



MERRIMACK COLLEGE



PROVOST BRIEFING

August 14, 2017

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Here are some of this week's top stories and a look ahead.

- Open Office Hours with the Provost, Moved to Friday This Week Only
 - Cayuse Software is Here
 - Teaching with Tech in Crowe Hall
 - The Rogers Center Free Summer Fun Series presents *Emily Mure*
 - Feast of St. Augustine of Hippo, August 28
 - New Adjunct Orientation, August 28
 - New Faculty Orientation, August 30 & 31
 - Opening of the 2017-18 Academic Year
 - Sabbatical Letters of Application due September 15
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This Week Only

Open Office Hours with the Provost is moved to Friday

8:30 - 10:00 AM

Provost's Suite, Austin Hall

The Provost will have open office hours for faculty to drop in Friday, August 18 from 8:30 AM to 10:00 AM. Whether you have a specific topic or just want to say "hello," all faculty are welcome to visit.

Cayuse Software is Here

New IRB Application and Review Software

The Office of the Provost has invested in new online IRB application and review software that will improve and enhance the application and review process. Faculty/student training will be provided by the IRB during sessions in late September. Stay tuned to the Provost Briefing for more details. During the transition to the new software, both the current application process and the new online process will be accepted.

Teaching with Tech in Crowe Hall

In preparation for teaching and learning in Crowe Hall and to support your transition into the newly-designed innovation classrooms, the CETL and IT have created a series of workshops. The first sessions will be offered August 21-23. Crowe Hall classrooms will be equipped with a PC laptop at the teaching podium and the newest Apple TV. If you are not already doing so, we recommend also using iPads for increased mobility and student engagement.

Agenda (90 minutes, location TBD)

Using the classroom technology - screens, projecting, wifi, airplay, hooking up a laptop (using Apple or PC)

Basic formative assessment using Socrative to inform your instruction - participants will create a teacher account and learn how to quickly set up a quiz or poll (using Apple or PC)

Leveraging the Google Suite of Apps (using Apple or PC)

Blackboard basics - setting up your course for success. We will show an exemplar and some basic instruction on how to get started, post a syllabus, post links to videos, create assignments, create a transparent flow, etc. (using Apple or PC)

iPads - using apps for student engagement - Notability, Explain Everything, your choice of discipline-specific apps (iPad)

About the Session:

This will be an interactive session. Bring your iPad or laptop (iPad preferred) fully charged and updated. If you do not have the following apps downloaded on your iPad, please do so prior to the session: Socrative Teacher, Notability, Explain Everything, Google Drive and Google Docs. If you do not have an iPad, please contact the CETL for more information. In your email to syedj@merrimack.edu, include the course(s) you are teaching and how you intend to use the iPad in the classroom.

Please sign up here: [Registration Link](#)

Other Events this Week

August 16th

The Rogers Center Free Summer Fun Series presents Emily Mure

7:00 pm

Rogers Center Patio

The Rogers Center Free Summer Fun Series continues with vocal sensation Emily Mure.

Fresh off of performances at the Huntington Folk Festival, The Falcon Ridge Folk Festival, and Bethlehem Musikfest, Mure will be performing music from her newest studio album, *Worth*, which will be released next month. Bring your lawn chairs, a bite to snack on, and enjoy a free evening of music under the stars!

Future Events

Feast of St. Augustine of Hippo

Monday, August 28

12:30 PM

Chapel of Our Mother of Good Counsel

Please plan to join the Augustinian Friars in celebrating the feast of the saint that is the foundation and inspiration of our study, our work, and our community at Merrimack College for Mass at 12:30 PM in the Chapel of Our Mother of Good Counsel on the second floor of Austin Hall followed by lunch in the foyer of Austin Hall.

New Adjunct Orientation

Monday, August 28, 2017 4:00- 7:00 pm

Merrimack Club Dining Room

*Please contact the CETL with the names of incoming adjunct faculty at nielsenk@merrimack.edu

New Faculty Orientation

Wednesday, August 30 and Thursday, August 31

Opening of the 2017-18 Academic Year

Tuesday, September 5, 2017

Mass of the Holy Spirit

4:15 PM

Collegiate Church of Christ the Teacher

Community Barbeque

Immediately following Mass of the Holy Spirit

Sparky's and tent

Thursday, September 7, 2017

Classes are dismissed at 3:30 PM

Academic Convocation

4:00 PM

Hamel Gym, Merrimack Athletics Complex

Faculty line up is at 3:30 pm, first floor of McQuade Library. Please arrive dressed in regalia, (no tams).

Tuesday, September 12, 2017

Second Tuesday First Year Advising Meetings

4:00 PM

The primary goal is to give first-year students an opportunity to meet their primary advisor earlier than they do now. The Academic Success Center will centrally organize this endeavor, which includes the marketing, securing spaces, communicating with faculty, students, and Orientation staff. More information can be found on the Academic Success Center [webpage](#).

Sabbatical Letters of Application Due September 15

Friday, September 15, 2017

A reminder that any eligible faculty member who wishes to take a sabbatical leave in 2018-19 needs to indicate such in a letter of application to their Department Chair that is also copied to the Dean of the School and the Provost and Vice President for Academic Affairs. In the letter of application, the faculty member should describe briefly (no more than 2 to 4 pages) the proposed sabbatical leave activities and explain how these activities are consonant with the principles governing sabbatical leaves. This letter must be received by the Department Chair no later than September 15.

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