

Front Page Announcement Archive

June 2020



Notes on Attachments

You must open this document in Adobe Reader (or equivalent) to see attached documents. Most browsers do not allow access to these embedded files.

Attachments

Name

PDF

Agenda - US (2022-3-25).pdf

PDF

Bi+ Community Week_0.pdf

PDF

Bobcat Film Festival 2022 Keynote Spe

PDF

Bobcat Film Festival 2022.pdf

PDF

COAS Alumni Panel_.pdf

PDF

Conner Garmon Program_2.pdf

PDF

Georgia Power seminar series.pdf

PDF

J2 Bio_DCG-ANG.2021.06.20.pdf

PDF

M. Golden Senior Recital Program_0.p

PDF

Mary Magoulick Poster.pdf

PDF

Megan Ostrat Senior Recital Program..

PDF

Music Theatre Scenes Program.pdf

PDF

My project.pdf

PDF

Photos-export-03-24-2022-215612.pdf

PDF

PSQ Program.pdf

PDF

Robyn Meeks Program.pdf

PDF

Songs and Sonnets program_3.pdf

PDF

Sor 2022 Skee wed.pdf

ORGANIZER

DEPARTMENT WEB SITE

[Biology & Environmental Sciences, Department of](#)

ATTACHMENT

Notes about attachments are on the second page of this document.

Georgia Power seminar series.pdf

Locate the document you need from the attachments panel.

Table of Contents

Table of Contents	2
Announcements Posted Monday June 1, 2020	4
Fiscal Year End Deadlines Approaching	4
REMINDER - Student Rating of Instruction Survey (SRIS): May Term 2020	6
The Academic Advising is Here to Help You!	8
Hand Sanitizer Use on Campus	9
Virtual Flannery O'Connor Reading Group	10
Announcements Posted Tuesday June 2, 2020	11
Student Rating of Instruction Survey (SRIS): May Term 2020	11
Families First Coronavirus Response Act (FFCRA): New Leave Options connected to COVID-19	13
Student Rating of Instruction Survey (SRIS): May Term 2020	14
Announcements Posted Wednesday June 3, 2020	15
COVID-19 Preparedness: GeorgiaVIEW Discussion Board Webinar	15
Information Technology Service Change DUO Multi-Factor Authentication - Administrative Rights	16
Announcements Posted Thursday June 4, 2020	17
Flannery O'Connor and Administrations of Lunacy	17
Announcements Posted Friday June 5, 2020	18
QPR Training (new sessions)	18
Update to Hiring Process, ID Submission for Form I-9	19
Announcements Posted Monday June 8, 2020	21
Rural Studies Institute to hold virtual conversations on rural America titled "COVID-19 and Rural Georgia"	21
Deadline for Office Supply Orders Charged to Department	22
Announcements Posted Tuesday June 9, 2020	23
Staff Requests for Alternate Work Arrangements - Due July 1, 2020	23
Announcements Posted Wednesday June 10, 2020	25
COVID-19 Preparedness: Plagiarism and Copyright in the Classroom Webinar	25
Changes to Fall 2020 Academic Calendar	26
Announcements Posted Thursday June 11, 2020	27
Energy Reduction Measures Implemented June 1st	27
Announcements Posted Friday June 12, 2020	28
Dialogue Circle on Anti-Racism	28
Campus Reopening FAQ Resource	29
Announcements Posted Monday June 15, 2020	30
Important HR Updates - Offer letters, paperwork submission, I-9, and Fall 2020	30
Tuition Assistance Program Deadline, Fall 2020	32
"Why Do The Heathen Rage?" Flannery O'Connor Reading Group	33
Announcements Posted Tuesday June 16, 2020	34
Remembering, Listening, Recommitting: Georgia College's Response to Recent Events	34
Help is on the way	38
Announcements Posted Wednesday June 17, 2020	39
June 2020 CTL Newsletter	39
Announcements Posted Thursday June 18, 2020	40
Understanding university students' needs during COVID-19 pandemic	40
Announcements Posted Friday June 19, 2020	41
Georgia College Remembers Juneteenth: A Celebration of Freedom	41
Information Technology - Maintenance Update June 21: 6 am to 2 pm	42
Fall Semester Update for Students from President Dorman	43
Message from President Dorman: Fall Semester Update	48
Announcements Posted Monday June 22, 2020	56
Information Technology - Service Announcement June 30th: 3 - 5:30 Planned Banner outage for USG year-end processing	
Announcements Posted Tuesday June 23, 2020	57
Order a GC Name Tag for Incoming Employees	57
Topping Out and Beam Signing Ceremony	58
Announcements Posted Wednesday June 24, 2020	59

Student Rating of Instruction Survey (SRIS): May-June and June Terms 2020	59
Student Rating of Instruction Survey (SRIS): May-June and June Terms 2020	61
Announcements Posted Thursday June 25, 2020	62
Policy Addition	62
Announcements Posted Friday June 26, 2020	63
Venerable Think Tank recognizes high impact of Georgia College Professor's Teaching	63
Announcements Posted Monday June 29, 2020	64
REMINDER - Student Rating of Instruction Survey (SRIS): May-June and June Terms 2020	64
Georgia College marketing program ranked No. 1 in the nation by study.com	66
COVID-19 Exposure Decision Path	67
REMINDER - Student Rating of Instruction Survey (SRIS): May-June and June Terms 2020	68
Faculty, Welcome to Accommodate	69
Announcements Posted Tuesday June 30, 2020	70
FINAL DAY - Student Rating of Instruction Survey (SRIS): May-June and June Terms 2020	70
FINAL DAY - Student Rating of Instruction Survey (SRIS): May-June and June Terms 2020	72

Announcements Posted Monday June 1, 2020

Fiscal Year End Deadlines Approaching

Materials Management : Monday June 1, 2020

Fiscal year-end is coming. Georgia College is responsible for ensuring that financials for the institution are accurately accounted for before closing-out the fiscal year on June 30, 2020. This includes making sure that any funding that can possibly lapse (go back to the State) is accounted for properly. Being a state entity, we have to follow certain purchasing policies and procedures which include deadlines for purchases on varying dollar amounts. To ensure that expenditures are reported properly during the transition of fiscal years, we have included deadlines on receiving transactional items. The following deadlines are necessary to ensure that transactions are properly executed and that our financials are appropriately reported.

CRITICAL DEADLINES/DATES:

Purchase Order cutoff dates:

- April 22, 2020 - Non-contract requisitions over \$100,000.
Non-contract items are not available on state or agency contracts.
- May 13, 2020 – Non-contract requisitions between \$25,000 and \$100,000
- June 4, 2020 – Requisitions up to \$25,000, state or agency contract purchases.

e-Procurement will not allow requisitions to be entered after June 4, 2020. Requisitions must be entered prior to close of business on June 4, 2020 in order to be processed. Requisitions must be approved and have a valid budget check by the dates above in order to assure adequate time for processing. If you have any questions concerning whether items are non-contract or contract, please contact the Purchasing staff at 478-445-4458. Please plan ahead and contact the Purchasing Department if you need any assistance.

P-Card cutoff dates:

- May 27, 2020 – No P-Card purchases after this date will be allowed for the FY 2020 budget. All transactions for period 4/28/2020 through 5/27/2020 should be allocated and signed off by cardholders and approvers in Works. This cutoff will help ensure that all transactions posted on or before this date are posted to your FY 2020 budgets. However, there may be circumstances where a transaction may be delayed and does not

post until after the above date. In those cases, the charge will be posted against your FY 2021 budget. You can continue to use your card after the above date with the understanding those charges will be posted against your FY 2021 budget.

- June 17, 2020 – Signed P-card statements with receipts and approvals are due in the Purchasing Department by 5 pm.

Accounting Services cutoff dates:

- Travel and Travel Encumbrance deadlines have been posted to FrontPage in separate announcements and reminders will be sent. For questions on year-end travel, please call Omega at 478-445-1178 or email her at omega.hedgepeth@gcsu.edu.
- June 12, 2020 – All petty cash requests for reimbursements are due to the Comptroller's Office by 5 pm.
- June 12, 2020 – Last day to submit online check requests (i.e., registrations, memberships, direct billings for hotel/car rental, hotel prepayments, refunds, food items [Sodexo invoices, etc.] that are needed before July 17, 2020.)
- June 19, 2020 – Paper travel expense statements, when accepted, due by 5:00 pm. These will only be appropriate for nonemployee, encumbered, or International travel.

Please feel free to contact any of the following offices for additional information or clarification:

Purchasing (Purchase Orders and P-Cards) – (478) 445-4458

Petty Cash – (478) 445-5651

Online Check Request – (478) 445-6093

Payroll – (478) 445-6096

Travel Reimbursements, Travel Advances and Year-End Travel – (478) 445-1178

Updated: 2020-05-29

CONTACT INFORMATION

Mark Meeks

mark.meeks@gcsu.edu

(478)-445-4458

DEPARTMENT WEB SITE

[Materials Management](#)

REMINDER - Student Rating of Instruction Survey (SRIS): May Term 2020

Center for Teaching & Learning : Monday June 1, 2020

Your feedback matters!

We value your feedback and invite you to complete your May Term 2020 course evaluations. The survey period opens today and will close June 3. Every survey is confidential and your thoughtful responses regarding the instructional aspects of the course provide faculty with insights about course effectiveness and give insight into future improvements for the course and programs.

Your instructor may set aside time during your studies to complete the surveys. Any device with a wireless Internet connection (smartphone, iPad, tablet, laptop, etc.) can access the survey by using the instructions listed below. Once your surveys have been completed you will no longer receive any reminder messages.

If you experience technical difficulties, please complete the following steps.

- Delete your browsing history and your cache within your preferred browser
- Close the browser
- Reopen the browser

*For desktop browsers, to quickly open menus used to clear your cache, cookies, and history, ensure that the browser is open and selected, and press Ctrl+Shift+Delete (Windows) or Command+Shift+Delete (Mac).

If you do not want to delete your browsing history or your cache, please open a New Private Browsing window (in Firefox) or open an Incognito window in Chrome

- Navigate to <https://gcsu.campuslabs.com/courseeval/>
- Sign in with your Unify username and password.
- If your technical problems persist, please contact Campus Labs Support.

Thank you in advance for helping our faculty improve your learning environment!

Please contact sis@gcsu.edu with questions or concerns.

Updated: 2020-06-01

CONTACT INFORMATION

SRIS Administrator

sis@gcsu.edu

(478) 445-2520

The Academic Advising is Here to Help You!

