



MERRIMACK COLLEGE



PROVOST BRIEFING

December 18, 2017

www.merrimack.edu/provost

www.facebook.com/merrimackprovost

Dear Friends and Colleagues,

On behalf of the Office of the Provost, I wish you a joyous Christmas and a Happy New Year. I hope the holiday break allows you to enjoy time with family and friends and to reflect on the wonderful accomplishments of 2017. I look forward to a great start to 2018.

Merry Christmas,

Allan

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

-
- Gaudete Rejoice, December 18
 - Celebrate the Christmas Season, December 21
 - Blackboard Course Creation and Student Enrollment

- Hot Titles Available at McQuade Library
- Merrimack Bookstore Christmas Discount
- Open Office Hours with the Provost, every Wednesday
- Final grades are due by 5PM December 20
- Holiday Break, December 22-January 3
- Winter Session 2018 Begins, January 2
- Mturk Workshop, January 12, 2018
- Spring Semester Meeting Dates for IRB

Gaudete Rejoice

Monday, December 18

4:30 PM

St. Ambrose Friary, 196 Elm Street

The Augustinian community of the St. Ambrose Friary once again extends an invitation to all faculty and staff of Merrimack College to the annual Gaudete Party.

Donations (cash or checks only) will be collected in support of the Holiday Gift Card Drive. All proceeds to be given to at-risk teenagers through the Key Program.

Please RSVP by December 16 to Augustinians@merrimack.edu

Celebrate the Christmas Season

Join us for the Annual Merrimack College Employee Celebration and Mass

Thursday, December 21, 2017

12:30 PM Mass

Our Mother of Good Counsel Chapel, Austin Hall

1:30 PM Employee Christmas Celebration

Sparky's Place, Sakowich Campus Center

Blackboard Course Creation and Student Enrollment

As the fall semester winds down, the CETL and the Academic Technology Team would like to make you aware of some important Blackboard dates for the Winter Session and Spring Semester. If you have any questions or concerns please send an email to Karen Slaton (slatonk@merrimack.edu).

Winter Session:

DECEMBER 5 - Course shells was created and are available for editing. Contact Janet Syed (syedj@merrimack.edu) for assistance with setting up your course.

DECEMBER 19 - Student enrollments will begin feeding to Blackboard course shells.

Spring Semester:

DECEMBER 18TH - Full semester (R3) courses, and courses that run in the first half of the semester (R1) will be created and made available for editing. *We are rolling these out a week earlier than usual to give faculty the opportunity to begin working on them before leaving for break.* Contact Janet Syed (syedj@merrimack.edu) for assistance with setting up your course.

JANUARY 8 - Student Enrollments will begin feeding to R1 and R3 Blackboard course shells.

FEBRUARY 19 - Courses that run second half of the spring semester (R2) will be created.

MARCH 4 - Student enrollments will begin feeding to R2 Blackboard course shells.

Hot Titles Available at McQuade Library

Before you go home for the holidays, come browse the "Hot Titles" available for check out.

Merrimack Bookstore Christmas Discount - Last Day

The Merrimack College Bookstore will have a special Christmas discount for all Merrimack faculty and staff. Thursday, December 14 through **Monday, December 18**, the faculty and staff discount will be increased to 20% off. Please have your Merrimack ID ready when making purchases.

Other Events this Week

December 20th

Open Office Hours with the Provost

8:30 - 10:00 AM

Provost's Suite, Austin Hall

The Provost will have open office hours for faculty to drop in every Wednesday 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.

December 20th

Final grades are due by 5PM

December 22nd - January 3rd

Holiday Break

Thursday, Dec. 21 will be the last day college offices are open in 2017. Administrative offices will close at 1:30 p.m. for the employee Christmas Party at Sparky's, and open again on Wednesday, Jan. 3, 2018.

Future Events

Winter Session 2018 Begins

Tuesday, January 2

This year, we are offering 18 online courses that allow students to earn credits during two weeks of their winter break.

Mturk Workshop

January 12, 2018

10:00 AM - 12:00 PM

Psychology Group Testing Room, Ground Floor of O'Reilly

The Psychology Department invites you to attend a workshop on the process of collecting data through mturk. You can learn more about mturk here: <https://www.mturk.com/mturk/welcome>. Mturk can be combined with Qualtrics (to which the College already subscribes) to collect data from a diverse pool of participants (both nationally and internationally). Please see the following link for a description of that process: <https://blog.mturk.com/tutorial-getting-great-survey-results-from-mturk-and-qualtrics-f5366f0bd880>. Adam Berinsky will conduct this workshop and cover the following topics:

1. The logistics of setting up data collection with Mturk
2. Who the participants are in these studies and how they are reimbursed
3. The ethics of using Mturk to collect data
4. Best practices in survey design and collection
5. Collecting panel data
6. Running experiments with incentives

Workshop participants will leave with an understanding of how to set up mturk data collection in an ethical manner as well as an understanding of the pros and cons to this way of collecting data. Members of Merrimack's IRB will also be in attendance.

If you are interested, please sign up here: <https://goo.gl/forms/vgoEW4P2xOjicG3D2>. If you have questions, please contact Dr. Christina Hardway at hardwayc@merrimack.edu. Readings will be disseminated prior to the workshop.

Spring Semester Meeting Dates for IRB

Merrimack's IRB will be reviewing full applications on the following dates:

- Thursday, January 18, 12:00-2:00 pm
- Thursday, January 25, 2:00-4:00 pm
- Monday, February 5, 2:00-3:30
- Thursday, February 15, 2:00-3:30
- Thursday, March 8, 2:00-3:30
- Monday, March 19, 2:00-3:30
- Thursday, April 5, 2:00-3:30
- Monday, April 16, 2:00-3:30

To ensure that applications are reviewed in a timely manner and to ensure that IRB members have adequate time to review the applications, we ask that all full applications be submitted through the online Cayuse IRB system **10 days prior to a full IRB meeting**. If you have a need for an immediate review, please contact us at irb@merrimack.edu.

MERRIMACK COLLEGE PROVOST
315 Turnpike Street | North Andover, MA 01845
(978) 837-3563 or
provost@merrimack.edu
www.merrimack.edu/provost
<https://www.facebook.com/merrimackprovost>

