FacDev Chatter

The FacDev Chatter is the monthly (or so) newsletter about faculty development opportunities coming up at Knox College. These include planned workshops and funding opportunities, both internal and external to Knox College.

A Look Ahead from the ADFA 🎃

For some reason, it appears as though October is over. Here, I didn't even realize we left September, right? And now, it's a far-too-quick succession of holidays to end the year. But first, the term must end (as *must* the election season!).

While we look at the end of the term (and more time with the family), the next couple of months are not devoid of events designed to support faculty development. While the weekly Brown bag Tuesdays are done for the term, we have a couple of big events. The first is the annual December workshop. This two-day event allows us two things: first, to bring in an outside speaker who will share her expertise with us; second, to give out faculty a platform to share their own successes and insights. While the theme is "The Future of Abolition," this translates to how we can support our students (and ourselves) in the years ahead.

After all, as faculty, we are trying to abolish the unnecessary hurdles that we are all experiencing. So many of you are already doing this by using universal design elements in your own classes.

For that, I thank you.

~ Ole

The Fac Dev Calendar
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In this issue

Late
2024
Events

As the Fall Term comes to a close, I am pleased to announce several scheduled events. From the final Brown-Bag Tuesday of the calendar year to a fascinating Friday at Four, there is still a lot happening at Knox.

Brown Bag Tuesdays 🥪

When: Tuesdays from 12-noon until 1:00
Where: Evelyn Handler Forum (ALUM 300)

This term, we had a series of events designed to support y'all throughout the term. All faculty can learn from these, and I encourage all to attend… if only to grow community and find a place to eat lunch away from students and the office. Here is the remaining planned topic:

November 5   What to do with December

While this is the planned topic, feel free to ask questions about anything of interest to you (like grading and course planning). It is intended to be a high-pressure setting.

Furthermore, if you have an idea for a Brown Bag Tuesday in the Winter Term, please let me know. I love hearing from you.

Friday at Four 🕐

> When: November 8 from 4:00 until 5:15
> Where: Trustees Room (ALUM 302)

We conclude our fall term with Duane Oldfield's Friday at Four. Here, Duane will discuss his journey looking into the archives trying to see how Knox has handled free speech and academic freedom throughout the years.

The first Friday at Four in the **Winter Term** will feature Katie Stewart. It will be held on January 24 in the Trustees Room (ALUM 302). Please mark your calendars now.

Universal Design Workshop 👩‍🏫

> When: November 13 from 2:00 until 3:30
> Where: Trustees Room (ALUM 302)

While connected specifically to teaching with OERs, the material in the workshops will cover topics of interest to many including universal design, creating and using accessible documents, crafting learning goals and objectives, designing authentic assessments, integrating GenAI into teaching and learning, and more. For this workshop, we are proud to have Erin Stapleton-Corcoran, the Manager of Quality Assurance at the Instructional Design and Media Studio at the University of Illinois Chicago, to lead our workshops. She has an extensive background in instructional design and has led many workshops on these topics for faculty at several institutions.

We need to get a sense of how many people will attend this first workshop. Please fill out this *very, very short* form if you are interested in attending.

- https://forms.gle/d7C4JJoFe5CgUk3g7

The December Workshop ☃️

> When: December 4 and 5 from 8:30am until 3:30pm
> Where: SMC A-201/201 (and elsewhere in SMC)

Every year, we put together a two-day workshop in early December. The purpose of this workshop is to build skills as an educator and to build conversations across campus. As we settle

the specifics of this event, the ADFA will let you know. Currently, the first day will feature a guest who will discuss how we may be able to ensure our students are able to use first-rate books without paying for them.

The Bias Workshop 🗺️

When: To be determined in December
Where: To be determined

The CDC is considering a December faculty workshop on avoiding bias in the classroom when working with international students. If this topic is interesting to you, please let me know. I will pass this on to the CDC.

Other Upcoming Calendar Happenings

Daylight Saving Time Ends

November 3

Spring ahead; fall back. This time, we gain an hour to our schedule. What you do with that hour is entirely up to you. 😊

November Faculty Meeting

November 4

It is the final faculty meeting of the Fall Term. Come join your fellow faculty to build relationships and to hear what's going on at Knox.

Reading Days

November 13 and 16

Because we started the term earlier than usual, to allow for a lengthier December Break, our final examination schedule conflicts with some sporting events. Thus, the usually contiguous Reading Days are split.

Final Examination Days

November 14, 15, and 17

… as are the usually contiguous Final Examinations Days.

Program Reviews

October was a busy month for program reviews. Some are starting the process, while others are almost done. I had the pleasure of joining the retreats for the Asian Studies and the Art and Art History programs. Listening to these faculty think through things was a lot of fun. Thanks for letting me be a spectator.

The Math Department and the Data Sciences program are moving forward. Both should have their retreats in December, when things are calmer. The Environmental Studies department had their retreat in June and is looking forward to the campus visit by the external reviewers. Sports Studies is making progress, as are several non-academic programs (CTL, DSS, etc.).

I will be in contact with a few departments by the end of this term to give you one-on-one discussions on the process and schedule. Look forward to my email.

For general information about assessing your academic program, rather as part of regular ongoing assessment activities or part of a program review, please visit the Departmental Assessment Tools page or the Academic Schedule for program reviews.

- https://www.knox.edu/offices/faculty-affairs/departmental-assessment-tools
- https://www.knox.edu/offices/faculty-affairs/program-reviews/review-schedule

The 411 Corner

Last month, the 411 Corner reminded advisors of the SL-Requirement and how students may be eligible for a substitution class to satisfy that graduation requirement. Note that it is the purview of **Associate Dean of the College** (ADOC) Mary Crawford to both determine *if* the student is eligible for the substitution and *what* that substitution course will be. So, if you think your advisee meets the requirements, make sure they make an appointment with Dean Crawford.

