Welcome Freshman Faculty!!
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<td>Advisor Information on Joe'SS</td>
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# New Faculty Programs

## New Faculty Orientation

### Session 1: August 20, 2015

204 Library

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:30 am</td>
<td>Introductions and Kick-Off</td>
<td>Bill Fahrenholtz</td>
</tr>
<tr>
<td>11:40 am</td>
<td>Campus Welcome and Strategic Vision</td>
<td>Chancellor Schrader</td>
</tr>
<tr>
<td>Noon</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>12:45 pm</td>
<td>Leadership and Campus Organization</td>
<td>Provost Marley</td>
</tr>
<tr>
<td>1:30 pm</td>
<td>Teaching Strategies, Resources, and Techniques</td>
<td>CERTI and ED-Tech</td>
</tr>
<tr>
<td>2:30 pm</td>
<td>Coffee Break</td>
<td></td>
</tr>
<tr>
<td>2:45 pm</td>
<td>Continuation of Teaching session</td>
<td>CERTI and ED-Tech</td>
</tr>
<tr>
<td>4:00 pm</td>
<td>Associate Deans for Academic Affairs</td>
<td>Kate Drowne</td>
</tr>
<tr>
<td>4:30 pm</td>
<td>Networking Reception</td>
<td>Curators’ Teaching Professors</td>
</tr>
</tbody>
</table>

### Session 2: August 21, 2015

204 Library

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:30 am</td>
<td>Introductions</td>
<td>Bill Fahrenholtz</td>
</tr>
<tr>
<td>11:35 am</td>
<td>Perspective from the Colleges</td>
<td>Deans Ferguson and Roberts</td>
</tr>
<tr>
<td>Noon</td>
<td>Lunch</td>
<td></td>
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<tr>
<td>12:45 pm</td>
<td>Introduction to Sponsored Research</td>
<td>Professor Matt O’Keefe</td>
</tr>
<tr>
<td>1:30 pm</td>
<td>Working With Students</td>
<td>Professor Beth Cudney</td>
</tr>
<tr>
<td>2:15 pm</td>
<td>Break</td>
<td>Tracy Primich</td>
</tr>
<tr>
<td>2:30 pm</td>
<td>Library resources for research and teaching</td>
<td></td>
</tr>
<tr>
<td>3:00 pm</td>
<td>Assoc. Deans for Research and External Affairs</td>
<td>Yina Ma and Bruce McMillan</td>
</tr>
<tr>
<td>3:30 pm</td>
<td>Purchasing at Missouri S&amp;T</td>
<td>Stacy Jones</td>
</tr>
<tr>
<td>3:45 pm</td>
<td>The Tenure Process and Expectations</td>
<td>Melanie Mormile, John McManus, and S. Balakrishnan from Campus P&amp;T committee</td>
</tr>
<tr>
<td>4:30 pm</td>
<td>Networking Reception</td>
<td>Curators’ Professors</td>
</tr>
</tbody>
</table>
Freshman Faculty Forum

Normal meeting times
3:45 pm Networking and Refreshments
4:00 pm Meeting (1 hour)

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Location</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 26</td>
<td>Havener Silver and Gold</td>
<td>Finding a Mentor</td>
</tr>
<tr>
<td>September 9</td>
<td>Havener Silver and Gold</td>
<td>University of Missouri Research Board</td>
</tr>
<tr>
<td>September 22</td>
<td>Chancellor’s Residence</td>
<td>Dessert Reception</td>
</tr>
<tr>
<td>September 23</td>
<td>204 Library</td>
<td>Advising + Faculty Recruitment &amp; Retention Comm.</td>
</tr>
<tr>
<td>October 7</td>
<td>Havener Silver and Gold</td>
<td>Learning Styles</td>
</tr>
<tr>
<td>October 21</td>
<td>204 Library</td>
<td>Proposal Budgeting and Cost Sharing</td>
</tr>
<tr>
<td>November 4</td>
<td>Havener Silver and Gold</td>
<td>Grant Award Management</td>
</tr>
<tr>
<td>November 18</td>
<td>Havener Silver and Gold</td>
<td>Course Design and Learning Objectives</td>
</tr>
<tr>
<td>December 9</td>
<td>Havener Silver and Gold</td>
<td>Distance Education</td>
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</table>

Freshman Faculty Forum Spring 2016

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Location</th>
<th>Topic</th>
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<tbody>
<tr>
<td>January 13§</td>
<td>TBD by OSP</td>
<td>Proposal Workshop</td>
</tr>
<tr>
<td>January 15*</td>
<td>TBD by CERTI</td>
<td>Assessment retreat</td>
</tr>
<tr>
<td>January 20</td>
<td>Havener Silver and Gold</td>
<td>†The Role of Research Centers on Campus</td>
</tr>
<tr>
<td>February 3</td>
<td>Havener Silver and Gold</td>
<td>†Tech Transfer, Intellectual Property, Entrepreneurship</td>
</tr>
<tr>
<td>February 17</td>
<td>204 Library</td>
<td>†Work-Life Balance</td>
</tr>
<tr>
<td>March 2</td>
<td>Havener Silver and Gold</td>
<td>†Role of Service in Faculty Professional Development</td>
</tr>
<tr>
<td>March 16</td>
<td>Havener Silver and Gold</td>
<td>†Faculty Ethics in Research and Teaching</td>
</tr>
<tr>
<td>April 6</td>
<td>Havener Silver and Gold</td>
<td>†The Use of Social Media in Academia</td>
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<tr>
<td>April 20</td>
<td>204 Library</td>
<td>†Assessing Student Learning</td>
</tr>
<tr>
<td>May 4</td>
<td>Havener Silver and Gold</td>
<td>†Tenure and Promotion at Missouri S&amp;T</td>
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</table>

§ Full day workshop planned with location and title to be determined
* Half day workshop focused on assessing student learning is planned for the morning of Friday, January 15.
† Topics for Spring 2016 are tentative as of August 20, 2015
### College of Arts, Sciences, and Business

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Department</th>
<th>Rank</th>
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<tbody>
<tr>
<td>Vadym</td>
<td>Mochalin</td>
<td>Chemistry</td>
<td>Associate Prof</td>
</tr>
<tr>
<td>Elizabeth</td>
<td>Roberson</td>
<td>English &amp; Technical Communication</td>
<td>Ast Teaching Prof</td>
</tr>
<tr>
<td>Rachel</td>
<td>Schneider</td>
<td>English &amp; Technical Communication</td>
<td>Ast Teaching Prof</td>
</tr>
<tr>
<td>Jossalyn</td>
<td>Larson</td>
<td>English &amp; Technical Communication</td>
<td>Ast Teaching Prof</td>
</tr>
<tr>
<td>Henry</td>
<td>Bailey</td>
<td>Mathematics &amp; Statistics</td>
<td>Ast Teaching Prof</td>
</tr>
<tr>
<td>Daniel</td>
<td>Fischer</td>
<td>Physics</td>
<td>Assistant Prof</td>
</tr>
<tr>
<td>Alex</td>
<td>Chernatynskiy</td>
<td>Physics</td>
<td>Assistant Prof</td>
</tr>
<tr>
<td>Jessica</td>
<td>Cundiff</td>
<td>Psychological Science</td>
<td>Assistant Prof</td>
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</table>

