**Academic Affairs Reorganizations**

The James L. and Dorothy H. Dewar College of Education and Human Services has reorganized itself, moving from multiple departments to five major departments:

* The Department of Communication Sciences and Disorders (Department Head: Dr. Corine Myers-Jennings)
* The Department of Human Services (Interim Department Head: Dr. Heather Kelley)
* The Department of Leadership, Technology, and Workforce Development (Department Head: Dr. Keith Waugh; Associate Department Head: Dr. Steve Downey)
* The Department of Library and Information Studies (Department Head: Dr. Linda Most)
* The Department of Teacher Education (Interim Department Head: Dr. Debbie Paine; Associate Department Head: Dr. Eugene Asola)

**Departmental Name Changes**

* The Department of Psychology is now Psychological Science
* The Department of Physics, Astronomy, and Geosciences is now Physics, Astronomy, Geosciences, and Engineering Technology
* Continuing Education is now Professional and Community Education (PACE)

**New and Updated Academic Programs/Curriculum**

* New Degree Programs:
  + BS in Engineering Technology
* New Tracks in Existing Degree Programs
  + Pre-Law in the BA in Political Science
* New Minors/certificates:
* Certificate in Native American and Indigenous Studies
* Deactivated Majors:
* BAS in Human Capital Performance Online
* BFA in Emergent Media and Communication
* MMED in Music Education
* BSAT in Athletic Training
* Deactivated Minors:
  + Minor in Health Psychology
  + Minor in Addiction Studies
* Core Curriculum Updates
  + New math courses are now available in Area A2, including MATH 1001 (Quantitative Reasoning) and Math 1401 (Elementary Statistics)

**New Services Available**

* **DocuSign:** DocuSign allows you to quickly and securely sign documents electronically and eliminates the need to deliver traditional paper forms. VSU Employees are able to sign documents, use existing templates, and generate their own documents to request signature. VSU Students are able to sign documents. Always use the DocuSign Portal to access your documents securely: When you receive email notifications to sign a document, do not click the link within the message. Instead, access DocuSign through MyVSU and your document will be available immediately to sign. For more information, see <https://www.valdosta.edu/administration/it/docusign.php>.
* **Online Readiness Assessment**: Beginning with students entering for Spring 2021, all VSU students will be asked to complete a new online readiness assessment. Completion of this assessment will be required for students to register for online classes. We will be using SmarterMeasure, a nationally recognized research-based assessment tool that evaluates non-cognitive attributes, technical skills, and readiness for online and self-regulated learning. The SmarterMeasure assessment identifies students who may lack the skills and qualities necessary for successful remote learning and may be at risk of completing their programs. The assessment takes about 25-30 minutes to complete, although students can log out and resume at a later date if they are unable to complete it the first time through. Students receive immediate results in the form of an individualized report that graphically presents areas of strengths and weaknesses. The report provides links to tutorials designed to help students develop skills in their weak areas and manage the demands of learning online. Summary reports will be available for advisors, faculty, success coaches, etc. A sample report is available at <http://www.smartermeasure.com/smartermeasure/assets/File/resources/SampleReport.html>.
* **Microsoft Teams:** As a component of Office 365, Microsoft Teams lets you share and edit files in a single secure location; and with features like chats and video conferencing, everyone has the right tools to stay connected no matter where they are. At VSU, we offer two types of Teams: a General and a Class Teams. Although they have some common features, their setup, usage and purposes vary. For more information, see <https://www.valdosta.edu/administration/it/helpdesk/employee-resources/employee-services/microsoft-teams.php>.
* **Radius:** All graduate programs now are open for online applications through Radius; see <https://www.valdosta.edu/academics/graduate-school/apply-radius.php>
* **Midterm Grade Entry:** Faculty are required to enter midterm grades for all 1000 and 2000-level classes (and are encouraged to provide midterm guidance for all students). This year, if faculty prepare a midterm grade entry in their BlazeVIEW gradebook and record a grade there, they will not need to submit a separate grade through Banner.
* **Technology Services Portal:** This system allows users to request services and support from the Division of Information Technology, Center for eLearning, and Odum Library New Media Center and access technology self-help guides. For more information, see <https://www.valdosta.edu/helpdesk/techportal>.

