



PROVOST BRIEFING

May 06, 2019

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Faculty Retirement and Emeriti Reception

Left to right: Provost Allan T. Weatherwax, Ph.D., Associate Professor Catherine Rich-Duval, M.B.A., Professor Azara Santiago Rivera, Ph.D., and President Christopher E. Hopey, Ph.D.

Photo Credit: Mary Schwalm

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

- **2019 Commencement Weekend, May 18-19**
 - Legacy Ceremony, May 18
 - Honors Convocation, May 18

- Baccalaureate Mass, May 18
 - Graduate Hooding, May 18
 - Commencement Ceremony, Undergraduate and Graduate, May 19
 - Mandatory Employee Training
 - 2nd Annual Community Engagement Institute: Save the Dates, May 22 & 23
 - Merrimack Innovates! Faculty Showcase on Teaching and Learning, May 30
 - Course Design Spa, May 31
 - CETL Summer Book Reads
 - Applications Open, CUR Proposal Writing Institute
 - IRB - Please Close Out Completed Research
 - 2019 Last Lecturer: Call for Nominations
 - Summer Orientation
 - Session 1: June 17-18, 2019
 - Session 2: June 19-20, 2019
 - Session 3: June 24-25, 2019
 - Session 4: June 26-27, 2019
 - Final Exams, May 6-10
 - Staff Forum, May 7
 - Open Office Hours with the Provost, every Thursday
 - Last day of Spring Session II Graduate Online Courses, May 10
 - All Senior Grades Due by Noon, May 13
 - Classes begin for Summer Session I Graduate Online Courses, May 13
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2019 Commencement Weekend

Saturday, May 18th

Legacy Ceremony

10:30 AM – Rogers Center for the Arts

Honors Convocation

1:00 PM – Lawler Rink, Merrimack Athletics Complex

Line up 12:15 PM - Writers House

Baccalaureate Mass

4:00 PM – Collegiate Church of Christ the Teacher

Student/faculty line up 3:30 PM in front of Austin Hall

Graduate Hooding Ceremony

4:00 PM – Lawler Rink, Merrimack Athletics Complex

Line up 3:15 PM - Writers House

Sunday, May 19th

Commencement - Undergraduate and Graduate

10:00 AM – Duane Stadium

Line up 8:00 AM Room 1162, Merrimack Athletics Complex

Faculty Regalia Rentals

For faculty who ordered regalia, it is ready for pick up in the Provost's Office. **Post commencement** - regalia may be returned to Room 1162, or in the Provost's Office the week following Commencement.

Mandatory Employee Training

The end of the semester is a great time to complete this **mandatory** employee training.

The two courses are:

- **Mosaic: Prevent Discrimination and Harassment**
- **Mosaic: Prevent Sexual Violence Together**

Please log into Blackboard and complete these courses. Once logged into Blackboard, please click on the "Courses" tab on the left-side toolbar. These two (2) courses should appear within the "Discrimination and Harassment Training" link within your courses tab.

1. Within "Mosaic: Prevent Discrimination and Harassment", there are two (2) distinct courses: one for supervisors and one for all other faculty and staff. You do not need to complete both courses; any employee working in a supervisory capacity, including department chairs, should select and complete Mosaic: Prevent Discrimination and Harassment Together – Supervisors (as opposed to the course designated as "Faculty and Staff").
2. Within "Mosaic – Prevent Sexual Violence Together", there is one (1) course for all employees to complete.

Please contact Merrimack College's IT helpdesk should you experience any difficulty with Blackboard or these courses.

2nd Annual Community Engagement Institute: Save the Dates

Please [RSVP Here](#) by May 14.

Wednesday, May 22nd & Thursday, May 23rd

This institute provides an opportunity for local colleges and community organizations to come together to dialogue, network and learn from one another. We will deepen our understandings of how to learn with and in the community in just and equitable ways. We will reflect on and support one another in identifying how we can apply these understandings to our community engaged work.

Wednesday, May 22nd

5:00 – 7:00 PM

Please join us for dinner and dialogue. We will celebrate our collective accomplishments in community-engaged practices, honoring a Merrimack student and a community partnership.

Thursday, May 23rd

8:00 AM – 6:30 PM

Crowe Executive Room and Lawrence Site Visits

The schedule will include panels, presentations, and breakout sessions at Merrimack College, El Taller, and community organizations. All sessions provided will center around this year's theme: "Learning With & In the Community" and will be presented by community-engaged Merrimack faculty, staff, students, Lawrence community leaders and service-learning

practitioners at local higher education institutions. Lunch and dinner will be provided. Van transportation will be provided to and from Merrimack College.

Sponsored by the Office of the Provost and the Center for Excellence in Teaching and Learning.

