



CAFE NEWSLETTER

Volume 5, Issue 1 | August 2018

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Dear Faculty,

The CAFE Action Board welcomes you back from what we hope was a refreshing summer break. This issue of the CAFE Newsletter shares a wide variety of Professional Development Opportunities. In addition, information is included in this issue regarding the new No Show (NS) grade policy, and electronic requisite enforcement, to make sure all faculty are prepared for the changes taking place in the coming terms. We encourage you to reach out to the Curriculum Designers through the CAFE if you need help with lesson planning and/or assessment development.

Have a great semester!

Sincerely,

The CAFE Action Board

Helen Ditouras	Elzbieta Rybicka	Scott Davis
Mark Huston	Cheryl Snyder	Anne Huber
Chris Misiak	Tom Worthington	Leslie Petty
Wayne Pricer	Dianne Aitken	Sandi Tyler
	Cindy Cicchelli	

Visit the CAFE
in the Grote Center or at our
website: SCFacultyCAFE.org



**Schoolcraft
College**

The Schoolcraft College International Institute encourages you to attend

HIDDEN IN THE SHADOWS

Join us for a panel presentation that will include members of the Pearls of Great Price Coalition, a survivor of sex trafficking, Night Angels street ministry, and Lost Voices.

Pearls of Great Price Coalition is a local Christian alliance working to prevent human trafficking and whose emphasis includes awareness, education and action steps that anyone can do.

**Thursday
September 13
Noon – 1:30 PM
VTT 550**

VISTATECH
CENTER

We will accept donations of travel size hygiene items to be given to Night Angels the day of the event.

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Teaching Today's Students

All three of our Teaching Today's Students Faculty Professional Development opportunities will be available online through Blackboard Fall term. Please access these sessions using the directions found in side bar. These sessions include:

Teaching Today's Students Part 1:

This is the first in a three-part Faculty Professional development series surrounding the topic of "Teaching Today's Students" sponsored by the Faculty Professional Development Committee and the Center for Academic and Faculty Excellence (CAFE). The session was held live on Friday November 3, 2017 in LA 200. A diverse panel of students will participate in a facilitated discussion related to their instructional experience here at Schoolcraft College. Dr. Alec Thomson, facilitator, will use questions developed by Michelle Randall and Wayne Pricer to obtain the students perspective on the instructional techniques that they felt were beneficial to learning and retaining course material and the assessment methods they felt allowed them to demonstrate their knowledge and understanding over the course content.

Teaching Today's Students Part 2:

The second in the three part series entitled Teaching Today's Students: A panel of Schoolcraft faculty will participate in a facilitated discussion on the information obtained from the November 3rd student panel

presentation. Dr. Thomson, with assistance from Michelle Randall and Wayne Pricer, will utilize excerpts from the student panel discussion to analyze and identify teaching strategies and techniques when working with "today's students." Information obtained from this session will be used to guide the last session in this series, Friday, March 23.

You will have the opportunity watch a taping of this event and then answer a few short questions. The session has been divided into segments so that you do not need to commit to a full hour of viewing time at once.

Teaching Today's Students Part 3:

The third Teaching Today's Students session will have Dr. Carmen Wilson, an Academic Success Coach, discuss how to support students with good study skills and time management in your course. The Distance Learning Instructional Designers will share best practices for giving feedback and using Blackboard. These topics were selected based upon information learned through our student and faculty panels. A group discussion will follow.

Faculty Handbook

At orientation, all new faculty should have received a copy of *Integrating Excellence in Teaching and Learning*. This handbook is designed to assist faculty with using Schoolcraft College resources and processes. It includes information about assessment, learning plans, rubrics, course formats, instructional operations, technology, and campus navigation. This document can also be found on WebAdvisor.

College Credit Instructors

- [Common Syllabus](#)
- [Course Descriptions](#)
- [Curriculum Handbook](#)
- [Faculty Master Contract](#)
- [Important Dates](#)
- [Instructions to retain a copy of your waitlist](#)
- [Integrating Excellence in Teaching and Learning](#)
- [My Personalized Syllabus](#)
- [Programs and Courses](#)
- [Utilizing Technology at SC](#)
- [Waitlisting FAQ](#)
- [Waitlisting Presentation](#)

Core Abilities

Core Abilities Generalist

Training is September 13th from 5:00–6:00 and September 14th from 12:00–1:00. Both are in Grote Center, G520.

Requisite Enforcement

Over the past year, faculty have been working on confirming and revising the requisite skills necessary for success in each course offered at Schoolcraft College. As you may have heard, requisites (prerequisites, corequisites and recommended requisites) will be enforced electronically beginning in October 2018 for Winter 2019 registration.

This change should not impact most faculty. However, please take a moment to review the requisites for the course(s) you teach. They can be found on your syllabus.