Academic Advising Center : Monday June 1, 2020

Academic Advisors are hosting live sessions on WebEx Tuesdays (10 AM-11 AM) and Thursdays (3 PM-4 PM). During these sessions you will have an opportunity to talk with advisors about course options, POUNCE questions, or registration needs. This is also a great time to pop in to ask questions! Please join us at gcsu.webex.com/meet/gcsu.advising. Simply copy and paste the link into your browser and you will be taken to the Advising Center's virtual office.

Remember: The GC Academic Advising Center is here for you, and we want you to succeed!

- AAC Email: advising@gcsu.edu
- AAC Phone: 478-445-2361

Updated: 2020-06-01

CONTACT INFORMATION

Academic Advising Center
advising@gcsu.edu
(478) 445-2361

DEPARTMENT WEB SITE

[Academic Advising Center](#)

Hand Sanitizer Use on Campus

Sustainability, Office of : Monday June 1, 2020

As the Georgia College campus gradually begins to reopen and resume operations, the Department of Facilities Management would like to remind everyone about the importance of handwashing. Washing hands has proven to be one of the most effective methods to help prevent the spread of respiratory infections such as COVID-19. To learn more, please visit the CDC's [website](#) for proper handwashing guidelines. However, there may be instances in your work routine when soap and water are not available. If that becomes the case, the CDC recommends using hand sanitizer as an alternative. If your department currently provides hand sanitizer to your employees, the Office of Sustainability is requesting that each department reuse their empty sanitizer bottles. With the ongoing strain supply chains across the country, the current limiting factor for hand sanitizer is actually the pump dispenser. This will also help offset the amount of plastic waste being generated on campus. If you have any questions or concerns, please direct them to sustaingc@gcsu.edu.

Updated: 2020-05-29

CONTACT INFORMATION

Cameron Skinner
cameron.skinner@gcsu.edu
(478) 445-8659

DEPARTMENT WEB SITE

[Sustainability, Office of](#)

Virtual Flannery O'Connor Reading Group

Andalusia : Monday June 1, 2020

Dr. Monica Miller, President of the Flannery O'Connor Society and Professor at Middle Georgia State University, will lead a discussion on the short story, "The Enduring Chill."

Thursday, June 4, 4:30 PM and 7:00 PM

This story is available in Flannery O'Connor, The Complete Stories, and in the Library of America edition, Flannery O'Connor: The Collected Works.

To register for this event, go to:

<https://app.smartsheet.com/b/form/57d49d25f34d4cf8b1b3b06edd2e141b>

This event is sponsored by the Andalusia Institute, the Georgia Writers Museum in Eatonton, GA, and Allied Arts of Milledgeville.

As always, contact me, Irene Burgess, at irene.burgess@gcsu.edu if you have any questions.

Hope you'll be able to join us!

Updated: 2020-05-27

CONTACT INFORMATION

Tammie Burke

tammie.burke@gcsu.edu

(478)-445-2645

DEPARTMENT WEB SITE

[Andalusia](#)

Announcements Posted Tuesday June 2, 2020

Student Rating of Instruction Survey (SRIS): May Term 2020

Center for Teaching & Learning : Tuesday June 2, 2020

Your feedback matters!

We value your feedback and invite you to complete your May Term 2020 course evaluations. The survey period opens today and will close June 3. Every survey is confidential and your thoughtful responses regarding the instructional aspects of the course provide faculty with insights about course effectiveness and give insight into future improvements for the course and programs.

Your instructor may set aside time during your studies to complete the surveys. Any device with a wireless Internet connection (smartphone, iPad, tablet, laptop, etc.) can access the survey by using the instructions listed below. Once your surveys have been completed you will no longer receive any reminder messages.

If you experience technical difficulties, please complete the following steps.

- Delete your browsing history and your cache within your preferred browser
- Close the browser
- Reopen the browser

*For desktop browsers, to quickly open menus used to clear your cache, cookies, and history, ensure that the browser is open and selected, and press Ctrl+Shift+Delete (Windows) or Command+Shift+Delete (Mac).

If you do not want to delete your browsing history or your cache, please open a New Private Browsing window (in Firefox) or open an Incognito window in Chrome

- Navigate to <https://gcsu.campuslabs.com/courseeval/>
- Sign in with your Unify username and password.
- If your technical problems persist, please contact Campus Labs Support.

Thank you in advance for helping our faculty improve your learning environment!

Please contact sris@gcsu.edu with questions or concerns.

Updated: 2020-06-02

CONTACT INFORMATION

SRIS Administrator

sris@gcsu.edu

478-445-2520

DEPARTMENT WEB SITE

[Center for Teaching & Learning](#)

Families First Coronavirus Response Act (FFCRA): New Leave Options connected to COVID-19

Human Resources, Office of : Tuesday June 2, 2020

As we return to campus in a phased approach per last week's Return to Campus announcement, please be reminded of the new leave options that may be available to you in connection with COVID-19.

On March 18, 2020, Congress enacted and the President signed into law the Families First Coronavirus Response Act (FFCRA). It contains numerous provisions, two of which create new requirements for some employers (including Georgia College, a government agency as a member of the University System of Georgia) to provide paid leave to employees as they deal with various circumstances related to the coronavirus COVID-19 public health emergency. These new requirements took effect on April 1, 2020 and expire on December 31, 2020.

You may view the U.S. Department of Labor's poster pertaining to Employee Rights under the FFCRA as an attachment to this message.

Please view the FFCRA-Leave Info attachment for detailed information pertaining to Emergency Paid Sick Leave and the Extended Family Medical Leave Act as the two new leave provisions under the FFCRA. The FFCRA Leave Request Form is also attached. This information and all attachments mentioned are also available on the HR Intranet under the section titled COVID-19.

All questions pertaining to FFCRA Leave Requests should be directed to the Office of Human Resources via email at employeerelations@gcsu.edu or (478) 445-5596.

Updated: 2020-06-02

CONTACT INFORMATION

Amber Collins
amber.collins@gcsu.edu
(478)-445-4236

DEPARTMENT WEB SITE

[Human Resources, Office of](#)

ATTACHMENTS

Notes about attachments are on the second page of this document.

[FFCRA_Poster_WH1422_Non-Federal_0.pdf](#)

[FFCRA-Leave Info_0.pdf](#)

[FFCRA Leave Request Form_v2_1.pdf](#)

Student Rating of Instruction Survey (SRIS): May Term 2020

Center for Teaching & Learning : Tuesday June 2, 2020

The Student Rating of Instruction Survey (SRIS) is now open and available for students to complete through June 3. Please encourage your students to complete the Student Rating of Instruction Survey (SRIS). We need a 65% completion rate for usable data. To locate updates to your class response rate, log in to Campus Labs using your Unify credentials.

Research and best practice consistently show the single greatest factor to increase participation in online student rating surveys is for faculty to express and demonstrate how the results are important and used in making meaningful change. The next most influential factor is to set aside time during studies to complete the surveys.

We understand time to complete coursework can be limited. However, when applicable, if you allow approximately 20 minutes for your students to complete surveys during their studies, research shows response rates improve. Mobile devices with an Internet connection such as smartphones, tablets, iPods, etc. can all be used to access the [survey here](#). Students may log in with their Unify credentials.

Students will also be receiving a notification and email reminders to complete their surveys. Even so, reminders from faculty are very helpful. The student access link does not change and can be used from one term to the next.

Link for survey here: <https://gcsu.campuslabs.com/courseeval/>

Updated: 2020-06-02

CONTACT INFORMATION

SRIS Administrator

sris@gcsu.edu

478-445-2520

DEPARTMENT WEB SITE

[Center for Teaching & Learning](#)

Announcements Posted Wednesday June 3, 2020

COVID-19 Preparedness: GeorgiaVIEW Discussion Board Webinar

Center for Teaching & Learning : Wednesday June 3, 2020

Friday, June 5, 2:00 p.m. to 2:50 p.m.

Engaging students in an online environment can be difficult because of the distance. In this webinar, Jim Berger will provide you with instructions on how to create an engaging discussion board and steps to set up the discussion in GeorgiaVIEW. Step-by-step instructions will be provided and a simple model for creating engaging prompts for your students. Be sure to register for the webinar. For all registrants, we'll be sending a link to the actual webinar.

[Register for the GeorgiaVIEW Discussion Board Webinar!](#)

Updated: 2020-06-03

CONTACT INFORMATION

Center for Teaching and Learning
ctl@gcsu.edu
(478) 445-2520

DEPARTMENT WEB SITE

[Center for Teaching & Learning](#)

Information Technology | Service Change DUO Multi-Factor Authentication - Administrative Rights

Information Technology : Wednesday June 3, 2020

Information Technology will begin implementing DUO Multi-Factor Authentication (MFA) on devices with administrative rights assigned to users beginning Monday, June 8. The implementation will provide an additional layer of protection against the ever-increasing cybersecurity threats and bring us into compliance with USG Information Security requirements. The process will be the same as it is with Outlook, OneDrive, OneUSG, PeopleSoft, etc.

The DUO MFA will be added to faculty and staff devices by members of the Technical Support Services team.

Users will receive an email notification about this change the day before DUO MFA is activated on their computer. Once installed, you'll see the DUO MFA screen after you enter your user name and password credentials to log in or unlock your machine. If you experience issues after the implementation, please contact Serve.

If you have any questions or concerns about DUO MFA, please contact Hance Patrick, Information Security Officer. If you need technical assistance, please contact Serve or 478-445-7378

[DUO training materials](#)

Updated: 2020-06-08

CONTACT INFORMATION

Hance Patrick
hance.patrick@gcsu.edu
478-445-6354

DEPARTMENT WEB SITE

[Information Technology](#)

Announcements Posted Thursday June 4, 2020

Flannery O'Connor and Administrations of Lunacy

Andalusia : Thursday June 4, 2020

"Flannery O'Connor and Administrations of Lunacy"

Dr. Mab Segrest

Author, Administrations of Lunacy: Racism and the Haunting of American Psychiatry at the Milledgeville Asylum

Tuesday, June 9, 7:00 PM on-line

Mab Segrest and Bruce Gentry will continue their conversations about Flannery O'Connor online as they discuss Segrest's new book. Join us to learn more about how Segrest encountered Flannery in her own writerly explorations of Milledgeville's psychiatric terrain. Segrest also will be coming to Georgia College this fall on September 10 to talk about her research.

Pre-registration required. Register at:

<https://app.smartsheet.com/b/form/3d529830394d40319a622b50dc1f7327>

Updated: 2020-06-01

CONTACT INFORMATION

Tammie Burke
tammie.burke@gcsu.edu
(404)-825-7169

DEPARTMENT WEB SITE

[Andalusia](#)

Announcements Posted Friday June 5, 2020

QPR Training (new sessions)

University Housing : Friday June 5, 2020

The Zero Suicide Team hopes to have every person on campus trained in QPR. Why, because we can all save lives. The QPR mission is to reduce suicidal behaviors and save lives by providing innovative, practical and proven suicide prevention training. The signs of crisis are all around us. We believe that quality education empowers all people, regardless of their background, to make a positive difference in the life of someone they know. Please take some time out of your schedule to attend this 90 minute training through Webex.

