

5-17-2018

Tiger Daily: May 17, 2018

Fort Hays State University

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Recommended Citation

Fort Hays State University, "Tiger Daily: May 17, 2018" (2018). *Tiger Daily Archive*. 546.
https://scholars.fhsu.edu/tiger_daily_archive/546

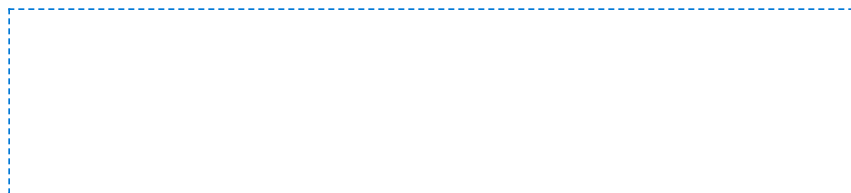
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Tiger Daily [May 17, 2018]

Tiger Daily

Thu 5/17/2018 10:54 AM

To: Tiger Daily <TigerDaily@fhsu.edu>;



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ANNOUNCEMENTS

Student Employee Computer Access & Email Accounts

To request TigerNetIDs for student employees and graduate assistants, please send an email to RequestSEAccount@fhsu.edu and include the following information for each employee:

- First and last name
- 8-digit FHSU ID
- Department
- Job title (student employee, grad assistant, etc)
- List of folders on the N: drive that this person should have access to (if applicable)
- List of shared mailboxes that this person should have access to (if applicable)
- Additional services needed (PowerFAIDS, ImageNow, etc)

You may include multiple employees in a single email.

Your email will trigger a new ticket in our ticketing system, KACE. The ticket will get assigned to whoever is making new accounts (Jessica States for now). You'll receive an email with instructions once the accounts are created.

Allow 3 business days for TigerNetIDs to be generated. If additional services are needed, allow 2 extra business days.

What is a .se account?

Student employees and graduate assistants may be assigned a second TigerNetID to use while they're at work. We add ".se" to the end of their regular TigerNetID to come up with their username. "se" stands for student employee.

Who needs a .se account?

Any student employee or graduate assistant who will use FHSU computers or computing resources as part of their job at FHSU needs a .se account. If they only need the computer to manage their time in Workday, then they don't need a .se account.

What is the .se account used for?

This account can be used for Windows login, Outlook email, Cascade (used to edit FHSU web pages), Lotus Notes workflow, and WorkDay workflow. Student employees need to use their student TigerNetID (username without ".se" at the end) to login to WorkDay.

Why should my student employees use FHSU Outlook email for work instead of their personal email or student Gmail account?

When someone leaves FHSU, we must make sure they no longer have access to any internal or sensitive information. There are also times when we need to retain an individual's work-related emails after their employment ends, or times when we need to grant a supervisor access to an active employee's emails. We can't do any of that if an employee is using a personal email account, including their student Gmail account.

It's also a good practice to separate your work and personal email to protect your own privacy.

What do I do when a student employee is no longer employed at FHSU?

Tech Services is notified when people are terminated in Workday. We remove access within 24 hours of the last day of employment, or within 24 hours of when we're notified, if notified after the last day of employment.

If you are terminating employment with cause or have other reasons to make sure access is revoked immediately, you may email or call Jessica States, Aaron Roe, or Trey Lynd.

Adjunct Courses to Begin Soon

The summer adjunct courses will begin soon. We currently offer **Foundations of Online Teaching** (for new adjuncts) and **Advanced Concepts in Online Teaching** (for those who have experience or who have completed Foundations of Online Teaching). Both courses are online and asynchronous. Department chairs can help determine which course would be most appropriate for you.

Both of these shells will open on June 4th and close on July 13th. Faculty are welcome to complete the requirements at their own pace, as long as they complete the course by July 13th.

Both courses offer, as compensation for completion, a promotion to the next level of adjunct pay (\$200/three-hour class increase). This pay increase takes effect the semester after completion. However, an adjunct who completes the foundations course must wait one year before taking the advanced course. In other words, if you complete **Foundations of Online Teaching** in summer, 2018, you would be eligible to take **Advanced Concepts in Online Teaching** in summer, 2019. Please note -- the adjunct salary cap remains in effect. So, if you are currently capped on pay, you are welcome to take a training class, but will not be eligible for an increase.

Additionally, the courses are somewhat customizable, comprised of both required modules and elective modules, allowing you to choose the content that best fits your training needs. Participants will also have the opportunity to engage with colleagues, asking questions and sharing teaching ideas.

To enroll in either course, please ask your department chair to email Valerie Brown-Kuchera (vcbrownkuchera@fhsu.edu) or Nicole Frank (nmfrank@fhsu.edu) and request that you be added to the appropriate class.

As chair approval is required anyway, this simplifies the process.

TILT Tip: Consult with FHSU's Dedicated Teaching Excellence Coordinator!

