



Faculty Office
138 Fawcett Hall
facultyoffice@wright.edu

Faculty Line #241
August 28, 2020

Dear Colleagues,

Welcome back! I hope that your first week of fall classes –no matter the delivery mode(s)—went well. I would like to extend a special welcome to the faculty members who are joining us for the first time this semester. This past week has looked unlike any other Welcome Week any of us can ever recall, and I thank everyone who helped make the week go as smoothly as possible.

Below please find some course-related updates as we begin to settle into the semester.

Course Reserves:

Our University Librarian, Sue Polanka, asked me to share the following information with all faculty.

Access to Library Course Reserves will be limited continuing into the fall semester. Any returned materials, including course reserves, will have a 72-hour quarantine before others can use them, making these materials less accessible than usual.

1. If faculty require students to read or use only a small portion of a print book—for example, one chapter, section, essay, or short story—Libraries staff can scan that portion and send it to you to post in Pilot for students to access electronically. Please note that we can only scan limited portions of each book for [copyright reasons](#) (usually about 10%). Requests for scans can be [made here](#).
2. In light of this, the Libraries recommend assigning course materials that are available to students online. Some helpful strategies to support these efforts include:
 - Use [permalinks](#) in Pilot for any of the e-books, articles, streaming media, or other resources available through our e-journals and databases.
 - Adopt, Adapt, or Create an Open Educational Resource (OER). This [OhioLINK site](#) is a good starting point for OERs.
 - Seek the advice of the [librarian\(s\)](#) who work most closely with your department if you need help identifying or linking to content in our collection.
 - If the library owns a DVD that you would like to stream for your class, please follow the recommendations on the [Copyright Libguide](#) under “Using Copyrighted Material.”
3. If you decide to remove any materials from course reserves, please reply to library-reserves@wright.edu to let us know which items to return to you or to our collections. If you want to check which items you currently have on course reserve, you can do so by changing the dropdown to “Instructor” and searching by your last name [here](#). In some cases, the item on reserve for your class may have been placed on reserve by a previous or co-instructor of the course. In that case, you can search for the items by course number.

Center for Teaching and Learning:

Special thanks to all in the Center for Teaching and Learning (CTL) for hosting an extremely informative, flexible, and helpful Remote Teaching Virtual Summit from August 12-13. More than 320 faculty participated in some portion of this summit.

CTL recently announced the Fall 2020 CTL “Online Teaching and Learning Community” (OTLC) designed for all WSU faculty. This 7-week asynchronous, online, professional development opportunity is intended to provide participants an overview on how to design, develop, and teach quality online and/or hybrid courses. Applications are due by September 2nd. Online teaching fellows will be notified by September 4th and the course will begin September 8th. We will be accepting 24 fellows for the Fall OTLC. For more information, please email ctl@wright.edu.

A second CTL program, “Remote Teaching Plus,” is an opportunity for faculty members to engage one-on-one with an instructional designer and receive dedicated instruction and feedback to produce a custom, organized remote teaching course shell. Registration information will be sent out Monday –watch your email.

CTL “Teaching Tips and Sips” resumes next Thursday, September 3, from 4-5pm. This is a casual, virtual safe space for faculty to grab a drink, get a snack, and drop in on a virtual session to chat about experiences with remote and in-person teaching. More details will be forthcoming.

Faculty Office and September Faculty Senate Meeting:

The Faculty Office in 138 Fawcett will remain closed for Fall Semester, and our staff will be working remotely during this time. We will be checking for mail or deliveries at least once a week, but email will remain the most efficient form of communication; facultyoffice@wright.edu or laura.luehrmann@wright.edu.

Please also mark your calendars for our first Faculty Senate meeting of the Academic Year: **Monday, September 14, at 2:30**. Faculty Senate meetings for Fall Semester will be conducted remotely via Webex: a participation link and further details will be sent after the Faculty Senate Executive Committee meets on September 9. In the meantime, please remember that you may access the Faculty Senate meeting schedule, agendas, and minutes, as well as the Senate and committee rosters on our webpage, wright.edu/faculty-senate.

Take care, have a great weekend, and stay healthy. Let’s all remember to take this semester one step at a time, with health and safety as our number one priority. As always, please don’t hesitate to reach out if I may ever be of assistance.

With warm regards,

Laura Luehrmann, Professor
Faculty President
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