June 8th at 9:30am

June 10th at 10am

June 10th at 1:30pm

June 11th at 2pm

June 15th at 9:30am

June 17th at 10am

June 17th at 1:30pm

June 18th at 2pm

*each training is capped at 20 people.

Sign up to attend using this link <https://forms.gle/nXXRfdj4CKc92RCv6>

Also, let us know if you would like to coordinate a training just for your office/department.

Updated: 2020-07-13

CONTACT INFORMATION

Desaree Murden

desaree.murden@gcsu.edu

478-445-1234

DEPARTMENT WEB SITE

[University Housing](#)

Update to Hiring Process, ID Submission for Form I-9

Human Resources, Office of : Friday June 5, 2020

On March 26, 2020, the Office of Human Resources announced a temporary modification to the onboarding process as a result of Georgia College's modified business operations. The specific details of that announcement were circulated via email to the GC Supervisors' List.

As we begin returning to campus, we are also slowly returning to the standard onboarding process. The temporary exception allowing electronic submission of identification documents that accompany the Form I-9 will return to in-person submission.

- All employees hired during the remote operation were provided an enclosure with their offer letter outlining the exception temporarily allowed by DHS/ICE for electronic submission of identification (attached for reference).
- The Office of Human Resources collected the signed form acknowledging the temporary exception and agreeing to provide original identification documents to the Office of Human Resources within three (3) business days of returning to non-remote business operations.
- The exception form stated that failure to provide the original identification document(s) to the Office of Human Resources within those three (3) business days would result in termination of employment in accordance with the federal Form I-9 and E-Verify standards.

All individuals hired during remote business operation will be contacted and asked to schedule an appointment with the Office of Human Resources to present the original identification documents. With a re-opening date of Monday, June 29, 2020, any employee who does not provide these documents to the Office of Human Resources before COB on Wednesday, July 1, 2020 will be terminated; this is to ensure that we remain in compliance with federal Form I-9 and E-Verify regulations.

*All offer letters have been modified to remove the DHS/ICE enclosure that explains this exception. See the HR Intranet for updated versions of the GA, Full-time Staff, Temp Staff, and Student offer letter templates.

Steps for Accessing the HR Intranet:

- 1) Login to Unify
- 2) Click on Service Apps, then scroll down and click on Human Resources

- 3) Toward the middle of the screen on the right side, there's a gray menu box--click on Employment Services
- 4) Click the blue box that says Employment Services Intranet Site
- 5) From the menu on the left side, click on Onboarding Employees
- 6) Select your Employment Type to see the step-by-step process for onboarding

As of now, there are no changes to the known delays in Accurate Background check results due to the court closures across the country. As more courts re-open and return to standard business operations, we are hopeful of fewer “contingent clearances” and more timely results. We will continue to use the USG Court Closure Attestation Form until further notice.

Updated: 2020-06-05

CONTACT INFORMATION

Amber Collins
amber.collins@gcsu.edu
(478)-445-4236

DEPARTMENT WEB SITE

[Human Resources, Office of](#)

ATTACHMENT

Notes about attachments are on the second page of this document.

DHS.ICE_I-9 ID Docs Exception COVID-19.pdf

Announcements Posted Monday June 8, 2020

Rural Studies Institute to hold virtual conversations on rural America titled "COVID-19 and Rural Georgia"

Rural Studies Institute : Monday June 8, 2020

The Rural Studies Institute (RSI) at Georgia College will host the first of several virtual conversations on rural America. The first discussion will focus on Rural Georgia and the present global pandemic. Please join us for this very important discussion titled, "COVID-19 and Rural Georgia." The virtual event will be held Tuesday, June 23, 2020, from 12 p.m. until 1 p.m.

Adhering to our goal of university-community partnerships, this discussion will be a collaboration with the GC College of Health Sciences (COHS), the Morehouse School of Medicine, the Medical College of Georgia's Center for Rural Health, and community experts: Adrick Ingram, Hancock County Coroner and Sarah Bobrow Williams, Bobrow Williams Group LLC.

Please click [here](#) to register for this virtual event. If you have any questions about the discussion, please contact Dr. Veronica Womack at veronica.womack@gcsu.edu or contact Kimberly Moore at kimberly.moore@gcsu.edu or [\(478\) -445-8154](tel:(478)-445-8154) for questions about registration.

Updated: 2020-06-08

CONTACT INFORMATION

Kimberly Moore
kimberly.moore@gcsu.edu
(478) 445-8154

DEPARTMENT WEB SITE

[Rural Studies Institute](#)

Deadline for Office Supply Orders Charged to Department

Barnes & Noble at Georgia College : Monday June 8, 2020

The deadline to charge office supply orders from Barnes & Noble at Georgia College to FY20 is Wednesday, June 10, at 10 a.m.

To place an order, visit gcsu.edu/officesupplies.

At this time, Barnes & Noble is not able to provide delivery service, however we can work with you to arrange a time for pickup. For questions, email office.supplies@gcsu.edu or call 270-839-1599.

Updated: 2020-06-08

CONTACT INFORMATION

Diane Cunningham
bookstore@gcsu.edu
478-445-7304

DEPARTMENT WEB SITE

[Barnes & Noble at Georgia College](#)

Announcements Posted Tuesday June 9, 2020

Staff Requests for Alternate Work Arrangements - Due July 1, 2020

Finance & Administration : Tuesday June 9, 2020

Alternate Work Arrangements can be made for Employees who are at Higher Risk: Individuals who fall into one of the following GDPH and CDC categories for higher risk for severe illness with COVID-19 may request alternate work arrangements. Based on what we know now, those at higher risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
 1. People with chronic lung disease or moderate-to-severe asthma
 2. People who have serious heart conditions
 3. People who are immunocompromised
 4. People with severe obesity (body mass index [BMI] of 40 or higher)
 5. People with diabetes
 6. People with chronic kidney disease undergoing dialysis
 7. People with liver disease

The USG Human Resources department has provided a form for employees to use in making such a request. Documentation for underlying medical conditions will be required as a part of the request. If you believe you fall into a higher risk category that would make you a vulnerable employee, please contact Amber Collins at (478) 445-4236 or amber.collins@gcsu.edu at the Georgia College Human Resources Office. GC HR will review the request and, upon approval, will work with the employee and their immediate supervisor in documenting and providing an alternate work arrangement.

Given the possible need to alter campus work situations, please submit your application by July 1, 2020. This will provide appropriate time to support higher risk alternate work arrangements as well as the necessary office setups and scheduling to ensure social distancing.

Updated: 2020-07-13

CONTACT INFORMATION

Susan Allen

vicepresident.financeadministration@gcsu.edu

(478)-445-5148

DEPARTMENT WEB SITE
[Finance & Administration](#)

Announcements Posted Wednesday June 10, 2020

COVID-19 Preparedness: Plagiarism and Copyright in the Classroom Webinar

Center for Teaching & Learning : Wednesday June 10, 2020

Plagiarism and Copyright in the Classroom

Friday, June 12, 2:00 p.m. to 3:00 p.m.

Are you tired of seeing students share other people's work as their own? The Center for Teaching and Learning, in partnership with the Writing Center and the Library, is offering a webinar on Plagiarism and Copyright in the Classroom. Jennifer Townes, Joy Bracewell, and Jim Berger present a webinar on copyrighted material; what constitutes plagiarism; why plagiarism occurs; steps that can be taken to prevent, detect, and address plagiarism in the classroom; and available resources to provide instructors and students. Participants will engage in a process to develop a plan for preventing and addressing plagiarism in their respective courses. Handouts and additional resources will be provided. Registrants will be sent the link to attend the webinar. A recording will be released.

[Register for the Plagiarism and Copyright Webinar!](#)

Updated: 2020-06-10

CONTACT INFORMATION

Center for Teaching and Learning
ctl@gcsu.edu
(478) 445-2520

DEPARTMENT WEB SITE

[Center for Teaching & Learning](#)

Changes to Fall 2020 Academic Calendar

President, Office of the : Wednesday June 10, 2020

The health and safety of Georgia College students, faculty, and staff is of the utmost concern for the university. Out of an abundance of caution, and due to continued concerns over the COVID-19 pandemic, Georgia College will amend the fall semester academic calendar.

Fall classes will begin Wednesday, Aug. 12, instead of the originally scheduled date of Monday, August 17. Fall break, originally set for Oct. 12-13, has been removed from the calendar. The last day of classes will be Tuesday, Nov. 24. Final exams will begin Tuesday, Dec. 1, after the Thanksgiving break and will take place online. The full revised academic calendar is available [here](#), and the [final exam schedule here](#).

The goal of these changes is to ensure learning continues while limiting the potential spread of COVID-19 by reducing travel to and from campus.

This new calendar has been reviewed and approved by the University System of Georgia and is supported and endorsed by the Georgia College academic administration.

More details on the university housing plan and move-in date procedures will be shared as soon as possible. I truly appreciate your continued support as we continue to prepare for a face-to-face, in-person fall semester.

Sincerely,

Steve M. Dorman

President

Updated: 2020-07-13

CONTACT INFORMATION

Brittany Johnson
brittany.johnson@gcsu.edu
478-445-1934

DEPARTMENT WEB SITE

[President, Office of the](#)

Announcements Posted Thursday June 11, 2020

Energy Reduction Measures Implemented June 1st

Sustainability, Office of : Thursday June 11, 2020

Beginning June 1st, the Office of Sustainability, staff and students, implemented energy reduction measures (i.e. ensuring lights are turned off, blinds are shut, air conditioning is at an optimal temperature, flushing water lines and unplugging unnecessary appliances) in buildings campus-wide. During the next few weeks, as you return to and leave from your offices, your assistance would be appreciated, in these energy reduction efforts. Specifically, before you leave, turn off the lights, close the blinds and unplug appliances. For air conditioning, ensure the temperature is set between 68-78 degrees.

Thank you for assisting in the reduction of the campus energy consumption and costs! If you have any questions, feel free to contact the Office of Sustainability at sustaingc@gcsu.edu.

Updated: 2020-07-13

CONTACT INFORMATION

Lori Strawder
lori.strawder@gcsu.edu
(478)-445-7016

DEPARTMENT WEB SITE

[Sustainability, Office of](#)

Announcements Posted Friday June 12, 2020

Dialogue Circle on Anti-Racism

Women's Center : Friday June 12, 2020

Dear Colleagues,

The Women's Center would like to invite you to be a part of a Dialogue Circle on anti-racism and understanding whiteness and white supremacy.

