Faculty Affairs News 158 - January 7, 2021

Ready for Spring 2021?

Compared to this time last year, undergrad returning students are down by 6.5% and returning graduate students are down by 12% (CB Only). Although UTA's Enrollment Management and the Division of Student Success have been working hard to encourage UTA students to return this Spring, we need faculty's help to encourage our students to return:

- Please post a "day one" syllabus that includes the major assignments, required textbooks and any other information that may help students make final registration decisions. Syllabus can be uploaded to Canvas now and they'll migrate to the faculty member's profile in Mentis for students to access. A final "official" syllabus must be available by the first day of classes.
- Require that your students complete the Canvas student course to more effectively navigate its many capabilities, as well as Teams for videoconferencing, and any other tools you may be using in your courses such as Respondus Lockdown.
- Faculty may contact studentsuccess@uta.edu if students come to them with issues impacting their registration or continuation this Spring.
- As students may be experiencing anxiety and stress over recent events, faculty are encouraged to send emails to currently enrolled students (emails are available through MyMav) or former students (emails available through MyMav under "Previous Sections") encouraging them to return to stay on track to completing their degrees. See example below.
- Please remind your TAs assisting in your courses to use their employee and not their student account emails to engage with your students in Canvas and Teams.

"Nudging" Students

The Division of Student Success shared this suggested email that faculty are encouraged to send to their students ahead of the start of the semester, to help us troubleshoot any issues that may impact student enrollment and success. This is easily done through Civitas/IFF:

Subject Line: You are a MAVERICK and you belong at UTA!

Dear [STUDENT FIRST NAME],

I'm here to support you on your path to graduation because your success means a lot to me. If you need any help deciding on what classes to take this spring, let me know. I will do my best to help!

I know college can be challenging and this past year's events have added to all the other things you have going on in your life. I want to encourage you to continue your education and stay strong. You are part of the Maverick community and you belong here.

Speak with your advisor, log into MyMav and get registered today!

[FACULY SIGNATURE]

Students having trouble registering for your Spring 2021 class?

We just learned that some students may have experienced an error message when trying to register for courses that have conflicting days/time with an ONLINE-1 class (entirely asynchronous course). The issue should be resolved in MyMav by tomorrow (January 8) or the student can contact their advisor for further assistance.

Teams Course Shells & Merging Sections

Course shells in Teams were loaded with student rosters in December 2020. Faculty can now request merging of Teams course sections. A few reminders:

- Activate your course once it is ready to share with students. Use this step-by-step video to make your course visible to students.
- If requesting a merging of sections, do not delete the individual teams. You may choose to hide those teams. Individual teams are part of the automated process that keep the merged sections up to date.
- Please turn on the close captioning feature in Teams to help our students with disabilities, second language learners, and visual learners to more easily access recorded content. Videos can be uploaded to Stream and close captioned easily.
- Please DO NOT ADD STUDENTS MANUALLY to Canvas or Teams, except for those that need to enroll in your course to submit missing coursework to fulfill an Incomplete (I) grade. Other students not enrolled through MyMav may face additonal fees, and difficulty in receiving a final grade at the end of the semester. Please contact the Registrar's Office with any questions rearding student enrollment.

Every Semester Needs a Plan

Are you concerned with keeping your research on track? Need help in developing an effective plan to allows you to balance work and home responsibilities? Faculty are invited to join NCFDD and engage in developing a semester plan. UTA is an institutional partner and faculty can easily sign up for their virtual workshops by claiming their free membership.

NCFDD also offers a robust summer writing boot camp that has supported several UTA faculty as they earned tenure. For questions, please contact Dr. Maria Martinez-Cosio at mcosio@uta.edu

Did you know...

....you can now transcribe audio recordings into Word documents using a new Microsoft feature. The transcribe feature converts speech to a text transcript with each speaker individually separated. After your conversation, interview, or meeting, you can revisit parts of the recording by playing back the timestamped audio and edit the transcription to make corrections. To access Transcribe, go to myapps.uta.edu and select Word, click on the Dictate icon and choose Transcribe.

Upcoming Events

View more upcoming events on our Faculty Affairs website.

Academic Calendar

Jan. 18: Dr. Martin Luther King Holiday

Jan. 19: first day of classes

Feb. 3: Census Date

March 15-20: Spring Break

April 5: Registration begins fior Summer 2021

May 4: Last day of classes for Sp21 regular semester

May 6-12: Final Exams

The full academic calendar is available in the Registrar's webpage.

Canvas Training and Other Tools

Faculty are invited to join several virtual workshops starting January 12, on the various Canvas tools including assignments, quizzes and discussion boards. To register, please see the CDE training webpage.

In addition, two workshops for using Teams in the classroom will be offered January 11 & 14. For more information on additional teaching resources, please see the CRTLE webpage.

Student Feedback Survey (SFS) Data Available

Faculty can see student response rates in real time through their SmartEvals dashboard. Please refer to the SFS page for more information, or contact Dr. Doris.Navarro@uta.edu with your questions.

Digital Measures Training for Annual Reviews

Tenure-track faculty in years 1-3 are **strongly encouraged** to participate in training for Digital Measures by clicking here. All tenure-stream faculty annual reviews, tenure dossiers, and post-tenure reviews must be entered through the DM portal. Academic staff that support faculty in submitting annual reviews are also invited to attend the trainings.

National Conferences

As many professional conferences across multiple disciplines respond to continued COVID concerns by offering their annual meetings virtually, faculty may wish to encourage their students to attend. Many conferences are offering reduced or free registration fees to students, and this silver lining to COVID may offer students opoportunities to network, present their work, and/or socialize within their fields.

If you have difficulty accessing the content in this announcement, please report accessibility issues to Faculty Affairs, facultyaffairs@uta.edu or (817) 272-7422.