

ACADEMIC NEWS & NOTES

March 2014 Volume III, Issue 6

Produced by Academic Affairs



MySAM Training

Priority registration begins March 31, 2014. That means that you may see students who entered in Fall 2012, who are on the Sycamore Graduation Guarantee, and need to have their degree map updated. Whether you have had training and need an update/ refresher, or have not yet had training, you are invited to any of the sessions below. To register, go to: <http://challenger.indstate.edu/workshop/registrar/>

All training is in Cunningham Memorial Library 230.

Available Dates for Training

Mon. March 31, 10:00-12:00

Wed. April 9, 10:00-12:00

Mon. April 14, 2:00-4:00

Fri. April 25, 1:00-3:00

Tues. April 29, 2:00-4:00

Faculty Activity Database

The Faculty Activity Database (FAD) is now available to **all** faculty via MyISU. For annual reporting purposes, the Provost is asking faculty to input scholarship and service activities starting from the 2013/14 academic year onward. Additionally, while scheduled teaching will be automatically loaded, you will also have the opportunity to upload associated teaching documents and other related teaching activities. Specific colleges or departments may have a need or requirement for their faculty to enter activi-

FACULTY ACTIVITY DATABASE

ties prior to this date. The goal is to have a continuous, up-to-date database of faculty activities that colleges, departments, and the university can use to generate reports on an as-needed basis. Faculty are encouraged to enter activities, such as scholarship and service activities or awards, as they occur throughout the semester, rather than a one-time load or update at the end of each academic year. In Fall 2015, faculty biennial reviews will be conducted via data entered into the FAD.

To access the Faculty Activity Database—First-time users: Click on “MyISU Apps” to find the badge. Click on “Manage Your Activities” to enter data under the categories (General Information, Teaching, Librarianship, Scholarship/Research/Creativity, and Service). Training materials are available on the support page at <http://fad.indstate.edu>. Sign up for March and April workshops (on campus and online via *Collaborate* sessions) at <http://challenger.indstate.edu/workshop/facultyactivitydb/>. Arrangements for college-specific workshops can be arranged by contacting the e-portfolio Faculty Fellow, Marsha Miller, at marsha.miller@indstate.edu.

TextBooks

The deadline has passed, but we still need your orders if they haven't been turned in yet! We are at a record 56% of fall orders, in, 50% for Summer I, and 34% for Summer II!

Things to remember:

- Order online at <http://www.indiana-state.bncollege.com> (Faculty Resource in top right corner.)
- Notify the bookstore if you are NOT using a book, this will put your class on the list of submitting a book order and students will be duly notified. You can add a note in the comment section on Faculty Enlight.
- Notify the bookstore if there are any changes in sections or enrollment.
- When registration begins, check adoptions online through the dynamic schedule of classes (the same way that students check the textbooks). Department chairs are also receiving information about orders received and in process.

MORE ABOUT FAD

Emails will be sent to faculty prompting or reminding them to enter activities into the Faculty Activity Database. Associate deans have confirmed the communication schedule below. Prompts are sent at specific months throughout the year, strategically to take advantage of when data is loaded into the system or when faculty are engaged in common activities. These will be friendly reminders to help faculty keep their records up-to-date or an upcoming review or report being generated at the college or university level.

Prompts are also being sent to deans, department chairs, and associate deans (indicated in table below) to remind them of when reporting information needs entered into the system or to send updated non-faculty account lists to the FAD system administrator.

All email prompts will be sent from the Associate VP for Academic Affairs, Susan Powers, or the FAD Academic Affairs Fellow, Marsha Miller.

Month	Activity
September	Confirm Yearly Data Update: Personal & Contact Information Academic, Government, Military and Professional Positions
October	University & select College committees loaded into system Update: Administrative Assignments Professional Memberships Committees Advisory Boards updated by Chairs and Deans
November	Update: Scholarship/Research/Creative Activity
December	Fall teaching schedules loaded (after final grades) Fall academic advising data loaded (after final grades)
January	Update: Teaching Activities Librarianship Activities
February	Update: Service Activities External Connections and Partnerships
March	Update: Scholarship/Research/Creative Activity
April	Update: Faculty Development Activities Licensure and Certifications Media Contributions Annual Report Information by Chairs and Deans
May	Spring teaching schedules loaded (after final grades) Spring academic advising data loaded (after final grades) Update: Teaching Activities Librarianship Activities Awards and Honors Consulting
August	Summer teaching schedules loaded (after final grades) Yearly data loaded into system - end of month