Using the Peabody-nominated podcast "Seeing White" from SceneOnRadio for structure, every week (starting Wednesday, June 17 at 4:00 p.m.) we will gather virtually in order to discuss the ways whiteness and white supremacist culture show up in our lives and work, and dialogue around how we can work to be actively anti-racist and support our students and colleagues of color. If interested, please register at: <https://bit.ly/gc-ardc> to receive the Zoom link.

Note: We welcome colleagues from any background, however, the intention of this space is to serve as a resource for white people who want to engage in the self-work of understanding internalized whiteness and becoming anti-racist.

Note 2: Registration will be capped at 13 in order to ensure meaningful participation and conversation. If more than 13 people register, we will consider opening a second dialogue circle.

If you have questions, please email jennifer.graham@gcsu.edu or melissa.gerrior@gcsu.edu

Updated: 2020-06-15

CONTACT INFORMATION

Jennifer Graham
jennifer.graham@gcsu.edu
478445-8156

DEPARTMENT WEB SITE

[Women's Center](#)

ATTACHMENT

Notes about attachments are on the second page of this document.

Join us for a PodCast Discussion Series-3.pdf

Campus Reopening FAQ Resource

University Communications : Friday June 12, 2020

As Georgia College prepares to reopen the campus for the fall semester, an FAQ website has now been created to assist faculty and staff with additional information and guidance. You can find answers to many frequently asked questions regarding the reopening [online](#).

The website includes information on health services, facilities, human resources and auxiliary services. It will be updated as more details become available or as changes occur.

Updated: 2020-06-12

CONTACT INFORMATION

Brittany Johnson
brittany.johnson@gcsu.edu
478-445-1934

DEPARTMENT WEB SITE

[University Communications](#)

Announcements Posted Monday June 15, 2020

Important HR Updates - Offer letters, paperwork submission, I-9, and Fall 2020

Human Resources, Office of : Monday June 15, 2020

As we continue to navigate the workplace in the midst of COVID-19 and prepare for on-campus instruction for Fall 2020, the Office of Human Resources will be accepting the submission of new hire paperwork via email to NewHirePaperwork@gcsu.edu. The exception for acceptable electronic submission will be for the Form I-9 and the original identification documents that must be submitted along with the form in-person. When a new hire submits their paperwork via email, they will need to also schedule an appointment with the Office of Human Resources for a date and time to turn in this paperwork.

*All offer letter templates have been modified and are up-to-date on the HR Intranet.

The change to the start of the Fall 2020 academic semester has NOT resulted in a change to the existing bi-weekly pay period structure/acceptable start dates. Please review the start date matrix on the HR intranet and determine the most appropriate start date for your student and staff workers to return at the beginning of the semester. I would encourage you to begin preparing for Fall staffing NOW. You are encouraged to submit offer letters to employment@gcsu.edu for review ASAP!

Upcoming bi-weekly start dates to consider for Fall 2020:

- 7/12/2020
- 7/26/2020
- 8/8/2020
- 8/23/2020

Please keep the required in-person Form I-9 and document submission appointments in mind as you begin to make preparations. Begin preparing for Fall 2020 TODAY!

Contact employment@gcsu.edu with any questions about the changes mentioned above.
We are here to assist!

Updated: 2020-06-15

CONTACT INFORMATION

Amber Collins

amber.collins@gcsu.edu

(478)-445-4236

DEPARTMENT WEB SITE

[Human Resources, Office of](#)

Tuition Assistance Program Deadline, Fall 2020

Human Resources, Office of : Monday June 15, 2020

The Tuition Assistance Program (TAP) application deadline for Fall 2020 is July 15, 2020. TAP will waive up to (9) nine credit hours for the Fall term. Please visit the following link: https://www.usg.edu/hr/benefits/tuition_assistance_program for the form and policy. Please email the completed applications to benefits@gcsu.edu.

As part of its desire to meet its employees evolving needs, the University System of Georgia (USG) has established an educational assistance program, the Tuition Assistance Program (TAP). The purpose of TAP is to foster the professional growth and development of its eligible employees.

For assistance please reach out to Tonya Anderson or Nancy White at benefits@gcsu.edu.

Updated: 2020-07-13

CONTACT INFORMATION

Tonya Anderson
tonya.anderson@gcsu.edu
478-445-1898

DEPARTMENT WEB SITE

[Human Resources, Office of](#)

"Why Do The Heathen Rage?" Flannery O'Connor Reading Group

Andalusia : Monday June 15, 2020

On Thursday, June 18, 2020, at both 10:00 am and 4:30 pm, Dr. Bruce Gentry will discuss "Why Do the Heathen Rage?"

Although the story itself is quite short, O'Connor wrote many pages in an attempt to develop this story into a novel. Dr. Gentry will discuss both the story itself and what the manuscript pages show us. This story is available in Flannery O'Connor, *The Complete Stories*, and in the Library of America edition, *Flannery O'Connor: The Collected Works*.

To register for this event, go to:

<https://app.smartsheet.com/b/form/90a00f881d6f4168b2833cc0df5a0a1e>

This event is sponsored by the Andalusia Institute, the Georgia Writers Museum in Eatonton, GA, and Allied Arts of Milledgeville.

As always, contact me, Irene Burgess, at irene.burgess@gcsu.edu if you have any questions.

Hope you'll be able to join us!

Updated: 2020-06-11

CONTACT INFORMATION

Tammie Burke
tammie.burke@gcsu.edu
(478)-445-2645

DEPARTMENT WEB SITE

[Andalusia](#)

Announcements Posted Tuesday June 16, 2020

Remembering, Listening, Recommitting: Georgia College's Response to Recent Events

Inclusive Excellence, Office of : Tuesday June 16, 2020

Dear Members of the Georgia College Community,

On May 31, President Dorman joined college presidents all over the country in speaking out against the racial violence that had resulted most recently in the deaths of Ahmaud Arbery, Breonna Taylor, and George Floyd. These deaths were, regrettably, part of a long and insidious history of racial violence that Blacks have endured a result of deadly policing practices and lawless vigilantism fueled by systemic racism. These latest actions, specifically the death of George Floyd, brought the people of this nation to a breaking point, and the resulting protests worldwide have shown decidedly that something must change.

Over the last two weeks, I have been in discussions with key members of the Georgia College community—faculty, staff, and students—regarding what should be the next steps that we take in our own college community as we respond to this current crisis in our nation. Together, we have accumulated an initial list of actions and decided on an overarching framework for how we can move forward.

The first thing that we would like to do is remember the lives lost as a result of racial violence. Since we cannot come together right now as a large group on our campus, and because school is not in regular session, we have created a video tribute to those died, acknowledging our condolences and calling the names. [We invite you to view our tribute to those individuals](#). We have also set up a gcremembers@gcsu.edu email address for those who want to send remembrances and reflections.

We then want to listen to our community members to give them an opportunity to express what they are feeling about these specific incidents and how acts of racial discrimination affect them at Georgia College—as recipients, as observers, and as allies. I have scheduled a series of all campus Zoom listening sessions for students, staff, and faculty, and I encourage you to sign in to those sessions and share your thoughts, concerns, recommendations for how we can more effectively address racial bias and achieve social justice on our campus.

And, finally, we want to recommit ourselves to racial and social justice by developing a plan for taking concrete actions to enhance our efforts to make our community a welcoming, just, and respectful place to study and work, a place free from the bias and discrimination. I invite

the entire Georgia College community to share your thoughts and ideas during the listening sessions on specific actions that we can take.

Remembering

1. Video Tribute to those who have died as a result of racial violence — Posted on Front Page, Tuesday, June 16 and available to view [here](#).
2. Statements of empathy and support posted by individual GC offices on their websites to reach out to students, faculty, and staff who are grieving.
3. gcremembers@gcsu.edu email address to express your thoughts in writing about those who have lost their lives and your own personal sense of grief and loss.

Listening

CDO Listening Sessions for students, staff, and faculty to discuss recent events make suggestions for actions we can take as a university community to move forward. A Zoom link will be sent via GC email to students, staff, and faculty to attend these sessions.

1. Zoom Listening Sessions for Students

Thursday, June 18: Noon - 1:30 p.m. and 6 - 7:30 p.m.

2. Zoom Listening Sessions for Staff

Friday, June 19: Noon - 1:30 p.m. and 6 - 7:30 p.m.

3. Zoom Listening Session for Faculty

Monday, June 22: Noon - 1:30 p.m. and 6 - 7:30 p.m.

4. Zoom Listening Sessions by several units/departments on campus who have specific student, faculty or staff constituencies. Look for specific invitations from these other units.

5. Outreach from Counseling Center: Telephone and online sessions for students who might be having difficulty dealing with both the pandemic and the racial strife going on now in the country. You may also reach out to the Counseling Center directly: www.gcsu.edu/counseling or 478-445-5331.

6. GCListens@gcsu.edu: If you cannot or prefer not to attend listening sessions online, please send questions, comments, thoughts about recent events and/or suggestions for moving forward to this email address.

Recommitting

The Office of Inclusive Excellence will lead the way to establish and implement a concrete set of actions. The immediate discussions that we will begin to have this summer will also be incorporated as appropriate into our 2020 Diversity Action Plan. Some of the early actions we can take now are listed below. This is just the beginning. During the listening sessions, we will invite each group to suggest other actions that we can add to the list of concrete actions we would like to implement at Georgia College.

1. Work with GC Public Safety to begin workshops for students, staff and faculty to review policing protocols for the Georgia College community.
2. Establish extended workshops for incoming students on Diversity, Inclusion, and Social Justice during Week of Welcome.
3. Hold training workshops and discussion sessions for students, staff, faculty, and administration on new and reimagined ways to confront our own racial biases and to continue our efforts to achieve social justice and a campus climate free of prejudice and discrimination.
4. Offer Year-Long, Free, Online GC/Milledgeville Community Seminar—open to students, staff, alumni, and community, on Understanding Race—Promoting Justice. Ten weekly online sessions each semester facilitated by the Chief Diversity Officer that would include guest speakers on specific topics addressing race relations history and social justice.
5. Complete a public art piece or a curated art exhibit focused on social justice.
6. Provide ongoing, real-time lists of resources on the OIE website for students, staff, and faculty to learn more about the history of the current issues we are facing.

Please join us in this effort to remember, listen, and recommit ourselves to do the work of building and sustaining a respectful and inclusive community here at Georgia College.

