EED WEEKLY EMAIL
DEPARTMENT OF ENGINEERING EDUCATION

Week of October 29th, 2018

Announcements

1. Congratulations to Kadri Parris and Patrick Herak who have gone through lengthy screening and training to become Carmen Affiliates!

2. Visit the National Center for Faculty Development & Diversity for great resources on faculty motivation. Subscribe to their email updates. https://www.facultydiversity.org/

3. Researchers: As someone who is currently using Qualtrics, the university-licensed survey software, here is information about upcoming changes in the availability of certain question formats for Ohio State users. Through a settlement agreement between Ohio State and the federal Office of Civil Rights, Ohio State has pledged to make all of its digital content accessible to individuals with visual impairments who use screen readers to access digital content. Because Qualtrics is licensed at the university level, the university will disable certain question formats that are not compatible with screen readers. The Office of Research understands that this poses a problem for many researchers. They have worked with the office of the university's ADA coordinator to create an exception process for researchers who must have access to these question formats. The exception process makes exception requests very simple for several common research scenarios:
   a. Currently underway research in which data collection is ongoing
   b. Research that uses Qualtrics to present visual stimuli (pictures, figures, graphics) to participants
   c. Research in which the IRB approval states that individuals with visual impairments are explicitly excluded
   d. Research that is attempting exact replication of existing work, where modifying question formats would invalidate the replication
   e. For other scenarios, exception requests will be reviewed by an ad-hoc committee of faculty researchers. Note that, for researchers with multiple active studies, only a single exception need be requested.
   f. If you are in the process of designing new studies using Qualtrics, please consider carefully whether you wish to exclude individuals with visual impairments, even inadvertently. Such exclusions could challenge the validity of your study. Wherever possible, you should try to be as inclusive as possible in selecting your sample of research participants.
   g. When will Ohio State disable inaccessible Qualtrics question formats?
      i. As of January 1, 2019, users will no longer be able to use inaccessible question formats unless an exception has been granted
   h. How do I request an exception for research?

           i.   To complete the request for exception, click [here](#)

     i.   I use Qualtrics for teaching or for administrative purposes. How do I request an exception?

           i.   To request an exception for teaching or administrative purposes, contact Jay Johnson at johnson.1043@osu.edu

4. We are putting together an onboarding process for new faculty and staff. Have ideas of what should be included? Please email Toni Calbert.5

5. We are putting together a training program for new front desk students. Have ideas of what should be included? Please email Marisa McGrath.102

Upcoming Events & Deadlines

1. ENGR 1181 Software Design Project Game Night will be on Thursday 12/6/18 from 1:00 pm - 6:00 pm. Contact Kadri Parris.19 for more information

2. Register for the First Annual Conference on Diversity in Aviation November 7-8 in Columbus, Ohio. Key note speakers include: Gena C. Lovett (Boeing), Captain Barrington Irving (Experience Aviation), Shaesta Waiz (Dreams Soar, Inc.), and Shannetta Griffin (John Glenn International Airport). The two day conference includes several keynote addresses and breakout sessions that are facilitated by aviation experts and diversity and inclusion specialists.The cost of registration for the conference is $175, or for students $50. This fee includes both days, a dinner, and a lunch. More details, including registration, can be found at: https://aviation.osu.edu/diversityconference
   - Contact Brian Strzempkowski strzempkowski.1@osu.edu for more information

3. The Engineering Service-Learning at Montaña de Luz application has been extended until Nov 1st . See Edgar Casale.1 for more info.

4. Please note that students have an expectation that grades are posted no later than 24 hours after their final exam. The last day to post grades for graduating students without negatively impacting their ability to graduate is December 13, 2018 by 5:00PM.

5. The Department of Engineering Education is thrilled to invite you to its inaugural Open House on November 1, 2018, from 5:00-8:00 P.M.! We hope to see you at Scott e100 to learn more about faculty, staff, and student research initiatives over refreshments! See Ana Casado.1 for more information.