Merrimack Innovates! Faculty Showcase on Teaching and Learning

Thursday, May 30

1:00 - 4:00 PM

CETL, Sullivan Hall, B-2

Join us for the second annual faculty showcase of innovative approaches to teaching and learning. Connect and collaborate with colleagues and join us in the tech “Test Kitchen” to explore new technologies. Learn with instructional designers and faculty who are using creativity and research-based approaches to engage students and promote deeper learning. Enjoy plenty of food and a chance to win a variety of prizes! [Registration Link](#)

Course Design Spa

Friday, May 31

9:00 - 3:00 PM

CETL, Sullivan Hall, B-2

The CETL is your one stop shop for all of your fall course design needs. Get ready for the fall start-up *and book a chair massage!* Build your course in the Ultra platform, brainstorm new ways of presenting information, promote accessibility, design assignments and assessments, and learn about new tools from Apple. Instructional designers, academic technologists, and Sue Burch (Apple) will be on hand to assist. [Registration Link](#)

CETL Summer Book Reads

The CETL is offering summer book reading opportunities on teaching and learning: [Quiet: The Power of Introverts in a World that Can't Stop Talking](#) by Susan Cain and [Teaching Online Without Losing Your Mind](#) by Angela Velez-Solic. In early September, participants will have the opportunity to discuss thoughts, ideas, and practical strategies at a fun off-campus lunch. The first 20 people to sign up will receive a complimentary copy of the book in the format of their choice, e-pub or hardcover. [Registration Link](#)

Applications Open, CUR Proposal Writing Institute

Designed for faculty and administrators interested in preparing proposals for submission to external funding agencies, the CUR Proposal Writing Institute will be held at Kentucky Wesleyan College in Owensboro, KY, on July 11-15, 2019. The application deadline is May 31, 2019. You can use [this link](#) to submit an application, review the draft agenda or learn more about the CUR Proposal Writing Institute. Merrimack College is a member of CUR so all faculty and staff are eligible to apply.

If you have any questions or need more information about CUR, please contact the Office of Sponsored Programs at research@merrimack.edu or 837-5611.

IRB - Please Close Out Completed Research

If your IRB approved research has been completed, you will need to login to the Cayuse IRB software and close out your research. For instructions on how to do this click [here](#).

2019 Last Lecturer: Call for Nominations

The Merrimack College Honors Program is pleased to invite nominations for the Annual Last Lecture at Merrimack College. The Last Lecture will be delivered on November 19th in the Fall 2019 semester by a faculty member who will share with the community their research, values, and passions. This is their chance to share their wisdom as if it were the last opportunity they would have to speak to a group of students.

All members of the community are encouraged to nominate those faculty members who you believe exemplify the values of the Merrimack College community. We encourage you to think specifically about those faculty members who have had a positive effect on you in some way, or who were engaging, motivated, passionate, and inspiring. Self-nomination is acceptable and encouraged.

To nominate a faculty member, please fill out this [form](#) with the faculty member's full name and a brief, detailed description of why he or she should deliver the last lecture. Nominations are due by **Friday, May 24th, 2019**.

The Honors Student Council in consultation with the Honors Program Director will review the nominations and select the 2019 Last Lecturer.

Advising at Summer Orientation

The Orientation Committee has begun planning for Summer Orientation and would like to request the faculty's assistance for advising. The College is once again, welcoming over a thousand students to campus this fall, and we will provide four sessions of orientation. Here is the schedule for the four sessions:

- Session 1: **June 17-18, 2019**
- Session 2: **June 19-20, 2019**
- Session 3: **June 24-25, 2019**
- Session 4: **June 26-27, 2019**

Advising will take place on Tuesday, June 18th, Thursday, June 20th, Tuesday, June 25th, and Thursday, June 27th from 9 am - 12 pm in the MPR in the Sakowich Center.

This year the Committee is again asking for assistance at any or all of the sessions to advise our incoming first-year students. To the best of our ability, we will match students with their academic advisor or a member of their department, and we will need additional assistance for those students who are undeclared. For all sessions, we are hoping for a minimum of two people per department with extra faculty in the larger majors. We are expecting the same number of students for each session, so our need is the same for each. Please know that ANY AND ALL faculty members are welcome to participate. Please send Kelly Maccario the names of the faculty members who can attend by **Wednesday, June 5th** at maccariok@merrimack.edu.

If you have any questions or suggestions about Summer Orientation, feel free to contact your school's representative on the Committee, Diane Shaw, Kelly Maccario or Rose McCarthy.

Thank you in advance for your assistance as we all look forward to welcoming the Class of 2023!

Other Events this Week

May 6th-10th

Final Exams

May 7th

Staff Forum

3:00-4:00 PM

Executive Room, Crowe Hall

May 9th

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 Thursday from 8:30 to 10:00 AM. Whether you have a specific topic or just want to say "hello," all faculty are welcome to visit.

May 10th

Last day of Spring Session II Graduate Online Courses

May 13th

All Senior Grades Due by Noon

Classes begin for Summer Session I Graduate Online Courses

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