Sincerely,

Carolyn Denard

Associate Vice President for Inclusive Excellence

Chief Diversity Officer

Updated: 2020-06-16

CONTACT INFORMATION

Carolyn Denard

carolyn.denard@gcsu.edu

478-445-8625

DEPARTMENT WEB SITE

[Inclusive Excellence, Office of](#)

Help is on the way

Facilities Management : Tuesday June 16, 2020

As we return to campus, the Building Services department is busier than ever trying to allot for a safe return for our campus community. This year is a little unusual with the pandemic looming. In the event that you arrive to your office space and it is not as pleasant as you are used to seeing, please do not hesitate to contact me by email or telephone. We are on campus preparing for our students that will return soon. I would appreciate your patience as we tackle every space to afford each of you a safe return. Thank you, stay safe by social distancing or wearing a mask.

Sincerely;

Sylvia White

Updated: 2020-07-13

CONTACT INFORMATION

Sylvia White
sylvia.white@gcsu.edu
478-4458549

DEPARTMENT WEB SITE

[Facilities Management](#)

Announcements Posted Wednesday June 17, 2020

June 2020 CTL Newsletter

Center for Teaching & Learning : Wednesday June 17, 2020

See the attached [CTL June Newsletter](#) for more information on:

- Focus on Faculty - Dr. Nicole DeClouette, Dr. Rob Sumowski, and Mr. Matt Forrest
- Student Rating of Instruction (SRIS) for May-June and June Terms Opens June 24; Closes July 1
- Quality Matters Webinar
- Update for GeorgiaVIEW - Quiz Question Converter
- GeorgiaVIEW Webinar
- GeorgiaVIEW Digital Bootcamp Now Available
- CTL Teaching Tip
- News from IT
- Conference canceled? You can still get credit for your research!

Updated: 2020-06-16

CONTACT INFORMATION

Center for Teaching and Learning
ctl@gcsu.edu
(478) 445-2520

DEPARTMENT WEB SITE

[Center for Teaching & Learning](#)

ATTACHMENT

Notes about attachments are on the second page of this document.

[CTL Newsletter June 2020.pdf](#)

Announcements Posted Thursday June 18, 2020

Understanding university students' needs during COVID-19 pandemic

Health & Human Performance, School of : Thursday June 18, 2020

Hello,

We understand that COVID-19 is affecting everyone in many ways, and as a student, things may have changed dramatically for you. Therefore, we are conducting a research study to assess how COVID-19 is affecting students' lives across the globe, and would like you to participate in the study by completing an electronic survey in the link below. Sharing your experiences, negative and positive, will equip universities and colleges with information that can help them be more efficient and effective in preparing and allocating future resources. The survey will take about 15 minutes to complete and is completely voluntary. Your identity or any other identifying information will not be linked to the survey, nor will identifying information ever appear on any of the documents published, and study results will be presented in aggregate only. Whether or not you participate in this survey will have no bearing on your standing at your university or college.

Survey Link: https://duke.qualtrics.com/jfe/form/SV_e5qn89Q9AaybYNf

Thank you for your participation.

Updated: 2020-07-13

CONTACT INFORMATION

Ernie Kaninjing
ernie.kaninjing@gcsu.edu
478 445 1780

DEPARTMENT WEB SITE

[Health & Human Performance, School of](#)

Announcements Posted Friday June 19, 2020

Georgia College Remembers Juneteenth: A Celebration of Freedom

University Communications : Friday June 19, 2020

Georgia College joins the nation in celebrating Juneteenth—the oldest nationally celebrated commemoration of the ending of slavery in the United States.

Dating back to 1865, it was on June 19th that Union soldiers, led by Major General Gordon Granger, landed at Galveston, Texas, with news that the war had ended and that the enslaved were now free. More on the history of the day is available [here](#).

Updated: 2020-06-19

CONTACT INFORMATION

Carolyn Denard
carolyn.denard@gcsu.edu
478-445-8625

DEPARTMENT WEB SITE

[University Communications](#)

Information Technology - Maintenance Update | June 21: 6 am to 2 pm

Information Technology : Friday June 19, 2020

Information Technology will be upgrading the authentication system for the wireless network on Sunday, June 21. The upgrade will begin at 6 am with estimated completion by 2 pm. During this time, wireless access for the Campus, Housing and eduroam will be affected. Updates will be posted on [Unify](#).

Since the upgrade is to our authentication system, users may be prompted to accept security certificates when they access the wireless for the first time. If you have any questions about the upgrade or experience issues connecting to the wireless after the upgrade is complete, please contact the Serve HelpDesk.

Updated: 2020-06-19

CONTACT INFORMATION

Serve Help Desk
serve@gcsus.edu
478-445-7378

DEPARTMENT WEB SITE

[Information Technology](#)

Fall Semester Update for Students from President Dorman

University Communications : Friday June 19, 2020

Dear Bobcats,

We are looking forward to your return as we restart face-to-face instruction for the fall semester! While we are eager to bring the campus community together, there is still much to do in preparation for your arrival; but I need you to know that fall semester will not be “business as usual.” And, while there are some changes that will occur, what has not changed is our commitment to bring you a highly challenging academic experience with instructors who truly care about their students.

I am writing this letter to you to provide you with some guidance about fall semester. As I begin, however, I would like to remind each of us of our campus values of Reason, Respect, and Responsibility. We believe we have a responsibility to provide you with a safe and healthy environment to pursue your academic dreams. Likewise, we have a responsibility to those who work at GC, to protect their health and safety. With that in mind, we believe the guidelines we have developed are reasonable and are in keeping with our review of Georgia Department of Public Health and CDC guidance. Therefore, I hope you will respect your health and the health and safety of other students and those who work on campus to comply with the guidelines we have developed. Even though you may not feel vulnerable yourself, I hope that you will respect the health and safety of others and follow these basic guidelines.

As always, the health and safety of our campus community remain our top priorities. We will comply with executive orders and directives from the Governor’s office. These guidelines adhere to guidance and directives from the Georgia Department of Public Health (GDPH) and the Centers for Disease Control (CDC).

Now, here are some guidelines for fall semester:

Academic Calendar: To reduce risks associated with holiday travel, we have revised our academic calendar so that students will not return to campus after the Thanksgiving weekend. Fall semester will begin a few days earlier on August 12 and classes will end on Nov. 24. Final examinations will take place online. There will be no fall break this year and, in fact, I would request that you plan to come to campus and stay until the Thanksgiving break, if entirely possible.

Academic Classrooms: We are planning for face-to-face, on-campus instruction with social distancing. Students can expect classroom settings to be reconfigured and section sizes to be reduced to allow for social distancing. We have brought some larger rooms on the schedule, and we are configuring them as classrooms to allow for more social distancing. Rotating class schedules and synchronous online pedagogy may also be implemented by faculty members to further reduce the number of students in labs and classrooms. In addition, some classrooms are being modified with plexiglass shields so that professors

can lecture safely. In a limited number of cases, some classes may be taught entirely online while others will be augmented in a hybrid format using digital and online technologies. Faculty members will continue to work with any student that has been exposed to or becomes ill because of COVID-19 to ensure they can continue to make academic progress during periods of quarantining or self-isolation. Returning students should carefully review their class schedule in PAWS as class location changes may have occurred since spring registration activities.

Regarding clinical, student teaching or internships, students must follow the provisions and requirements of the site where the clinical, student teaching or internship, is being conducted. If the student is uncomfortable with the requirements of the site, they should contact their university coordinator. The university will work with sites and students on an individual basis to ensure that requirements are met in case of issues that arise.

Campus Environment: The University has been reconfiguring common areas on campus to ensure that people are spatially distant as part of our mitigation efforts against COVID-19. To support these efforts, group events or activities in the fall semester that involve physical crowds on campus will be discouraged. Those offices that experience frequent in-person interaction, including the Business Office, the Bobcat Card Office as well as other front-line areas of campus, may have plexiglass barriers or other relevant barriers to prevent transmission of the coronavirus. The campus will feature new hand sanitizer dispensers and social distance markings in strategic areas of campus to minimize people density in certain areas of our campus, including campus dining locations.

Campus Life: In an effort to prevent crowds and minimize people density in areas on campus, the Division of Student Life has been preparing programming related to campus life and student activities that will take place in a virtual environment for the fall. Face-to-face programming will be greatly reduced, and student clubs and organizations will conduct most of their activities virtually. Also, there will be no recreational sports for the fall semester to reduce the risk of spread of COVID-19 among our students.

The Division of Student Life has created a "Campus Coach Connections" program to help both new and returning students transition to campus life. Throughout the summer, Campus Coaches will engage students on a weekly basis to connect them to co-curricular programs and services and connect them with other Bobcats. At the start of the fall semester, Campus Coaches will engage with returning students as well to help ensure a smooth transition back to campus. All offices and services related to student affairs will remain open, although there will be an intentional effort to ensure social distancing is maintained.

The Wellness Center will be open although a number of preventative measures will be put in place. There will be more frequent cleaning schedules along with additional spacing to further separate workout equipment to facilitate social distancing. Contact sports will be eliminated, and we will limit the number of people using the Wellness Center at any given time.

Residential Life: The move-in process this fall will occur over several days (August 1-3 & 8-10) to stagger the arrival of students and decrease the likelihood of crowding. Families will select a move-in date and time using an online site that will be communicated shortly to incoming students. The Housing Office will communicate additional details regarding what to expect for the move-in process along with other considerations on packing supplies. In an effort to prevent the spread of COVID-19, all community areas in the residence halls will be closed for the semester with the exception of laundry stations. Use of elevators will be limited and social distancing is advised at all times throughout the residence hall. Individual rooms will be considered personal spaces, shared by two students per room. Visitors to the residence halls will not be allowed for the fall semester. If any student becomes ill, he or she will be expected to self-quarantine and self-isolate from their home, not in the residence halls. Look for more information to be provided from the GC Department of Housing within the coming days.

Dining Services: Dining services at The Max will be open, although the number of admitted patrons will be limited to adhere to guidance regarding social distancing. There will be no self-service stations in The Max and disposable utensils will be used wherever possible. In addition, seating areas will be physically reconfigured to ensure spatial distancing is maintained. The University will also expand the grab-and-go options and prepare boxed meals to provide more options for students and to further minimize crowding in our dining areas. The Subway location on campus will be temporarily closed while the Chick-fil-A will remain open with spatially reconfigured seating areas.

Parking and Transportation: In an effort to decrease ridership on our buses at any given time, there may be changes to our routes and schedules. Buses will be cleaned more often, and we encourage everyone to wear a mask at all times while on the bus. Riders will be urged to spread out on the bus.

Hygiene Guidelines: Upon our return to campus in the fall, we are expecting all students, faculty and staff to follow the guidelines specified by the Georgia Department of Public Health and the CDC. These guidelines currently include:

- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your cough and sneezes with a tissue or inside your elbow.

