

EED WEEKLY EMAIL

DEPARTMENT OF ENGINEERING EDUCATION



Week of November 5th, 2018

Announcements

1. 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
2. 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.
3. 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
4. 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. There is a Physics Ed Research talk Thursday Nov 8 at 2pm, PRB1080 .All are welcome. <https://physics.osu.edu/events/physics-education-research-seminar-chandralekha-singh-university-pittsburgh-facilitating>
2. Wednesday, November 7th from 11:00AM – 3:00PM, the CEO Action for Diversity & Inclusion “Check Your Blind Spots” Tour will visit the West Plaza at the Ohio Union. Focused on raising awareness of unconscious bias, the Check Your Blind Spots mobile tour is a multimedia experience designed to help enable individuals to begin recognizing, acknowledging, and therefore minimizing potential blind spots. The CEO Action for Diversity & Inclusion™ is the largest CEO-driven business commitment to advancing diversity and inclusion within the workplace in the U.S. By signing on to the commitment, 500+ CEOs and Presidents have pledged to rally the

business community to advance diversity and inclusion within the workplace by working collectively across organizations and sectors. Our university is proud to be one of 53 college and university signatories among those leading the way toward true inclusion. Please be sure to stop by and encourage those within your respective units to come out to participate!

- For more information contact Tayo Clyburn.7@osu.edu
3. ENGR 1181 Software Design Project Game Night will be on Thursday 12/6/18 from 1:00 pm - 6:00 pm. Contact Kadri Parris.19 for more information
 4. Register for the First Annual Conference on Diversity in Aviation November 7-8 in Columbus, Ohio. Key note speakers include: Gena C. Lovett (Boeing), Captain Barrington Irving (Experience Aviation), Shaesta Waiz (Dreams Soar, Inc.), and Shannetta Griffin (John Glenn International Airport). The two day conference includes several keynote addresses and breakout sessions that are facilitated by aviation experts and diversity and inclusion specialists. The cost of registration for the conference is \$175, or for students \$50. This fee includes both days, a dinner, and a lunch. More details, including registration, can be found at: <https://aviation.osu.edu/diversityconference>
 - Contact Brian Strzempkowski strzempkowski.1@osu.edu for more information
 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>
 - o 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!
 - o Tuesday, Jan. 22, 2019
 - o 8:30 a.m. to 4 p.m.
 - o 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.
 - o 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. We are 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

- 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**
 - o 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.
 - o 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
 - o 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

- Below please find a link to the updated APT documents on Box. The folder includes the updated APT Draft 6 (clean and highlighted) and the Proposed Changes spreadsheet. All documents reflect feedback from the OAA and the EED's responses as of 10-30-18. (As a reminder, the highlighted comparison shows new language in green, deleted language in red, and formal changes/corrections in blue). The spreadsheet includes a tab for all Open Items that require additional discussion/input from the department. Proposed responses to these items should be added to this tab for review. The department will resolve all open items at the November 16, 2018, Faculty and Staff Meeting.
 - o <https://osu.box.com/s/p4csuiewstgf61uybzkldz4bx25fdw7a>

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.
- The front desk staff will be cleaning out the refrigerator on Friday afternoon. They will throw out anything without a name on it. Thanks for your cooperation!
- 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,
 - o <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?
 - o [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 ENG-EEDFrontDesk@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!

