



## PROVOST BRIEFING

December 10, 2018

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

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- Christmas at Merrimack College
  - The Festival of Lessons and Carols, December 10
  - Annual Holiday Gift Card and Toy Drive!
  - GAUDETE! (Rejoice!), December 18
  - Christmas Mass followed by the Employee Christmas Party, December 21
- Celebration for Rev. Raymond Dlugos, O.S.A., December 11
- New Online MSA starts in January

- 2019 Academic Convocation Speaker: Call for Nominations Extended
- Information Session for Presidential Fellowships - Cancelled
- 2019 Employee Benefits Open Enrollment Wednesday, November 28 - December 12
- Open Office Hours with the Provost Cancelled for the Next Two Weeks
- Merrimack Bookstore Christmas Discount
- Tolle Lege Call for Submissions
- Changes to Human Subjects Research/IRB Guidelines
- First Year Experience (FYE)
  - 2019 Mentors: Call for Nominations
  - Now Accepting Instructor 2019 Applications
- CETL News & Workshops
  - CETL Ed Tech with Sue Burch from Apple, January 8, 9, & 10
  - Spring Course Prep sessions
- Faculty Development Grants: Call for Proposals
- Save the Date - 2019 Research and Creative Achievement Conference, May 2
- Last day of Fall classes, December 10
- Discover Program Study Break, December 11
- Reading Days, December 11-12
- Final Examinations Begin, December 13

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**The Office of the Provost is requesting that any forms, contracts, and/or paperwork that require signatures be submitted to us by December 14th to ensure processing before the Holiday break.**

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## **Christmas at Merrimack College**

Mark your calendars and plan to join us for any or all of these events to help you get in the Christmas Spirit:

### **The Festival of Lessons and Carols**

**Monday, December 10**

**7:30 PM**

#### **Rogers Center for the Arts**

Begun in England, Lessons and Carols services have become a Christmas tradition around the world. The Festival of Lessons (Scripture) and Carols (Song) combines short readings that tell the Christmas story with choral music sung by the Merrimack Schola and familiar Christmas Carols for everyone to sing.

### **Annual Holiday Gift Card and Toy Drive!**

Campus Ministry partners with Hands to Help as well as the Key Program to help ensure our local kids and teens are able to open presents on Christmas morning. Here's how you can help: donate a new, unwrapped toy for a child or a \$25 gift card for a teen. We are also accepting cash donations of any amount to go toward the cause. Toys are needed by December 10th and gift cards are needed by December 14th. For more information or suggestions for gift cards, please contact our Augustinian Volunteer, Gina Hackett, at [hackettg@merrimack.edu](mailto:hackettg@merrimack.edu).

**GAUDETE! (*Rejoice!*)**

**Tuesday, December 18**

**4:30 PM**

**St. Ambrose Friary**

The Augustinian Community welcomes all employees of the College to their home at St. Ambrose Friary starting at 4:30 PM for Christmas Cheer during this third week of the Season of Advent.

**Christmas Mass followed by the Employee Christmas Party**

**Friday, December 21**

**12:30 PM**

**Chapel of Our Mother of Good Counsel in Austin Hall**

Join with your colleagues in prayer and worship together before we go our separate ways for Christmas. This Mass features the Faculty/Staff Choral Ensemble making their one and only appearance of the year.

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**Celebration for Rev. Raymond Dlugos, O.S.A.**

**Tuesday, December 11**

**Mass, 12:30 PM, Collegiate Church of Christ the Teacher**

**Celebratory Lunch, 1:30 PM, MPR, Sakowich Campus Center**

Please join us to celebrate Father Raymond Dlugos in recognition of the 40th Anniversary of his vows as an Augustinian Friar and 35th Anniversary of his Ordination to Priesthood. The celebration begins with Mass in the Collegiate Church followed by a celebratory lunch in the MPR, Sakowich Campus Center.

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**New Online MSA starts in January**

The Girard School of Business is currently enrolling students in the Online Master of Science in Accounting (MSA) for the inaugural term that starts January 21, 2019. The school has offered a campus based MSA since fall 2014. A recent [article](#) and the program's [website](#) provide further information. Additional questions can be directed to the program director, Annarita Meeker ([meekera@merrimack.edu](mailto:meekera@merrimack.edu)), Assistant Dean in the Girard School.

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**2019 Academic Convocation Speaker: Call for Nominations Extended**

The Office of the Provost is preparing for Convocation 2019. We are requesting faculty input on potential speakers. All faculty members are welcome and encouraged to make speaker suggestions. If you would like to make a recommendation, please send a brief paragraph with the name and qualifications of your suggested speaker. Also, it would be very useful if you could provide evidence of the person's speaking abilities, either with links to a video, transcripts of other talks, or personal testimonials. Suggestions sent to [officeoftheprovost@merrimack.edu](mailto:officeoftheprovost@merrimack.edu) by **December 14** will receive full consideration. Please feel free to contact the Provost's Office with any questions.