**Location Changes**

* **The Office of Legal Affairs, the Office of Social Equity, and the Office of Internal Audits** will all be moving into an office suite in the University Center, in the space formerly occupied by Career Opportunities.

**Pilot Projects**

**First Year Seminars (FYSE)**: First Year Seminars are commonly offered by many universities to help students transition successfully from high school to college work. VSU has been exploring the possibility of such a course for some time, particularly through the work of a CELT Learning Community in Spring 2020. Their work has resulted in FYSE 1101, a seminar course focusing on contemporary and enduring questions that engage students in intellectual inquiry and academic life while encouraging critical thinking skills and metacognitive reflection. Eight pilot FYSE 1101 courses will be offered this fall. The courses were designed to incorporate key elements identified by the FYSE committee as well as to address topics of interest to the instructor. All pilots will incorporate assessment tools that will assist in the design, revision, and development of future pilot courses. The eight courses being offered this fall are full with a cap of 20 students per section. The courses are being taught by faculty from the departments of English, Math, Art & Design, Economics & Finance, and Curriculum, Leadership & Technology. Students enrolled in the courses are first-year students who selected the courses during the orientation and enrollment process. Faculty teaching the fall pilot courses will also participate in a CELT faculty learning community in which they will address issues related to teaching the pilot and work with additional faculty who may want to design a pilot FYSE course. This cycle of a vetted course design, assessment, and revision will be refined during the pilot process so that it can be incorporated into the actual FYSE 1101 course design and substance process. The FYSE committee is in the final stages of the full proposal development. The proposal will be presented to the Provost prior to the start of the fall semester. Additional information can be accessed via the FYSE webpage: [www.valdosta.edu/academics/freshman-learning/first-year-seminars.php](http://www.valdosta.edu/academics/freshman-learning/first-year-seminars.php).

**Revised or Updated Policies and Procedures**

* **Use of Face Coverings**

Effective July 15, 2020, University System of Georgia (USG) institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.

Face coverings are not required in one’s own dorm room or suite, when alone in an enclosed office or study room, or in campus outdoor settings where social distancing requirements are met.

Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff or students.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons. <https://www.usg.edu/coronavirus/>

* **Office Hours**

While faculty will continue to hold regular office hours, due to the need for social distancing, office hours will be offered virtually. Faculty should continue to make themselves available to students for one-on-one assistance at specific times where they are available by phone or video chat, or through any other means that the faculty member determines will allow for suitable interaction.

* **Student Absences**

The Vice President of Student Affairs and Dean of Students offices will use the current absence notification process to make professors aware that the student will not be able to attend class due to medical reasons and should work with students to provide online access to course assignments and offered flexibility in meeting deadlines. Students are encouraged to email their professors also to ask for missed work.

* **Additional Fall 2020 Faculty Resources**

Additional resources are available at <https://www.valdosta.edu/academics/academic-affairs/faculty-resources.php>

* **Travel**

For the Division of Academic Affairs, university-sponsored travel is suspended until further notice, except as authorized by the Provost and Vice President for Academic Affairs.

**Announcements and Information**

* **Reopening of Campus for Fall 2020**

Updates are posted at <https://www.valdosta.edu/return-to-campus-fall-2020/>. The entire PDF Guide is available at <https://www.valdosta.edu/return-to-campus-fall-2020/_resources/Fall-Return-to-Campus-Planning_Valdosta-State-University_Contingency-One.pdf>.

