed revisions to the College APT Document. Faculty will receive more information about the proposed changes to the APT Document in a separate email. Contact Rachel Garshick Kleit.1 for more info

2. The First-Year Engineering Program is hosting its first Software Design Project Game Night! The SDP Game Night will bring together the top student teams from the Fundamentals of Engineering I course in an arcade style event where attendees can play Matlab-developed games and vote for their favorites! The SDP Game Night will be on Thursday, December 6th from 3pm to 5pm in Scott Lab E100. Food and drinks will be provided so come celebrate the hard work and success of the FE 1181 students!
3. Join the Department of Computer Science and Engineering on November 15, 2018 at 4PM. Prof. Chris Orban will be giving a talk titled "Revolutionizing introductory STEM courses with 21st century learning" at The Ohio State University 4:00 PM in Drees Labs 480, 2015 Neil Ave, Columbus, Ohio 43210. Contact Julia Armstrong for more info
4. The Ohio State University College of Social Work and Office of Diversity and Inclusion presents the 2018 Robert J. O'Leary Memorial Lecture with Speaker: Dr. Ibram Kendi.
 - Thursday, November 15, 4–6 p.m.
 - Invitational Student Q&A: 4–4:45 p.m.
 - Open Lecture: 5–6 p.m.
 - The Ohio State University
 - Fawcett Center Auditorium
 - 2400 Olentangy River Rd.
 - Columbus, Ohio 43210
 - Contact Yolanda Zepeda.3 for more info
5. Nominations are being sought for the following Engineering awards:
 - "Building Bridges" Excellence Award
 - David C. McCarthy Engineering Teaching Award
 - Dean's Award for Distinguished Outreach Achievements
 - Dean's Award for Outstanding Teaching by a Lecturer
 - Dean's Meritorious Service to Students Award
 - Faculty Diversity Excellence Award
 - Faculty Mentoring Award
 - Harrison Faculty Award for Excellence in Engineering Education
 - Honda-Ohio State Partnership Award
 - Innovators Award
 - Lumley Interdisciplinary Research Award
 - Lumley Research Award

- Clara M. and Peter L. Scott Faculty Award for Excellence in Engineering Education
 - Ralph L. Boyer Award for Excellence in Undergraduate Teaching Engineering Innovation
 - Charles E. MacQuigg Award for Outstanding Teaching – Nominated and Elected by College of Engineering Students
 - The deadline for submissions for all awards is Friday, January 11, 2019. Detailed information on each award including purpose, criteria and nomination procedures may be obtained at the following link: <https://awards.webapps.engineering.osu.edu/>
 - If you have questions regarding the 2019 Faculty Awards, including award deadlines, requirements, or submission procedures, contact Bill Cohen.507
6. There is an open tenure-track faculty position at the assistant or associate professor rank at Virginia Tech University Department of Engineering Education. More details are here: <https://enge.vt.edu/employment/faculty-search.html>
- For more information contact Jenni Case jencase@vt.edu
7. Please note that **graduating senior** students have an expectation that grades are posted no later than 24 hours after their final exam. The last day to post grades for graduating students without negatively impacting their ability to graduate is December 13, 2018 by 5:00PM.
8. The dates for the Course Proposal Subcommittee and CCAA meetings Fall Semester are below. See Deb Grzybowski.3 if questions.

Course Proposal Subcommittee	CCAA
Tues. September 4	Tues. September. 11
Tues. October 9	Tues. October 23
Tues . November 6	Tues. November 13
Tues. December 4	Tues. December 11

9. Below are the dates when student registration windows open for Spring Semester 2019. This may help in conversations with your colleagues if there is a desire to offer new classes or group studies. See Deb Grzybowski.3 if questions.