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**Information Session for Presidential Fellowships - Cancelled**

The session scheduled for Tuesday, December 11 has been cancelled. It will be rescheduled for early Spring Semester.

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## **2019 Employee Benefits Open Enrollment begins on Wednesday, November 28, 2018**

The Office of Human Resources is pleased to announce information regarding the Employee Benefit Plan Offerings for the 2019 plan year (January 1 - December 31, 2019), as well as information on the corresponding Open Enrollment period, which will take place from **November 28 - December 12, 2018**. For more details visit the [2019 Employee Benefits Open Enrollment Page](#).

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## **Open Office Hours with the Provost Cancelled for the Next Two Weeks**

There will be no office hours with the Provost for the next two weeks. Office Hours will return after the break on **Thursday, January 10**.

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## **Merrimack Bookstore Christmas Discount**

The Merrimack College Bookstore will have a special Christmas discount for all Merrimack faculty and staff. Thursday, **December 13 through Monday, December 19**, the faculty and staff discount will be increased to 20% off. Please have your Merrimack ID ready when making purchases.

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## **Tolle Lege Call for Submissions**

McQuade Library recognizes the academic scholarship and creativity of the Merrimack College community by collecting published works by faculty, staff, students and alumni for the Tolle Lege Collection. Each winter, authors of books, journal articles and papers published during the previous year are honored with a reception. This year's reception will be held at the Writers House on Thursday, **February 7, 2019** at 4:00 PM (snow date: Feb 14th at 4:00 PM).

We at McQuade Library ask the Merrimack community to please submit copies and/or citations of any book(s), article(s) or papers that were published between **January 1, 2018** and **December 31, 2018**. Please submit all materials/citations by Wednesday, **December 12, 2018** to Frances Nilsson, [nilssonf@merrimack.edu](mailto:nilssonf@merrimack.edu) and/or to Michaela Keating, [keatingm@merrimack.edu](mailto:keatingm@merrimack.edu).

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## **Changes to Human Subjects Research/IRB Guidelines Revised Common Rule Takes Effect January 21, 2019**

The U.S. Department of Health and Human Services and fifteen other Federal Departments and Agencies have issued the new Federal Policy for the Protection of Human Subjects, known as the Common Rule. Starting on January 21, 2019, the Merrimack College Institutional Review Board (IRB) will begin following the guidelines outlined in the revised Common Rule. For detailed information, [click here](#). All IRBs nationwide will be required to operate under the provisions of the revised Common Rule.

The implementation of the new Common Rule will require researchers to fill out a revised application form on Merrimack's Cayuse IRB online application system. All researchers will be required to fill out the new form for all applications submitted on or after January 21st 2019. To avoid having to redo an application in process, the IRB strongly recommends that all researchers wishing to submit under the existing provisions do so before **December 15, 2018**. This will allow the IRB to review all applications before the January 21 transition date.

All IRB proposals received on or after January 21 will have to follow the new application process. Details on the new application process and an outline of the changes in the Common Rule will be on the Merrimack IRB Website.

It should also be noted that research studies already approved as exempt, expedited or full (convened IRB review) before January 21, 2019 will not be required to comply with the changes in the revised Common Rule. Such research may continue to completion or closure under the old rules. If you have any questions please contact the IRB at [irb@merrimack.edu](mailto:irb@merrimack.edu).

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## **First Year Experience (FYE)**

### **2019 Mentors: Call for Nominations**

The First Year Experience Office asks that you recommend any student(s) that you feel would benefit from and enjoy being a FYE Mentor. If you would like to recommend someone, please fill out [this form](#) by **December 19th**. Please note that a nominated student does not have to apply and, if they apply, they are not guaranteed a position.

### **Now Accepting Instructor 2019 Applications**

Applications for the FYE Instructor positions for the 2019 year are now live! All who are interested in teaching FYE in Fall 2019, including returning instructors, should complete [this application](#) by **January 9th**. Please be sure to fully read the position description included in the application form, as the role has changed and grown. Any questions can be directed to [Laura Lyons](#), Assistant Director of Student Success: First Year Experience and Retention Initiatives.

