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Fort Hays State University, "Tiger Daily: December 15, 2016" (2016). *Tiger Daily Archive*. 209.
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From: Tiger Daily
Sent: Thursday, December 15, 2016 10:34 AM
To: Tiger Daily
Subject: Tiger Daily [December 15, 2016]



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ANNOUNCEMENTS

Workday Implementation Update

Over the last year members of HR, Finance and IT staffs have been sequestered (or so it seems) and working furiously on the new Workday ERP – which will be launching soon. The original implementation date of January 2017 was extended to **April 9, 2017**, to allow for more thorough testing of the software. At this time all modules related to human resources, financial services, and payroll will go live.

What Does this Mean?

Beginning April 9, 2017 the University will have a new system in place for all HR, finance and payroll operations. Each employee will need to login to the new systems to perform any action you previously did using iFAS, or Lotus Notes related to finance, personnel or payroll. All other Lotus Notes workflows related to student services and processes will still be available!

Training will be scheduled for everyone. It started this week with User Acceptance Testing, which includes training for employees in each area and other power users. Training will also be offered beginning in March for everyone on the new functionality and the new processes in place for the work you do today.

What About the Student Processes?

Student modules are also moving to Workday, and project teams successfully implemented the Recruiting and Admissions modules this past July. Additional teams are beginning the long journey toward the implementation of the Workday Student Records, Academic Advising, Curriculum Management, Student Financials, and Financial Aid modules. All modules are scheduled to go live within the next 18-24 months.

A website is being developed that will contain this information and more – and we will keep you informed on that progress.

Many thanks to everyone on campus that has been working so hard to make this happen....it truly takes a village!!

- Joy Hatch, Vice President for Technology

Final Grade Reminder – Due Monday December 19 by Noon

All Fall 2016 final grades* must be entered through the on-line grade entry system. Faculty can access the grade entry system by clicking on TigerCentral under the Faculty/Staff link at the top of the FHSU home page. The system will then ask for

Tiger Net ID Username and Password. (If you have problems or technical difficulties with your Username and Password, please call Tiger Tech at 785-628-5276).

After logging in, hover over the “Teaching” tab, and click on “Grade Entry.” Next, click on the “Final” tab to see a list of courses for which final grades are due.

HELPFUL HINTS:

- When entering grades of “I” for Incomplete, instructor must enter additional information. Before proceeding to the next grade on the roster, the instructor will be required to enter “Reason for incomplete,” “Removal requirements,” and “Date work must be completed.” After this information is entered, instructor must click “Save and Continue.”
- When entering grades of “U” the instructor must complete the Last Date of Attendance or Participation, OR check the “Did not attend” box before proceeding to the next name on the roster.
- For any withdrawn classes (grade of “W”) instructor must either fill in Last Date of Attendance or Participation, verify that the prefilled date is correct, or check the “Did not Attend” box
- All grades and required information (for grades of “I” , “U” and “W”) must be completed before instructor can click “Submit.”

PLEASE NOTE: Due to the ease of accessing class rosters through the TigerCentral, the Registrar’s Office will no longer print the final grade rosters. Faculty may [view and/or print](#) final grade rosters from TigerCentral.

*Most International partnership grades are due at a later date.

Please contact The Registrar’s Office Tammy Winters at 4427 for more information.

Season’s Readings

If you’re looking for a good read this holiday season, try one of the Kansas State Library eBook resources profiled on our [Recreational Reading](#) page! Through the Kansas State Library, Kansas residents have access to hundreds of thousands of free digital eBooks and Audiobooks. All you need to access them is a free Kansas Library eCard, which you can pick up from any Kansas academic or public library. If you’re interested, stop in to the Forsyth Library and talk to Tom Lippert. We also have a number of new and bestselling titles available in print at the Forsyth Library.

Happy Holidays from the Forsyth Library and the Kansas State Library!