### College of Engineering and Computing

<table>
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<th>First Name</th>
<th>Last Name</th>
<th>Department</th>
<th>Rank</th>
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</thead>
<tbody>
<tr>
<td>Nicolas Ali</td>
<td>Libre</td>
<td>Civil, Architectural &amp; Env Engr</td>
<td>Ast Teaching Prof</td>
</tr>
<tr>
<td>Hongyan</td>
<td>Ma</td>
<td>Civil, Architectural &amp; Env Engr</td>
<td>Assistant Prof</td>
</tr>
<tr>
<td>Jie</td>
<td>Huang</td>
<td>Electrical &amp; Computer Engineering</td>
<td>Assistant Prof</td>
</tr>
<tr>
<td>Zeyi</td>
<td>Sun</td>
<td>Engr Mgt &amp; Systems Engr</td>
<td>Assistant Prof</td>
</tr>
<tr>
<td>Sheryl L</td>
<td>Hodges</td>
<td>Geosciences and Geological &amp; Petroleum Engr</td>
<td>Ast Teaching Prof</td>
</tr>
<tr>
<td>Evgeniy</td>
<td>Torgashov</td>
<td>Geosciences and Geological &amp; Petroleum Engr</td>
<td>Asst Research Prof</td>
</tr>
<tr>
<td>Peyman</td>
<td>Heidari</td>
<td>Geosciences and Geological &amp; Petroleum Engr</td>
<td>Assistant Prof</td>
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<tr>
<td>Katherine</td>
<td>Grote</td>
<td>Geosciences and Geological &amp; Petroleum Engr</td>
<td>Associate Prof</td>
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<tr>
<td>Lizhu</td>
<td>Wang</td>
<td>Geosciences and Geological &amp; Petroleum Engr</td>
<td>Ast Research Prof</td>
</tr>
<tr>
<td>Jen-Hsien</td>
<td>Hsu</td>
<td>Materials Research Center</td>
<td>Asst Research Prof</td>
</tr>
<tr>
<td>Mingzhi</td>
<td>Xu</td>
<td>Materials Research Center</td>
<td>Ast Research Prof</td>
</tr>
<tr>
<td>Aditya</td>
<td>Kumar</td>
<td>Materials Science &amp; Engr.</td>
<td>Assistant Prof</td>
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<tr>
<td>Jillian</td>
<td>Schmidt</td>
<td>Mechanical &amp; Aerospace Engr.</td>
<td>Ast Teaching Prof</td>
</tr>
<tr>
<td>Charles</td>
<td>Wojnar</td>
<td>Mechanical &amp; Aerospace Engr.</td>
<td>Assistant Prof</td>
</tr>
<tr>
<td>Warner</td>
<td>Meeks</td>
<td>Mechanical &amp; Aerospace Engr.</td>
<td>Ast Teaching Prof</td>
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<tr>
<td>Lianyi</td>
<td>Chen</td>
<td>Mechanical &amp; Aerospace Engr.</td>
<td>Assistant Prof</td>
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<tr>
<td>Catherine</td>
<td>Johnson</td>
<td>Mining &amp; Nuclear Engr.</td>
<td>Assistant Prof</td>
</tr>
<tr>
<td>Joseph</td>
<td>Graham</td>
<td>Mining &amp; Nuclear Engr.</td>
<td>Assistant Prof</td>
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</table>

Current list of new faculty as of August 17, 2015
New Faculty Checklist

The following suggestions are provided to help new faculty acclimate to campus.

• Attend New Faculty Orientation
• Attend Freshmen Faculty Forums
• How to get settled on campus
  o Get ID card at Centennial 107
  o Get email account set up – IT Help Desk
    ▪ Disclaimer about SSO
    ▪ Disclaimer about when SSO becomes active
  o Register laptop, tablet, phone – IT Help Desk
  o Find S Drive
  o Keys to office – Department Admin
  o Parking – Department Admin
• Order books for class – check with Department Admin and then work with the Bookstore
• Complete FERPA Training – gains you access to Joe’Ss and Blackboard – Registrar
• Learn the classroom location for your classes – Registrar
• Complete classroom walk-through
  o Work with EdTech to understand what classroom technology is available and how best to use it.
  o Request specialized software for course – EdTech
  o Learning Technologies that are available for use – EdTech
    ▪ LMS
    ▪ Tegrity
    ▪ Respondus
    ▪ Clickers – TurningPoint
    ▪ Google Apps
    ▪ Turnitin
    ▪ Qualtrics
• Student Success
  o LEAD Sessions
  o Student Success Center
• Office of Undergraduate Studies
  o Syllabus information
  o Academic Integrity resources
  o Advising Resources
• How to post your material online
  o Course availability
• Library resources
  o Meet with your library liaison
• Governance
  o Meet with the Faculty Senate representative for your department and learn about your rights and responsibilities as a faculty member
• End of Course Evaluations
  o How to get the results
Professional Development Funds for New Faculty

Available through the Director of New Faculty Programs
Bill Fahrenholtz
billf@mst.edu

Funds are available for new faculty to travel to a conference that will benefit their professional development. Typically, the support will be offered for use during the summer or fall semester following your first year on campus. More details will be provided later in the fall.

Level of Support:
Up to $1000 per faculty member is anticipated to support registration fees, airfare, hotel, per diem, etc. related to travel to a conference. Funds are limited, so every applicant may not receive support.

Application Process:
Faculty members wanting to request funds will prepare a short proposal, which clearly identifies the conference name, location, and dates. In addition, a short description of the activities available at the conference and how those activities will benefit your professional development. Conferences and activities that offer multiple opportunities for development will be given preference. For example, a conference offers the chance for networking with researchers and potential for identifying professional service opportunities would be better than one that was only a series of technical symposia.

Expectations:
After attending the conference, participants are expected to file a trip report with me. The report would briefly describe the conference activities and whether the anticipated benefit was experienced. Some of the participants will be invited back to the Freshman Faculty Forum the following year to discuss their experience with the next generation of new faculty.

Evaluation
Decisions on funding will be made based on several factors. First, the potential benefits from the conference will be considered. Identifying conferences where you can present your research, network with others working in similar areas, and investigate ways to serve on technical or professional committees within a technical society are examples of activities that will receive positive consideration. Second, your participation in FFF activities will be weighted. Attending our meetings and engaging in the discussions will help your application for funds. Finally, clearly expressing how the conference and technical organization fit into your overall plan for working toward tenure will be taken into consideration.
# Fall 2015 Faculty Event Calendar