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## **CETL News & Workshops**

### **Ed Tech with Sue Burch from Apple**

**January 8, 9, & 10**

**All sessions held in the new CETL space on the lower-level of Sullivan Hall.**

**Refreshments provided and all levels welcome!**

Whether you're new to teaching and learning with mobile technology or a seasoned mobile instructor, we encourage you to further your pedagogical reach by registering for development sessions with one of Apple's best faculty developers. Consider one of the following sessions and register here: [Registration Link](#)

**Tuesday, January 8**

### **Breakout Escape Room Activity 9:30 - 10:45 AM**

Put on your super-sleuth hat and find clues to solve problems with your colleagues. Use your critical thinking skills, collaborate with peers, and most of all muster your perseverance. Leveraging apps to escape and eventually find your way out, you will learn valuable tips and tricks to use in the classroom!



### **Create and Publish Content, Personalized for your Students 11:30 - 1:00 PM**

During this interactive session create ePortfolios to curate lab manuals, research papers, journals, and study guides using Pages on the iPad. With Pages you can curate content for your students and export into a beautiful ePub. No Mac needed.

### **Apple Distinguished Educator Preparation 11:30 - 2:45 PM**

Learn about the application process for becoming an ADE and begin gathering your materials. Resources and activities to promote deeper student learning will be reviewed using two Multi-touch books: Innovation in Schools and Elements of Learning.

**Request an Individual Appointment with Sue** (indicate this selection on registration)

### **Wednesday, January 9**

#### **Top Ten Strategies for iPad as a Learning and Teaching Tool 9:00 - 10:15 AM**

Explore teaching and learning strategies, leveraging your iPad in creative and productive ways to engage students, save time, and increase inclusion.

#### **Create Interactive Course Materials Your Way 11:30 - 1:00 PM**

During this interactive session, explore strategies to engage students and deepen learning among colleagues. Bring your ideas and fully charged/updated device and prepare to:

- Create interactive content with iMovie, GarageBand, and Explain Everything
- Explore creative classroom management strategies with Apple Classroom, Plickers, Socrative, and Poll Everywhere
- Create virtual packets (Numbers) and reflective journals (Keynote)

**Request an Individual Appointment with Sue** (indicate this selection on registration)

### **Thursday, January 10**

#### **Top Ten Strategies for iPad as a Learning and Teaching Tool 11:30 - 1:00 PM**

Explore teaching and learning strategies, leveraging your iPad in creative and productive ways to engage students, save time, and increase inclusion.

### **Blackboard Ultra, Collaborate, and Panopto Workshops**

The CETL, partnering with Academic Technology, is providing spring course prep sessions in December and January tailored to each academic school. Sessions will focus on:

- Introduction to Ultra navigation and view, course set up and design, course communication, and assessment and grading;
- Web conferencing through Collaborate. Hold class on snow days, bring in guest speakers virtually, communicate with students abroad, hold virtual office hours, and more; and
- Learn about Panopto, a video content management system that includes interactive quizzing and seamless upload and organization with transcriptions

Click on the link to choose one of the days offered in your school:

[Girard School of Business](#), [School of Liberal Arts](#), [School of Health Sciences](#), [School of Science and Engineering](#) \*School of Education and Social Policy dates TBD.

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## Faculty Development Grants: Call for Proposals

The Faculty Development Committee would like to announce that applications are now being accepted for 2019-2020 Faculty Development Grants. This includes both academic year grants, which cover specific expenses related to a planned project, and summer 2019 grants, which can cover specific expenses or offer salary support for work undertaken during the summer.

The deadline for applications is **February 1, 2019**.

### Electronic Submission NEW THIS YEAR:

Electronic Submissions are optional, but encouraged. If you choose the electronic submission option, email one PDF file attachment of all completed and signed application forms and supporting information to: [fdg@merrimack.edu](mailto:fdg@merrimack.edu)

For more information [click here](#) or refer to the Faculty Handbook, Section 5.9.

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## Save the Date - 2019 Research and Creative Achievement Conference

Thursday, May 2

The Office of the Provost and The Center for Excellence in Teaching and Learning are excited to announce that the 2019 Research and Creative Achievement Conference will take place May 2 for graduate and undergraduate students. Please remind students to look for information soon and to consider presenting in the spring. More details to follow.

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## Other Events this Week

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### December 10

Last day of Fall classes

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### December 11

Discover Program Study Break

2:00 to 4:00 PM

Cushing Hall 102E

Merrimack College was originally founded to serve veterans following World War II. Please help our current veterans by stopping by the Discover Program's Study Break and complete a holiday card(s) for those who are abroad this holiday season! The Discover Program supports freshmen and sophomores who are indecisive about their major. This study break will include hot cocoa, chocolate chip cookies, therapy dogs, and materials for completing a holiday card for our veterans abroad. We hope to see you there!

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### December 11-12

Reading Days

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# December 13

Final Examinations Begin

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## **MERRIMACK COLLEGE PROVOST**

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