For further information, contact Nathan Elwood, Instruction & Electronic Access Librarian at 785-628-4742 or neelwood@fhsu.edu

Report Covers and Twin Pockets Portfolios to Give Away

The Office of the Provost has 37 Twin-Pocket Portfolio Folders and 31 Report Cover Folders to give away on a first-come, first-served basis.

Please call 5535 if you are interested.

IMPORTANT: Christmas Break Deposit Deadline Reminder

This is a notification that deposits will need to be brought to our office (Picken Hall 317) by **12:00 NOON on Tuesday, December 20, 2016**, in order to be processed before the Christmas break. Deposits prepared after this deadline should still be brought to our office for safekeeping.

Deposit processing may be delayed during the Spring 2017 enrollment period in early January.

If you have any questions, feel free to contact Student Fiscal Services.

We hope you have a wonderful break and a very Merry Christmas.

-Student Fiscal Services, (785) 628-5251

Forsyth Library Hours

Monday, December 12 through Wednesday, December 14: 7:30AM – 2:00 AM

Thursday, December 15: 7:30AM – 7:30 PM

Friday, December 16: 7:30AM – 4:30 PM

Saturday & Sunday, December 17 & 18: **CLOSED**

Monday, December 19 thru Friday, December 23: 8:00AM – 4:30 PM

Saturday & Sunday, December 24 & 25: **CLOSED**

Campus CLOSED (December 24th thru January 2nd)

Tuesday, January 3 thru Friday, January 6: 8:00AM – 4:30 PM

Saturday, & Sunday, January 7 & 8: **CLOSED**

Monday, January 9 thru Friday, January 13: 8:00AM – 4:30 PM

Saturday & Sunday, January 14 & 15: **CLOSED**

Monday, January 16: **Campus CLOSED-Martin Luther King Day**

Regular Hours begin Tuesday, January 17

Please feel free to contact Forsyth at 785-628-4434 or refserv@fhsu.edu, Ask-A-Librarian chat: <http://libanswers.fhsu.edu/> or phone/text 785-639-6180

Holiday Schedule for Campus

This year the holiday break will start at the end of your regular work shift on **Friday, December 23, 2016**. We will re-open for business on **Tuesday, January 3, 2017**.

Monday, December 26 and Monday, January 2, are designated as state holidays. Employees will take 4 days of leave time to cover December 27, 28, 29, & 30. The hours earned for working on Veteran's Day must be used during the traditional phase down of campus operations between the Christmas and New Year's holiday.

The last day to use the 2016 discretionary day is December 31, 2016. The Governor has again authorized a discretionary day for calendar year 2017. The 2017 discretionary day will be credited to employees on January 1, 2017.

-Karen Allen, Executive Assistant to the President

Applications now Being Accepted for the 2017 Faculty Summer Grants for Research, Creative or Grant Activity

All current full-time Fort Hays State University faculty and unclassified staff members at levels comparable to academic faculty are eligible to apply.

Applicants may apply for a grant in any of three categories:

• Research Activity

• Creative Activity

• Grant Application Development

Please note that awards will be made based upon available funding. Completed applications must be submitted to the Office of Scholarship and Sponsored Projects on or before **February 15, 2017** (no later than 4:30 p.m.).

For more information, and to apply, go to: <https://fhsu.infoready4.com/-/competitionDetail/1754437>

SHARE WITH STUDENTS

Nominations Being Accepted for the John Heinrichs Outstanding Undergraduate Research Mentor Award

The **John Heinrichs Outstanding Undergraduate Research Mentor Award** recognizes the commitment, time, and energy necessary to foster undergraduate research. Undergraduate research encompasses scholarly, creative, and research activities. All current Fort Hays State University faculty and unclassified staff members at levels comparable to academic faculty are eligible. All disciplines are eligible.

