

Subject: [Phar] Weekly digest 8/6/18
Date: Monday, August 6, 2018 at 8:01:54 AM Central Daylight Time
From: phar-bounces@ulm.edu on behalf of Gina Craft
To: phar
Attachments: COP Travel Best practices.docx, COP Cash handling.docx, Robert's Rules Quick Study.pdf, ATT00001.txt

Events:

This week:

August 9: Applicant day

Mark your calendars:

August 13: 8:30am - 9:30am or 10:00am - 11:00am in Brown Auditorium- mandatory training on outside employment. *Arrangements for distance faculty are underway. Stay tuned for more information.*

August 15: 1:00pm - 3:30pm - Faculty meeting, B110, Zoom: <https://ulm.zoom.us/j/3183420110>

August 16: Faculty Research Development Series, B110, 12:00 - 2:00

August 18 @ 9am: P1 White Coat ceremony (Brown Theater)

September 10 @ noon: Blocked time for mentoring group meetings (you may choose to use another time)

September 25 @ noon: mandatory co-curricular presentation (for students)

October 22 @ noon: Blocked time for mentoring group meetings (you may choose to use another time)

October 24 @ noon: mandatory co-curricular presentation (for students)

November 12 @ noon: Blocked time for mentoring group meetings (you may choose to use another time)

The **2019 Retreat** will be held on **Wednesday and Thursday, June 5th & 6th, 2019.**

Announcements/Reminders:

Training regarding co-curricular plan: The student affairs committee is developing a faculty training guide and live training session(s). More details will be sent as they become available.

New policies/guidance: The Business Office has put together a “best practices” guide regarding travel, and a cash handling policy (see attached). They are also on the web-site along with our other policies under faculty resources. I’d like to attempt to clear up any confusion regarding our student attendance policy. In August, 2016, the faculty voted to follow the ULM policy on attendance, which mandates that attendance records be maintained. Rather than taking a punitive approach, we opted to incentivize students by linking attendance to qualifying for remediation. Please be sure your course syllabus follows the COP template, which is posted under Faculty Resources.

University week: Please make note of the mandatory training sessions on Monday morning of University Week. There is also a mandatory session for all Endowed Chairs/Professors.

Poll Everywhere: The university will no longer be issuing clickers to students. Instead, Poll Everywhere will be used. There will be a session on using this software during University week. Please plan to attend if you will be using Poll Everywhere in your courses.

Faculty meeting: There will be a faculty meeting on Wednesday, August 15 from 1:00pm - 3:30pm. Part of this meeting will be to discuss the by-laws revisions. I've attached a PDF of a quick study guide to Robert's Rules of Order for your reference.

Committee assignments: The decision was made by PAC yesterday to keep the current committee assignments for the upcoming academic year, with the exception of the chairperson. The "chair-elect" should assume responsibility for the committee as of Sept 1. The current chair will remain on the committee for continuity, as has been our practice for the past several years.

Faculty development sessions on data analysis: Faculty participating in the upcoming development series will need to have SPSS installed on their laptop. I will send out the link to download and Greg Andrews will email each person who has registered for the series a license code to be used during the installation process.

Parking updates: Effective immediately there are new guidelines for parking at the Bienville Building. These guidelines should be followed during normal business hours, i.e., 7:30am – 5:00pm Mon – Thurs and 7:30am – 11:30am Friday. Students and employees who are in the building after hours are encouraged to park as close to the building as possible for safety reasons.

- The parking lot in front of the building (**WEST LOT**) is now designated for **FACULTY, STAFF, VISITORS and HANDICAPPED only**. Faculty, staff and visitors' spaces are identified with **Maroon/red curbing**. Handicapped spaces are identified with traditional blue striping and signage.
- One Space has been reserved for the "Dean of Pharmacy" and is marked with pavement stencil and signage. One space is designated for Student Council and is identified with "**STUDENT COUNCIL**" stenciled on the pavement.
- Also in the **WEST LOT** is a new **BICYCLE ONLY** area which is identified with white diagonal striping and new pedestal style bike racks. These racks are designed for two bikes secured to the loops. This area will be the **ONLY** place to park bicycles. We have security U locks available that can be issued for use here at the Bienville. If you have any questions about the space or the locks see Mike Moncrief, room 165.
- The parking lots on either end of the building, (**NORTH LOT and SOUTH LOT**) are designated for **PHARMACY STUDENTS, GRADUATE STUDENTS, FACULTY and STAFF**. The only restriction in these areas are 20 spaces on the **SOUTH LOT**, (Wal-Mart Side) designated for **Office of Outcomes Research and Evaluation** employees. These spaces are identified by "**OORE**" stenciled on the pavement. **ONLY OORE EMPLOYEES ARE ALLOWED TO USE THESE SPOTS.**

These new guidelines will be enforced so please park in your designated areas. Parking violations are expensive but easily avoidable.

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