**Academic Affairs**

* **CELT and eLearning:**  [Click](https://www.valdosta.edu/celt/documents/Final%20Flyer%20for%20Fall%202020%20Webinars%20.pdf#CELT-eLearning%20Web9inars) here for a series of synchronous webinars and in-person trainings during the opening weeks of August 3-14, 2020 on pedagogical topics and technologies for remote, online, hybrid, and face-to-face (F2F) teaching. Aug. 3, 2020 onward, recordings will be available in BlazeVIEW 101 via the “CELT-eLearning Webinars” module that includes 50+ free asynchronous webinars. Register soon if there’s an enrollment cap. Contact your department head or dean if they recommend or require participation in certain webinars.
* **Post-Awards Compliance Officer in OSPRA:** The Office of Sponsored Programs and Research Administration (OSPRA) has added new post-awards compliance officer, Ms. Linda Lackey.
* **Program Review:** Two programs are scheduled for academic program review during 2020-2021 (see list at <http://www.valdosta.edu/administration/university-assessment-committee/documents/cprcycle.pdf>).
* **Resource Reminder**: The Handbook for Department Heads and Directors is available online at <http://www.valdosta.edu/academics/academic-affairs/department-heads-handbook.php>
* **SACSCOC Reaffirmation 2021**: VSU is preparing the self-study for our decennial review which will be submitted in August 2020. The On-Site Reaffirmation Team visit will be held March 9-11, 2021. Updates are posted at <https://www.valdosta.edu/administration/sacs/>
* **SmartEvals:** Training for SmartEvals/Student Opinion of Instruction (SOI) will be conducted online this fall. Live, online sessions will be Aug. 11, Sept. 10, Oct. 21, and Nov. 16 at 2:30 pm. Register through Employee and Organizational Development’s Training Registration System. The schedule is posted at <https://www.valdosta.edu/academics/academic-affairs/sois/>.
* **APL nextED:** Training for APL nextED will be conducted online this fall. Live, online sessions will be Aug. 11, Sept. 10, Oct. 21, and Nov. 16 at 4:00pm. Register through Employee and Organizational Development’s Training Registration System. The schedule is posted at <https://www.valdosta.edu/administration/sacs/faculty-credentials.php>.
* **General Education and Core Curriculum Redesign:** Implementation of USG’s redesigned general education has been temporarily postponed to Fall 2022. Updates will be posted at <https://www.usg.edu/redesigned_general_education>

**Student Affairs**

* The Office of Student Leadership and Volunteer services has been closed due to budget reduction.
  + Leadership Certificate and programing is now provided through the office of Student Life.
  + Volunteer Services are not offered through Career Opportunities and will be part of supporting experiential learning requirements across campus.
* The Associate Vice President/Dean of Students position has been eliminated due to budget reduction.
  + Reports of student concern and response to students in need are still being responded to from the VP Student Affairs office.
  + The Vice President of Student Affairs now also serves as the Dean of Students.
* COVID Student Support
  + A number of COVID strategies have been implemented across the Division including student education, disciplinary process, close contact notification, and facility management.
  + Student Health Services is asking for students that have symptoms of COVID to self-isolate and first call for a tele-medicine visit with a provider and not just walk directly to the health center.
* Student Absentee notification will continue to be issued from VP Student Affairs office.
  + These are verified notifications and we encourage you to work with the student on missed assignments and alternative delivery of content.

**Important Dates Fall 2020**

August 17, 2020: Fall 2020 **first class day**

August 20, 2020: **Fall Registration** ends (11:59 pm)

**Graduate Executive Committee** meets (September 17, October 15, November 19)

August 17-September 4, 2020: **Upload course syllabi** into APL, formerly Digital Measures (<https://www.valdosta.edu/administration/sacs/documents/course-syllabi-upload.pdf>)

August 24-28, 2020: **Attendance Verification** for VSU courses that began on August 17. All attendance verifications are due by 9 am on August 28

August 26, 2020: **Faculty submit P and T** dossiers to departmental promotion and tenure committees (<http://www.valdosta.edu/academics/academic-affairs/documents/tenure-promotion-timeline.pdf>)

September 7, 2020: **Labor Day Holiday**; university closed; no classes meet

September 14, 2020: **Academic Committee** meets (October 12, November 9, January 11, February 8, March 8, April 12). Materials due to Registrar’s Office one week before meeting. Fall meetings will be held virtually via Microsoft Teams. To appear in the 2020-2021 catalog, all curriculum changes should be through Academic Committee by the February 2020 meeting.

