

Metro State University

2023-2024 Community Faculty Resource Guide

This resource guide is a publication of the Metro State University Center for Faculty Development. We consider this to be a dynamic document in need of continual updating. If you see content that needs updating or amending, please contact us at faculty.development@metrostate.edu

The guide has been created by staff in the Center for Faculty Development, in collaboration with many colleagues across the university. Great thanks to Bobbie Anderson, Josefina Landrieu, Katie Peacock, Jules Thompson, Kristin L Burgess, Alec Sonsteby, Stephen L Reed, Luke Morgan, Travis L Morgan, Melissa Heinz, and Victoria Le. A sincere thank you to our Deans and to the other administrators for their support of this resource and for recommending reviewers.

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Metro State University General Information

Academic Calendar

- To access the university's academic calendar by semester, visit <https://www.metrostate.edu/academics/calendar>. This calendar includes semester beginning and ending dates, holidays and campus closures, and grading due dates.
- The My.metro may be used to review the location, time, and begin and end dates of your course(s). Your courses will be listed in the My Courses box.

University Website

- The Metro State University homepage is www.metrostate.edu.
- You can find many useful links at the bottom of the Metro State University home page under the Metro State Faculty and Staff heading. There you will find links to the Portal, the Employee Dashboard, State of Minnesota employee self service Employee Email, Employee concerns and complaints ,and a direct link to the Center for Faculty Development site.
- Under the Metro State Students heading, you can find direct links to the library, and to D2L Brightspace, our learning management system.
- Please know that this website was updated, and there have been several changes to web addresses. If you find a broken link within this document, please contact us with the broken link information at faculty.development@metrostate.edu.

University-Wide Policies and Procedures

- You can locate Metro State University policies and procedures directly on the website by clicking the Policies and Procedures link at the lower left corner of the homepage. There are additional links to the State of Minnesota Policies and Minnesota State Board Policies at <https://www.metrostate.edu/about/policies>.

University Administration

- **University President:** Virginia “Ginny” Arthur.
- **University Provost & Vice President for Academic and Student Affairs:** Amy Gort.
- **President’s Cabinet:** <https://www.metrostate.edu/about/president/leadership>
- **Presidential Executive Leadership:** <https://www.metrostate.edu/about/president/leadership>

College or School Deans and Office Managers

College of Community Studies and Public Affairs

Dean: Rick Kurtz
Office manager: Natalie Bearth
Phone: (763) 657-3748
Email: natalie.bearth@metrostate.edu

College of Liberal Arts

Dean: Michael Anderson
Office manager: Nicolle Zeller
Phone: (651) 793-1445
Email: nicolle.zeller@metrostate.edu

College of Nursing and Health Sciences

Dean: Doris Hill
Office manager: Laurie Landwehr
Phone: (651) 793-1404
Email: laurie.landwehr@metrostate.edu

College of Sciences

Dean: Kyle Swanson
Office manager: Janice Kwallek
Phone: (651) 793-1742
Email: Janice.kwallek@metrostate.edu

College of Individualized Studies

Dean: Charles Tedder
Office manager: Mary Wright
Phone: (651) 793-1922
Email: mary.wright@metrostate.edu

College of Management

Dean: Rassule Hadidi
Office manager: Cathy Johnson
Phone: (612) 659-7253
Email: cathy.johnson@metrostate.edu

School of Urban Education

Dean: Paul Spies
Office manager: Guadalupe Sanchez
Phone: (651) 999-5924
Email: lupe.sanches@metrostate.edu

Library and Information Services

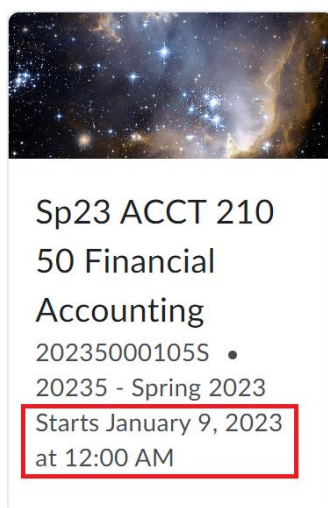
Dean: Beth Clausen
 Office manager: Pamela Braun
 Phone: (651) 793-1622
 Email: pam.braun@metrostate.edu

D2L Brightspace

Metro State uses D2L Brightspace (D2L for short) as its online learning management system. D2L can be used to post your syllabi, teaching materials, discussions, assessments/evaluations; send emails to students; and teach your online or hybrid courses or supplement any teaching modality.

You can access D2L from the university's home page or via <https://metrostate.learn.minnstate.edu/>.

Please note, the date when students will first have access to their course site is listed on the D2L home page/My Courses (example image below).



This date is important because students will be looking for a syllabus, dates for exams, etc. The D2L site is the first point of access for students, so it is important that your course site has the most current and accurate course information available when the course site opens for students. You may be able to avoid unnecessary questions from students if your course site is current and available before students have access to your course.

Instructional Support

We have a three-pronged approach for instructional support at Metro State: The Instructional Design Group, Faculty Mentors, and Academic Technology Services.

Academic Technology Services (as a part of Information Technology Services/Institutional Effectiveness and Research) manages D2L Brightspace at Metro State and provides technical

support for the platform and the auxiliary technologies that support teaching and learning. More broadly, for all your technology support needs, you can reach out to our Service Desk to get routed to the right resources for assistance.

Our **Faculty Mentors** are select faculty peers able to provide insights unique to teaching at Metro State University. They can offer insights on our student demographic, navigating the faculty experience, contract issues, departmental and administrative elements, and answer commonly asked questions from the faculty perspective.

Our **Instructional Design Group** is here to support faculty with course design and development. They can assist you with course alignment, communication, learning and assessment strategies, and many other topics including increasing student engagement, incorporating equity, inclusion and diversity into your course design, and instructional design best practices.

We offer training sessions on all aspects of D2L Brightspace, online course design, and additional technology tools that enhance student learning.

Our staff can work with you on an individual basis to assist in the setting up of your online course(s).

We offer the following services for Metro State University faculty, staff and students.

- Technical Support is available Monday through Friday 8:00 AM - 7:00 PM as well as Saturdays. from 8:00 AM - 1:00 PM. We don't have walk up support on Friday but you can reach the Service Desk and we have on-site classroom/campus support should it be needed. Should you be on the St. Paul campus and just want to swing by the Service Center, our service desk is in New Main (the giant glass building), down one floor, in L105. We have staff at our other Metro locations as well.
 - Feel free to call (651) 793-1240
 - Our email is it.desk@metrostate.edu
 - Our Service Portal that contains our Service Catalog and Knowledge Base Library is available at <https://services.metrostate.edu>
 - Our online learning support is available from 8:00 am to 4:30 pm every weekday.
- For Instructional Design and Faculty Mentor support, we are available Monday through Friday from 8:00 AM - 6:30 PM.
 - Feel free to call (651) 793-1663
 - Our email is instructional.support@metrostate.edu
 - Feel free to schedule a meeting with us using [our Bookings tool](#)
- **Emergency support:**
 - For assistance after hours, you can call our main phone number **(651)793-1240**. There are two options you can select from our voice menu if you have an urgent need for assistance when you call, and the Service Center is closed. One option allows you to get on-call support for technology issues that are urgent and can't wait until our Service Center is open, or to report an outage.
 - A D2L site administrator is also on-call for emergency support. Emergencies are defined as issues the immediately impede students' completion of course work

(for example, a quiz issue.) If after hours or on the weekend, call (651) 793-1240 and press option 2 to be routed to a site administrator.