<table>
<thead>
<tr>
<th>Event/Topic</th>
<th>Date/Time/Format/Contact</th>
<th>Sponsoring Department</th>
<th>Presenter(s)</th>
<th>What You Can Expect to Take Away With You</th>
<th>Intended Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AUGUST 2015</strong></td>
<td></td>
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</tr>
<tr>
<td>New Faculty Orientation</td>
<td>Thursday, Aug. 20, 11:30 a.m.-5:30 p.m., Havener Center</td>
<td>New Faculty Programs</td>
<td>A variety of faculty, staff and administrators</td>
<td>The first of a two-day orientation to S&amp;T for faculty new to the institution</td>
<td>New faculty</td>
</tr>
<tr>
<td>New Faculty Orientation</td>
<td>Friday, Aug. 21, 11:30 a.m.-5:30 p.m., Havener Center</td>
<td>New Faculty Programs</td>
<td>A variety of faculty, staff and administrators</td>
<td>The second of a two-day orientation to S&amp;T for faculty new to the institution</td>
<td>New faculty</td>
</tr>
<tr>
<td>EdTech U</td>
<td>Monday, Aug. 24, 8 a.m.-5 p.m., in the library (by the walk-in center and coffee shop)</td>
<td>Educational Technology</td>
<td>Ed Tech staff</td>
<td>Stop by with your questions about teaching and learning, or discuss any of the learning technologies with a staff member, including Canvas, Blackboard, Tegrity and clickers. Get help with all other classroom technology.</td>
<td>All faculty</td>
</tr>
<tr>
<td>EdTech U</td>
<td>Tuesday, Aug. 25, 8 a.m.-5 p.m., in the library (by the walk-in center and coffee shop)</td>
<td>Educational Technology</td>
<td>Ed Tech staff</td>
<td>Stop by with your questions about teaching and learning, or discuss any of the learning technologies with a staff member, including Canvas, Blackboard, Tegrity and clickers. Get help with all other classroom technology.</td>
<td>All faculty</td>
</tr>
<tr>
<td>Freshman Faculty Forum: Finding a Mentor</td>
<td>Wednesday, Aug. 26, 4-5 p.m., Silver &amp; Gold Room, Havener</td>
<td>New Faculty Programs</td>
<td>John Myers and Larry Gregg</td>
<td>Hear about finding mentors in teaching and research at Missouri S&amp;T from award-winning faculty</td>
<td>New faculty</td>
</tr>
<tr>
<td><strong>SEPTEMBER 2015</strong></td>
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<tr>
<td>EdTech U</td>
<td>Wednesday, Aug. 26, 1-4 p.m., in the library (by the walk-in center and coffee shop)</td>
<td>Educational Technology</td>
<td>Ed Tech staff</td>
<td>Stop by with your questions about teaching and learning, or discuss any of the learning technologies with a staff member, including Canvas, Blackboard, Tegrity and clickers. Get help with all other classroom technology.</td>
<td>All faculty</td>
</tr>
<tr>
<td>EdTech U</td>
<td>Thursday, Aug. 27, 1-4 p.m., in the library (by the walk-in center and coffee shop)</td>
<td>Educational Technology</td>
<td>Ed Tech staff</td>
<td>Stop by with your questions about teaching and learning, or discuss any of the learning technologies with a staff member, including Canvas, Blackboard, Tegrity and clickers. Get help with all other classroom technology.</td>
<td>All faculty</td>
</tr>
<tr>
<td>EdTech U</td>
<td>Friday, Aug. 28, 1-4 p.m., in the library (by the walk-in center and coffee shop)</td>
<td>Educational Technology</td>
<td>Ed Tech staff</td>
<td>Stop by with your questions about teaching and learning, or discuss any of the learning technologies with a staff member, including Canvas, Blackboard, Tegrity and clickers. Get help with all other classroom technology.</td>
<td>All faculty</td>
</tr>
<tr>
<td><strong>EDUCATIONAL TECHNOLOGY</strong></td>
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<tr>
<td><strong>BROADER IMPACTS NETWORK</strong></td>
<td>Thursday, Sept. 3, 2:30-4:30 p.m., Carver Room, Havener</td>
<td>Office of Sponsored Programs</td>
<td>Susan Reneo, Sara Vassmer, UMC</td>
<td>A-B-C of broader impacts, education plans, outreach and examples of good practice</td>
<td>All faculty</td>
</tr>
</tbody>
</table>

