In the July 2016 special edition of Faculty News & Notes, we announced the recent integration of services between main campus and Global Campus administrative departments. As promised, this issue provides more information about those areas of integration that have the most impact on the faculty population. We are pleased to be highlighting the Academic & Professional Programs department under the Academic Development unit.

**Academic & Professional Programs**

Academic and Professional Programs (APP) assists the CMU community by providing strategic consultation, facilitation, and project coordination services in support of research-informed curriculum initiatives. The services provided by APP supply initiators with the competitive landscape and labor market data that supports the preparation of evidence-based program proposals.

**Broad areas of support include:**

- Program proposal preparation assistance
- Market and occupational outlook research and analysis
- Environmental scanning for current and future trends
- Project management and coordination

The services available from APP centralize the facilitation of secondary research, analysis, and projections as they relate to:

- Competitors
- Identification of degree-related occupations
- Program completer information
- Projected job growth for degree-related occupations
- Labor market and industry demand
- Student demand and enrollment potential
- Resource requirements
- Budget development
This unit led by Al Zainea, Director – Undergraduate Programs, and Mary Starnes, Associate Director are supported by a team of educational specialists comprised of Jennifer Boyce, Linda Bailey, Amy Hodges, Katie Norton, K. Schmittler, and Rhoda Straus. They are here to provide support and guidance for academic program initiation. To request a consultation, contact them at (989)774-3781 or profdev@cmich.edu.

Upcoming Online and Live Streamed Workshops through CETL

Wednesday, November 2nd – LMS Instructional Support Workshop: Blackboard Collaborate Ultra Training

Thursday November 3rd – Top Hat Classroom/Audience Response System

Friday November 11th – Transparency in Teaching Brownbag #3 - Assessment

Monday, November 14th – Successful Integration of Social Media into your Instruction

Tuesday, December 6th – Preparing for your Writing Intensive Course

Please visit [http://cetl.cmich.edu/events](http://cetl.cmich.edu/events) to learn more, or to register. Registration closes at 2pm (EST) the day prior to each event.

Featured Resource: CETL Consultation Services and New Faculty Support

Teaching can be a challenging experience whether it is your first time or your fortieth time, but knowing where to find help any time is of most importance. Every week, CETL assists dozens of instructors, whether they are teaching on the Mount Pleasant Campus, online or at a satellite center. Whether your questions are around course management, engaging students, assessment, active learning strategies, creating a community of learners, integrating technology, using Blackboard tools etc., our Teaching & Learning Consultants are here to support every instructor's needs. We are happy to provide one-on-one virtual consultation (via phone or video conference) or group sessions for faculty peers who are facing similar challenges, through our online and streamed workshops. A full list of consultation services and how to receive those services is available [here](http://cetl.cmich.edu). To contact the CETL staff with any question you can email cetl@cmich.edu or call 989-774-3615.
**Streaming Videos Now Available for Online Courses**

The CMU Library owns a number of streaming video collections that can be used as part of any course. Each video collection can be browsed by title or searched with keywords. Since these videos are accessible and viewable entirely online, once selected links can be placed in a Blackboard course shell or emailed to students for viewing. No more hunting for DVD's and VHS tapes and hoping students can access them without difficulty. For information on available videos go to [http://libguides.cmich.edu/c.php?q=104009&p=676345](http://libguides.cmich.edu/c.php?q=104009&p=676345).

**Incomplete Grade Policy**

The University Incomplete Grade Policy states that an incomplete grade not removed within one year shall become the student’s final grade. The deadline for Removal of Incomplete Grades for Fall Semester 2015 is one year from the end of the date of course. An incomplete grade not removed within one year shall become the student's final grade. It is the responsibility of, and to the discretion of, the faculty member to remove the incomplete grade accordingly. Removal of I's can be processed electronically through web grades. Promptly removing I grades for students who have completed the required work is highly recommended.

Under extenuating circumstances, an extension of time to remove an incomplete grade may be requested by the student. The request must contain the date of incomplete will be made up and must be approved by the instructor and dean of school/college and then submitted to the Registrar’s Office. The department chairperson may act in behalf of an instructor who is no longer a member of the faculty.

Any questions or concerns about either of these deadlines, contact Katie Bowen-Styka at 989-774-6961 or cntrsvc@cmich.edu.

**FERPA Reminder**

The Family Educational Rights and Privacy Act (FERPA) affords students many rights, including the right to consent to disclosures of personally identifiable information. Non-directory information on students should never be shared, posted, or circulated without the student’s permission. No one should look up student information in the student system or in the Advising Workbench, unless he/she has an educational need or has the student’s permission. University officials with legitimate educational interests and/or needs to review an educational record in order to fulfill his or her professional responsibility are defined in our notification.

It is important for all faculty and staff to be aware of this act and comply with it fully. The complete CMU FERPA notification is listed in the bulletins, class schedule and on the Registrar’s website. To view it, please click [here](#).
Annual Safety Report


Required Fire Safety and Evacuation Training

To promote fire safety and comply with a State of Michigan mandate, CMU is requiring all faculty and staff to view an online fire safety and evacuation training video. This three-minute video will cover fire safety procedures and how to escape a building in the event of a fire. After watching the video, each employee will be able to certify he/she has viewed the video. CMU is required to provide a report to the State Fire Marshall regarding this training.

All faculty teaching at centers in the state of Michigan are required to complete the training each year, by October 31st. Failure to view the video and certify that you have will lock you out of the CMU portal. Please take a few moments to view the Fire Safety and Evacuation Training Video here. Thank you to your prompt attention to this requirement.

Faculty News and Notes is a monthly electronic publication distributed to all instructors who teach courses online or at one of our satellite locations. This publication was created to provide you with news and updates on our activities, offerings, and academic/administrative policies. If you have any questions or comments, please contact us at frc@cmich.edu

For more information, please visit the Faculty Resource Center today!