Today's TILT Tip, from Teaching Innovation and Learning Technologies:

Would you like to consult with an experienced faculty member, in a confidential environment? Contact FHSU's Teaching Excellence Coordinator, Dr. Robert Luehrs. Robert can help you navigate the tenure process, interpret university policies, and achieve your professional goals.

Learn more at <https://www.fhsu.edu/learningtechnologies/Consultations/index.html#consultations>.

University Bookstore Sale

The University Bookstore is having a sale on select apparel and gift items. The cashier(s) will be able to notify customers which items are included in the sale.

Nomination for Colleague to Colleague (C2C) Awards due May 31!

Do you have a colleague who deserves to be recognized for their outstanding service or innovation? Maybe they've design an exemplary course or provided exemplary leadership?

The Colleague to Colleague (C2C) Awards are presented annually at the Summer Institute on Distance Learning and Instructional Technology (SIDLIT). Nominations for the four awards are now being accepted through May 31. This year's awards will be presented at SIDLIT 2018 to be held at Johnson County Community College on Thursday and Friday, August 2 – 3, 2018. Note: These are awards for the C2C group, nominated by members, to honor outstanding service in the C2C membership. While we acknowledge the number of top-notch professionals in distance learning and instructional design across the regional area, these awards are limited to C2C members.

<http://blogs.jccc.edu/c2c/about/awards/>

For questions, please contact Nicole Frank, 2018 Colleague to Colleague Vice-Chair, at nmfrank@fhsu.edu.

Foundation Check Run

The Foundation will continue to process Check Requests on Wednesdays this summer, so have check requests to our office by 3:00 p.m. on Tuesdays.

If you have any questions, please contact Amy Leiker @ 5947.

Memorial Union Hours

Memorial Union hours for the week of May 13 – 19 (steam shutdown) and Summer may be found online at <https://www.fhsu.edu/union/hours/>.

EVENTS

You're Racist (But Then Again, We All Are): Understanding Subconscious Bias

Tuesday, June 5; 1:00pm to 4:30pm

Stouffer Lounge, Memorial Union

One thing that we all share as humans is the fact that we have biases. Very often, these exist in us despite our conscious effort to be fair and objective. Uncover and explore this aspect of yourself by joining the Management Development Center for ***You're Racist (But Then Again, We All Are): Understanding Subconscious Bias*** with Dr. Brett Whitaker, Leadership Studies Department.

Attendees will explore their own biases and how those biases can influence behavior, as well as learn about valuable tools to help control for implicit bias when working with others.

As FHSU faculty and staff, your registration fee is complimentary, thanks to your FHSU Vice President! Limited funding is available annually per division.

Due to overwhelming response from the **Academic Affairs division**, the funds for those faculty & staff members have been **used through July 31**. For those in this division, workshop registration should be paid for by department or personally.

If you are an Academic Affairs member & are interested in attending this workshop, contact Hannah Hilker at 785-628-4121 or hehilker@fhsu.edu.

Otherwise, registration can be completed online at <https://webapps.fhsu.edu/MDC2.0/Default.aspx>.

Supervisor Bootcamp

Wednesday, June 13; 8:30am to 4:30pm
Stouffer Lounge, Memorial Union

Back by popular demand! Join the Management Development Center (MDC) for **Supervisor Bootcamp**, facilitated by Dr. Seth Kastle (Leadership Studies) & Ms. Sabrina William (MDC).

Following the introduction of the five fundamental supervisory skills, participants will use theory and application to dive deeper into: **Guiding the Work, Organizing the Work, Developing Your Staff, Managing Performance, and Managing Relations**.

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Through a Different Lens: Understanding Perspective

Thursday, June 21; 1:00pm to 4:30pm
Hansen Entrepreneurship Hall

Are you interested in why people can experience the same event but describe it very differently? Why are some people so impacted by something that seemed trivial to another? Do you want to gain valuable perspectives that you may not have considered before? Find the answers to these questions and more by joining the Management Development Center for ***Through a Different Lens: Understanding Perspective*** with Dr. Jeni McRay, Leadership Studies Department.

Attendees will explore the four dimensions of the diversity wheel, learn about a variety of personality style models, explore the four components of emotional intelligence, and finish out the afternoon by developing a personal action plan for relationship management.

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Marketing 101 & Sales Training 101

Wednesday, July 11, 8:30am to 12:00pm & 1:00pm to 4:30pm

Hansen Entrepreneurship Hall, FHSU

Join the Management Development Center and Drs. Mary & Mike Martin (Applied Business Studies) for **Marketing 101 & Sales Training 101**. Marketing will take place from 8:30 – 12:00 p.m.; Sales will be from 1:00 – 4:30 p.m. Take one course – or both! Both courses to be held on July 11 at FHSU's Hansen Entrepreneurship Hall.

In Marketing 101, you will learn about the fundamentals of marketing, including how to make strategic and tactical marketing decisions by using database marketing & STP (segmentation, targeting, positioning). In Sales Training 101, be prepared for an afternoon of selling basics, including prospecting, closing, and good customer follow-through.

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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.