Note that events and schedules are subject to change. For the most current information, please check the calendar posted at [http://certi.mst.edu](http://certi.mst.edu)
<table>
<thead>
<tr>
<th>Event/Topic</th>
<th>Date/Time/Format/Contact</th>
<th>Sponsoring Department</th>
<th>Presenter(s)</th>
<th>What You Can Expect to Take Away With You</th>
<th>Intended Audience</th>
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<tbody>
<tr>
<td>Teaching &amp; Learning Excellence Series</td>
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<td>Curators’ Teaching Summit: Tenure Expectations</td>
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<td>for Teaching: What Assistant Professors Need to</td>
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<tr>
<td>Know</td>
<td>Wednesday, Sept. 9, noon-</td>
<td>CERTI</td>
<td>Curators’ Teaching</td>
<td>This session is geared toward tenure-</td>
<td>Tenure-track, early and mid-</td>
</tr>
<tr>
<td></td>
<td>1:30 p.m., St. Pat’s Ball</td>
<td></td>
<td>Professors</td>
<td>track assistant professors and what</td>
<td>career faculty</td>
</tr>
<tr>
<td>room A, lunch provided, RSVP to</td>
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<td></td>
<td>they need to be successful in teaching</td>
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<td><a href="mailto:hagm0d@mst.edu">hagm0d@mst.edu</a></td>
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<td>for promotion and tenure</td>
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<tr>
<td>Freshman Faculty Orientation: University of</td>
<td></td>
<td>New Faculty Programs</td>
<td>Office of Sponsored</td>
<td>Learn about University of Missouri</td>
<td>Freshman Faculty</td>
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<tr>
<td>Missouri Research Board</td>
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<td>Programs staff</td>
<td>Research Board Grants and other</td>
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<td></td>
<td>Wednesday, Sept. 9, 4-5</td>
<td></td>
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<td>information on research programs</td>
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<tr>
<td>p.m., Silver &amp; Gold Room, Havener</td>
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<tr>
<td>Teaching &amp; Learning Excellence Series</td>
<td></td>
<td>CERTI and Ed Tech</td>
<td>Larry Gragg, Irina</td>
<td>Learn about the new Teaching</td>
<td>All faculty</td>
</tr>
<tr>
<td>Faculty Learning Event: What is the Teaching</td>
<td></td>
<td></td>
<td>Klyveva and Scott</td>
<td>Partners Program, a confidential</td>
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<tr>
<td>Partners Program?</td>
<td>Monday, Sept. 21, noon-1</td>
<td></td>
<td>Miller</td>
<td>service that pairs award-winning</td>
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<td></td>
<td>1:30 p.m., Missouri/</td>
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<td>faculty with instructors who want</td>
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<td></td>
<td>Ozark Room, Havener,</td>
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<td>feedback on their teaching</td>
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<td>dessert and drinks</td>
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<tr>
<td>Freshman Faculty Forums: Advising</td>
<td></td>
<td>New Faculty Programs</td>
<td>Jeff Cowlesfield,</td>
<td>Learn about the best practices for</td>
<td>New faculty</td>
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<tr>
<td></td>
<td>Wednesday, Sept. 23, 4-5</td>
<td></td>
<td>Rachel Morris and</td>
<td>student advising</td>
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<tr>
<td>p.m., 204 Library</td>
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<td>Erica Long</td>
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<tr>
<td>Service Learning Symposium</td>
<td>Tuesday, Sept. 29, 8 a-m-</td>
<td>Office of</td>
<td>Dr. David Mitchell,</td>
<td>The symposium will showcase service</td>
<td>All faculty and staff</td>
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<td></td>
<td>2 p.m., St. Pat’s A and</td>
<td>Undergraduate</td>
<td>recipient of the UM</td>
<td>learning on and off campus and the UM</td>
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<td></td>
<td>B, breakfast and lunch</td>
<td>Studies</td>
<td>system 2015 President’s Award</td>
<td>system with a variety of guest</td>
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<td>provided; RSVP to</td>
<td></td>
<td>for Community</td>
<td>speakers, student poster</td>
<td></td>
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<tr>
<td></td>
<td>Dedie Wilson,</td>
<td></td>
<td>Engagement, is key</td>
<td>presentations, and a civic engagement</td>
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<tr>
<td></td>
<td><a href="mailto:byfield@mst.edu">byfield@mst.edu</a></td>
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<td>note speaker</td>
<td>fair</td>
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<tr>
<td>Faculty Social and Welcome Event</td>
<td>Tuesday, Sept. 29, 4-6</td>
<td>Faculty Recruitment</td>
<td>n/a</td>
<td>A social to welcome faculty back to</td>
<td>All faculty and administrators</td>
</tr>
<tr>
<td></td>
<td>p.m., location TBD</td>
<td>and Retention</td>
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<td>campus</td>
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<td>Committee</td>
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</tbody>
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<th>Intended Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising Conference: Automation of Prerequisites – How This Affects You as an Instructor</td>
<td>Monday, Oct. 19, noon-1:30 p.m., 208 Norwood, lunch provided; RSVP to <a href="mailto:bethw@mst.edu">bethw@mst.edu</a></td>
<td>Undergraduate Advising Office</td>
<td>Deanne Jackson and Joe Jackson, registrar’s office</td>
<td>This session will focus on how automatic enforcement of prerequisites, starting in spring 2016, will affect instructors</td>
<td>All faculty and staff advisors</td>
</tr>
<tr>
<td>Freshman Faculty Forum: Proposal Budgeting and Cost Sharing</td>
<td>Wednesday, Oct. 21, 4-5 p.m., 204 Library</td>
<td>New Faculty Programs</td>
<td>Office of Sponsored Programs staff</td>
<td>Get important information about proposal budgeting and cost sharing in the grant process</td>
<td>New faculty</td>
</tr>
<tr>
<td>Non-Tenure Track Faculty Event: Research Faculty Meeting</td>
<td>Wednesday, Oct. 28, 2-3 p.m., Meramec/Gasconade Room, refreshments served, RSVP to <a href="mailto:hagmnd@mst.edu">hagmnd@mst.edu</a></td>
<td>CERTI</td>
<td>Scott Miller, materials science and engineering</td>
<td>A get-together for non-tenure track research faculty</td>
<td>Non-tenure track research faculty</td>
</tr>
<tr>
<td>Part 2 – Advanced Topics Related to Open Access and Research Data Management Plan</td>
<td>Monday, Nov. 2, 13:00-4:30 p.m., location TBD</td>
<td>Library and Office of Sponsored Programs</td>
<td>Roger Weaver, Tracy Primich and K. Krishnamurthy</td>
<td>Advanced topics related to open access and developing data management plan</td>
<td>All faculty</td>
</tr>
<tr>
<td>Freshman Faculty Forum: Grant Award Management</td>
<td>Wednesday, Nov. 4, 4-5 p.m., Silver &amp; Gold Room, Havener</td>
<td>New Faculty Programs</td>
<td>Office of Sponsored Programs staff</td>
<td>Learn how to successfully complete a project regarding fulfilling reporting and other requirements</td>
<td>New faculty</td>
</tr>
<tr>
<td>EdTech U</td>
<td>Thursday, Nov. 5, 2-4 p.m., in the library (by the walk-in center and coffee shop)</td>
<td>Educational Technology</td>
<td>Ed Tech staff</td>
<td>A drop-in to get all of your classroom technology questions answered or learn something new</td>
<td>All faculty and staff</td>
</tr>
<tr>
<td>Teaching &amp; Learning Excellence Series</td>
<td>Monday, Nov. 9, 11:30 a.m., Missouri/Ozark, lunch provided; RSVP to <a href="mailto:hagmnd@mst.edu">hagmnd@mst.edu</a></td>
<td>CERTI</td>
<td>Curators’ Teaching Professors</td>
<td>Teaching topics of interest for non-tenure track instructors</td>
<td>NIT teaching faculty</td>
</tr>
<tr>
<td>Academic Advising Conference Series: Financial Aid 101 – What Every Academic Advisor Should Know for Student Success</td>
<td>Monday, Nov. 16, noon-1:30 p.m., 208 Norwood, lunch provided; RSVP to <a href="mailto:bethw@mst.edu">bethw@mst.edu</a></td>
<td>Undergraduate Advising Office</td>
<td>Bridgette Bett, director, student financial assistance</td>
<td>How does financial pressure affect student academics? What about what affects a student’s financial aid and what services are offered through Student Financial Assistance</td>
<td>All faculty and staff advisors</td>
</tr>
<tr>
<td>Freshman Faculty Forum: Course Design to Optimize Student Learning</td>
<td>Wednesday, Nov. 18, 4-5 p.m., Silver &amp; Gold Room, Havener</td>
<td>New Faculty Programs</td>
<td>Instructors and Ed Tech staff</td>
<td>Learn the basics of course design that clearly lays out learning goals and instructor expectations</td>
<td>New faculty</td>
</tr>
<tr>
<td>Teaching &amp; Learning Excellence Series</td>
<td>Wednesday, Dec. 2, noon-1:30 p.m., Library 204, lunch provided; RSVP to <a href="mailto:edtech@mst.edu">edtech@mst.edu</a></td>
<td>Educational Technology</td>
<td>Ed Tech staff</td>
<td>This is a required meeting for funded participants of the Provost’s e-fellows Class of 2016, but all faculty interested in best practices in course design using classroom technology are welcome</td>
<td>Faculty interested in blended or online learning</td>
</tr>
<tr>
<td>EdTech U</td>
<td>Thursday, Dec. 3, 2-4 p.m., in the library (by the walk-in center and coffee shop)</td>
<td>Educational Technology</td>
<td>Ed Tech staff</td>
<td>A drop-in to get all of your classroom technology questions answered or learn something new</td>
<td>All faculty and staff</td>
</tr>
<tr>
<td>Freshman Faculty Forum: Distance Education</td>
<td>Wednesday, Dec. 9, 4-5 p.m., Silver &amp; Gold Room, Havener</td>
<td>New Faculty Programs</td>
<td>Ardith McComb, VCC</td>
<td>Learn about resources available to teach distance classes</td>
<td>New faculty</td>
</tr>
</tbody>
</table>

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Missouri S&T Information
2015-2016 Academic Calendar

FALL SEMESTER 2015

<table>
<thead>
<tr>
<th>Event/Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Student Orientation</td>
<td>August 11, Tuesday</td>
</tr>
<tr>
<td>Freshman Orientation Begins</td>
<td>August 16, Sunday</td>
</tr>
<tr>
<td>Transfer Student Orientation</td>
<td>August 20, Thursday</td>
</tr>
<tr>
<td>Open Registration Ends</td>
<td>August 23, Sunday</td>
</tr>
<tr>
<td>Fall semester opens 8:00 a.m.</td>
<td>August 24, Monday</td>
</tr>
<tr>
<td>Classwork begins 8:00 a.m.</td>
<td>August 24, Monday</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>September 7, Monday</td>
</tr>
<tr>
<td>Mid-Semester</td>
<td>October 17, Saturday</td>
</tr>
<tr>
<td>Thanksgiving vacation begins 8:00 a.m.</td>
<td>November 22, Sunday</td>
</tr>
<tr>
<td>Thanksgiving vacation ends 8:00 a.m.</td>
<td>November 30, Monday</td>
</tr>
<tr>
<td>Last Class Day</td>
<td>December 11, Friday</td>
</tr>
<tr>
<td>Final Examinations begin 8:00 a.m.</td>
<td>December 14, Monday</td>
</tr>
<tr>
<td>Final Examinations end 6:00 p.m.</td>
<td>December 18, Friday</td>
</tr>
<tr>
<td>December Commencement- 10am- All Graduate Students and Undergraduate Degrees in Arts, Business and Science Programs</td>
<td>December 19, Saturday</td>
</tr>
<tr>
<td>December Commencement – 4pm– Engineering Undergraduate Students</td>
<td>December 19, Saturday</td>
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SPRING SEMESTER 2016