- Online learning modules and additional faculty resources are available within D2L. Check out [Course Design and Academic Technologies](#) which offers self-help on the various D2L tools, modules on accessibility, and course design.

Communications

Email Access

A faculty email address will be generated upon completion of the electronic onboarding process. You will be notified of this university email address by email at the personal email address that you provided in your community faculty application materials. It is expected that this email will be used for all university business. This email address will remain active while you are working for Metro State University. Email accounts for community faculty are deleted upon authorization by the dean of their respective college or two years after their last class assignment, whichever occurs first. Please ensure that you have saved any materials that you need prior to this date. You can access Metro State University email policy from the university's site or via <https://www.metrostate.edu/about/policies/6771>

- **Our recommendation.** The Center for Faculty Development recommends that faculty check Metro State email at least once a day if you are teaching that term. If you are not teaching in any given term, we recommend you check email once a week to receive important news and information. Also, please include your communication policy in the course syllabus to let students know your timeline for responding to communications.
- **Family Educational Rights and Privacy Act (FERPA).** ensure compliance with FERPA requirements, you should always use **always use your Metro State email when communicating with students**. As a community faculty member, you will likely be using your personal computer. Thus, it is important to keep student privacy in mind and ensure that personal and academic information related to students is inaccessible to others who might also be using your computer. For more information on FERPA guidelines, go to: <https://www.metrostate.edu/academics/records/ferpa>
- **Using Microsoft Outlook.** Metro State uses Microsoft Outlook for email. You have several options for accessing your faculty email account.
 - At the bottom of the Metro State University Home Page, under the Metro State Faculty and Staff heading click on Office 365. Enter your user name (StarID) and password.
 - In the MyMetro, click on Email (Top middle). Enter your user name (StarID) and password.

Email Security

Never share your password or open emails or attachments from an unidentified or suspicious source. Metro State University IT Services will never ask you for your Username and Password.

Contacting Students if You will be Late or Unable to Attend

You should contact your office manager and department chair and send an email to the class listserv (Your class listserv is available on the My.Metro home page, under “My Courses” or via D2L Brightspace). If possible, ask a colleague who teaches in the same building to post a sign on the door indicating the class is canceled or that you will be late. (Remember to have the sign include your name, course title, and date.) Contact information for office managers is listed above in the College or School Deans and Office Managers section. You may also call the campus location security officer (see page 7) and ask her or him to put a sign on your classroom door.

Identification

- Your **StarID** and **password** will be created when you complete the electronic onboarding process that is initiated by HR sending you a link. The Metro State HR Department will send your Metro State employee (tech) ID and email address to you. After your State of Minnesota ID has been created, 7 – 10 days after your start date, you will receive a system generated email including your ID number and a reminder to complete your required direct deposit.
- Your StarID is composed of 2 letters + 4 numbers + 2 letters and a password. You will be asked to change your password every 180 days. Use your Star ID to access Metro State computers, D2L, library database, My.Metro, Service portal, and faculty email. The link to Star ID Self Service can be found on the Metro State University Service Portal or on the Web at: <https://starid.minnstate.edu/>
- State of Minnesota ID is an 8-digit number that is needed to access your information on the Minnesota Management and Budget (MMB) Employee Self-Service website at: <https://hub.selfservice.systems.state.mn.us/psp/hubss/SELFSERVICE/?cmd=login&languageCd=ENG&>. This site includes your W2/W4, paystubs, and benefits enrollment information, if applicable.
- You should obtain a faculty photo ID from Library Services (2nd floor Library on St. Paul Campus) this process takes about four minutes. Your ID can be used to access printers and open some doors on campus. If you teach on campus and paid for parking, you will use your ID card to enter and exit parking ramps/lots. The ID card can be configured to open the door to the Center for Faculty Development in Library 218. Complete the “Card Access Request” form online, indicating at the bottom you are requesting access to Library 218:
<https://services.metrostate.edu/TDClient/Requests/ServiceDet?ID=26545>

Safety and Emergency Information

Each campus location has on-site security staff. See site specific information below. Jason Fellows is the security director at Metro State University and is located on the St. Paul campus. You may contact Jason at 651-793-1725 or jason.fellows@metrostate.edu. Here is the link for emergency information sheet <https://www.metrostate.edu/sites/default/files/2020-07/emergency-information.pdf>

Important Safety Tips

1. You may call for an escort or walk with others, choose well-lit and direct areas at night and remain alert; walk confidently and purposefully.
2. Park in designated Metro State parking ramps/lots.
3. If you notice any suspicious behaviors on or around campus, or are a victim of a crime, please immediately notify safety staff and/or call 911.
4. If confronted, make firm but non-challenging statements of your interests.
5. If you believe you are in jeopardy, leave for somewhere safe.

Emergency Information

- Emergency Notifications: Students, faculty and staff are alerted to any disruptions to campus operations through university email and Star Alert, an automated phone call and text messaging system. Timely warnings are posted to bulletin boards around campus and are available upon request.
- Manage Your Star Alert Notifications: Students and employees are automatically registered to receive Star Alert notifications. You can manage your contact information and notification preferences at any time. Here is the direct link <https://metrostate.bbcportal.com/>, Sign in using your StarID as your identification code and your Metro State University email address.
- Emergency booklet is an excellent quick guide for information on various emergencies is available by the exits of most classrooms. Here is the PDF link https://www.metrostate.edu/sites/default/files/2018-06/Emergency_Booklet_1.pdf . There are also copies in the Center for Faculty Development workspaces. It details information for fire, tornados, medical emergency, power failure hazardous spill, bomb threat, suspicious package, campus lockdown, and inappropriate student behaviors.

Weather Emergencies

- Cancellations due to weather or other occurrences are announced on WCCO AM radio, Dial 830; WCCO TV, channel 4 (<http://wcco.com>); KSTP TV, channel 5 (<http://www.kstp.com>) ; KARE TV, channel 11 (<http://www.kare11.com>) and are posted on the Metro State home page at www.metrostate.edu. Be sure to inform your students about these information sources.

Medical Emergencies

Call 9-911 on campus phones or 911 on cell phones and report the emergency to the dispatch operator. Include the nature of the medical emergency, location information including building, floor and room. Then inform the campus safety officer, so he/she can direct someone to meet the ambulance and respond to the medical emergency.

Emergency Help

The Center for Faculty Development encourages you to keep phone number(s) for the safety and security officers at the location you are teaching in your cell phone. The Center for Faculty Development also has a small business-sized cards available containing these numbers for the Saint Paul, Minneapolis, and the Midway Center campuses.

Safety and Security Officers

SAINT PAUL CAMPUS:

SAINT PAUL CELL: 651-775-0444
 SAINT PAUL LIBRARY CELL: 651-775-0715
 SAINT PAUL RAMP CELL: 651-368-4297
 SAINT PAUL RAMP SAFETY OFFICER: 651-793-1730
 SAINT PAUL SAFETY DESK: 651-793-1717
 SAINT PAUL STUDENT CENTER: 612-430-4325
 SAFETY AND SECURITY OFFICE: 651-793-1725

MINNEAPOLIS CAMPUS:

NON-EMERGENCY CELL: 612-659-6910
 EMERGENCY: 612-659-6900

MIDWAY CENTER:

SAFETY OFFICER CELL: 651-775-6122

BROOKLYN PARK (LECJEC):

SAFETY DESK: 763-488-2655
 SAFETY OFFICE CELL: 763-354-4168

Classroom Safety

- If you feel that you or your students' safety is threatened, contact the security officer at your location.
- Before the start of the first class, you should consider introducing yourself to the security officer, so they know who you are.
- It is advised that you include a statement in your syllabus about appropriate (and expected) classroom behavior.
- For additional information about campus and classroom safety, see:
<https://www.metrostate.edu/students/support/safety>

Administration of Your Courses

This section provides information about managing the administrative details of your course(s): finding class lists, managing student data, submitting student grades, and so forth.