Face Masks (UPDATED JULY 6, 2020): Effective July 15, 2020, all USG institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities and buildings where six feet social distancing may not always be possible. Use of face coverings will be in addition to, and is not a substitute for, social distancing. Face coverings are not required in one's own housing suite or residence hall,

when alone in an enclosed office or study room, or in campus outdoor settings where social distancing requirements are met.

Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff or students. Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

Social Distancing: We are asking all students, faculty and staff to continue to maintain social distancing. This means, whenever possible, at least 6 feet of distance should be maintained from others, to avoid gathering in groups. In addition, we ask everyone to avoid handshaking and any other unnecessary person-to-person contact. We also advise against using other people's phones, desks, office spaces or other personal items to prevent the possible spread of COVID-19.

Testing: At this time there is no directive to offer testing to otherwise healthy students. Any student who gets sick or is exposed will consult with Student Health Services. If it is determined that a COVID-19 test is needed, then Health Services will arrange for the student to be tested at an appropriate testing site. We continue to monitor the Georgia Department of Public Health and CDC regarding testing requirements.

If you become sick: If you become sick during the semester, we ask that you notify your professors and do not go to class. You should immediately consult Student Health Services or your private physician. Student Health will determine if a COVID-19 test is warranted. If needed, they will direct you to the appropriate testing site and will direct you to self-isolate. If you are determined to be COVID 19 positive you must quarantine for 14 days. You will be asked to quarantine from your home, not on campus. During the quarantine period, upon notifying your professors, they will work with you to complete assignments from home. You may return to campus when student health determines you have either provided a note from a provider or that you have met the CDC guidelines to ending quarantine. Faculty will work with the student during their quarantine period to adjust for assignments.

Travel: The CDC offers important guidelines regarding international and cruise ship travel. There is widespread, ongoing transmission of novel coronavirus worldwide (see [Global COVID-19 Pandemic Notice](#)). If you have [traveled internationally](#) in the past 14 days, stay home and monitor your health. Stay home for 14 days from the time you returned home from international travel. During this 14-day period, take these steps to monitor your health and practice social distancing:

- Take your temperature with a thermometer two times a day and monitor for fever. Also watch for [cough or trouble breathing](#). Use this [temperature log](#) to monitor your temperature.
- Stay home and avoid contact with others. Do not go to work or school.

- Do not take public transportation, taxis, or ride-shares.
- Keep your distance from others (about 6 feet or 2 meters).

Concluding Remarks: The University continues to receive guidance from relevant state and public health officials along with directives from the University System of Georgia. As a result, we expect changes along the way as new information emerges and as guidance and directives are adjusted. I ask that you please remain flexible, and I pledge that we will continue to communicate more specifics as we prepare and implement the guidance and directives that we receive.

I recognize that these are very unusual and unprecedented times for all of us. Please know that we are working diligently along with the University System of Georgia to provide you with a robust educational experience while ensuring the health and safety of everyone. There are still many more details that are being worked out as we prepare for the Fall semester, but we are excited to welcome you back to campus!

With Bobcat Pride,

Steve M. Dorman
President

Updated: 2020-07-07

CONTACT INFORMATION

Brittany Johnson
brittany.johnson@gcsu.edu
478-445-1934

DEPARTMENT WEB SITE

[University Communications](#)

Message from President Dorman: Fall Semester Update

University Communications : Friday June 19, 2020

Dear GC Colleagues:

The System office has reviewed and approved the campus Fall Face-to-Face Reopening Plans, and we are now in the process of preparing for the return of our students, faculty and staff. While we are eager to bring the campus community together, there is still much to do in preparation for your arrival. As always, the health and safety of the entire Georgia College community will remain our top priority. Please know that the fall semester will not be “business as usual;” and I am asking you to remain flexible, adaptive and patient as we resume our operations.

Over the last few days, facilities operations employees have been on campus cleaning and readying campus. Currently, members of the administration are intermittently on campus discussing how they might accomplish a return of faculty and staff to campus while respecting social distancing requirements. Our campus will open to the public on June 29 with limited office and staff availability. We fully expect that many staff members will continue to work virtually, if possible, to reduce the density of people on campus. However, our offices must be open and available to the public as we begin to welcome students to campus for the fall.

I would like to remind each of us of our campus values of Reason, Respect, and Responsibility. We believe we have a responsibility to provide everyone with a safe and healthy environment. We also have a responsibility to those who work at GC and to protect their health and safety. With that in mind, we believe the guidelines we have developed are reasonable and are in keeping with our review of Georgia Department of Public Health and CDC guidance. Therefore, I hope you will respect your health and the health and safety of everyone on campus by complying with the guidelines we have developed. Even though you may not feel vulnerable yourself, I hope that you will respect the health and safety of others and follow these basic guidelines.

Below, you will find the latest information, guidance and expectations related to the reopening of our campus. We will continue to monitor guidance and directives from the Georgia Department of Public Health (GDPH) and the Centers for Disease Control (CDC) and update the campus community as necessary.

Important Upcoming Dates for Faculty:

- I hope you can join me next week for a Virtual Town Hall session for each college. If you cannot join during the time designated for your college feel free to join online during another college session:
 - Tuesday, June 23 - College of Education - 9:00 a.m.
 - Tuesday, June 23 - College of Business - 2:00 p.m.

- Thursday, June 25 - College of Arts & Sciences - 2:00 p.m.
- Friday, June 26 - Library - 9:00 a.m.
- Friday, June 26 - College of Health Sciences - 11:00 a.m.
- The Faculty Welcome event will take place virtually on the morning of August 6. More information will follow.
- New Faculty Orientation will occur August 3-5. More information will follow to all new faculty.
- College/Department Assessment day will occur August 7 (morning).
- GC READS will take place August 10 (morning) and August 11 (afternoon).
- Making Excellence Inclusive for Faculty and Staff will be held virtually on the afternoon of August 6. More information will follow.
- College and Department meetings will take place on August 7 (afternoon) & August 10 (afternoon).
- The University Senate Governance Retreat will take place virtually on August 10 (morning).
- Convocation will take place virtually on August 11.

Academic Calendar: To reduce risks associated with holiday travel, we have [revised our academic calendar](#) so that students will not return to campus after the Thanksgiving weekend. Fall semester will begin a few days earlier on August 12, and classes will end on November 24. Final examinations will take place online. There will be no fall break this year. The University Senate's [governance calendar](#) also has been posted online.

Academic Classrooms: We are planning for face-to-face, on-campus instruction with social distancing. Classroom settings may be reconfigured, and section sizes will be reduced to allow for social distancing. We have brought larger rooms on the schedule, and we are configuring them as classrooms to allow for more social distancing. Rotating class schedules and synchronous online pedagogy may also be implemented by faculty members to further reduce the number of students in labs and classrooms. In addition, classrooms are being modified with plexiglass shields so that professors can lecture safely. Faculty members will continue to work with any student who has been exposed to or becomes ill because of COVID-19 to ensure they can continue to make academic progress during periods of quarantining or self-isolation.

In addition to facemasks, faculty will have an option of also using a face shield. Classrooms will be equipped with large vinyl/plexiglass dividers that will be positioned between the teaching area and the students. The height and width of these portable shields will vary depending on the classroom configuration. While classrooms will be cleaned daily, we are planning on stocking classrooms with sanitizing wipes so that the instructor and students can wipe down their work/study area if they desire. The combination of employing (1) social distancing, (2) facemasks, (3) face shields, (4) plexiglass dividers, and (5) sanitizing wipes in the classrooms is aimed at creating an instructional environment which places health and safety of faculty and students as the primary consideration.

Additionally, all classrooms and labs will be equipped with technology to support the hybrid delivery option (rotating class schedules). Specifically, cameras will be integrated in our existing classroom computer stations to provide instructors with the ability to transmit the course content. Document cameras will also be available in the classroom, providing faculty an additional option to support their instructional goals. Finally, in addition to the existing technological infrastructure, classrooms will be equipped with appropriate software, allowing faculty the option of utilizing their own iPad and Apple Pencil (AirServer Connect) to manage the available classroom resources for the delivery of their courses.

For fall 2020, the following principles will be used to reassign classrooms to allow for physical distancing:

- The highest priority will be allowing as many students in as many classes to meet together for face-to-face instruction with social distancing.
- If a class is already scheduled in a room that will allow all registered students to attend class face-to-face with social distancing at the same time, then that class will initially remain in that room.
- If there is an alternate meeting location that would accommodate the entire class meeting face-to-face, then the class will be relocated to that new location.
- If there is not an available room that can accommodate the entire class meeting face-to-face, every effort will be made to identify a classroom that allows at least half of the students to attend face-to-face every other class period (hybrid). These classes will be marked in the schedule so students know when to attend.
- When no other rooms are available, classes may need to be separated by more than ½ to accommodate distancing in the classroom.
- After consideration of the criteria above, the department or faculty member's room and building preferences will be considered when there are equal options for a room.
- Reassigning lab spaces will be the responsibility of the department.

Regarding clinical, student teaching or internships, students must follow the provisions and requirements of the site where the clinical, student teaching or internship, is being conducted. If students are uncomfortable with the requirements of the site, they should contact their university coordinator. The university will work with sites and students on an individual basis to ensure that requirements are met in case of issues that arise.

The Center for Teaching and Learning is available to provide instructional support for faculty in the fall. Whether it is managing classroom technology (cameras, document cameras, etc.), helping structure face-to-face and/or hybrid classes, facilitating online learning platforms (Georgia View, Zoom, WebEx, etc.), aiding asynchronous instruction and active learning pedagogy in the age of COVID19, or anything in between, the Center for Teaching and Learning is available to provide support. The CTL offers individual training, faculty learning communities, and supports faculty, staff and students in use of D2L/GeorgiaVIEW through webinars, resources and one-on-one consultations. The Center for Teaching and

Learning will make video tutorials and one-pagers available to assist with the hybrid classroom setup, to be located in the CTL Faculty Resources Course found in GeorgiaVIEW. Additional resources can be found at [GC Keeps Teaching](#) and [GC Keeps Learning](#) websites. Please reach out to the Center for Teaching and Learning with any questions. They can be reached at (478) 445-2520 or by e-mail at ctl@gcsu.edu.

Campus Environment: The University has been reconfiguring common areas on campus to ensure that people are spatially distant as part of our mitigation efforts against COVID-19. To support these efforts, group events or activities in the fall semester that involve physical crowds on campus will be discouraged. Those offices that experience frequent in-person interaction, including the Business Office, the Bobcat Card Office as well as other front-line areas of campus, may have plexiglass barriers or other relevant barriers to prevent transmission of the coronavirus. The campus will feature new hand sanitizer dispensers and social distance markings in strategic areas of campus to minimize people density in certain areas of our campus, including campus dining locations.