<table>
<thead>
<tr>
<th>Event/Date</th>
<th>Date</th>
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<tbody>
<tr>
<td>International Student Orientation</td>
<td>January 11, Monday</td>
</tr>
<tr>
<td>Open Registration Ends</td>
<td>January 17, Sunday</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Recognition Holiday</td>
<td>January 18, Monday</td>
</tr>
<tr>
<td>Spring semester opens 8:00 a.m.</td>
<td>January 19, Tuesday</td>
</tr>
<tr>
<td>Classwork begins 8:00 a.m.</td>
<td>January 19, Tuesday</td>
</tr>
<tr>
<td>Mid-Semester</td>
<td>March 12, Saturday</td>
</tr>
<tr>
<td>Spring Recess begins 8:00 a.m.</td>
<td>March 17, Thursday</td>
</tr>
<tr>
<td>Spring Recess ends 8:00 a.m.</td>
<td>March 21, Monday</td>
</tr>
<tr>
<td>Spring Break begins 8:00 a.m.</td>
<td>March 27, Sunday</td>
</tr>
<tr>
<td>Spring Break ends 8:00 a.m.</td>
<td>April 4, Monday</td>
</tr>
<tr>
<td>Last Class Day</td>
<td>May 6, Friday</td>
</tr>
<tr>
<td>Final Examinations begin 8:00 a.m.</td>
<td>May 9, Monday</td>
</tr>
<tr>
<td>Final Examinations end 6:00 p.m.</td>
<td>May 13, Friday</td>
</tr>
<tr>
<td>Spring Semester closes 6:00 p.m.</td>
<td>May 13, Friday</td>
</tr>
<tr>
<td>May Commencement- 10am- All Graduate Students and Undergraduate Degrees in Arts, Business and Science Programs</td>
<td>May 14, Saturday</td>
</tr>
<tr>
<td>May Commencement – 4pm– Engineering Undergraduate Students</td>
<td>May 14, Saturday</td>
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*SUMMER SESSION 2016

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<tr>
<th>Event/Date</th>
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<tbody>
<tr>
<td>Open Registration Ends</td>
<td>June 5, Sunday</td>
</tr>
<tr>
<td>Summer session opens 8:00 a.m.</td>
<td>June 6, Monday</td>
</tr>
<tr>
<td>Classwork begins 8:00 a.m.</td>
<td>June 6, Monday</td>
</tr>
<tr>
<td>Independence Day Holiday (observed)</td>
<td>July 4, Monday</td>
</tr>
<tr>
<td>Final Examinations begin 8:00 a.m.</td>
<td>July 28, Thursday</td>
</tr>
<tr>
<td>Final Examinations end 12:30 p.m.</td>
<td>July 29, Friday</td>
</tr>
<tr>
<td>Summer Sessions closes 12:30 p.m.</td>
<td>July 29, Friday</td>
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</table>

*Schedule shows the regular eight-week Summer Session. Other special four-week course sessions may be scheduled.

CLASS SESSIONS (EXCLUDING FINAL EXAMINATIONS)

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<tbody>
<tr>
<td>Fall Semester</td>
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<tr>
<td>Spring Semester</td>
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<td>14</td>
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<tr>
<td>Summer Semester</td>
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</tbody>
</table>

The faculty is reminded of the religious and other holidays that a substantial number of students may wish to observe.
Missouri University of Science and Technology

CAMPUS MAP

Missouri S&T campus is located off Interstate 44 at exit 186.

Visitor Parking
www.mst.edu | 800-522-0938

CLASSROOMS/LABS
1. James E. Bertelsmeyer Hall
2. Butler-Carlton Civil Engineering Hall
3. Computer Science Building
4. Emerson Electric Company Hall
5. Engineering Management Building
6. Fulton Hall
7. Gale Bullman Multi-Purpose Building
8. Harris Hall
9. Humanities and Social Sciences Building
10. IDE Building
11. V.H. McNutt Hall
12. Physics Building
13. Fine Building
14. Rock Mechanics and Explosive Research Center
15. Rolla Building
16. Stankiewicz Hall
17. Toomey Hall

RESEARCH/SUPPORT FACILITIES
18. Historic Bureau of Mines Building No. 1
19. Engineering Research Laboratory
20. MSTR
21. Technology Development Center
22. Strausmann-James Hall
23. Curtis Lewis Wilson Library

STUDENT HOUSING
24. Farris Hall
25. Miner Village
26. Negroni Terrace
27. Residential College 1
28. Residential College 2
29. Thomas Jefferson Residence Hall

CAMPUSS/STUDENT SUPPORT
30. Algoold-Bailey Stadium
31. Altman Hall
32. Athletic Fields
33. Campus Housing and Dining Services
34. Campus Support Facility
35. Castlemont Hall
36. Centennial Hall
37. Chancellor's Residence
38. Custodial and Landscape Services Building
39. Fitness Center
40. General Services Building
41. Golf Course
42. Hasselmann Alumni House
43. Havener Center
44. Kummer Student Design Center
45. Miner Owne Indoor Practice Facility
46. Norwood Hall
47. Panter Hall
48. Power Plant
49. Southwestern Bell Cultural Center
50. Student Health Complex
51. Student Recreation Center
52. Temporary Facility A

CAMPUS LANDMARKS
53. E3 Commons
54. Millennium Arch
55. Observatory
56. The Pack
57. Solar Village
58. Stanislaus
Missouri S&T at a Glance
A short summary of information about Missouri S&T compiled from the Missouri S&T FactBook (http://ira.mst.edu/decision-support-reports/reports/factbook/index-sc/) and various parts of the S&T web page.

1870 Founded as Missouri School of Mines and Metallurgy
The first technological university west of the Mississippi river
Phelps county gets university with a bid of $130,000 to the state (beat Iron County)
Degrees include metallurgical, mining, and civil engineering; applied chemistry

1874 First graduating class of 3 students (2 civil engineers, 1 mining engineer)

1920s Expanded to include electrical, chemical, ceramic, and mechanical engineering plus physics and geology

1964 Name changed to University of Missouri at Rolla (soon changed to University of Missouri-Rolla)
Full range of engineering and science degree programs

2008 Name changed to Missouri University of Science and Technology

Enrollment: Race/Ethnicity Fall 2013

Enrollment: Gender Fall 2013

Enrollment: Headcount by Level Fall 2013

Enrollment: Full Time and Part Time Fall 2013

High School ranking of degree-seeking, first-time, first-year (freshman) students (fall 2013):