- **Minnesota State employee dashboard**, Metro State University home page under the Metro State Faculty and Staff heading (is a treasure trove of information). It lists the classes you are teaching and gives access to your class listserv, Non-Attendance form, Early Alert form, Faculty Personnel Matters document, Multimedia Request form, eServices, and more. It also contains an "H" drive, which is your personal online filing cabinet. You can store and access documents, lecture notes, PPTs, etc. on your H drive.
- After you log-in on the home page using your StarID and password, you will see several important items that you must follow-up on or share information, if you have a concern

about a student. The Portal link is at the bottom of the Metro State home page:
www.metrostate.edu.

Attendance Forms That Must be Completed

- **Non Attend Reporting is Mandatory**
- **A Non-Attendance Form** *must* be submitted after the second class meeting (or the second week of online class). You must submit this form, even if all students have attended/participated in the class. Indicate on the form only those students who did not attend or participate in the first two class meetings (or the first two weeks of an online class). It is important for students to be informed that they will be dropped from class if they do not attend. You will find the Non-Attendance Reporting under My.Metro (Metro State University home page under the Metro State Faculty and Staff heading). Here is the additional information:
<https://services.metrostate.edu/TDClient/1839/Portal/KB/ArticleDet?ID=131731>. If you have any question please email: records.registration@metrostate.edu
- Faculty member tip: “It is very common that students will email you prior to the start of class and let you know that they will be missing the 1st/2nd days of class, but they still want to attend. It is your decision whether you will accept these students or not.” This faculty member went on to note that, since community faculty do not have access to student records, students should direct all record-related questions to their advisor.
- **Last Day of Attendance (LDA)**. It is very important to keep accurate attendance records. If a student does not complete the class and stops attending, you need to submit an “F” grade and indicate the last day that the student attended in person or the date he/she last posted in the online discussion/course room. You will insert an LDA when you submit the online grade entry form at the end of the term.

Concerns About Student Academic Progress - Early Alert System

- The Early Alert system allows faculty to identify students that are potentially experiencing challenges. Reporting is designed to be a proactive and collaborative early intervention program to assist students who show signs of potential challenges early in the term that may negatively affect their successful completion of a course. You will find the Early Alert Reporting under My.Metro (Metro State University home page under the Metro State Faculty and Staff heading). Additional information:
<https://services.metrostate.edu/TDClient/1839/Portal/KB/ArticleDet?ID=131772>
- Faculty member tip: The Early Alert System enables you to alert a student’s advisor AND the student about an academic concern such as excessive absences, late arrivals for class, missing or incomplete assignments, and inadequate daily/weekly preparation for class. You can submit an Early Alert any time in the semester, but it is best to be proactive and submit the alert as soon as you sense a problem that has not been resolved by speaking with the student first. It is appropriate to address the concern with the student

first. Then determine if that interaction makes a positive difference or effects a change in behavior or quality of work. If not, then the Early Alert is an effective tool to enlist the advisor's help. If you submit an Early Alert, the student's advisor will contact the student.

Submitting Final Grades

- ***It is very important to submit your final grades by the specified deadline.*** The registrar will send detailed instructions a few weeks prior to the end of each term.
- Grading System Pass/ No Credit: S = performance at a "C- "level or better for undergraduate courses and "B" or better for graduate courses.
- Metro State does not use A+ as a valid grade. If you post an A+ the registrar's office will remove the +, and the grade will be an A. The university also does not use D+ or D- grades.

How to Submit Final Grades

- Log into Minnesota State Employee Dashboard, Located at bottom of home page: Metro state Faculty and Staff. Direct link:
<https://eservices.minnstate.edu/faculty/public/secure/home/index?campusid=076>
Landing Page: Minnesota State Employee Dashboard
Under Dashboard: Select **Faculty**-Student Advisee, Class Lists. Grading and LDA, Grade changes
- This page gives you access to grade entry, the grade change form, your class list (with the last date to withdraw from the class, the name of the student's advisor, and classes you are teaching.
- **Real-time web grade and LDA entry.** The grade entry window opens several weeks before the end of the term. The registrar emails faculty a complete guide explaining how to submit grades, signaling the window is open. It is very important to submit grades by the deadline.
- Incompletes vs. "F." If a student is passing your course and has completed a substantial amount of the work (75% or more) but cannot complete the requirements due to unavoidable circumstances, he or she may request an incomplete (I). The student must request the incomplete from the instructor no later than the final week of the course. An (I) would be applied if the student simply fails to hand in material or take a final examination, the student will not be automatically given an incomplete. An incomplete converts to an F or no competence (N) if not completed by the end of the following semester. In granting the request for an incomplete, you may stipulate a shorter completion time. If so, the conversion to F or N will occur at the end of that completion time.
- Remember to complete the LDA (Last Day of Attendance), if appropriate.

Data Privacy Resources

- **Family Educational Rights and Privacy Act of 1974 (FERPA)**. FERPA is a federal law that protects the privacy of student records. For more information on FERPA guidelines, go to: <https://www.metrostate.edu/academics/records/ferpa>
- **Four rights of students**
 - inspect/review their education records
 - correct inaccurate/misleading data,
 - consent to disclose records,
 - file a complaint. See University Policy #1040
<https://www.metrostate.edu/about/policies/6751>
- A face-to-face workshop on FERPA is offered by the registrar's office.
 - For additional information, contact the Office of the Registrar or Daryl Johnson, Registrar, at daryl.johnson@metrostate.edu
- Helpful hint. "When in doubt, don't give it out."
 - Do not leave confidential information displayed on an unattended computer
 - Do not share class lists
 - Do not leave graded assignments/tests in a stack for students to sort through
 - If non-directory information is included in a letter of recommendation, you must have a signed consent/permission letter from the student.
 - These items are some examples of Non-directory information
 - Student's name
 - Area of study
 - Dates of attendance
 - Grade level or enrollment status
 - Most recent educational institution attended prior to Metro state university
 - Degrees, honors and awards received
 - Date of graduation
 - Height and weight of members of athletic teams

Academic Integrity

- Student Academic Integrity Policy information can be found at:
<https://www.metrostate.edu/academic-integrity>
- Academic Integrity resources are available at:
<https://libguides.metrostate.edu/academicintegrity>
- **Turnitin** (a tool for detecting potential plagiarism) is available through D2L. Read more about what Turnitin can and cannot do at:
<https://services.metrostate.edu/TDClient/KB/ArticleDet?ID=43554>
- Read how to set up Turnitin in your D2L course site at
<https://services.metrostate.edu/TDClient/KB/ArticleDet?ID=74184>
- Links to Instructor Resources are found on Home page > D2L Brightspace > login > Instructor help > Academic Integrity (Academic Integrity Procedure, Academic Integrity policy, Academic Integrity challenge, FAQ and Resources)

Addressing Student Conduct Concerns

All students and faculty are expected to behave respectfully. If you have a student who violates the Student Conduct Code, the Center for Faculty Development suggests you first speak with the student and try to resolve the problem. You may also contact the Center for Faculty Development staff for advice. The Student Code of Conduct information can be accessed at <https://www.metrostate.edu/students/support/judicial-affairs/code-of-conduct>. If the inappropriate student behavior persists, Judicial Affairs has a process and procedure in place to assist you. (<https://www.metrostate.edu/students/support/judicial-affairs>)

- **Who can file a complaint?** Any member of the university community: faculty, administration, staff, and students.
- **How do I file a complaint?** Reports of alleged violations of the Student Code of Conduct can be made through the Code of Conduct Incident Reporting form or <https://www.metrostate.edu/students/support/judicial-affairs> which is routed to the Judicial Affairs Office. Reference the Incident Reporting Guide for further Instructions on how to utilize and submit the Code of Conduct form.

