

From: [Karen Olmstead](#)
Subject: First Monday Email from the Provost - on Tuesday!
Date: Tuesday, March 3, 2020 11:17:08 AM
Attachments: [image001.png](#)
[Academic Affairs D&I Efforts Spring 2020.by category.pdf](#)
[CENSUS 2020 FACT SHEET.docx](#)

Dear Salisbury University Faculty and Academic Affairs Staff and Partners: Apologies for the day-late and longer-than-usual First Monday email. We've been working on several important issues that require much planning and consideration.

The first is building a stronger culture of diversity and inclusion on our campus. Several efforts are underway to achieve this, many of which are faculty-driven (see attached list of selected Academic Affairs activities) and/or are objectives in SU's 2020-2025 Strategic Plan (see below).

In the Provost's Office, we are prioritizing:

- Developing strategies to more effectively recruit unrepresented minorities to faculty positions whether through networking, targeted recruitment, more flexibility in spousal hiring, teaching post-docs and the search and selection process itself (e.g., inclusion advocates on search committees);
- Providing more support for faculty onboarding and professional development through establishment of a Center for Faculty Development & Teaching Excellence and membership in the National Center for Faculty Development & Diversity;
- Expanding training and professional development that support an understanding and skills in the areas of equity, anti-racist behavior, and bystander response;
- Supporting efforts to create and implement a holistic diversity and inclusive excellence plan;
- Supporting the work of faculty teams and working groups including continued support for Faculty Learning Communities;
- More clearly communicating and monitoring the immigration support process for international faculty;
- Supporting the revision of our general education curriculum to include a required component of diversity and inclusion;
- Better communicating information about campus events, resources opportunities, and processes.

The search for our AVP for Diversity & Inclusion and Chief Diversity Officer is well underway. See the calendar below for dates of the remaining open sessions.

Regarding the racist graffiti on campus that has been found on campus, the investigation is ongoing and a suspect has been identified.

An email regarding COVID-19 ("novel Coronavirus") was sent yesterday. Please check the [University's Coronavirus website](#) for update information.

Good news to share:

- My thanks to all of you who participated in the development of our 2020-2025 Strategic Plan and especially to Kara Owens who led this effort. The [final version](#) is posted on the

web and reflects tremendous input, research, and feedback. The next step is to prioritize goals and strategies for action and budget consideration.

- Students working with Salisbury's Nationally Competitive Fellowships Office (SNCF) continued their winning streak with three winning Critical Language Scholarships (to study Swahili, Azerbaijani, and Turkish). We also have an astounding 15 of 22 applicants for the Fulbright fellowship move forward as semi-finalists. Finally, and not surprisingly, SU was named a [Top Producer of Fulbright Students](#) by the U.S. Department of State for the third year in a row. Congratulations to the SNCF team (Kristen Walton, Sally Perret, and Adam Woodis), faculty scholarship advisors, and the students.
- This weekend, American Spiritual Ensemble gave a fabulous concert as part of their 25th anniversary tour. It was exciting to see several SU students perform as well, many of whom who took 1st place at the MD/DC competition for National Association of Teachers of Singing. Our thanks and congratulations to ASE, John Wesley Wright, the entire Music program at SU, and the Fulton Dean's Office for this excellent event.
- Jessica Clark was recently elected as a Biology Councilor in the Council of Undergraduate Research (CUR). Please join me in congratulating her on this achievement and for having her student's work be selected as one of only 60 projects selected from across the nation to be included in CUR's Posters on the Hill (yes, that Hill!).

Opportunities/Updates/Deadlines:

- [Campus Climate Survey](#) is open. Your input is highly valued by the Campus Climate Study team and in our efforts to build a more inclusive campus environment. Survey closes on 3/27.
- Inclusion Advocate Workshops: The Fulton School of Liberal Arts and PACE are sponsoring a brief campus residency by Dr. Terri Jett of Butler University, Associate Professor of Political Science and Special Assistant to the Provost for Diversity and Inclusivity. Dr. Jett will be conducting Inclusion Advocate workshops for faculty on Monday, April 6th or Tuesday, April 7th from 10am to 3:30pm and for staff on Wednesday, April 8th from 1:30PM to 3:30PM. Please see the email from PACE dated February 28th for a description and overview of the Inclusion Advocate Mentorship program as it is currently being used at Butler University and for more information. Space is limited to 30 people per workshop and registration closes on March 23, 2020. [Register here](#).
- On 2/17 and 3/2 you received a request from Lisa Gray (Director, SU Bookstore) to submit course materials information for the Summer and Fall 2020 terms by March 4th. Gathering and displaying this information is federally and state mandated and is intended to serve the students. Posting course materials information prior to course registration allows students to determine the cost of course materials associated with each course for the upcoming semesters. Even if you have used the same course materials in the past semesters, it is still necessary to submit your information as the bookstore **does not** carry over information. Also, regardless of whether you intend for the bookstore to sell the title or item, or whether

there is a cost associated with a text, access code, software or app, etc., the Bookstore must list that information as it is considered part of course materials.