Dining Services: Dining services at The MAX will be open, although the number of admitted patrons will be limited to adhere to guidance regarding social distancing. There will be no self-service stations in The MAX, and disposable utensils will be used wherever possible. In addition, seating areas will be physically reconfigured to ensure spatial distancing is maintained. The University will also expand grab-and-go and prepare boxed meals to provide more options for students and faculty/staff and to further minimize crowding in our dining areas. The Subway location on campus will be temporarily closed while Chick-fil-A will remain open with spatially reconfigured seating areas.

Hygiene Guidelines: Upon our return to campus in the fall, we are expecting all students, faculty and staff to follow the guidelines specified by the Georgia Department of Public Health and the CDC. These guidelines currently include:

- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover your cough and sneezes with a tissue or inside your elbow.

Face Masks (UPDATED JULY 6, 2020): Effective July 15, 2020, all USG institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities and buildings where six feet social distancing may not always be possible. Use of face coverings will be in addition to, and is not a substitute for, social distancing. Face coverings are not required in one's own housing suite or residence hall, when alone in an enclosed office or study room, or in campus outdoor settings where social distancing requirements are met.

Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff or students. Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

Social Distancing: We are asking all students, faculty and staff to continue to maintain social distancing. This means, whenever possible, at least 6 feet of distance should be maintained from others and to avoid gathering in groups. In addition, we ask everyone to avoid handshaking and any other unnecessary person-to-person contact. We also advise against using other people's phones, desks, office spaces or other personal items to prevent the possible spread of COVID-19.

Alternate Work Arrangements will be made for Employees who are at High-Risk: Individuals who fall into one of the following GPH and CDC categories for higher risk for severe illness with COVID-19 may request alternate work arrangements. Based on what we know now, those at high-risk for severe illness from COVID-19 include:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate-to-severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease

The USG Human Resources department has provided a common form for employees to use in making such a request. Documentation for underlying medical conditions will be required as a part of the request. If you believe you fall into a high-risk category that would make you a vulnerable employee, please contact Amber Collins (478-445-4236) at the Georgia College Human Resources Office. GC HR will review the request and, upon approval, will work with the employee and their immediate supervisor in documenting and providing for an alternate work arrangement.

Monitoring Employees for COVID-19:

Self-Monitoring – It is your responsibility to monitor your health. Do not come to work if you are ill. All employees should be diligent about self-monitoring. Symptoms of COVID-19 can

be found [online](#) and are listed below:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This is not an exhaustive list of symptoms; and other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. As more is known, other symptoms may emerge. Employees should be vigilant about checking their own health. If you have any of these symptoms DO NOT COME TO WORK.

Temperature Checks: Employees may be asked to engage in temperature checks while on campus. Normal temperature should not exceed 100.4 degrees Fahrenheit without the aid of fever-reducing medications. If an employee shows a temperature above 100.4, the employee will be sent home by their supervisor immediately and should contact their healthcare provider. GC HR will contact the employee that day to determine the extent of the illness. To return to work, employees should provide proof of a negative COVID-19 test result OR should be without a fever above 100.4 for a period of 72 hours without the aid of fever-reducing medications and have no additional symptoms. Employees should use applicable leave options which will be described by HR.

Travel: Non-essential business travel is prohibited until further notice. For personal travel, please be aware that the CDC offers important guidelines regarding international and cruise ship travel. There is widespread, ongoing transmission of novel coronavirus worldwide (see [Global COVID-19 Pandemic Notice](#)). If you have [traveled internationally](#) in the past 14 days, stay home and monitor your health. Stay home for 14 days from the time you returned home from international travel.

Testing: At this time, there are no plans to routinely test for COVID-19 among otherwise healthy faculty and staff. However, if you are a GC employee who is sick or becomes sick with COVID-19 symptoms, you will be asked to not be on campus and be expected to provide results of a COVID-19 test prior to your return to campus. You will be assisted by HR in finding the proper outlet for testing. We continue to monitor the Georgia Department of Public Health and CDC regarding testing requirements.

Contact tracing: The Georgia Department of Public Health has committed to contact tracing. If you or someone you work with is diagnosed with COVID-19, the Department of Public Health will be notified. They are the responsible party for contract tracing, and they will determine if further tracing and testing needs to be done by you or others in the office

environment.

Isolation & Quarantine: If you are COVID-19 positive or believe you have been exposed to COVID-19 prior to coming to work, you must contact HR. If you have become sick while on campus, you will be sent home immediately; and HR will contact you. HR will consult with you regarding your testing options. If testing indicates that you are COVID positive, you will be directed to self-quarantine. During self-quarantine, you will be expected to work from home if possible. Should you become sick, you will be expected to take appropriate leave; and work will be discontinued. If you come into contact with someone who has been identified as COVID-19 positive either on or off the job, you should tell your supervisor, self-monitor and contact HR immediately. If you have questions regarding your need for a test based upon exposure with others who may or may not have been COVID-19 positive or other potential exposure situations which arise, you may contact Rhonda Dixon in Student Health Services at ext. 1282.

Central points of notification: Requests regarding HR related issues should be sent to Amber Collins (478-445-4236) at the Georgia College Human Resources Office. Health-related questions should be directed to Britt McRae (478-445-5288) at Student Health Services.

Concluding Remarks: The University continues to receive guidance from relevant state and public health officials along with directives from the University System of Georgia. As a result, we expect changes along the way as new information emerges and as guidance and directives are adjusted. I ask that you please remain flexible, patient and steadfast as we proceed forward together as a community. I pledge that we will continue to communicate more specifics as we prepare and implement the guidance and directives that we receive.

I recognize that these are very unusual and unprecedented times for all of us. Please know that we are working diligently along with the University System of Georgia to ensure the health and safety of everyone. There are still many more details that are being worked out as we prepare for the fall semester, and we will communicate more as new information emerges.

Kind Regards,

Dr. Steve Dorman
President

Dr. Costas Spirou
Provost & Vice President for Academic Affairs

CONTACT INFORMATION

Brittany Johnson

brittany.johnson@gcsu.edu

478-445-1934

DEPARTMENT WEB SITE

[University Communications](#)

Announcements Posted Monday June 22, 2020

Information Technology - Service Announcement | June 30th: 3 - 5:30 Planned Banner outage for USG year-end processing

Information Technology : Monday June 22, 2020

The planned outage for the USG mandatory year-end Banner Database table freeze is Tuesday, June 30, 2020, beginning at 3 p.m. This planned outage will affect PAWS, Banner Forms and BDMS (Xtender). The processing should be completed by 5:30 p.m.

Updated: 2020-07-13

CONTACT INFORMATION

Serve Help Desk
serve@gcsus.edu
478-445-7378

DEPARTMENT WEB SITE

[Information Technology](#)

Announcements Posted Tuesday June 23, 2020

Order a GC Name Tag for Incoming Employees

Barnes & Noble at Georgia College : Tuesday June 23, 2020

Do you have new faculty or staff members coming on board in the next few months? Have their official Georgia College name tag ready when they arrive by ordering today at gcsu.edu/nametag. Name tags will be charged to department accounts and delivered to Barnes & Noble at Georgia College within 10 business days of order. For large orders (more than 9 name tags), contact bookstore@gcsu.edu.

Orders placed will be charged to FY21.

Follow Barnes & Noble at Georgia College on [Facebook](#), [Twitter](#), and [Instagram](#).



Updated: 2020-06-23

CONTACT INFORMATION

Cindy Mcclanahan

cindy.mcclanahan@gcsu.edu

478-445-7434

DEPARTMENT WEB SITE

[Barnes & Noble at Georgia College](#)

Topping Out and Beam Signing Ceremony

: Tuesday June 23, 2020

President Steve M. Dorman invites you on July 1st to sign the final beam that will be used to "top out" the new Integrated Science Complex.

9 - 10:45 a.m. - Open time to sign your name on the beam

10:45 a.m. - Topping Out Ceremony and beam raising

Intersection of W. Montgomery St. and N. Wilkinson St. Please follow social distancing guidelines.

Updated: 2020-06-30

CONTACT INFORMATION

Sara Stallings
sara.stallings@gcsu.edu
(478)-445-1932

DEPARTMENT WEB SITE

ATTACHMENT

Notes about attachments are on the second page of this document.

[Topping Out Invite.pdf](#)

Announcements Posted Wednesday June 24, 2020

Student Rating of Instruction Survey (SRIS): May-June and June Terms 2020

Center for Teaching & Learning : Wednesday June 24, 2020

Your feedback matters!

We value your feedback and invite you to complete your June and May-June Terms 2020 course evaluations. The survey period opens today and will close July 1. Every survey is confidential and your thoughtful responses regarding the instructional aspects of the course provide faculty with insights about course effectiveness and give insight into future improvements for the course and programs.

Your instructor may set aside time during your studies to complete the surveys. Any device with a wireless Internet connection (smartphone, iPad, tablet, laptop, etc.) can access the survey by using the instructions listed below. Once your surveys have been completed you will no longer receive any reminder messages.

If you experience technical difficulties, please complete the following steps.

- Delete your browsing history and your cache within your preferred browser
- Close the browser
- Reopen the browser

*For desktop browsers, to quickly open menus used to clear your cache, cookies, and history, ensure that the browser is open and selected, and press Ctrl+Shift+Delete (Windows) or Command+Shift+Delete (Mac).

If you do not want to delete your browsing history or your cache, please open a New Private Browsing window (in Firefox) or open an Incognito window in Chrome

- Navigate to <https://gcsu.campuslabs.com/courseeval/>
- Sign in with your Unify username and password.
- If your technical problems persist, please contact Campus Labs Support.

Thank you in advance for helping our faculty improve your learning environment!

Please contact sris@gcsu.edu with questions or concerns.

CONTACT INFORMATION

SRIS Administrator

sis@gcsu.edu

(478) 445-2520

DEPARTMENT WEB SITE

[Center for Teaching & Learning](#)

Student Rating of Instruction Survey (SRIS): May-June and June Terms 2020

Center for Teaching & Learning : Wednesday June 24, 2020

The Student Rating of Instruction Survey (SRIS) is now open and available for students to complete through July 1. Please encourage your students to complete the Student Rating of Instruction (SRIS) survey. We need a 65% completion rate for usable data. To locate updates to your class response rate, log in to Campus Labs using your Unify credentials.

Research and best practice consistently show the single greatest factor to increase participation in online student rating surveys is for faculty to express and demonstrate how the results are important and used in making meaningful change. The next most influential factor is to set aside time during studies to complete the surveys.