Classrooms

- Classrooms are usually opened 30 minutes prior to the scheduled class start time but they can be opened earlier by contacting room.scheduling@metrostate.edu.
- Please note that rooms are automatically locked at end of class, so make sure you do not leave the classroom after hours, intending to return to an unlocked classroom.
- Finding rooms. During the first week of class, a tripod is set up at the entrance of each building listing the classes, times, and classroom locations. It is best, however, to arrive well before the class begins on the first day of class.

Scheduling Rooms/Building Services

- To reserve a room for a meeting or to reserve a space other than a classroom (e.g. breakout session) visit the Service Catalog at <https://services.metrostate.edu/TDCClient/Requests/ServiceCatalog> or you may contact Room Scheduling at room.scheduling@metrostate.edu or building.services@metrostate.edu with questions. Study rooms that seat 2 to 8 people are available on the first and second floors of the Library on the St. Paul campus. Faculty may check out rooms for 4 hours and reserve rooms up to 2 weeks in advance online or by calling (651) 793-1616 or (651) 793-1634.
- Computer classrooms (1 computer per student) are available on a limited basis. If you are teaching a course that requires computers for every class session, it is likely that you are scheduled to teach full time in one of the computer labs. If you require computers for each student on an occasional basis, contact room.scheduling@metrostate.edu for information about available computer classrooms at your location.
- You may also request a laptop cart for your classes on an occasional basis. To request a laptop cart, contact IT services via the Technology Services Catalog: <https://services.metrostate.edu/TDCClient/Requests/ServiceCatalog>

Technology in Each Classroom

- Teacher station/classroom computer
 - Most lecterns have a technology interface.
 - All classroom computers require a secure login (StarID and password).
 - Built-in computers require a temporary password login via the landing page or StarID users can login to wireless using their StarID username/password.
 - Standard equipment includes:
 - PC computer, ceiling mounted LCD projector (screens at front of room), DVD/Blu-Ray, document camera, integrated sound system with microphone, and inputs for portable devices.
 - VGA connections are most common, although there are HDMI connections on newer room technologies.
 - A wall "safe box" is located near the front of most classrooms. It contains a PowerPoint clicker and extra batteries. The code to open it is: 0214B.
 - Software: Windows 10 OS with Microsoft Office installed (at a minimum).
- If you have other needs, notify your college office manager, department chairperson, or Metro State IT department of your software and equipment needs well in advance of the start of the semester. The Multimedia Reservation Form is available through the Service Portal, <https://services.metrostate.edu/TDClient/Requests/ServiceCatalog>
- Through IT Services, you are able to download Microsoft Office for free on your personal computer. See: <https://services.metrostate.edu/TDClient/1839/Portal/KB/ArticleDet?ID=114865>
IT/Computer assistance: Information Technology Services (ITS) staff are happy to assist with classroom technology. You can contact the IT Helpdesk at: 651-793-1240. Call before 7 pm Monday- Thursday, before 5 pm on Friday, and before 1 pm on Saturday. We recommend putting this number in your cell phone. Email: it.desk@metrostate.edu
Web: <https://www.metrostate.edu/about/departments/its>

Managing Classroom Space

- Keys to classrooms are typically not provided. Classrooms will be unlocked 30 minutes prior to the scheduled class start time. Faculty can also access classrooms by calling Security at the classroom location.
- You may contact Building Services at (651) 793-1700 if you would like to request that the classroom be opened earlier.
- Whiteboards need to be erased and cleaned at the end of each class period.
- Poster tape is permitted for hanging items on the walls.
- If you rearrange tables or chairs, please put them back into the standard configuration after each class meeting.
- If there isn't a tack strip to hang papers/posters, drawings, etc. Post-It note paper is preferred.

Faculty Resources

Inter Faculty Organization (IFO)

- The IFO’s web address is <https://www.ifo.org>.
- All university faculty are represented by the IFO. Click on the “Click here to read the IFO contract” box to find a link to the 2022-2023 IFO contract. The contract is lengthy but well worth reviewing.
- All community faculty teaching more than three (3) semester credit hours or more than one (1) course during the academic year are eligible for membership in the IFO.
- **The current IFO membership dues for CF are linked at** <https://www.ifo.org/join-ifo>, “Click here to view 2022-2023 Membership dues” box to find a link to the 2022-2023 membership dues
- **Membership in the IFO enables you to** have voting rights, participate in Faculty Council, participate in the CF Caucus, and serve on many faculty and university committees. Faculty can join at <https://www.ifo.org/join-ifo>
- If you have a grievance, contact one of the following for more information on who is serving as our faculty grievance officer:
 Metro State IFO Vice President Matt Ryg, matt.ryg@metrostate.edu
 Metro State IFO President, cindy.harley@metrostate.edu

Professional Development Grants

You may apply for a Resident and Community Faculty Professional Development Grant. For more information on the Metro State Professional Development grant, go to <https://www.metrostate.edu/faculty-development/grants-scholarships-and-awards>

Reimbursement

Faculty can submit an Employee Expense Report (SEMA4) form for reimbursement for approved travel and other expenses. Contact your Dean or Department Chair to see if you are eligible for reimbursement of expenses, such as mileage. The form can be accessed online via the Portal > Forms, Tools, and Resources > Financial Management. Or you can access it directly if you are logged on to the Minnesota Management and Budget (MMB) website: mn.gov/mmb/assets/be-expense_tcm1059-126568.docx

Tuition Waivers

Faculty at all Minnesota State Universities are eligible for tuition waiver for courses at any university in the Minnesota State System. You can find the link to the tuition waver application in eServices on the Employee Dashboard. You may also contact Victoria Le, victoria.le@metrostate.edu or Choua Chang, choua.chang@metrostate.edu, in Human Resources with questions related to tuition waiver.

Labor Relations Assistant

Metro State University

700 East 7th Street

Saint Paul, MN 55106

Office: (651) 793-1281

Bookstore

Several months before the semester you are teaching a class, the bookstore will contact you to ask if you will be using the same materials you used the last time you taught the class or if you have new books to add or old ones to delete. ***Please send bookstore requests promptly.*** If you need supplies (e.g., lab goggles, graphing paper, calculators, etc.), the bookstore would want to know that, too. If you are teaching a new course, contact the bookstore and work with them to have your books on the shelf. For more information, contact the bookstore via the following means.