September 9, 2020: **Departmental P and T Committees** submit report to Department Heads

September 23-October 7, 2020: Banner open for **faculty to post Midterm/In-progress grades.** Midterm grades are due by 5 pm on October 7.

September 25-26, 2020: **Family Weekend** <https://www.valdosta.edu/student/student-life/special-events/family-weekend.php>

September 30, 2020: **IERs and IEPs due** to University Assessment Committee. Note: Administrative IERs/IEPs are also due Sept. 30.(<http://www.valdosta.edu/administration/university-assessment-committee/program-review.php>)

October 1, 2020: Textbook Ordering Deadline for Spring and Summer Classes

<https://www.valdosta.edu/academics/academic-affairs/textbooks-and-materials.php>

October 7, 2020: **Department Heads provide P and T recommendations** to College P and T Committees

October 8, 2020: Midterm grades available and **midterm for full-term classes**

October 15, 2020: **Last date for students to withdraw** from full-term classes

October 14-17, 2020: **Homecoming** <https://www.valdosta.edu/student/student-life/our-services/special-events/homecoming.php>

October 28, 2020: **College P and T Committees** provide recommendations to Dean

October 24, 2020: Saturday Make-Up Day 1 (for Monday, Wednesday, or Friday classes)

October 26, 2020: **Registration** opens for Spring and Summer 2021 classes

November 7, 2020: Saturday Make-Up Day 2 (for Tuesday or Thursday classes)

November 24, 2020: Last on-campus meeting day for face-to-face classes

November 25-27, 2020: **Thanksgiving Holiday**; (no classes meet; university closed)

November 27, 2020: **Deans forward P and T recommendations** to Academic Affairs

November 30-December 7, 2020 Flex Week (Final Exam/Project Preparation and Virtual Review)

December 8-11, 2020: **Final Exams,** administered by this schedule:

<https://www.valdosta.edu/academics/registrar/documents/fall-2020-final-exam-schedule.pdf>

December 9, 2020: **P and T dossiers uploaded** for university committee

December 12, 2020: **Fall Commencement** Ceremony for undergraduates

December 14, 2020: **Final grades** must be posted in BANNER by 9 am

December 21, 2020-

January 1, 2021: **University closed**

January 4, 2021: **University opens for Spring 2021**

January 11, 2021: Spring 2021 **first class day**

**New Faculty and Administrators**

* VSU welcomes new full-time faculty members and administrators to campus; see the complete list at <https://www.valdosta.edu/academics/academic-affairs/welcome-new-faculty.php>
* Dr. Shá Wilfred, General Education Coordinator
* Dr. James Pace, Dean of the College of Nursing and Health Sciences
* Dr. Mark Reinhardt, Associate Dean of the College of Nursing and Health Sciences
* Dr. Karla Hull, Interim Dean of the Dewar College of Education and Human Services
* Dr. Kate Warner, Associate Dean of the Dewar College of Education and Human Services
* Dr. Debbie Paine, Interim Department Head of Teacher Education
* Dr. Theresa Grove, Interim Dean of the College of Science and Mathematics
* Dr. Sudip Chakraborty, Interim Associate Dean, College of Science and Mathematics
* Dr. Kurt Winkelmann, Department Head of Chemistry
* Dr. Paul Vincent, Interim Department Head of Physics, Astronomy, Geosciences, and Engineering Technology
* Dr. David Monetti, Department Head of Psychological Science
* Dr. Denise Lovett, Program Coordinator of African American Studies
* Dr. Ed Walker, Interim Dean of the Langdale College of Business
* Dr. Todd Royle, Interim Department Head of Management and Healthcare Administration
* Mr. Chris Melody will continue to serve as Director of Adult and Military Programs (AMP) and is also now serving as Director of Professional and Community Education (PACE)