- Percent in top tenth of high school graduating class: 40.6%
- Percent in top quarter of high school graduating class: 79.3%
- Percent in top half of high school graduating class: 93.1%
Campus Facts and Figures
- One of four campuses of the University of Missouri system
- 284 acre campus
- ~8600 students from 50 states and ~50 foreign countries, ~23% female, ~20% non-white
- ~1430 new freshmen in Fall 2014
- 2227 degrees awarded in 2013-2014 academic year
- 15 engineering degree programs
- Missouri Miners sports teams, colors silver and gold
- 285 tenured/tenure track faculty plus 126 non-tenure track faculty
- $44M research expenditures in 2014
- Campus budget about $179M in FY 2014
Strategic Plan

Available at http://provost.mst.edu/strategicplanning/

- Focused on guiding the university toward the collective vision of what it should be in the year 2020
- Designed to guide the campus for the next few years
- **Mission:** Missouri S&T integrates education, research and application to create and convey knowledge that serves our state and helps solve the world’s great challenges.
- **Vision:** Missouri S&T will be the leading public technological research university for discovery, creativity and innovation. We will cultivate curiosity, creativity and confidence in our graduates. We will be the institution of choice for partners around the world seeking a highly qualified, talented and entrepreneurial workforce; innovative research; relevant educational programs, products and services; and technology and ideas to solve the great challenges of our time.
- **Themes:** 1) Develop and inspire creative thinkers and leaders for life-long success; 2) Enhance reputation and raise visibility; 3) Achieve sustainable growth to ensure best return on investment; and 4) Increase and facilitate meaningful access to and interaction with renowned faculty, staff and services.
- Key challenges that were identified
  - The need to remain affordable and accessible amid dwindling resources from state and federal sources.
  - The need to be accountable to our students and their families, as well as the public, our research partners, donors, employers, state and federal funding agencies, and many others.
  - Changing demographics and globalization.
  - Environmental, fiscal and social sustainability.
  - The pace of technological change continues to accelerate and disrupt conventional approaches to learning, discovery and engagement.
  - The need for more science, technology, engineering, mathematics (STEM) and technologically literate graduates to ensure economic vitality, global competitiveness and a better life for us all.
- To achieve the goals, we will do more of the following:
  - Providing innovative experiential learning opportunities.
  - Focusing on the “jobs to be done” for our key customers.
  - Collaboration
- And we will do less
  - Non-strategic hiring
  - Silo thinking and decision-making
  - Non-focused, non-selective engagements
UM System Collected Rules and Regulations

http://www.umsystem.edu/ums/rules/collected_rules/

The Collected Rules and Regulations (CRR) are the set of policies that govern the operation of the university. They describe everything from the membership in the Board of Curators’ to the types of benefit plans that are available to faculty and staff.

The most important section for new faculty is “Faculty Bylaws and Tenure Regulations.” This section describes tenure track and non-tenure track positions along with the criteria set forth for tenure and promotion. The Collected Rules also specify the grievance procedures and conditions for termination.
Rolla, Missouri Facts and Figures

- One of the “100 Best Small Towns in the U.S.”
- Surrounded by over 100,000 acres of state and national forests, recreation areas, etc.
- Low cost of living and low unemployment rate

**Rolla/Phelps County Regional Population Growth**

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolla</td>
<td>14,805</td>
<td>16,367</td>
<td>18,351</td>
<td>19.3%</td>
<td>19,385</td>
</tr>
<tr>
<td>Phelps Co</td>
<td>35,248</td>
<td>39,825</td>
<td>43,001</td>
<td>18.0%</td>
<td>44,772</td>
</tr>
<tr>
<td>30 Mi. Radius</td>
<td>110,775</td>
<td>120,479</td>
<td>128,984</td>
<td>14.0%</td>
<td>133,431</td>
</tr>
</tbody>
</table>

- Major employers are Phelps County Regional Medical Center, Missouri S&T, Wal-Mart Distribution Center (St. James), and Rolla Public Schools

**Civilian Employment by Occupation – 2009**

City of Rolla, 30.00 and 50 mile radii from Rolla Center

<table>
<thead>
<tr>
<th>Occupation</th>
<th>City of Rolla</th>
<th>0.00 – 30.00 miles</th>
<th>0.00 – 50.00 miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management, Business, &amp; Financial Operations</td>
<td>753  9.46 %</td>
<td>4,971  9.60 %</td>
<td>14,288  11.12 %</td>
</tr>
<tr>
<td>Professional &amp; Related</td>
<td>2,243  25.22 %</td>
<td>9,652  18.52 %</td>
<td>21,266  16.55 %</td>
</tr>
<tr>
<td>Service</td>
<td>1,356  17.03 %</td>
<td>8,882  17.08 %</td>
<td>19,455  15.14 %</td>
</tr>
<tr>
<td>Sales &amp; Office</td>
<td>2,109  24.48 %</td>
<td>11,899  22.81 %</td>
<td>31,696  24.66 %</td>
</tr>
<tr>
<td>Farming and Forestry</td>
<td>14   0.18 %</td>
<td>492   0.95 %</td>
<td>1,293   1.01 %</td>
</tr>
<tr>
<td>Construction, Extraction &amp; Maintenance</td>
<td>580  9.60 %</td>
<td>6,251  12.02 %</td>
<td>15,738  12.25 %</td>
</tr>
<tr>
<td>Prod., Transportation &amp; Material Moving</td>
<td>908  11.40 %</td>
<td>9,885  19.00 %</td>
<td>24,771  19.2 %</td>
</tr>
</tbody>
</table>

Source: Claritas, Inc.

Source: Rolla/Phelps County Facts and Figures, compiled by the City of Rolla Community Development Department
Curators’ Professors: A Campus Resource

Curators’ Professor and Curators’ Teaching Professor are the highest faculty ranks in the UM system. These positions are equivalent to titles such as Regents Professor, University Professor, or Distinguished Professor on other campuses. These positions are selected annually through a call for nominations from Provost. Any Curators’ Professor or Curators’ Teaching Professor should be willing to offer advice or mentoring to early-career faculty.

Curators’ Professors

• These are prestigious positions, and only outstanding scholars with established reputations will be considered. Therefore, it is expected that there will be few such appointments.

• Curators’ Professors should be fully integrated in the department, with such departmental responsibilities as may be determined by the chairman and the appointee. However, each Curators’ Professor is a resource of the entire University and should be expected to contribute to the entire University through such activities as giving lectures on other campuses and engaging in teaching and research across divisional lines.
  o S.N. Balakrishnan of Mechanical & Aerospace Engineering
  o Martin Bohner of Mathematics and Statistics
  o Richard K. Brow of Ceramic Engineering
  o K. Chandrashekhara of Mechanical & Aerospace Engineering
  o Alfred L. Crosbie of Mechanical Engineering
  o Lokesh Dharani of Mechanical Engineering
  o James Drewniak of Electrical Engineering
  o Walter Eversman of Mechanical & Aerospace Engineering
  o William Fahrenholtz of Ceramic Engineering
  o Greg Hilmas of Ceramic Engineering
  o Nicholas Leventis of Chemistry
  o Don H. Madison of Physics
  o John McManus of History
  o Michael Schulz of Physics
  o Jay Switzer of Chemistry

Curators’ Teaching Professors

• These are prestigious positions and only outstanding teachers with established reputations will be considered. Therefore, it is expected that there will be few such appointments.