Enrollment Appointments Open: University Priority	Oct 15
Enrollment Appointments Open: Graduating Seniors	Oct 18
Enrollment Appointments Open: Rank 4, Grad, Prof	Oct 22
Enrollment Appointments Open: Rank 3	Oct 29
Enrollment Appointments Open: Rank 2	Nov 5
Enrollment Appointments Open: Rank 1, et al	Nov 13

10. The 2019 Fellowship Competition calendar is now available. [Click here for the 2019 Fellowship Competition Calendar](#)
11. Save the date for the 2019 conference!
 - Tuesday, Jan. 22, 2019
 - 8:30 a.m. to 4 p.m.
 - The 2019 keynote speaker will be Dr. Corey Seemiller. Dr. Seemiller will lead attendees in a conversation on working with and serving Gen Z students.
 - Conference registration will open in mid-November.
12. SILT Soiree- The Soiree will be held on November 28 from 6:30 – 8:30 p.m., location Scott E100. See Deb Grzybowski.3 if questions.
13. OSU is currently accepting nominations for the Outstanding First Year Advocate award. Nominate a faculty or staff member by Saturday, December 1. [Nominate here](#)

Opportunities for Excellence

- The Office of Service-Learning is pleased to announce the Service-Learning Grants program for the 2018-2019 academic year to increase opportunities for high impact teaching and learning. Grants of up to \$4,000 are available to any Ohio State instructor who would like to develop or improve a community-engaged, service-learning course. Applications are due Tuesday, February 5, 2019.
 - For more information: <http://u.osu.edu/servicelearning/faculty/grants/> or email slearning@osu.edu.
- Registration for the 2019 ASEE Annual Conference will open on Monday, January 7, 2019. Reflecting increasing costs of conference production, registration fees are going up a modest 2.5 percent for members. Life member conference fees have increased by \$20. The last increase in Life Member Registration fees was over 15 years ago. ASEE's conference fees remain competitive with peer organizations. Student members will continue to be able to attend the conference for free. Click [here](#) for additional information on the conference registration rates.
- **Staff Manager Development Grant – Apply YEAR ROUND**
 - Managers, are you looking for professional development opportunities to help you increase your managerial skills and effectiveness? The staff manager development grant provides financial support to assist staff managers seeking to sharpen management skills, encourage participation in activities that further professional development and enhance behaviors that support the university's values.
 - Grants of up to **\$1,000 for individuals** will be awarded for staff manager participation in management workshops and programs, seminars, conferences or other activities held at The Ohio State University. **Grant**

applications are now accepted year round. Applications should be submitted one month prior to the development activity to allow time for review and registration, if the grant is awarded. Examples of OSU providers

- Apply here: <https://gatewaytolearning.osu.edu/professional-career-development/staff-development-grants/staff-manager-development-grant/>
- As the year continues, there are many opportunities for excellence to apply to. Email ENG-EEDFrontDesk@osu.edu with "Weekly Email" in the subject line if you know of any others!

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1. [You can easily publish and share your work on EngineeringUnleashed.com using the cards feature. Card is our term for a container of content - it's where you can find curriculum, tools, presentations, and all sorts of resources. You can also find and search for content already shared on the site.](#)

EED Faculty and Staff Meeting Action Items

- Read the APT before Friday's meeting.

Reminders

- Here are 2 recently developed stats/facts PowerPoint slides for Dean Williams to use as a quick intro addition to his presentations. Per his request, these are now available on the Engineering Intranet for faculty to use as desired when presenting to external audiences... <https://intranet.engineering.osu.edu/services/college-templates>
- And as a reminder, there are several brand-compliant PowerPoint templates available on the intranet for download: https://intranet.engineering.osu.edu/sites/intranet.engineering.osu.edu/files/uploads/intranetResources/pptTemplates/overview_slides.pptx
- Conference room phone number 614-292-4486
- Front desk phone number 614-292-7923
- Please put all the furniture back as you found it in the Smith lab rooms.
- Need storage space for your confidential research data? Please submit an IT help ticket to submit a request. <https://engineering.osu.edu/> click on the Intranet link at the bottom and select Helpdesk.
- Whether you are enrolled in an Ohio State medical plan or not, be sure to get a flu vaccination so you're ready to fight the winter flu bugs! All benefit-eligible faculty and staff can get vaccinated at a convenient on-campus location while supplies last. For details or to register for an appointment,

- <https://osuhealthplan.com/members/flu-vaccinations>
- Please get a T number before paying for any travel, conference fees, hotels, etc.
- If you are getting emails saying you're running out of space, archive! Put in an IT Help Ticket (go to College of Engineering website) to get the 15 minute solution.
- Have a potential news story?
 - [Submit Here](#)
- If you have a small project for one of our front desk student assistants, contact Lisa Abrams (abrams.34@osu.edu) 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 balasubramanyam.2@buckeyemail.osu.edu 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!