If a student has questions please direct them to the Advising office in McDowell. If a student approaches you regarding registration for a course that states "consent of department" in the requisite, please refer them to your Department Chair/Representative.

Changes in Grade and Absence Reporting

As you may have been away from campus and enjoying a bit of much-deserved time off, we want to be sure you are up-to-date on some important changes which occurred beginning the Spring 2018 semester associated with how you report absences, as well as how you enter NS and 0.0 grades. We also want to remind you to be sure to share these changes with your students.

As the first day of class can be filled with an overwhelming amount of information for students, it is good practice to send a welcoming email a few days before or after classes begin. In your email, highlight important information about your course and include a notation about the importance of attendance. Let students know that if they do not attend class during the first three weeks of the semester that they will be assigned a “No Show” (NS) grade (see below for attendance criteria of various course modalities).

In addition, if you have students who have not attended class by the end of week one or two, reach out to them individually to encourage them to join the class, and be sure they are aware of the impact of receiving an NS grade. Also, be sure to submit an “Early Alert” for students who are not attending so others from the college can also follow up with students who may be having difficulties.

As you begin this new semester, remember that, as in the past, you should be taking attendance at every class session. These attendance records are especially important when assigning “No Show” and 0.0 grades.

Absence Reporting = NS Grade at end of Week 3

Faculty are no longer required to submit federal absence reports at the 4th and 10th weeks of the semester. Instead, a “No Show” (NS) grade must be submitted/posted for any student who has not attended class after the 3rd week of the semester in a traditional, online, or hybrid course. Note the attendance criteria for online and hybrid students has been clarified from previous semesters.

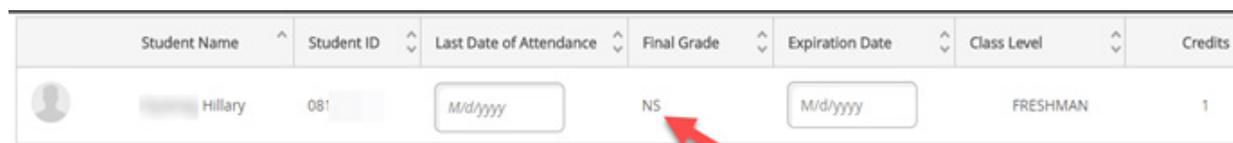
NS GRADE CRITERIA – Used at the End of Week 3			
Traditional	Online	OE/OE*	Hybrid
Student did not attend at all.	Student did not participate in any academic-related assignment.	Student did not submit any assignment at the end of the semester.	Student did not attend at all or did not participate in any academic-related assignment.

*NS grades are NOT submitted/posted at the end of week 3 for OE/OE students and **MCO** Online students.

Entering Grades (including NS at the end of Week 3)

As before, grades are submitted/posted through the Faculty Menu on WebAdvisor. Click on the “Grading” link (this will take you to Self Service Grading). Select the section for which you want to enter grades.

Click on the “Grading” tab, then on “Final Grades.” This will show you all students in your class. To enter grades for individual students, click on the drop down arrow next to “Select Grade” and click on the desired final grade (this could be an NS grade entered at the end of week 3 for students who are not attending). Once all grades have been entered, click on “Post Grades” in the upper right corner to officially post your grades for that section. Remember that these grades are now officially entered into the system and available to students. Repeat this process for other course sections.



The screenshot shows a table with columns: Student Name, Student ID, Last Date of Attendance, Final Grade, Expiration Date, Class Level, and Credits. A red arrow points to the 'Final Grade' column for a student named Hillary, where 'NS' is entered.

Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Hillary	081	M/d/yyyy	NS	M/d/yyyy	FRESHMAN	1

Final Grade – Number Grade (other than 0.0)

Remember that you have already entered NS grades at the end of week 3, *so you should not be entering any NS grades at the end of the term* (unless you are teaching an OE/OE or **MCO Online** section). Enter the appropriate course grade for each student by clicking on the arrow next to “Select Grade”:

Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
August	079	M/d/yyyy	2.7	M/d/yyyy	FRESHMAN	3

Final Grade – Incomplete

If a student is receiving an “Incomplete (I) grade, you also must enter an expiration date:

Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Matthew		06/30/18	I	M/d/yyyy	FRESHMAN	3
Expiration date is required						

Final Grade – Zero (0.0)

If a student is receiving a zero (0.0) grade, you also must enter a “Last Date of Attendance.” This field is required and you will not be able to continue until a date is entered:

Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Mariah A.		M/d/yyyy	0.0	M/d/yyyy	FRESHMAN	3
Last Date of Attendance is Required						

Audit

If a student is auditing your class, there is no need to enter a grade:

Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Kareem E.			AUD		FRESHMAN	0

Officially Submitting/Posting Grades

Once all grades are entered, click on the “Post Grades” button in the upper right to officially post these grades.