6. The dates for the Course Proposal Subcommittee and CCAA meetings Fall Semester are below. See Deb Grzybowski.3 if questions.

Course Proposal Subcommittee	CCAA
Tues. September 4	Tues. September. 11
Tues. October 9	Tues. October 23
Tues . November 6	Tues. November 13
Tues. December 4	Tues. December 11

7. Below are the dates when student registration windows open for Spring Semester 2019. This may help in conversations with your colleagues if there is a desire to offer new classes or group studies. See Deb Grzybowski.3 if questions.

Enrollment Appointments Open: University Priority	Oct 15
Enrollment Appointments Open: Graduating Seniors	Oct 18
Enrollment Appointments Open: Rank 4, Grad, Prof	Oct 22
Enrollment Appointments Open: Rank 3	Oct 29
Enrollment Appointments Open: Rank 2	Nov 5
Enrollment Appointments Open: Rank 1, et al	Nov 13

8. The 2019 Fellowship Competition calendar is now available. Click here for the 2019 Fellowship Competition Calendar

9. Save the date for the 2019 conference! http://fye.osu.edu/FYEConference.html
   o Tuesday, Jan. 22, 2019
   o 8:30 a.m. to 4 p.m.
   o The 2019 keynote speaker will be Dr. Corey Seemiller. Dr. Seemiller will lead attendees in a conversation on working with and serving Gen Z students.
   o Conference registration will open in mid-November.

10. We invite campus colleagues to submit session proposals about topics relevant to the support and transition of first-year students. Submit a proposal online by Thursday, November 1. You will be notified of your session selection by mid-December. Submit Here

11. SILT Soiree- The Soiree will be held on November 28 from 6:30 – 8:30 p.m., location Scott E100. See Deb Grzybowski.3 if questions.

12. We are currently accepting nominations for the Outstanding First Year Advocate award. Nominate a faculty or staff member by Saturday, December 1. Nominate here

Opportunities for Excellence

- Registration for the 2019 ASEE Annual Conference will open on Monday, January 7, 2019. Reflecting increasing costs of conference production, registration fees are going up a modest 2.5 percent for members. Life member conference fees have increased by $20. The last increase in Life Member Registration fees was over 15 years ago. ASEE's conference fees remain competitive with peer organizations. Student members will continue to be able to attend the conference for free. Click here for additional information on the conference registration rates.

- See what all the excitement is about! Here's the guide that the ETC have been working on for First Year Engineering. Fundamentals of Engineering Program Technical Communications: A Resource & Writing Guide for the Fundamentals of Engineering Program. https://ohiostate.pressbooks.pub/feptechcomm/

- Do you have a research idea that has the potential to advance cancer prevention, treatment or patient care? Applications from all disciplines accepted
    - o Two year award with the title of Researcher with benefits!
    - o Award begins February 1st 2019
    - o For more information on how to apply,
    - o Email: marie.gibbons@osumc.edu
    - o or visit: https://cancer.osu.edu/pelotoniafellowship

- The EED's Pattern of Administration (POA) has been added to our website. Please review it at https://eed.osu.edu/welcome-eed/administrative-documents.

- **Staff Manager Development Grant** – Apply YEAR ROUND
    - o Managers, are you looking for professional development opportunities to help you increase your managerial skills and effectiveness? The staff manager development grant provides financial support to assist staff managers seeking to sharpen management skills, encourage participation in activities that further professional development and enhance behaviors that support the university's values.
    - o Grants of up to $1,000 for individuals will be awarded for staff manager participation in management workshops and programs, seminars, conferences or other activities held at The Ohio State University. **Grant applications are now accepted year round**. Applications should be submitted one month prior to the development activity to allow time for review and registration, if the grant is awarded. Examples of OSU providers
    - o Apply here: https://gatewaytolearning.osu.edu/professional-career-development/staff-development-grants/staff-manager-development-grant/

- As the year continues, there are many opportunities for excellence to apply to. Email ENG-EEDFrontDesk@osu.edu with "Weekly Email" in the subject line if you know of any others!

