[View this email in your browser](https://t.e2ma.net/message/yn3jq/irfnem)

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| The CLAS Teacher (newsletter title) |

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| Logo of the College of Liberal Arts & Sciences |

**August 2017**The CLAS Teacher is a newsletter for Visitors, Affiliates, and Part-Time Faculty to provide a streamlined source of important information so that you can perform well and get the most out of your experience in CLAS.  Two issues annually-- before the start of Fall and Winter terms. |

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| **Accreditation by the Higher Learning Commission**This year, GVSU is preparing for a site visit form the Higher Learning Commission as part of our accreditation cycle.  For more information, see [University Accreditation](https://t.e2ma.net/click/yn3jq/irfnem/6p6hfg). |

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| Image of bolder outside of MAK painted with GV |

**Resources*** A subscription to *The Teaching Professor* is available online through the library website under “Find Journals”.
* The Faculty Teaching and Learning Center (FTLC) has an overview (online orientation) for part-time faculty: [http://www.gvsu.edu/ftlc/overview-for-part-time-faculty-26.htm](https://t.e2ma.net/click/yn3jq/irfnem/mi7hfg)
* The CLAS Faculty Council has put together a resource for assisting students in distress: [http://www.gvsu.edu/clas/helping-students-resource-chart-706.htm](https://t.e2ma.net/click/yn3jq/irfnem/2a8hfg)
* [Affiliate Faculty Advisory Committee](https://t.e2ma.net/click/yn3jq/irfnem/i38hfg) (University)
* [CLAS Affiliate Faculty Advisory Committee](https://t.e2ma.net/click/yn3jq/irfnem/yv9hfg)
* [Massage](https://t.e2ma.net/click/yn3jq/irfnem/eoaifg)
* [Injury Care Clinic](https://t.e2ma.net/click/yn3jq/irfnem/ugbifg)
* [Digital Print Shop](https://t.e2ma.net/click/yn3jq/irfnem/a9bifg) in the Art & Design Department (large format and specialty printing not covered by the Copy Center).  Very competitive pricing.
* E-learning resources assistance at the [Digital Studio](https://t.e2ma.net/click/yn3jq/irfnem/q1cifg)
* [Campus Bus System](https://t.e2ma.net/click/yn3jq/irfnem/6tdifg)
* Sprout ([www.gvsu.edu/sprout](https://t.e2ma.net/click/yn3jq/irfnem/mmeifg) ) to sign up for workshops on campus
* [GVSU Alerts direct to your phone](https://t.e2ma.net/click/yn3jq/irfnem/2efifg)
* Need an [Acronym Decoder](https://t.e2ma.net/click/yn3jq/irfnem/i7fifg)?  We have one!
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| **Syllabus Construction, a proactive tool for student success****– Associate Dean Kevin Tutt**As faculty consider syllabi construction for future semesters, we would like to remind you that a complete syllabus is a proactive tool to support student success throughout the course. The most troublesome grade appeals are those where course information is incomplete or absent on the syllabus. This includes, but is not limited to, the academic integrity statement, grading scale, basis for assigning grades, Disability Support Resources statement and related issues. The absence of course information makes it difficult to support faculty grading decisions when students are concerned about faculty clarity in grading. The Pew FTLC website is an excellent resource for syllabus construction. [http://www.gvsu.edu/ftlc/syllabus-design-85.htm](https://t.e2ma.net/click/yn3jq/irfnem/yzgifg)Additional required statement:**Fire**: Immediately proceed to the nearest exit during a fire alarm. Do not use elevators. More information is available on the University’s Emergency website located at [http://www.gvsu.edu/emergency](https://t.e2ma.net/click/yn3jq/irfnem/eshifg)Additional suggested statements:**DSR statement:** If there is any student in this class who has special needs because of learning, physical or other disability, please contact Disability Support Resources (DSR) at 331-2490 (gvsu.edu/dsr).  **Drop Deadline:** Drop Deadline - grade "W": Friday of the 9th week of classes at 5:00 p.m. (Student Assistance Centers) **Academic Integrity Statement:**The materials presented in this class are copyright protected and may not be used without the express prior consent of the instructor.  Intentional misuse of the intellectual property of another may subject the user to penalties up to and including dismissal. Additional considerations:Faculty should also establish, maintain and distribute clear policies for students and themselves on reading and responding to email, information submitted to Blackboard, and any other communication method they use for instruction.  Faculty are encouraged to post all student grades in Blackboard on a regular basis. Doing so addresses the most common student academic grievance: Lack of clarity in grading processes and grades assigned. It also allows efficient support of faculty grade decisions by subsequent reviewers. In addition, results from the Winter 2015 faculty and student Blackboard survey found that 92% of survey respondents indicated that it would improve their learning experience if more of their instructors would use Bb to deliver course materials, grades, and announcements. |

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| [FERPA](https://t.e2ma.net/click/yn3jq/irfnem/ukiifg)**Family Educational Rights & Privacy Act (FERPA)**requires that the university establish a policy and adopt and enforce procedures to protect the confidentiality, accuracy, and privacy of the information it collects on its students. The information collected on students may only be viewed by those individuals who have a legitimate “business” need to use the data as determined by the university’s FERPA officer. The responsible officer at Grand Valley is the Registrar.Federal Law: Confidentiality of Student WorkPlease safeguard student work. Boxes, folders or any other receptacle for collection and/or distribution of student work may NOT be placed in hallways. While it seems efficient to place graded student work in the halls, this practice breaches confidentiality procedures outlined in Federal Law (FERPA). All student work should be collected or returned in a manner that ensures confidentiality and reduces the likelihood of student work falling into inappropriate hands which could lead to plagiarism.   |

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| 4 disciplines collaborate on production of Euripides' Helen |

Keeping Up with the News about Liberal EducationInterested in keeping track of news stories about how issues related to liberal education and inclusive excellence are playing out in higher education across the United States?  Consider signing up for the AAC&U’s "Weekly Liberal Education News Watch,” a roundup of the week’s stories.[www.aacu.org/liberal-education-news-watch](https://t.e2ma.net/click/yn3jq/irfnem/adjifg)  |

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| Important Dates

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| Classes Begin | August 28 |
| Labor Day Recess | September 3-5 |
| Mid-term Evaluations | October 9-13 |
| Mid-term Grades Due from Faculty | October 17 by 12:00 pm |
| Mid-term Grades Available to Students | October 19 |
| [Fall Breather](https://t.e2ma.net/click/yn3jq/irfnem/q5jifg) | October 21-22 |
| Drop with a "W" Grade Deadline | October 27 |
| Thanksgiving Recess | November 22-26 |
| Classes End and Commencement | December 9 |
| Examinations and Semester Ends | December 11-16 |
| Grades Due from Faculty | December 19 by 12:00 pm |
| Grades Available to Students | December 21 |

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| Grand Valley State University |
| 1 Campus DriveB-4-232 Mackinac HallAllendale, MI 49401616 331-2495clas@gvsu.edu |

[Unsubscribe](https://t.e2ma.net/optout/yn3jq/irfnem?r=aHR0cHM6Ly9hcHAuZTJtYS5uZXQvYXBwMi9hdWRpZW5jZS9vcHRfb3V0LzE3OTE1NTIvMTc1NTM4OC83MzI5MjYyMDQv) from future emails.