• A Curators’ Teaching Professor should be fully integrated in the department, with such departmental responsibilities as may be determined by the chair and the appointee. However, each Curators’ Teaching Professor is a resource for the entire University through such activities as giving lectures on other campuses, assisting in improving the quality of teaching at the University, and engaging in teaching across divisional lines.
  o James S. Drallmeier of Mechanical and Aerospace Engineering
  o Larry Gragg of History & Political Science
  o Frances Dee Haemmerlie Montgomery of Psychology
  o Yinfa Ma of Chemistry
  o O. Allan Pringle of Physics
  o David Riggins of Mechanical and Aerospace Engineering
  o V.A. Samaranayake of Mathematics and Statistics
  o David C. Van Aken of Materials Science and Engineering
Attached are summary documents concerning the academic integrity cases referred to my office and their general disposition over the past two academic years. You will notice that the vast majority of cases received official university warnings which, in the spirit of progressive discipline, is typical for the first offense except in particularly egregious cases of academic misconduct. Second offenses and more serious breaches of academic integrity receive harsher sanctions.

As per University policy, the instructor who suspects any violation of academic integrity on a particular piece of student work in her/his class is responsible for assessing the academic performance and assigning a grade to that particular piece of student work. The instructor is encouraged to refer such students to the Vice Provost of Undergraduate Studies for consideration of additional University sanctions. Further, in order to track student academic conduct campus-wide, it is important that a record be maintained of such violations and the Office of Undergraduate Studies maintains such a record.

Additional guidance for faculty, including the University’s Academic Dishonesty Procedures, is available on-line at http://ugs.mst.edu. Other informational resources for students regarding ethics and integrity can be found online at, http://ugs.mst.edu/academicintegrity/studentresources-ai.

Please take a few minutes to stress the importance of academic integrity in class. Discuss why it should matter to the student, why it matters to you and your discipline, why it matters to Missouri S&T, and why it matters to future employers. Include a statement on your syllabus about the Honor Code developed and endorsed by the Missouri S&T Student Council: The Honor Code can be found at this link, http://stuco.mst.edu/about/honor.shtml. Encourage students to read and reflect upon the Honor code and its emphasis on HONESTY and RESPECT.

Page 30 of the Student Academic Regulations handbook describes the student standard of conduct relative to the University of Missouri System's Collected Rules and Regulations section 200.010 and offers descriptions of academic dishonesty including cheating, plagiarism or sabotage, please refer to the following link, http://registrar.mst.edu/academicregs/index.html.
FS 2013/SP 2014
Alleged Academic Dishonesty
57 reported cases

Key

Assignment misconduct (49%): Includes copying another student’s assignment, paper or lab report; using unauthorized sources on assignments, including another’s work; misuse of clickers.

Exam misconduct (25%): Includes copying during an exam or using unauthorized aids during exams and quizzes.

Plagiarism (26%): Copying or using the words, ideas or concepts of another without proper citation.

Consequences

Academic Judgment: The academic judgment for the offense is decided by the faculty member and is a separate action from the sanctions that may be imposed by the vice provost for Undergraduate Studies (see below).

Sanctions:

a. Reflection Paper (9 students).
b. Warning. A notice in writing to the student that the student is violating or has violated institutional regulations (33 students).
c. Probation. A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be violating any institutional regulation(s) during the probationary period (4 students).
d. Loss of Privileges. Denial of specified privileges for a designated period of time.
e. Discretionary Sanctions. Work assignments, service to the University, or other related discretionary.
f. University Dismissal. An involuntary separation of the student from the institution for misconduct apart from academic requirements. It does not imply or state a minimum separation time.
g. University Suspension. Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified (1 student).
h. University Expulsion. Permanent separation of the student from the University.
FS 2014/SP 2015
Alleged Academic Dishonesty
40 reported cases

Key

**Assignment misconduct (12%)**: Includes copying another student’s assignment, paper or lab report; using unauthorized sources on assignments, including another’s work; misuse of clickers.

**Exam misconduct (37%)**: Includes copying during an exam or using unauthorized aids during exams and quizzes.

**Plagiarism (51%)**: Copying or using the words, ideas or concepts of another without proper citation.

Consequences

**Academic Judgment**: The academic judgment for the offense is decided by the faculty member and is a separate action from the sanctions that may be imposed by the vice provost for Undergraduate Studies (see below).

**Sanctions:**

- a. Reflection Paper (3 students).
- b. Warning. A notice in writing to the student that the student is violating or has violated institutional regulations (27 students).
- c. Probation. A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be violating any institutional regulation(s) during the probationary period (2 students).
- d. Loss of Privileges. Denial of specified privileges for a designated period of time.
- e. Discretionary Sanctions. Work assignments, service to the University, or other related discretionary.
- f. University Dismissal. An involuntary separation of the student from the institution for misconduct apart from academic requirements. It does not imply or state a minimum separation time.
- g. University Suspension. Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- h. University Expulsion. Permanent separation of the student from the University.
Accent Modification Program

Contact Information:
Vicki Hopgood
Speech Pathologist
Southwestern Bell Cultural Center
Room 106
hopgoody@mst.edu
573-341-7542
http://international.mst.edu/facultyandadministration/accentmodificationprogram/

Who Can Participate?
- Ranked faculty in teaching positions
- Tenure track faculty
- Tenured faculty
- Post-Doctoral faculty in teaching positions (upon approval)

Objectives:
- Improve overall presentation skills
- Improve voice projection in the classroom
- Improve American intonation skills
- Improve pronunciation of difficult American vowels and consonants
- Improve classroom management skills
- Improve electronic communication skills

Enrollment:
Classes are conducted on an individual basis for 14 weeks.
Classes are free of charge and all materials are provided.
Class times are arranged at the convenience of the participant.
Enroll directly with Mrs. Vicki Hopgood at: hopgoody@mst.edu
Accent Modification Program

Accent modification classes are designed to advance cultural diversity and understanding by improving overall communication between students and faculty, increasing active participation in campus dialogue, and by promoting confident communication.

“This is an excellent source to improve communication skills. Vicki does an outstanding job in identifying the accent problems on an individual basis and comes up with viable approaches to fix them. Overall this program is very effective. I strongly recommend this program.”
K. Chandrashekhara, Ph.D. (India)
Curators’ Professor
Mechanical/Aerospace Engineering Department

“I learned quite a lot about many things and improved my English level significantly such as: pronunciation, grammar, communication skills, teaching, American culture, and so on. I am able to make my lecture well motivated and exciting, to structure the lecture clearly, to inspire the students and guide them. I will give my highest recommendation of this program to other new faculties.”
Xiaodong Yang, Ph.D. (China)
Assistant Professor
Mechanical/Aerospace Engineering Department

Basically I liked everything about this class! Just to mention few: recordings of personal word list, classroom observation and tips on how to improve lecture, friendless and warmth of instructor, the books used, weekly sheets prepared with a to-do-list for the week, e-mail tips, pre- and post-examinations with recordings, etc. It’s just an invaluable resource for all international faculties.”
Mahelet Fikru, Ph.D. (Ethiopia)
Assistant Professor
Economics Department

Since its inception over ten years ago, 100 international faculty members from 24 countries have voluntarily participated in this class.
Admissions

Contact Information:
Lynn Stichnote
Director
http://futurestudents.mst.edu
admissions@mst.edu
573-341-4165

What we do:
• Undergrad recruitment (freshman + transfer)
• Process all undergraduate and graduate admission applications
• Coordinate campus visitors and special events

Coordinate recruitment and application processes for Missouri S&T.
• Work collaboratively with academic and administrative units on campus to meet freshman, transfer and graduate strategic recruitment goals.
University Archives