We understand time to complete coursework can be limited. However, when applicable, if you allow approximately 20 minutes for your students to complete surveys during their studies, research shows response rates improve. Mobile devices with an Internet connection such as smartphones, tablets, iPods, etc. can all be used to access the [survey here](#). Students may log in with their Unify credentials.

Students will also be receiving a notification and email reminders to complete their surveys. Even so, reminders from faculty are very helpful. The student access link does not change and can be used from one term to the next.

Updated: 2020-06-24

CONTACT INFORMATION

SRIS Administrator

sris@gcsu.edu

(478) 445-2520

DEPARTMENT WEB SITE

[Center for Teaching & Learning](#)

Announcements Posted Thursday June 25, 2020

Policy Addition

Legal Affairs : Thursday June 25, 2020

Below is a recent Georgia College policy addition:

Policy Name: [Social Media Policy](#)

Effective Date: Immediately

Purpose: The policy provides guidance for the posting/usage on social media platforms.

Updated: 2020-06-25

CONTACT INFORMATION

Sadie Simmons
sadie.simmons@gcsu.edu
(478)-445-8638

DEPARTMENT WEB SITE

[Legal Affairs](#)

Announcements Posted Friday June 26, 2020

Venerable Think Tank recognizes high impact of Georgia College Professor's Teaching

Honors College : Friday June 26, 2020

Political Science professor Dr. Steven Elliott-Gower has been recently incorporating the Council for Foreign Relations' Model Diplomacy national security role-playing simulations in his classes. In a 2020 article published in the peer-reviewed journal Honors in Practice, he concluded, "The crisis scenarios, the applied research, the discussions, the role-playing, the teamwork, and the in-class and written reflections made for a successful, engaging, and high-impact honors class." [The article was tweeted by the Council for Foreign Relations](#), one of the world's oldest and most respected foreign affairs think tanks, signaling Georgia College's commitment to high-impact teaching and learning.



Updated: 2020-06-26

CONTACT INFORMATION

Joshua Smith4
joshua.smith4@gcsu.edu
(478)-445-4477

DEPARTMENT WEB SITE

[Honors College](#)

Announcements Posted Monday June 29, 2020

REMINDER - Student Rating of Instruction Survey (SRIS): May-June and June Terms 2020

Center for Teaching & Learning : Monday June 29, 2020

Your feedback matters!

We value your feedback and invite you to complete your June and May-June Terms 2020 course evaluations. The survey period is open and will close on July 1. Every survey is confidential and your thoughtful responses regarding the instructional aspects of the course provide faculty with insights about course effectiveness and give insight into future improvements for the course and programs.

Your instructor may set aside time during your studies to complete the surveys. Any device with a wireless Internet connection (smartphone, iPad, tablet, laptop, etc.) can access the survey by using the instructions listed below. Once your surveys have been completed you will no longer receive any reminder messages.

If you experience technical difficulties, please complete the following steps.

- Delete your browsing history and your cache within your preferred browser
- Close the browser
- Reopen the browser

*For desktop browsers, to quickly open menus used to clear your cache, cookies, and history, ensure that the browser is open and selected, and press Ctrl+Shift+Delete (Windows) or Command+Shift+Delete (Mac).

If you do not want to delete your browsing history or your cache, please open a New Private Browsing window (in Firefox) or open an Incognito window in Chrome

- Navigate to <https://gcsu.campuslabs.com/courseeval/>
- Sign in with your Unify username and password.
- If your technical problems persist, please contact Campus Labs Support.

Thank you in advance for helping our faculty improve your learning environment!

Please contact sris@gcsu.edu with questions or concerns.

CONTACT INFORMATION

SRIS Administrator

sis@gcsu.edu

(478) 445-2520

DEPARTMENT WEB SITE

[Center for Teaching & Learning](#)

Georgia College marketing program ranked No. 1 in the nation by study.com

University Communications : Monday June 29, 2020

The marketing program at Georgia College earned the top ranking in the nation from the education website [study.com](https://www.study.com).

According to the website, they looked at information like degrees offered, concentration options, accreditations, clubs and networking opportunities available to students, as well as information from the U.S. Department of Education.

"Study.com's rankings are unique in that they emphasize accessibility, affordability, and quality of education, which we considered the most important attributes in our ranking lists."

You can hear from some of the outstanding faculty and student [here](#).

Updated: 2020-06-29

CONTACT INFORMATION

Brittany Johnson
brittany.johnson@gcsu.edu
(478)-445-1934

DEPARTMENT WEB SITE

[University Communications](#)

COVID-19 Exposure Decision Path

Finance & Administration : Monday June 29, 2020

Georgia College developed a Decision Path as a tool for employees to use to assist in handling the different types of COVID-19 exposure. Specifically, what to do if you have COVID-19 symptoms, have been directly exposed to someone who tested positive for COVID-19, or have been indirectly exposed to someone who may be positive with COVID-19. See the attached *Decision Path and reference <https://www.gcsu.edu/return/reopening-faqs> for up-to-date information on reopening campus.

*The Decision Path has been developed to provide general guidance for decisions regarding employees and COVID-19 exposure. We realize that every situation will differ and there may be issues that fall outside of the proposed Decision Path that may influence decision making. Please contact Amber Collins in HR at ext. 4236 should you have questions or concerns.

Updated: 2020-07-13

CONTACT INFORMATION

Susan Allen
vicepresident.financeadministration@gcsu.edu
(478)-445-5148

DEPARTMENT WEB SITE

[Finance & Administration](#)

ATTACHMENT

Notes about attachments are on the second page of this document.

Decision Path 2200px_4.pdf

REMINDER - Student Rating of Instruction Survey (SRIS): May-June and June Terms 2020

Center for Teaching & Learning : Monday June 29, 2020

The Student Rating of Instruction Survey (SRIS) is open and available for students to complete through July 1. Please encourage your students to complete the Student Rating of Instruction (SRIS) survey. We need a 65% completion rate for usable data. To locate updates to your class response rate, log in to [Campus Labs](#) using your Unify credentials.

Research and best practice consistently show the single greatest factor to increase participation in online student rating surveys is for faculty to express and demonstrate how the results are important and used in making meaningful change. The next most influential factor is to set aside time during studies to complete the surveys.

We understand time to complete coursework can be limited. However, when applicable, if you allow approximately 20 minutes for your students to complete surveys during their studies, research shows response rates improve. Mobile devices with an Internet connection such as smartphones, tablets, iPods, etc. can all be used to access the [survey here](#). Students may log in with their Unify credentials.

Students will also be receiving a notification and email reminders to complete their surveys. Even so, reminders from faculty are very helpful. The student access link does not change and can be used from one term to the next.

Updated: 2020-06-29

CONTACT INFORMATION

SRIS Administrator

sris@gcsu.edu

(478) 445-2520

DEPARTMENT WEB SITE

[Center for Teaching & Learning](#)

Faculty, Welcome to Accommodate

Student Disability Resource Center : Monday June 29, 2020

On Friday the Student Disability Resource Center sent all faculty an email welcoming them to our new web-based accessibility management system, Accommodate. Because the email came from a new system it may have gone to your junk file. So you don't miss this important information, please check your gcsu.edu email account. We've included the short tutorial [here](#) as well. If you have any questions, please email disability@gcsu.edu.

Updated: 2020-06-29

CONTACT INFORMATION

Rebecca Miles
rebecca.miles@gcsu.edu
478-445-4762

DEPARTMENT WEB SITE

[Student Disability Resource Center](#)

ATTACHMENT

Notes about attachments are on the second page of this document.

[Faculty Accommodate Presentation.pdf](#)

Announcements Posted Tuesday June 30, 2020

FINAL DAY - Student Rating of Instruction Survey (SRIS): May-June and June Terms 2020

Center for Teaching & Learning : Tuesday June 30, 2020

Your feedback matters!

We value your feedback and invite you to complete your June and May-June Terms 2020 course evaluations. The survey period ends today, so if you have not responded, please do so. Every survey is confidential and your thoughtful responses regarding the instructional aspects of the course provide faculty with insights about course effectiveness and give insight into future improvements for the course and programs.

Your instructor may set aside time during your studies to complete the surveys. Any device with a wireless Internet connection (smartphone, iPad, tablet, laptop, etc.) can access the survey by using the instructions listed below. Once your surveys have been completed you will no longer receive any reminder messages.

If you experience technical difficulties, please complete the following steps.

- Delete your browsing history and your cache within your preferred browser
- Close the browser
- Reopen the browser

*For desktop browsers, to quickly open menus used to clear your cache, cookies, and history, ensure that the browser is open and selected, and press Ctrl+Shift+Delete (Windows) or Command+Shift+Delete (Mac).

If you do not want to delete your browsing history or your cache, please open a New Private Browsing window (in Firefox) or open an Incognito window in Chrome

- Navigate to <https://gcsu.campuslabs.com/courseeval/>
- Sign in with your Unify username and password.
- If your technical problems persist, please contact Campus Labs Support.

Thank you in advance for helping our faculty improve your learning environment!

Please contact sris@gcsu.edu with questions or concerns.

CONTACT INFORMATION

Jim Berger

jim.berger@gcsu.edu

(478)-445-2520

DEPARTMENT WEB SITE

[Center for Teaching & Learning](#)

FINAL DAY - Student Rating of Instruction Survey (SRIS): May-June and June Terms 2020

Center for Teaching & Learning : Tuesday June 30, 2020

For faculty -

The Student Rating of Instruction Survey (SRIS) closes today, so please encourage your students to complete the Student Rating of Instruction (SRIS) survey. We need a 65% completion rate for usable data. To locate updates to your class response rate, log in to [Campus Labs](#) using your Unify credentials.

Research and best practice consistently show the single greatest factor to increase participation in online student rating surveys is for faculty to express and demonstrate how the results are important and used in making meaningful change. The next most influential factor is to set aside time during studies to complete the surveys.

We understand time to complete coursework can be limited. However, when applicable, if you allow approximately 20 minutes for your students to complete surveys during their studies, research shows response rates improve. Mobile devices with an Internet connection such as smartphones, tablets, iPods, etc. can all be used to access the [survey here](#). Students may log in with their Unify credentials.

Students will also be receiving a notification and email reminders to complete their surveys. Even so, reminders from faculty are very helpful. The student access link does not change and can be used from one term to the next.

Link for Campus Labs - <https://gcsu.campuslabs.com/faculty/>

Link for survey here - <https://gcsu.campuslabs.com/courseeval/>

Updated: 2020-06-30

CONTACT INFORMATION

Jim Berger
jim.berger@gcsu.edu
(478)-445-2520

DEPARTMENT WEB SITE

[Center for Teaching & Learning](#)