IMPORTANT: You have not completed the grading process until you click this button! Once you click the “Post Grades” button, grades are available to students and are part of their official transcripts.

Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
August	079	M/d/yyyy	2.7	M/d/yyyy	FRESHMAN	3
Burge,	077	03/22/2018	0.0	M/d/yyyy	FRESHMAN	3

When ready, Click the **Post Grades** tab

Questions?

- See additional information on the Faculty Menu in WebAdvisor (directly under the Grading link):
 - No Show (NS) Grade Reporting FAQ
 - Grading Help – At A Glance
- For technical assistance, contact Deb O’Connor or Susan Adams in Blackboard Support at ext. 4615
- If you post a grade in error or need to change a grade, contact the Records Office by email at screcord@school-craft.edu

Schoolcraft Scholars Honors Program and Honors Faculty Training

Schoolcraft Scholars, an Honors program, is designed to provide talented, academically-motivated students with an enhanced educational experience. The program is a two-year curriculum that can be adapted to individual career and transfer programs. Schoolcraft Scholars receive a tuition scholarship, develop honors level research-based projects with Honors faculty, attend leadership conferences and field trips, and represent Schoolcraft College through their commitment to service within the community.

In the first semester, all Scholars enroll in Humanities 190, “Individual Humanism: An Honors Colloquium.” This foundation course studies the individual and community through multiple disciplines. It also introduces students to community organizations through which they may begin their service-learning explorations.

Over the next three semesters, Scholars also enroll in four courses with Honors Faculty. In these regular credit courses, Scholars work individually with Honors Faculty to design and complete Honors Options

projects. Honors Options are natural learning extensions of the usual requirements for a course. They challenge students to use course principles in real-world applications, lead peers in learning activities, conduct special field research, identify and report on special resources, or create a new learning model.

If you are one of our prestigious Honors Faculty—or would like to be—materials are available in the Honors Office.

Contact us at 734-462-7671 or honors@schoolcraft.edu.

Please contact Nicole Margo-sian-Galindo ngalindo@schoolcraft.edu if you would like to learn more about the Honors program, or becoming part of Honors faculty.

If you would like to learn more about the Schoolcraft College Honors Program and how you can help support a student in an Honors Option Project please consider completing the Honors Option online training! You will receive ceus for this Professional Development training. Directions to access this training can be found in the sidebar.

Access Faculty Professional Development training on Blackboard by...

To access this Professional Development opportunity, you will need to join the CAFE Blackboard Organization. You do not need to have gone through Blackboard training to join. Below are the steps. Feel free to contact us at cafe@schoolcraft.edu with any questions.

1. Go to bb.schoolcraft.edu
2. Click the “Organizations” tab in the upper right
3. In the Organization Search box, type in SC.CAFE
4. Click on the name of the organization
5. Once inside, click the + Enroll button on the left hand menu
6. Click on the Faculty Professional Development link, then select the training you are interested in completing.

Online Teaching Credentialing

Have you ever wanted to teach an online class at Schoolcraft College? What about help to develop one? If so, then you may be interested in attending one of the Distance Learning Credentialing series:

Blackboard® Learning Management System Training	Distance Learning and Teaching	Distance Learning Course Design and Development
September 10 through September 30, 2018.	October 8 through December 9, 2018.	January 22 through March 3, 2019.

* If you are interested in utilizing Blackboard in your traditional course, but not teaching an online course, another section of the Learning Management System Training will be offered September 17 through October 5, 2018.

Are you a quilter? Do you know one?

We will be holding a miniature quilt exhibit at Schoolcraft College on the topic of “Physical and Mental Health in a Global Environment.” In order for the exhibit to have the greatest educational impact, we are designing it as a traveling exhibit which will allow other colleges, universities, and community organizations to borrow it after it premieres during the 2019 Fall semester.

Although we want to have quilters identified by 3 December 2018, quilts will not need to be completed until June 2019. In order to support the educational aspects of the quilt show and traveling exhibit, the quilters are donating their quilts for the exhibit.

We are particularly interested in showcasing quilts by faculty, staff, students, and administrators from Schoolcraft College.

For our purposes, the maximum size of a miniature quilt is 16" x 20". It can be pieced, appliquéd, or a combination. It may be hand quilted, machine quilted or tied. It can include embroidery and other embellishments—or not. We are trying to be as least restrictive as possible to give quilters as much flexibility as possible for their designs. Designs can range from traditional to very modern interpretations. However, this is not an exhibit for partisan commentary.