KEEN

1. [You can easily publish and share your work on EngineeringUnleashed.com using the cards feature. Card is our term for a container of content - it's where you can find curriculum, tools, presentations, and all sorts of resources. You can also find and search for content already shared on the site.](#)

Articles of the Week (This week's water cooler talk – don't miss out!)

This week's article is titled "Adopting Evidence-based Instruction through Video-Annotated Peer Review".
Article is attached
(Have you read a good article this week? Email the ENG-EEDFrontDesk@osu.edu with "Weekly Email" in the subject line so we can include it next week)

EED Faculty and Staff Meeting Action Items

- None at this time

Reminders

- Here are 2 recently developed stats/facts PowerPoint slides for Dean Williams to use as a quick intro addition to his presentations. Per his request, these are now available on the Engineering Intranet for faculty to use as desired when presenting to external audiences… https://intranet.engineering.osu.edu/services/college-templates

- And as a reminder, there are several brand-compliant PowerPoint templates available on the intranet for download: https://intranet.engineering.osu.edu/sites/intranet.engineering.osu.edu/files/uploads/intranetResources/pptTemplates/overview_slides.pptx

- EED is holding a friendly competition to pit various groups of faculty and staff against each other. Let's see which group can make the most contributions to help the Buckeye Food Alliance fill their Food Pantry and help those students in need. Food drive ends on October 31, so don't wait until the last minute! Here's how it works: We have three teams each with their own collection box location:

  > **Primary Pantry needs:**
  > - All non-perishable foods with an emphasis on granola bars, cereal, pasta, and canned fruit
  > - Personal care items (including sanitary products, soap, shampoo, deodorant, etc.).

  - o Team A: Hitchcock second-floor residents (HI 244)
  - o Team B: Hitchcock third-floor residents (HI 244)
  - o Team C: Smith and Scott Lab residents (Smith Lab 3101)

- - A nice prize (TBD) for the winning team (most number of items per capita in your group).
  - Questions to Peter Rogers, Smith Lab 3070 (614) 579-3462
-
- Conference room phone number 614-292-4486

- Front desk phone number 614-292-7923

- Please put all the furniture back as you found it in the Smith lab rooms.

- The front desk staff will be cleaning out the refrigerator on Friday afternoon. They will throw out anything without a name on it. Thanks for your cooperation!

- Need storage space for your confidential research data? Please submit an IT help ticket to submit a request. https://engineering.osu.edu/ click on the Intranet link at the bottom and select Helpdesk.

- Whether you are enrolled in an Ohio State medical plan or not, be sure to get a flu vaccination so you're ready to fight the winter flu bugs! All benefit-eligible faculty and staff can get vaccinated at a convenient on-campus location while supplies last. For details or to register for an appointment,
  - https://osuhealthplan.com/members/flu-vaccinations

- Please get a T number before paying for any travel, conference fees, hotels, etc.

- If you are getting emails saying you're running out of space, archive! Put in an IT Help Ticket (go to College of Engineering website) to get the 15 minute solution.

- Have a potential news story?
  - Submit Here

- If you have a small project for one of our front desk student assistants, contact Lisa Abrams (abrams.34@osu.edu) who will assign the work requests. Please submit any requests at least a week in advance.

- Do you have a message or event you'd like to see highlighted on EED's social media platforms (e.g. Twitter, Facebook)? Email your posts to ENG-EEDFrontDesk@osu.edu with "EED Social Media" in the subject line.

- Do you have an announcement or message you want to see in the next weekly email? Email the ENG-EEDFrontDesk@osu.edu with "Weekly Email" in the subject line.

Have a wonderful rest of the week!

THE OHIO STATE UNIVERSITY
COLLEGE OF ENGINEERING