- website: <https://metrostate.bncollege.com/>
- Phone: 651-793-1670

Getting Paid

- Teaching appointments (not “contracts”). A paper confirmation of your teaching appointment is no longer sent to you. You can access your assignment by going online to Faculty Workload Management (FWM). You will find a link to the Employee Dashboard (<https://eservices.minnstate.edu/employee/public/>) at the bottom of the Metro State University home page. After you have logged into the Dashboard using your StarID and password, you will see the link for FWM.
- Firefox or Chrome are the preferred browsers to access this site.
- Please make note of your course begin and end dates.
- Community faculty are paid based on their course begin and end dates. Your first paycheck arrival depends on when you start in the pay period. You may review the Employee Pay Details Report (link in FWM) to see all of your scheduled pay by fiscal year.
- The State of Minnesota Employee Self Service site enables you to access your payroll information, W-2 form, pay stubs, and more.
<https://hub.selfservice.systems.state.mn.us/psp/hubss/SELSERVICE/?cmd=login&languageCd=ENG&>

Parking

- All employees are required to pay for parking on any leased or owned property of Metro State University.
- Paying for parking will entitle the employee to park on all Metro State University leased or owned property, including MCTC and Midway campuses.
- To register for parking enrollment, complete the form on the Metro State University website: <https://services.metrostate.edu/TDClient/Requests/ServiceDet?ID=34310>
- For additional questions about parking costs and options, please contact Tom.Torgerud@metrostate.edu or (651) 793-1731.
- Employees who work at MCTC and experience a parking access issue should contact our Metro State University IT department for assistance.

- Note. the 7th Street parking lot located behind St. John Hall is only for employees who are issued a hangtag to park in that lot. Anyone not displaying the proper hangtag will be issued a citation.
- Please pay careful attention to all parking signs posted in all parking lots and the parking ramp.

Student Evaluations of Teaching

The university uses a form to solicit feedback about your teaching from students at the end of the semester.

Students will receive emails reminding them to complete course evaluations. Mobile devices with an internet connection such as smart phones, tablets, iPods, etc. can all be used to access the survey. Please direct students to complete the survey at: <https://metrostate.campuslabs.com/eval-home/>

Student Login: starid@go.minnstate.edu

Student Password: StarID password

You will receive an email when course results are available. If you need assistance, you can contact, Office of Institutional Research, Institutional.Research@metrostate.edu.

How to obtain your course evaluations:

- For ALL courses of any type beginning in Summer Semester 2020: <https://metrostate.campuslabs.com/faculty/>
- For fully online and hybrid courses before Summer 2020, you will need to use the old link: <http://metrostate.mce.cc/results>.

Faculty member tips:

“Since [student evaluation] results will come well after you have finished the class and likely you will have started another course already, I have found it helpful to do my own course evaluation with students towards the end of the semester. After a couple of years of wishing I had [student evaluations] before I started my next class, I have found using my own evaluation in addition to the [student evaluations] very helpful, and students seem very positive about being able to give their input.”

Professional Development Reports

Your department may request Professional Development Reports after your first year. Please refer to the IFO contract, Article 22, and consult with your Department Chair or Program Director for additional details.

“ARTICLE 22: Professional Development and Evaluation

As the primary professionals in the teaching/learning process of the university, faculty place continuous emphasis on the development and improvement of their professional competence and productivity. Professional growth occurs in areas such as effective teaching, scholarly or creative

activity, and active involvement in the university community and professional organizations. Faculty scholarship and current knowledge of the discipline, together with a desire to improve pedagogy, are instrumental to good teaching.

Section A. Purpose. The purpose of professional development is to provide for continuing improvement in teaching, in other student interactions, in the quality of scholarly activity and other service to the university and community. The purpose of evaluation is to provide faculty with information which will contribute to their professional development. The evaluation processes are intended to be supportive of a faculty member's desire for continuing professional growth and academic excellence. This process contributes to various personnel activities and supports the interest of each faculty member to achieve continuing professional growth and to pursue the highest possible level of academic excellence.

Section B. Criteria. The criteria shall include: 1. Demonstrated ability to teach effectively and/or perform effectively in other current assignments. 2. Scholarly or creative achievement or research. 3. Evidence of continuing preparation and study. 4. Contribution to student growth and development. 5. Service to the university and community.

Section C. Schedule and Frequency

Appointment Type	Professional Development Plan	Submission of Reports	Evaluation Period
Community Faculty None	None	First year, every other year thereafter	First year, every two (2) years thereafter

Section F. Community Faculty Report Content. Community faculty members shall submit a report documenting achievements under Article 22, Section B, related to Criterion 1. The report shall be submitted to the Dean/immediate supervisor at the end of each evaluation cycle. Deans/immediate supervisors shall make these reports available to departments for use in reappointment recommendations and decisions.”

Center for Faculty Development

The Center for Faculty Development is dedicated to supporting your success (www.metrostate.edu/faculty-development).

- The CFD offers orientations, conferences, workshops, seminars, and faculty learning circles. The Fall Teaching Workshop, Spring Faculty Conference, and other events are posted on the center's website and are announced via weekly emails. We do not want you to miss these valuable opportunities to network with colleagues and to pick up best practices for teaching and learning.

Community Faculty Professional Development Stipends

- If you participate in at least 6 hours of eligible activities (events sponsored or cosponsored by the CFD) and submit a reflection form by mid-May, you will be eligible

to receive a small payment during summer session. Toward the end of spring semester, please watch for information in the weekly CFD emails.

Faculty Workspace and Equipment

Here are CF workspace list

- St. Paul, Library 218, ID card needed to access
- Minneapolis College campus, H4400
- Midway Campus, Room 8, Code 13579 (Until December,20203)
- College of Management, New temporary space on the Minneapolis College campus, open tables in suite T4300 during staff hours 8:30 am – 4:30 pm.
- Department of Natural Science, community faculty can use conference rooms SEC 224 and SEC 324 when they are not being used for meetings.
- School of Urban Education, on the Minneapolis Campus, Helland Center, 2nd floor, Suite 2300 and Suite 2400, has a CF office space open if needed by UED CF, Room 2411 during open hours of 8:30 to 5:30, or by appointment
- COS has 1 cubicle in our FH 219 suite that Community Faculty use. It is used on a first come, first serve basis.
- The community faculty room for LecJec(Brooklyn Park) is located in 152. BUT it is also labelled as 149 but the number hasn't been removed.
- The CLA CF's have three designated cubicles in SJH Suite 200 (SJH 207A, 207B & 207C) and it's on a 1st come first serve basis.

Library Services

A faculty librarian is assigned to serve as a liaison to each of the disciplines at Metro State University. Contact your departmental liaisons with any library questions. Locate your library liaison here: <https://www.metrostate.edu/library/services/faculty>

Liaisons can:

- Consult on information literacy and library research assignments.
- Provide training to faculty regarding library tools and databases.
- Answer questions about citation styles and bibliographic management tools.
- Facilitate purchase requests: <http://libguides.metrostate.edu/purchase>.
- Create library guides (<http://libguides.metrostate.edu/>) for academic subjects, classes, and more.

Institute for Community Engagement and Scholarship

The Institute for Community Engagement and Scholarship leads the university's commitment to teaching, research and service that support and enhance student learning through capacity-building partnerships within local communities.

The integration of campus with community has been a cornerstone of the university's approach to educating students throughout its history. The Institute for Community Engagement and Scholarship provides students and faculty with the resources to connect student learning and

faculty scholarship with community knowledge and expertise through community-engaged coursework, academic internships, engaged scholarship, and public programming.

The institute serves as a resource for community organizations that seek to build mutually-beneficial partnerships with the university's students, faculty and academic programs.

