

## Dates to Remember:

- **Faculty Meeting:** November 14: Noon -1pm (FADM 253)
- **eCampus Book Buy Back Event:**  
December 13: 10am-6pm (FADM Commons)
- **Don't Come To Work:** November 11, 23-27
- **Grades Due:** December 19



Issue  
**ONE**

# November & December 2016

By  
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SENIOR SECRETARY



### In Preparation for Spring

- Spring room assignments have been double checked in the system
- The eCampus bookstore has been looked over and compared to the book lists you have given
- Please submit any requests (supply, room assignments, books, etc.) and your spring office hours to Gabby
- I will email out any updates that did not make it on this newsletter

## New Information (and some old):

### ✓ *Students can sell back their textbooks! :*

eCampus is holding an event in the FADM commons where, throughout the day, students can try and sell back the textbooks they bought. Word on the street is the buy-back prices are better than any other bookstore. This will be on December 13 from 10am-6pm.

### ✓ *What can marketing to do for you? :*

One of Audra's Staebell's primary responsibilities is centered around understanding the needs of the faculty and students. What better way than meeting with you individually for a brief exchange of ideas. Within the next ten weeks, feel free to contact Gabby to set up 30 minute meeting times with Audra. She doesn't want to waste your time, she just values your input in this process.

### ✓ *UC Excellence in Teaching Award :*

Does a University Center faculty member demonstrate going above and beyond to help students succeed? Consider nominating them for the UC Excellence in Teaching Award. Here's the link for more info.

<http://www.sduniversitycenter.org/currentstudents/ucexcellenceinteachingaward/>

### *Here's the Gist (If you don't feel like reading) :*

- ✓ eCampus is having students sell back their books **December 13**
- ✓ Audra is the **new marketing coordinator** and wants to know how she can help **you**
- ✓ Nominate someone for the **UC Excellence in Teaching Award** coming up
- ✓ **FSC1 Faculty:** Update me on your **Spring Office Hours** as well as info you would like to pass on to students when they come to see you
- ✓ **FADM Faculty:** Since I don't get to see you, let me know if there is anything you need from me or you would like taken care of in your building

## Student Thoughts...

### Student Opinion Surveys

Be checking your UC mailbox in the new week or so to find surveys and directions on S.O.S. implementation.

[Student Opinion Survey Policy 6-3](#)

## Student Support Center Updates...

- ✓ Students can register for testing using Register Blast.
- ✓ Jen is hiring two more positions.
- ✓ The tutoring page has been moved the UC - SSC page. Now students can make requests with our hired tutors.

### **BREAKING NEWS!!! From I.T.**

A new scantron machine has been installed (front office at FADM). The machine itself functions identically to the old one (same screen, buttons, messages, etc.)

Phones go into power saving mode after **6pm**. If you would like them on later, let IT know.

If the default mode is changed on the copier, let Gabby know. She can fix it.

### **BREAKING NEWS!!! From Facilities**

Any facility needs can be emailed to Jim or submitted via <http://www.sduniversitycenter.org/student-services/public-safety-facilities/facilities/facilities-request-form/>

There is a team designated to determine late starts/closes come winter. A decision will be made by **5:30 am**, and will be communicated via everbridge, news, and radio stations.