The successful candidate exhibits many, if not all, of the following attributes:

- Supervises successful discipline-appropriate research performed by undergraduate students
- Promotes student dissemination or publication of undergraduate research
- Is recognized by colleagues for engaging students in undergraduate research
- Devotes time outside of class to working with students on undergraduate research
- Promotes interest in undergraduate research among his or her peers
- Seeks professional development to expand and inspire his or her own undergraduate research activities

Two - Step Nomination Procedure

Step One:

FHSU students, faculty, and staff may submit nominations. Self - nominations will also be accepted. All nominations must be emailed to URE@fhsu.edu using the nomination form.

The nomination form is located at <https://fhsu.infoready4.com/-/competitionDetail/1756011>

Completed nomination forms are to be emailed to URE@fhsu.edu no later than Friday March 1, 2017.

Step Two:

Nominees will be contacted March 2, 2017, with a request to submit the following additional information if they wish to be considered for this award:

A current curriculum vita

A personal statement on undergraduate research reflecting the criteria cited above

Optional items include

Letters of support from colleagues

Letters of support from students

Documentation of student research completed under the nominee's supervision (news clippings, conference programs, photos, etc.)

\$500 of OOE funding will be provided to the winner's home department by the Provost.

The Heinrichs Outstanding Undergraduate Research Mentor Award will be presented at the Fall 2017 Convocation.

Please feel free to contact Leslie Z. Paige with questions at lp Paige@fhsu.edu or 785-628-4349

Capitol Graduate Research Summit Proposal Deadline TOMORROW

The Kansas Council of Graduate Deans (KCGD) of the Kansas Board of Regents (KBOR) is organizing the Capitol Graduate Research Summit to share students' research experiences with state lawmakers in Topeka. This event will showcase the work of Kansas graduate students and demonstrate the unique opportunities graduate students have to participate with faculty members in research at all state institutions. This event will also emphasize higher education's role

in developing educated citizens and preparing a workforce with the necessary skills to further the economic growth of the state.

Each year graduate programs across the state of Kansas nominate and select graduate research submissions for inclusion in the Capitol Graduate Research Summit (CGRS). This year's CGRS will take place on **February 28, 2017**.

The FHSU Graduate School invites applications to present at the 2017 CGRS. Graduate students who have been significantly involved in the research enterprise of the university, either with their own project or through meaningful involvement with a faculty project, are desired as participants. To qualify for this event, participants must:

- be graduate students during the 2016-2017 academic year,
- have completed research under the guidance of a Kansas public institution faculty mentor,
- follow the methodology of the appropriate academic discipline,
- have research of sufficient quality to be presented at a professional academic meeting,
- have the skills, resources, and capacity to produce a professional academic poster,
- agree to undergo presentation training and rehearse presentations prior to the Capitol event.
- Participants should be able to convey their experience and enthusiasm to state representatives, senators, and other state officials in a poster session. Projects from a broad range of disciplines are encouraged, especially posters that relate to the state of Kansas and to issues important to the state legislature (e.g. education, health, agriculture, aviation, biotechnology, energy, transportation, manufacturing, environment, and social services). Up to five participants will be selected from each institution. This event will be an adjudicated poster competition with prizes.

Students who wish to submit their research can apply at this link: <https://fhsu.infoready4.com/#> The application deadline is **December 16, 2016**.

-Chapman Rackaway, Interim Dean of Graduate School

To submit an article for Tiger Daily, please create a **new** message and email it to tigerdaily@fhsu.edu before **10:00 a.m.** Items received after 10:00 a.m. will run the next business day. Submissions will be accepted only from FHSU faculty, staff, and student organizations. **Submissions must include** a headline, body text, and contact information only. **Attachments, graphics and images will not be published (including signature line graphics)**, but links to web pages may be included. Submitter is responsible for quality of content, which will be copied/pasted directly. **Replies to this message will not be responded to. Please send any inquiries regarding a Tiger Daily article directly to the submitter.** Only one Tiger Daily message will be sent per day.