- Read more: <https://www.metrostate.edu/community>
- Email/contact: community.engagement@metrostate.edu / 651 793 1285
- Business hours: Monday – Friday, 8 am to 4:30 pm (and by appointment before and after office hours)

Printing/Copy Services

- Your office manager can orient you to the process for requesting copies of materials for your course. Please request copies of materials at least one week in advance.
- You will find copiers at all four of the Metro State locations. Faculty may access the machines by entering their StarID and password, Metro State Tech ID, or swiping your ID card.
- At the Midway Center, there is a copier outside of the computer lab on the first floor (East Entrance), although it is not equipped to handle large copy jobs. A copier is also available in the faculty workspace in Room 10.
- The Management Education Center (MEC) building in Minneapolis has a copier in the faculty workspace, Room 2120.
- The Brooklyn Park campus has a copier available in Room 153.
- The St. Paul Campus has a copier available in the Center for Faculty Development, LIB 218. You can also find a copier on the first floor of the library across from the Center for Academic Excellence. Another copier is located on the second floor in the library.

Student Support Services

Metro State has many services to support student success. The following are just a few of the student service units on campus; see all of them at <https://www.metrostate.edu/students/support>.

Center for Accessibility Resources

The Center for Accessibility Resources ensures that all programs, services, spaces and activities at Metro State University are accessible. We recognize that disability is one of many identities that an individual may have and that these individuals are a vital and welcome part of our diverse University community. We also recognize that disability is a social and/or cultural construct that often creates barriers for people. We strive to eliminate or minimize these barriers and empower individuals by facilitating an interactive process and building universally accessible campuses and programs.

- **Contact the Center for Accessibility Resources:**
Location: St. Paul Campus, New Main L233
Phone: 651-793-1549
Email: accessibility.resources@metrostate.edu
- **Access information about the Center for Accessibility Resources**
<https://www.metrostate.edu/accessibility>
- **The director of the Center for Accessibility Resources** is Kristin Burgess.
Contact Kristin at 651-793-1540 or email at kristin.burgess@metrostate.edu
- **Frequently asked questions:** <https://www.metrostate.edu/accessibility/for-faculty/faq>
You may not ask students about their disabilities, but you are encouraged to discuss accommodation needs if a student has approached you.

Career Development Center

- At the Career Development Center, students can learn about careers that fit their interests and abilities. They may also receive assistance in finding a job after college. The Career Center offers services and support to students and alumni.
- The Career Development Center can be reached at 651-793-1528 or <https://www.metrostate.edu/about/departments/career-center>.

Information Technology

- Computer centers are available at St. Paul, Midway, and Minneapolis. They are equipped with PC compatible computers, printers, and Internet access, and are staffed days, evenings and weekends.
- Virtual Lab: <https://labs.metrostate.edu/>
- You may Contact IT at 651-793-1240 or IT.Desk@metrostate.edu

Library and Information Services

Library Essentials for Faculty

Ask a Librarian

Email: library.services@metrostate.edu

Phone: 651.793.1614

In Person: Reference & Research Desk

24/7 Chat: Box on library website

Library liaisons assigned to each academic department can:

- Consult on information literacy and library research assignments.
- Provide training to faculty regarding library tools and databases.
- Answer questions about citation styles and bibliographic management tools.
- Facilitate purchase requests: <https://libguides.metrostate.edu/purchase>
- Create library guides for academic subjects, classes, and more: <https://libguides.metrostate.edu/>

More library services, including:

- ID cards, interlibrary loan, reserves, and video booking.
- Call 651.793.1634 or email library.circulation@metrostate.edu

Books, ebooks, articles, print journals, streaming videos, DVDs, etc.:

- Use OneSearch to find books, ebooks, articles, and more.
- Ask us about our streaming video collections, including Kanopy and Films on Demand!
- WorldCat is a way to identify items owned by libraries all over the country:
<https://www.worldcat.org/>
- Borrow items from University of Minnesota Libraries: Bring your Metro State University faculty appointment letter with you to the U's Wilson Library.

Article Databases:

- Click on Databases A-Z on the library website.

Finding ejournals in your subject area:

- Click on the List of Journals tool to see if we have a particular journal in full text.

- If we don't have it, order articles via interlibrary loan at no charge.

Available in alternative formats for people with disabilities. Call Center for Accessibility Resources at 651.793.1549 (voice).

Gateway Student Services Center

- Students who need assistance registering or have questions about Financial Aid or billing, should contact the Gateway Student Services Center.
- Gateway can be reached at 651-793-1300 or gateway@metrostate.edu.
- Gateway Student Services hours
Monday–Thursday, 8:30 a.m.–5:30 p.m.
Friday 8:30 am–4:30 p.m.
Saint Paul Campus is open for walk ups, phone calls, emails, and chats.
- Minneapolis campus is open for walk ups on Monday and Wednesday, 9 a.m.–5:30 p.m.
- Gateway Student Services locations
Saint Paul Campus: Founders Hall, first floor, east lobby
Minneapolis Campus: T Building, Suite T2101

TRIO Student Support Services (SSS)

- Trio offers structured and enhanced academic support to degree-seeking undergraduate students. Students may contact TRIO Student Support Services at 651-793-1525 or trio.center@metrostate.edu.
- TRIO Student Support Services website:
<https://www.metrostate.edu/about/departments/trio>

Counseling, Health and Wellness

- Faculty can play a key role in encouraging students to seek help in the Counseling Center.
<https://www.metrostate.edu/students/support/counseling/mental-health-resources>
For information on best approaches to helping students in crisis, see:
- https://www.metrostate.edu/sites/default/files/2018-06/responding-helping-students-in-crisis_0.pdf
- Faculty member tip:
"This might be obvious, but I think when you are concerned about a student for mental/psychological/social reasons, talk to your department chair. As a community faculty member, you sometime feel more isolated or out of the loop and you should always remember you're a part of a department. I have had this experience and it is important, depending on what is going on with the student, to have the support of another faculty member."

Read & Write Gold

Read & Write Gold is a multi-use tool to help students with reading, writing, and language learning. The program includes many tools including the ability to read text aloud from web pages and word processors, a spell checker for emails and text editors, and other tools to help organize notes.

- Links to Instructor Resources are found on Home page > D2L Brightspace > login > Applications for Education (bottom of the page)> read & write. Direct link:
<https://metrostate.learn.minnstate.edu/content/Admin/Widgets/ReadWrite/ReadWrite.htm>
1. If you have questions, feel free to contact the Center for Accessibility Resources at 651-793-1549 or accessibility.resources@metrostate.edu.

The Center for Academic Excellence

Tutoring Services

The Center for Academic Excellence is a learning and student support service devoted to cultivating student success and helping students achieve their academic goals.

Our tutoring mission: to help students learn. We strive to role-model resourcefulness, active learning, and collaborative problem-solving, such that students build confidence and efficacy as life-long learners. Our professional and peer tutors help students navigate conceptual difficulties and develop core academic skills. Our tutors are devoted to helping currently-enrolled students achieve their academic goals in one-to-one and small group tutorials.

<https://www.metrostate.edu/academics/success/tutoring>

Writing Center

Writing tutors provide free support at any stage of the writing process. We offer face-to-face tutorials on campus, written feedback sessions, and Zoom-based tutorials. We also offer drop-in support in our collaboration with reference librarians (Write @ the Desk). Our tutors provide constructive feedback to help you make progress on your writing projects and to build confidence as writers. <https://www.metrostate.edu/academics/success/tutoring/writing>

STEM+ Center

STEM+ Center tutors provide free support for students in select mathematics, statistics, natural science, computer science, and business courses at Metro State University. As our STEM+ tutors have specific specialties, please check the schedule online to ensure a tutor for your course is available. Tutors meet with students for one-on-one sessions online or in person, or asynchronously for quick drop-off questions.

