



MERRIMACK COLLEGE



PROVOST BRIEFING

January 30, 2018

www.merrimack.edu/provost

www.facebook.com/merrimackprovost

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

- Faculty Panel on Developing Global Courses, January 30
- Davis Educational Foundation Grant Proposals
- Faculty Development Grants: Call for Proposals
- Blackboard Update: Inline Grading is Back!
- The First Year Experience Program is Now Accepting Applications
- The President's Day Holiday and Graduate Class Schedules
- Student Speaker: Call for Nominations
- Director Search: Interdisciplinary Institute
- Local and Global Passion Lectures: An Opportunity to Engage, Share and Enrich
- Last day for adding and dropping courses, January 30th
- Open Office Hours with the Provost, every Wednesday
- Last day for conversion of "N" grades for Fall 2017, February 1
- Admitted Student Day, February 3
- Merrimack College Research & Creative Achievement Conference, May 3 and May 9

Faculty Panel on Developing Global Courses

Tuesday, January 30

4:00 - 5:00 PM

Meeting Room B, Sakowich Center

Have you considered incorporating an international component into one of your courses? Have you wanted to develop a course abroad, but had no idea where to start? If so, then this workshop is your opportunity to learn about the possibilities to get started.

The panel will include faculty who will be taking students internationally for the first time in 2018, as well as "veterans" of teaching global courses.

The Spring 2018 panel includes:

- Dr. Kathleen Cain, Office of Global Education
- Dr. Debra Michals, Department of Women's and Gender Studies
- Dr. Melissa Zimdars, Department of Communication and Media
- Erika Bass, Office of Global Education

Sponsored by the Office of Global Education

For more information, please contact Prof. Kathleen Cain, caink@merrimack.edu

Davis Educational Foundation Grant Proposals

Call for Proposals: Spring 2018

The Davis Educational Foundation Grants will support experiential learning course development with stipends of \$1,000 for up to three faculty during the Spring 2018 semester. Proposals should result in a new or improved experiential education course or program with a preference for courses geared toward first and second-year students. Experiential components include work-integrated learning (co-op, internship, externship); undergraduate research; study abroad; study away; service learning; travel stipend for student/professor conference paper presentation; and community engagement. Proposals should be one page and include proposal title and a brief plan for peer dissemination and implementation. Send proposals to Dr. Patricia Sendall, Dean of Experiential Education, to officeoftheprovo@merrimack.edu.

Spring Awards Three (3) \$1000 awards

Proposals due **January 31**

Awards announced February 15

Reports due April 15

Summer Awards

Up to two Davis grants will be awarded for work done in the summer. Look for a call for proposals in the March/April time frame.

Faculty Development Grants

Call for Proposals for 2018-19

The Faculty Development Grant Committee is now accepting proposals. Five (5) copies of all completed and signed application forms and supporting information should be sent to Dr. Norma Rueda, Mendel Hall 221, Mail Stop N5. **The deadline for applications is February 1, 2018.**

Application forms and details on application procedures are available in the Faculty Handbook under "Faculty Development Grants."

Blackboard Update: Inline Grading is Back!

Inline grading has transitioned from Crocodoc to New Box view creating an improved experience for assessing student work. With expanded support for new file types, grading will be a snap! For technical issues please send in a ticket to askit@merrimack.edu and for setup and design questions contact syedj@merrimack.edu.

The First Year Experience Program is Now Accepting Applications

Faculty and staff members interested in serving as instructors for the First Year Experience (FYE 1000) program during the fall 2018 semester can apply using the link below.

[FYE1000, Instructor Description and Application Link](#)

First Year Experience Instructor candidates must have a master's degree, have been an employee of the College for a full year at the start of the fall 2018 semester, obtain the signature of a current supervisor/department chair, and if they are a new applicant must also attend a brief interview with one of the FYE Co-Chairs in the spring semester. The academic department in which an applicant has received their terminal degree will certify the qualifications of each FYE Instructor. To apply, please complete the application form and send it via email to Dr. Jimmy Franco, Associate Professor and Chair, Chemistry and Biochemistry at francoj@merrimack.edu no later than **February 10, 2018**.