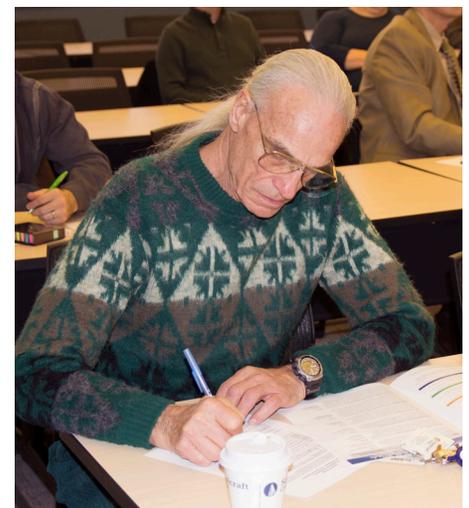
The exhibit is being curated by Steven L. Berg (sberg@schoolcraft.edu) and Jessica Worden-Jones (jworden@schoolcraft.edu). Additional information concerning the exhibit can be found at <http://scholarlyvoices.org/health02/index.html>.



Grandmother from Oklahoma and her pieced quilt. Kern County, California. February 1936 Library of Congress, Prints & Photographs Division

Personalizing Your Syllabus

Remember that prior to the start of *each* term you should download your syllabus from WebAdvisor or the M:drive. This assures that your syllabus includes any updates made by the Institution and/or your Department. When personalizing your syllabus remember to follow the guidelines. A short video discussing these and additional instructional design suggestions entitled “Personalizing Your Syllabus” can be found here: U:CAFE (Center for Academic & Faculty Excellence), or on YouTube at <http://tinyurl.com/ycfwlwfvy>

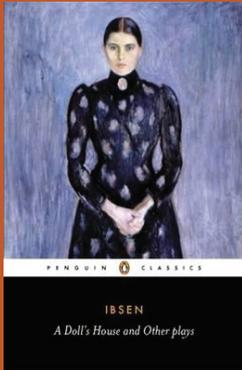


Jack Washka

Pageturners

Book Club Schedule Fall 2018

SEPTEMBER



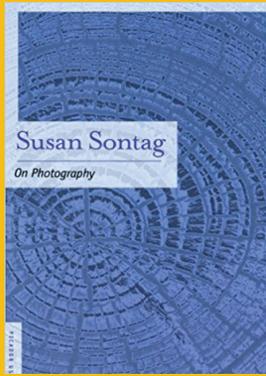
A Doll's House

by Henrik Ibsen

A Doll's House (1879) is one of the best-known, most frequently performed of modern plays, displaying Ibsen's genius for realistic prose drama. A classic expression of women's rights, the play builds to a climax in which the central character, Nora, rejects a smothering marriage and life in "a doll's house."

MON	September 24	6:15 – 8:15 p.m.	LA 200	Movie: <i>A Doll's House</i>
TUE	September 25	1:30 – 2:30 p.m.	L 105	Book Discussion

OCTOBER



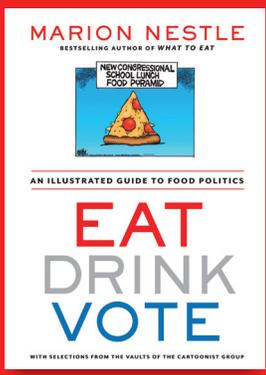
On Photography

by Susan Sontag

One of the most highly regarded books of its kind, *On Photography* first appeared in 1977 and is described by its author as "a progress of essays about the meaning and career of photographs." It begins with the famous "In Plato's Cave" essay, then offers five other prose meditations on this topic, and concludes with a fascinating and far-reaching "Brief Anthology of Quotations."

THUR	October 18	1:15 – 2:45 p.m.	F 530	Movie: <i>Annie Leibovitz: Life Through a Lens</i>
THUR	October 25	1:30 – 3:00 p.m.	LA 200	Panel Discussion
TUE	October 30	1:30 – 2:30 p.m.	L 105	Book Discussion

NOVEMBER



Eat Drink Vote: An Illustrated Guide to Food Politics

by Marion Nestle

Marion Nestle presents more than 250 cartoons on issues ranging from dietary advice to genetic engineering to childhood obesity. Using the cartoons as illustration and commentary, she summarizes some of today's most pressing issues in food politics. While encouraging readers to vote with their forks for healthier diets, this book insists that it's also necessary to vote with votes to make it easier for everyone to make healthier dietary choices.

MON	November 5	11:45 – 12:45 p.m.	LA 200	Movie: <i>Feeding Frenzy</i>
WED	November 7	2:00 – 3:00 p.m.	RC 690	Book Discussion
TUE	November 13	1:30 – 2:30 p.m.	L 105	Book Discussion



Please visit our website at: www.schoolcraft.edu/pageturners/pageturners

For more information, please contact Ela Rybicka | erybicka@schoolcraft.edu | 734.462.7191 | Office: LA 544

Pageturners is the book club of Schoolcraft College. It is open to all students, faculty, staff, administrators and community friends. Discussion sessions are facilitated by Schoolcraft students. Pageturners is supported by a grant from the Schoolcraft College Foundation.