<https://www.metrostate.edu/academics/success/tutoring/stem>

Placement & Testing Services

Our Placement Assessment team manages course placement assessment processes for college-level writing and mathematics courses. Metro State is participating in the Minnesota State system's Multiple Measures Course Placement Pilot through June 2023. The placement office continues to use students' ACT, SAT, MCA (within 5 years), high school GPA (within 10 years), and Accuplacer scores (within 3 years), as well as prior completed coursework to place students into the appropriate level of courses at Metro State University. An additional option is guided student self-placement, which requires consultation with an advisor prior to registration. Our Academic Testing team administers MIS-100 waiver exams. The Placement & Testing Services team also administers TEAS exams in late fall/early January.

<https://www.metrostate.edu/academics/registration/placement-assessments>

<https://www.metrostate.edu/academics/success/test-center>

700 East Seventh Street, Saint Paul, MN 55106-5000 | 651.793.1460 (Tutoring & Academic Testing); 651.793.1538 (Placement) | centerfolk@metrostate.edu (Tutoring); placement.assessment@metrostate.edu (Placement); testing.center@metrostate.edu (Academic Testing) | metrostate.edu | An equal opportunity educator and employer | A member of Minnesota State

Academic Advising

An assigned academic advisor helps students choose courses for upcoming semesters, create a degree plan through graduation, find university resources to support a student, and help them understand how their choices have an impact on academic progress. The advisor can help you to support a student's success via the Early Alert system.

- Academic Advising website: <https://www.metrostate.edu/academics/success/advising>
- You can find out who your student's advisor is on eServices by going to the Metro State home page > Service Portal > Employee Home/Timesheet > Faculty tab > Faculty dropdown menu > Class List

Advising Centers at the Colleges

College of Community Studies and Public Affairs 651-793-1341

College of individualized Studies 651-793-1783

College of Liberal Arts 651-793-1457

College of Management 612-659-7269

College of Nursing and Health Sciences 651-793-1375

College of Sciences 651-793-1505

School of Law Enforcement & Criminal Justice 763-657-3749

School of Urban Education 651-999-5920

Multicultural Affairs

- Cultural Success Coordinators provide educational and cultural support to empower students and promote successful college transitions and graduation. Success Coordinators advocate for increased intercultural awareness, help familiarize students with resources, and foster academic success for Asian, American Indian, African American, Chicano/Latino, Women, and LGBTQA communities. You may contact Multicultural Affairs at 651-793-1543.
- Multicultural Affairs website: <https://www.metrostate.edu/students/support/international>

Student Parent and Resource Center

- **The Student Parent and Resource Center** is located in St John's Hall L14 and provides a child-friendly study space. The Student Parent Center also offers parents support, family-friendly activities, and resources to help balance school and caregiving obligations. Students may contact the Student Parent and Resource Center at 651-793-1564 or student.parentcenter@metrostate.edu.
- Student Parent and Resource Center website: <https://www.metrostate.edu/students/support/student-parent-center>
- As part of the Student Parent and Resource Center, **Food for Thought**, Metro's campus food pantry, is open to all students, weekdays from 9:00 to 6:00 pm. It offers 'grab and go' items for students to stave off hunger while in school, as well as groceries items for students and their families. Food for Thought is located in St. John's Hall L10, and can be contacted by phone at 651-793-1571 or email at student.parentcenter@metrostate.edu.
- Food for Thought website: <https://www.metrostate.edu/students/support/food-for-thought>

Veteran and Military Student Services

- Assists all who have served or are currently serving in any branch of the United States Armed Forces. Veterans services will advocate on students' behalf. Veteran and Military student Services provide students help with understanding admissions requirements and academic programs, getting college credits for military training, accessing federal and state educational and financial benefits, and VA certification of registered courses.
- Contact Veteran and Military Student Services at 651-793-1567 or veterans.services@metrostate.edu
- Veteran and Military Student Services website: <https://www.metrostate.edu/students/support/veterans/center>

Emergency Financial Assistance for Students

Metro State has limited funding to support students with unforeseen basic-need related emergencies. Note that requests cannot be related to tuition, books, or fees.

The SAFE Emergency Assistance Grant: this grant is limited in funding and will only consider requests for unforeseen emergency situations related to a student's basic needs. Students can only receive this grant on a one-time basis. To be considered, students must be experiencing an unforeseen financial emergency related to their basic needs, be enrolled and taking courses, have a cumulative GPA of 2.0 or higher, and be able to provide documentation of the need. To determine if you are eligible to apply, contact the coordinator here.

The Random Act of Kindness Grant: this grant is limited in funding and will consider a basic need-related emergency that does not involve a recurring expense. For more information and or how to apply contact Gateway Services.

The Phillips Loan: students who are not eligible or have been denied emergency funding can request to apply for a Phillips loan in order to cover an urgent basic-need related emergency. The loan does have a small fee and is due to be repaid by the end of the semester. For more information or to apply contact Gateway Services.

McCabe Emergency Grant for Veteran and Military Students: this emergency grant is only available to veteran and military students who maybe facing an emergency related to their basic needs. For more information or to apply contact the Veterans and Military Student Services Coordinator.

Appendix 1: Syllabus Guide

Your course syllabus is a critical document for you and your students. Make sure it is as complete and detailed as possible. It is the first document your Dean or the Academic Appeals Committee will examine in the case of a grade appeal or other concern a student might raise.

On January 2nd, 2018, Provost Gort sent an email to all faculty describing the impetus for a new standard checklist for required content in course syllabi. Below is an excerpt from Provost Gort's email:

"Our most recent accreditation review by the Higher Learning Commission (HLC) noted concerns about the expectations for ensuring academic quality at Metropolitan State University, in part based on the review of a random sample of course syllabi that demonstrated inconsistencies in syllabus content, differences between sections, and examples of course syllabi that were seriously outdated. In the future we will need to have course syllabi that allow Metropolitan State University to provide evidence of college-level content and rigor (HLC policy CRRT.B.10.020, B.1.e), written and timely communication to students of course requirements (HLC policy CRRT.B.10.020, C.5), and evaluation of teaching and learning quality (Accreditation Criterion 3A. 1, 2, and 3; and Criterion 4A. 1). To respond to these accreditation needs, the IFO and administration worked together to develop a syllabus checklist to clarify required information for all course syllabi. Faculty must begin following the checklist for the spring 2018 semester so that we can provide evidence of compliance in a June 20, 2018 interim report for the HLC. During the December 15, 2017 Meet and Confer meeting with the Executive Leadership of the IFO, we discussed the syllabus checklist that was developed through collaboration between faculty and the administration and a need to clarify how the syllabi will be used after collection by the University. This memorandum will provide policy context for the collection of course syllabi, clarify the ways that the University will regularly use syllabi after collection, and explain other uses that will require additional faculty consent. The University recognizes course syllabi as scholarly work (Minnesota State Board Policy 3.26) and the intellectual property of individual or collaborating faculty who maintain ownership of the course syllabus (Article 27, Section C., Subd. 4 of the IFO contract). The intellectual property (and thus ownership) of the syllabus can be shared with the University or others in special cases, such as course syllabi that were developed under sponsorship or collaborative agreements, course syllabi that were specially commissioned, or under circumstances in which the course syllabi development required substantial use of resources."