Academic Calendar Reminder: *Presidents' Day Federal Holiday*

The Calendar Advisory Committee, together with the Office of the Provost, would like to remind all faculty about a difference in the current academic calendar from those in prior years: **there is now a single, unified academic calendar for all undergraduate and graduate programs.**

Specifically, for Spring 2018, this means that all programs (undergraduate and graduate) will follow a Monday class schedule on Tuesday, February 20. As in Fall 2017, this calendar will also include a two-day weekday reading period as part of the instructional semester to serve as a bridge between the end of classes and the start of exams.

Due to the observance of holidays (often on Mondays), adjustments are necessary in order to ensure an even distribution of class weekdays (M-T-W-R-F) throughout the semester. If these adjustments are not performed, classes meeting on certain weekdays would have an insufficient number of meetings throughout the semester, potentially leading to issues with federal credit-hour and accreditation (NEASC) requirements. Typically, these adjustments are performed by substituting Merrimack's Monday class schedule on a Tuesday (usually Columbus Day in the fall and Presidents' Day in the spring).

Faculty teaching Monday courses in the spring are encouraged to clearly note in their syllabi that due to the *Presidents' Day Federal Holiday* class will be held on Tuesday, February 20, on a Monday schedule and at their discretion may be flexible regarding attendance for those with unavoidable conflicts due to the switch in class dates for that week.

Student Speaker: Call for Nominations

Merrimack's 68th commencement exercises, the College's first joint ceremony, will be held May 20 for both undergraduates and graduates in our new stadium. The College will continue its tradition of having both an undergraduate and graduate speaker, each sharing the memories and aspirations of their peers, at the ceremony. The student speaker selection committee is now soliciting nominations from the entire Merrimack community for potential student speakers. Self-nominations are welcome. A nomination should include:

- Nominee's name
- Field(s) of study
- Brief statement (1-2 sentences) in support of the nomination

Nominations will be accepted through midnight **Friday, February 23**. Please send them to commencementoffice@merrimack.edu with the subject line: Undergraduate and Graduate Speakers.

Please Note: Each nominee, undergraduate or graduate, must be on their respective commencement list for spring 2018; the undergraduate speaker must have a 3.25 GPA as of January 2018, which the committee will verify before proceeding. Once nominations close, each nominee will be asked to accept the nomination and, if so, to submit a brief sketch of what they wish to address in a speech.

Speaker finalists will audition later this spring.

Director Search: Interdisciplinary Institute

The Interdisciplinary Institute is accepting applications for a Director. It is a three-year term and includes one course release per semester. For more information click the link below or contact Dr. Mark Allman, Interim Director at allmanm@merrimack.edu. Application deadline is **March 2, 2018**.

[Call for Director: Interdisciplinary Institute](#)

Local and Global Educational Community Engagement

Faculty have the opportunity to engage in two unique opportunities this semester centered on lecturing/presenting on topics of their choosing.

Local - The Office of the Provost is sponsoring a lecture program with the Edgewood Lifecare Community in North Andover, only a short drive from campus. The program is a joint effort to bring Merrimack faculty to the Edgewood facility to give lectures and presentations on topics of the faculty's choosing. Topics can include any area and discipline of faculty passion and interest. Presentations will range from 60-90 minutes, can be one-offs or a series, and be delivered at the date and time convenient for the faculty member. Faculty will get a stipend of \$100 for participating. For more information please contact Olivia Babin (babino@merrimack.edu).

Global - The MackGPS program continues with our partner institutions in India. After a successful fall semester, we will be continuing the program this spring. Any and all faculty interested in presenting a real-time, online presentation/lecture with an appropriate class at our partner schools are encouraged to participate. All the logistics will be worked out for you, and you will be provided with technical support before and during your presentation. Through funding provided by the Office of the Provost, faculty will receive stipend of \$500 for participating. This can be an educational, fun and dynamic experience. If you are interested, please contact Jon Lyon, Vice Provost, and he can walk you through the details. (lyonj@merrimack.edu).

Other Events this Week

January 30th

Last day for adding and dropping courses

January 31st

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.

February 1st

Last day for conversion of "N" grades for Fall 2017

February 3rd

Admitted Student Day

Session Times: 9:30 AM, 11:00AM, 12:00PM

Join us to welcome students and their families to the Merrimack community.

Future Events

Merrimack College Research & Creative Achievement Conference (Save the Date)

May 3, 3:30 - 5:30 Undergraduate Session

May 9, 3:00 - 6:00 Graduate Session

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>