For more information on this advising topic, please visit the advising page:

- https://www.knox.edu/offices/faculty-affairs/advising

This month, we will look at something for the faculty: **the grade of Incomplete**.

> "The more that you read, the more things
> you will know. The more that you learn,
> the more places you'll go."
>
> Dr. Seuss

Faculty-ing: The Grade of Incomplete

An instructor might give the grade of Incomplete to a student when the student's work is of passing quality, but they are unable to complete the course for reasons beyond their control. Some reasons for an Incomplete may include serious illness, family emergency, personal injury, and an unexpected situation near the end of the course. The keys are that the student was doing well in the course before the event *and* that the student can complete the course requirements in a short time after the end of the course. There are no set definitions for "doing well" (although a C average through 75% of the class seems reasonable to me) or for "short time" (although a couple of weeks seems reasonable to me).

To be perfectly clear, you are *never* required to give a student an Incomplete. It is entirely up to you to allow it (although the ADOC must approve the application). If you do decide to allow the Incomplete, there is (of course) a form to fill out. The "**Application for Incomplete**" form can be found in the expected place on the Registrar's website. Click on Faculty Tools then on Faculty Forms. The form is a bit more than half-way down the page in the "Student Electronic Forms" section.

- https://my.knox.edu/ICS/Registrar/Faculty_Tools/Faculty_Forms/

The student should complete the form — which requires the signature of Associate Dean of the College (ADOC) Mary Crawford — and submit it to the Registrar's Office. When it comes time for you to submit grades for the students, you should give the grade they would receive if they

do no more work in the class. When the student does the make-up work in the prescribed time, grade it, determine the student's grade, and email the Registrar with this change of grade.

Technically, it is the **Academic Standing Committee** (ASC) that approves the Incomplete (through the ADOC).

For more information on this topic, see Section C 7.8 of the Knox College Faculty Regulations.

- https://www.knox.edu/offices/faculty-affairs/pandp/incomplete-grade

The Book Corner

In addition to the 411 Corner introduced last month, someone else suggested that I provide information about interesting/useful books that can be found in the **Seymour Library Faculty Development Collection**. This month, let me draw your attention to

Belcher, W. L. (2019). *Writing Your Journal Article in Twelve Weeks: A guide to academic publishing success* (2nd ed.). University of Chicago Press.

In this book (**Z471.B45 2019**), Belcher provides advice to beginning scholars in many disciplines. She builds on feedback from professors and graduate students who have successfully used the workbook in her first edition to complete their articles.

Remember that the library also has access to a lot of journal articles and newspapers. Here is an article about GenAI checkers. I think the most interesting thing about this article is its currency (October 18, 2024) and its discussion of two types of errors (false positive and false negative).

https://www.bloomberg.com/news/features/2024-10-18/do-ai-detectors-work-students-face-false-cheating-accusations

So, remember this when using such tools for **detecting generative artificial intelligence** (GenAI) use by students.

Faculty Funding Opportunities

Old External Funding (Repeat Announcement)

The Mellon Emerging Faculty Leaders (MEFL) are building inclusive campus communities through their teaching, scholarship, and service. Awardees are early-career faculty whose research focuses on contemporary American history, politics, culture, and society. In addition to bringing a diversity of perspectives to their fields, MEFL awardees are building support systems, networks, and affinity groups for their students and peers.

- Applicants eligible for the Mellon Emerging Faculty Leaders Award will be assistant professors in tenure-track appointments who are pursuing tenure.

- They will have successfully passed the standard third-year/midpoint review or their institution's equivalent no later than January 31, 2025.

- Eligible applicants are typically in the fourth or fifth year of the tenure-track appointment and are still working to complete key items for the tenure dossier, which should not be scheduled for submission prior to the end of the award year (Summer 2026).

- Please note that the award seeks to support progress toward tenure for scholars who are also meaningfully engaged in building campus community; therefore, applicants who are already effectively in a position to go up for tenure.

- Applicants must be U.S. citizens or permanent residents of the United States as of December 1, 2024 (please include a copy of your green card with your application supplemental items if a permanent resident).

The due date for this is **December 1**. If you have any questions, please contact Fallon Allison (fnallison@knox.edu). She has all the deets! She also has a lot of help to help you receive this grant.

- https://citizensandscholars.org/fellowships/for-scholars-education-leaders/mellon-emerging-faculty-leaders-award/the-award-eligibility/

- https://www.knox.edu/support-knox/grants-office

Financial Support for Your Research and Creative Work

Whether you are looking for seed money for a new project or just need a bit of help finishing something already under way, the Committee on Faculty Resources (CoFR) can help. We support your professional work at all stages of development.

Support for Research, Creative Work, and Conference Travel

- For Research & Creative Work (R/CW), use this form:
  - https://knox.co1.qualtrics.com/jfe/form/SV_5ps5egTUKf7e9Ui
- Upcoming R/CW deadlines:
  - January 24, 2025
    (first call for Summer 2025 and last call for Spring Term 2025 projects)
  - April 18, 2025
    (last call for Summer 2025 projects)

💰 Other sources of funding are decided on a rolling deadline. These include

- For Conference Travel Allotment (CTA), use this form:
  - https://knox.co1.qualtrics.com/jfe/form/SV_dpzxil6xLgPspPo
- For External Grants and assistance, visit our grants office:
  - https://www.knox.edu/support-knox/grants-office
- For the Cultural Events Committee, visit this site:
  - https://sites.google.com/a/knox.edu/cultural-events-committee/