- See the 2/27/20 email from SU's Dean of Libraries Bea Hardy for information on their [Course Enhancement Grant Program](#). Proposals are due on 4/15/20.
- 2020 is a U.S. Census year and Dr. Lawanda Dockins-Mills is leading the effort to increase student participation on our campus. Please see the Student Information sheet that is attached. In mid-March, invitations to complete the 2020 Census will be mailed to households. Several gatherings are planned to raise awareness about this important event (see calendar below). The U.S. Census operates with the assumption that people are counted at their 'usual address.' Thus, students should complete the census using their local address (on-campus or off-campus) since they spend most of their time in Salisbury, rather than be counted at their permanent home address (unless they live with their parents in the area). High student participation in the U.S. Census assists our local community in funding for critical services and also reflects our recent Carnegie designation as a Community-Engaged Campus.
- The SU Student Research Conference team requests that you let them know about students who have conducted outstanding work (Summer 19 through Spring 20). See 2/25/20 email from Mou Chakraborty; deadline is March 15.
- As mentioned last month, Zoom is here! Zoom is a web-based video conferencing tool with a local, desktop client and a mobile app that allows users (faculty, staff, & students) to meet online, with or without video. Zoom users can choose to record sessions, collaborate on projects, and share or annotate on one another's screens, all with one easy-to-use platform. Faculty can utilize the teleconferencing tool at <https://salisbury.zoom.us>. To learn how to use Zoom, search "zoom" in the [Technology Support Center Knowledgebase](#) or direct [here](#).
- The [Technology Support Center Knowledgebase](#) can also be used to quickly search to see if your question has already been answered. Enter key words about your issue in the large search box and press enter. You will be presented with articles relevant to the key words such as "How do I connect my iPhone to SU email?" Examples of key word searches include "iphone email" or "setup email on my iphone". Many combinations of key words find the relevant articles.
- SU Faculty can login to Wifi at other USM Institutions and beyond using Eduroam. Look for the "Eduroam" when searching available networks to connect to. When prompted for your username, be sure to use your full email address including "@salisbury.edu" and use your usual SU password. For more information search "eduroam" in the knowledgebase search bar. Note, this works in reverse so your colleagues from other institutions can login here as well.
- Salisbury University is offering FREE DROP-IN PHOTOGRAPHY SESSIONS for all SU faculty and staff members who have not already had their photo taken. These photos will be used for websites, directories, news releases, publications, and other purposes that require a

portrait shot and will be sent to the faculty or staff member for their use (Linked In, personal pages, etc.). See calendar below for dates.

Below is an updated calendar. If you want to share information about events/activities of interest to faculty across campus, please send them to provost@salisbury.edu at least three days before the first Monday of each month.

Thanks for all you do!
Karen

Upcoming dates of interest (new events in bold) – See the [Registrar's Calendar](#) for important dates for Winter and Spring 2020 academic sessions. For information about performances, lectures, and other cultural events, check out [Panorama](#).

- 3/4 Course materials information due to the Bookstore**
- 3/4 CDO candidate Open Session 3:00 pm in 153 Conway Hall – monitor email for any change in time/date**
- 3/6 SU Women's Forum Conference 2020 Vision: 100 years of the Vote
- 3/7 Scholars Day
- 3/8 Party with a Purpose (Kick-off of U.S. Census), Various areas and venues, 12-2pm**
- 3/9 CDO candidate Open Session 3:00 pm in 153 Conway Hall – monitor email for any change in time/date**
- 3/10 Drop-in portrait photos in Blackwell Hall 102H 9-11 am**
- 3/11 Drop-in portrait photos in Blackwell Hall 102H 2:30-4:30 pm**
- 3/11 CDO candidate Open Session 3:00 pm in 153 Conway Hall – monitor email for any change in time/date**
- 3/15 DEADLINE: Completed application (Part A) for Spring 2021 sabbatical leave to department chair/school director
- 3/15 DEADLINE: Completed Sabbatical Reports (Part B) for Fall 2019 sabbaticals due to Provost's Office
- 3/15 DEADLINE: Department Chair/School Director recommendations on promotions to unit deans
- 3/24 Drop-in portrait photos in Blackwell Hall 102H 2:30-4:30 pm**
- 3/25 Drop-in portrait photos in Blackwell Hall 102H 9-11 am**
- 3/27 Party with a Purpose (on-campus Kick-off for US Census), Red Square, 12 – 2 pm**
- 3/30 DEADLINE: Dean's recommendations on promotions to Committee on Promotions

- 4/1 National Census Day (Launch Day): National Census Day Celebration, Guerrieri Student Union, Wicomico Room, 12 – 2 pm & National Census Day (Quiet Celebration), Guerrieri Academic Commons, 12-2pm**
- 4/3 Justice & Equity Forum
- 4/4 Admitted Students Day
- 4/7 SU Giving Day 2020**
- 4/15 DEADLINE: Completed applications (Part A) for Spring 2021 sabbatical leave forwarded to Deans
- 4/15 DEADLINE: SU Libraries' Course Enhancement Grant proposals due
- 4/18 Admissions Open House
- 4/22 DEADLINE: Committee on Promotions recommendations to Provost
- 4/24 SUSRC
- 5/1 Honors Convocation
- 5/1 DEADLINE: Completed applications (Part A) for SP 2021 sabbatical leave forwarded

- to Provost
- 5/8 OURCA presents: Three-Minute Blitz, 4-6 pm, Specific Gravity
 - 5/8 DEADLINE: Provost's recommendations for promotion to President
 - 5/13 Retiring Faculty Reception – 3:30 pm in HH Great Hall**
 - 5/15 ROTC Commissioning Ceremony 10 am in HH Great Hall
 - 5/15 Graduate Commencement Exercises
 - 5/16 Undergraduate Commencement Exercises
 - 5/22 Notification of promotion to faculty in writing by President
 - 6/10-12 Chesapeake Bay Studies Conference <https://www.chesapeakestudies.org/>
 - 8/31 Notification of sabbatical leave for Spring 2021 to faculty by President
 - 9/25 Research Day 2020**

Karen L. Olmstead, Ph.D.
Provost and Senior VP of Academic Affairs
Salisbury University
Voice: 410-548-3374