Metro State University Syllabus Checklist
(Revision by Provost Gort, 8/19)

Metro State University Syllabus Guidelines

The following information is required in each course syllabus.

Basic Information:

1. University Name
2. Course Title
3. Course and Section Number and Modality (classroom, online, hybrid, etc.)
4. Number of credits earned in the course
5. Term & Year
6. Instructor Name
7. Instructor Contact Information – phone, fax, email, best time to contact

Please be sure that all of these basic information items are included on your syllabus.

The number of credits is very important for accreditation purposes but is often omitted from a syllabus. A fax number and best time to contact the instructor may be of less importance, but might be included.

Course Information:

8. Course Prerequisites – list prerequisite courses and/or skills needed
9. Course Description – obtained from the University catalog
10. Course Objectives or Outcomes

These items should come from the University Catalog and chairs should inform faculty that these three items need to be standardized across syllabi for all sections of the course with the exception of topics courses whose content varies.

<http://www.metrostate.edu/student/course-info/course-info/course-catalogs>

11. Required Text and Reading Materials- -The syllabus should include all the information that the student needs to be successful in the course. If required reading materials are not included in the syllabus the student could make the case that they are not actually required.

12. Evaluation Criteria/Assignments –

These may be basic and general descriptions of the assignments (exams, papers of a certain length, quizzes, etc.) and may say that specific details for assignments will be given elsewhere.

The description of the assignments must be sufficient to allow reasonably well-informed evaluators to assess the level of rigor in the course.

13. Grading Scale – What percentage (or number of points) of the total points constitutes an A, B, C, D, F or Competence/No Competence

14. Course Schedule including material covered and any assignments due

- list of course classroom meeting dates and topics covered in each meeting for classroom or hybrid sections
- schedule for online discussions for online or hybrid sections
- due dates for assignments as per #12 above

Note: This doesn't need to reflect exactly what is done in each meeting or what the focus of online discussions might be, just general concepts for each meeting or discussion period. Specific such as novel combinations of readings, discussions of particular articles from a particular point of view or even in-class activities don't need to be shared here and should be retained as the intellectual property of the faculty member teaching the class.

This additional information is required in each course syllabus:

- 1) **University Non-Attendance Policy and Other University Policies--** *HLC requires that the University's non-attendance policy (which specifies that students not participating in either of the first two class sessions be dropped) be on syllabi.*

The following statement is required in all syllabi (as written):

University Non-Attendance and Reporting Policy and Procedure

The purpose of the Non-Attendance and Reporting Policy is to ensure Federal Title IV regulations are adhered to with respect to a student's enrollment level for the purpose of calculating and paying financial aid. While Metro State University is not required to take attendance, Federal Title IV financial aid regulations require a procedure to establish that students have attended, at a minimum, one day of class for each course in which the student's enrollment status was used to determine eligibility for the Pell Grant Program. In addition, the university needs to determine a last date of attendance for those students who receive all failing grades or unofficially withdraw.

Attendance is defined based on course delivery mode. A student is "in attendance" if he or she meets the following conditions before the end of the second week of the course:

- Classroom Courses – the student is present in the classroom.
- Web-Enhanced (Reduced Seat Time Courses) – the student is present in the classroom or submits at least one academically relevant assignment.
- Online Courses –the student submits at least one academically relevant assignment
- Independent Studies – the student contacts the instructor or submits at least one academically relevant assignment.

- 2) **Information About Accessibility Resources**

Statements about the services provided by the Center for Accessibility Resources are required on all syllabi (required by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act). Faculty should select a syllabus statement from the samples listed on Page 4 of this guide.

3) Instructor Policies: Participation/Attendance, Late Assignments, Missed Exams, Granting an Incomplete, Students with Learning Disabilities, Plagiarism/Academic Dishonesty

Your syllabi should clearly specify class rules regarding things such as participation, attendance (which is different from the University's non-attendance policy), late assignments and missed exams so that students can be held accountable for following these rules.

Academic Integrity Policy and Procedures, <https://www.metrostate.edu/academic-integrity>

Additional Information that can be added to Support Student Success

- Information about other Students Success resources that are available to students:
 - The Center for Academic Excellence, <http://www.metrostate.edu/student/learning-resources/learning-resources/center-for-academic-excellence>
 - Veterans and Military Student Services, <https://www.metrostate.edu/students/support/veterans>
 - Student Services, <http://www.metrostate.edu/student/student-services-support/student-services>
 - Counseling Services, <https://www.metrostate.edu/students/support/counseling/therapy>
 - Library and Information Services, <http://www.metrostate.edu/library>

Sample Center for Accessibility Resources Syllabus Statements: Please select one for your syllabus

Sample 1

Diversity and Disability Statement: Our institution values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive and welcoming. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or accurate assessment or achievement, please notify the instructor as soon as possible. Students with disabilities are also welcome to contact the Center for Accessibility Resources to discuss a range of options to removing barriers in the course, including accommodations.

The Center for Accessibility Resources is located in New Main, room L223. Phone number is 651-793-1549 and email is Accessibility.Resources@metrostate.edu.

Sample 2

Students with Disabilities: If you anticipate issues related to the format or requirements of this course, please meet with me. I would like us to discuss ways to ensure your full participation in the course. Together we can plan how best to design the course and coordinate your accommodations.

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Sample 3

Students with disabilities: It is the policy and practice of the university to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement—such as time-limited exams, inaccessible web content, or the use of non-captioned videos—please notify the instructor as soon as possible. Students are also welcome to contact the Center for Accessibility Resources.

The Center for Accessibility Resources is located in New Main, room L223. Phone number is 651-793-1549 and email is Accessibility.Resources@metrostate.edu.

Sample 4

Students with Disabilities: Students with disabilities who experience barriers in this course are encouraged to contact the instructor. The Center for Accessibility Resources is available to facilitate the removal of barriers and ensure reasonable accommodations.

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Sample 5

Our university is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any barriers to learning, discuss your concerns with the instructor. In addition to speaking with the instructor, the following resources are available to ensure an opportunity to learn in an inclusive environment that values mutual respect.

- For students with disabilities who are experiencing barriers to learning or assessment, contact the Center for Accessibility Resources.
- For students who believe that they have experienced harassment or discrimination on the basis of age, sex, race, religion, color, national origin, disability, or sexual orientation, contact the equity and diversity office.

The Center for Accessibility Resources is located in New Main, room L223. Phone number is 651-793-1549 and email is Accessibility.Resources@metrostate.edu.

Sample 6

Accessibility and Accommodations: It is the University's goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please let me know immediately so that we can discuss options. You are also welcome to contact the Center for Accessibility Resources office to begin this conversation or to establish accommodations.

Please be aware that the accessible table and chairs in this room should remain available for students who find that standard classroom seating is not usable.

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Sample 7

Usability, disability and design: I am committed to creating a course that is inclusive in its design. If you encounter barriers, please let me know immediately so that we can determine if there is a design adjustment that can be made or if an accommodation might be needed to overcome the limitations of the design. I am always happy to consider creative solutions as long as they do not compromise the intent of the assessment or learning activity. You are also welcome to contact the Center for Accessibility Resources to begin this conversation or to establish accommodations for this or other courses. I welcome feedback that will assist me in improving the usability and experience for all students.

The Center for Accessibility Resources is located in New Main, room L223. Phone number is 651-793-1549 and email is Accessibility.Resources@metrostate.edu.