Contact Information:
Names:
Dr. Diana L. Ahmad, Archivist
Ms. Melody Lloyd, Assistant Archivist

Web page: archives.mst.edu
Email address: archives@mst.edu

Detailed description of activity
• The Archives assists faculty, staff, students, and the public in research projects related to the University. For example,
  o As an assignment, Architectural Engineering asked its students to design an archives and the students came to the University Archives and asked pertinent questions and then designed potential buildings. It was a graded assignment.
  o The History of Technology course uses the University Archives as a source for its students to research the “old” buildings on campus to understand how they were built, why they were built, and their importance.
  o In 2014-2015, the Architectural Engineering program has worked with the State Historic Preservation Program in Jefferson City to investigate the possibility of restoring the oldest barns in the State of Missouri. The program was a success and the barns will be repaired to code. The students worked with university professors, the United States Fish and Wildlife Service, and other State of Missouri agencies. This permitted the students to obtain hands-on experience in a real-world situation.
Center for Infrastructure Engineering Studies

Center for Infrastructure Engineering Studies (CIES)

Contact Information:
Kamal H. Khayat
Director of CIES and RE-CAST
University Transportation Center
http://cies.mst.edu
http://recast.mst.edu
khayatk@mst.edu
573-341-6223

Center for Infrastructure Engineering Studies
• CIES seeks to be the primary conduit for communication among faculty members on the Missouri S&T campus interested in infrastructure studies through the following mechanisms.
  o Fostering interdisciplinary R&D activities in infrastructure engineering.
  o Supporting student education in the vast field of infrastructure engineering studies.
  o Promoting technology transfer to the engineering community and industry.
  o Assisting Center affiliated members in preparing major infrastructure proposals.
The CENTER FOR EDUCATIONAL RESEARCH & TEACHING INNOVATION (CERTI)

♦ Celebrating excellence in teaching
♦ Dedicated to faculty success in the classroom

CERTI offers:

♦ Faculty events on the topic of teaching and student engagement throughout the semester, including the annual Curators’ Teaching Summit. These are designed to inspire ideas, build collegiality and help faculty be supported in their teaching. Refreshments are provided.

♦ Faculty events and trainings for specific groups, such as freshman faculty, non-tenure track faculty, and instructors of gateway courses.

♦ Assistance with setting up educational research projects in the classroom.

♦ Educational research mini-grant program.

♦ Teaching Partners peer coaching program.

♦ Bi-annual newsletter featuring award-winning faculty and other teaching topics.

CERTI
Office of Undergraduate Studies
207 Norwood Hall
Coordinator: Diane Hagni

For more information, go to certi@mst.edu or call 341-7648
College of Arts, Sciences, and Business

About the College:
The College of Arts, Sciences, and Business (CASB) was established in July 2014 and is committed to enriching student development and enhancing Missouri S&T’s traditional technological disciplines, as well as developing new programmatic areas within the college. CASB also plays a vital role in fulfilling S&T’s mission of integrating education, research, and application to create and convey knowledge that serves our state and helps solve the world’s great challenges.

In order to fulfill this mission, CASB offers a unique mix of traditional liberal arts and humanities, natural and physical sciences, education, business, and military science disciplines. The college includes the departments of applied mathematics; arts, languages, and philosophy; biological sciences; business and information technology; chemistry; economics; English and technical communication; history and political science; physics, and psychological science. CASB also includes S&T’s Air Force ROTC, Army ROTC and teacher certification programs.

The college offers 13 undergraduate degree programs and 52 minors in applied mathematics, biological sciences, business and management systems, chemistry, economics, English, history, information science and technology, multidisciplinary studies, philosophy, physics, psychology, and technical communication. In addition, students may specialize in one of more than 27 emphasis areas within these degree programs. CASB also delivers the majority of academic offerings in the general education curriculum.

Master’s degrees are offered in biological sciences; business and information technology; chemistry; technical communication; mathematics and statistics; physics; and psychological science. In addition, doctoral degrees are offered in chemistry, mathematics and statistics, and physics.

Academic Departments:
• Arts, Languages, and Philosophy
• Biological Sciences
• Business and Information Technology
• Chemistry
• Economics
• English and Technical Communication
• History and Political Science
• Mathematics and Statistics
• Physics
• Psychological science

Non-Academic Departments:
• Air Force ROTC
• Military science – Army ROTC
• Teacher education

Examples of Research Centers and Laboratories:
• Center for Enterprise Resource Planning
• Center of Excellence for Aerospace Particulate Emissions Reduction
• Center for Technology Enhanced Learning
• Cloud and Aerosol Sciences Laboratory Center for Infrastructure Engineering Studies
• Coatings Institute
• Laboratory for Atomic, Molecular and Optical Research
• Laboratory for Information Technology Evaluation
Major Themes and Goals of the College:

- Grow academic and research programs
  - Effective recruitment and retention of diverse and talented students, staff, and faculty
  - Improved stewardship of the research and education enterprise
  - Better communication and pursuit of funding opportunities
- Transform the student experience
  - New and diverse academic degree programs
  - New and diverse opportunities for experiential learning
  - Promote a culture in which we care for and encourage students, and create exciting learning experiences for them
- Elevate the impact of faculty involvement
  - Professional development for research, teaching, and leadership
  - Workload policies that allow faculty to work to their strengths
  - More and better resources: administrative support, time, funds, infrastructure, and collaborators

Overall Strategy:

- Strategic Focus
  - Achieving and maintaining accreditation and/or external review of programs
  - Developing personalized, cutting-edge experiential learning opportunities in and out of the classroom
  - Creating or improving academic programs that contribute to the development of talented, engaged professionals
  - Implementing innovative and effective models of course delivery that simultaneously improve student performance, accommodate larger numbers of students, and efficiently utilize faculty and resources
  - Attracting diverse and academically talented students and faculty, and maintaining high performance standards for both
  - Facilitating interdisciplinary, collaborative research and educational partnerships within and outside of Missouri S&T

Diverse and Growing College:

- Enrollment
  - 1,390 undergraduates (21.3% of S&T total)
  - 84,327 undergraduate SCH in AY2014-15 (50.1% of S&T total)
  - 353 graduate students (16.7% of S&T total)
  - 5,384 graduate SCH in AY2014-15 (17.9% of S&T total)
  - 12.5% under-represented minority (S&T overall is 8.8%)
  - 46.3% women (S&T overall is 22.6%)

Contact Information:

- Stephen Roberts, Vice Provost and Dean, Stephen.Roberts@mst.edu, 341-4668
- Kate Drowne, Associate Dean for Academic Affairs, kdrowne@mst.edu, 341-6699
- Yinfa Ma, Associate Dean for Research and External Relations, Yinfa@mst.edu, 341-6738
- Kristen Gallagher, Executive Director for Development, gallagherkr@mst.edu, 341-6050
- Lucretia Eaton, Financial Manager, eatonla@mst.edu, 341-6956
- Linda Bramel, Executive Assistant, lindab@mst.edu, 341-4668
- Cindy Heck, Office Support Assistant III, heckc@mst.edu, 341-4687

Web: http://casb.mst.edu/
College of Engineering and Computing

Contact Information:

Dr. Ian Ferguson,
Vice Provost and Dean

Dr. Bruce McMillin & Dr. John Myers,
Associate Deans

305 McNutt Hall
(573) 341-4778
http://cec.mst.edu
cecm@mst.edu

About the College of Engineering and Computing

• The College of Engineering and Computing brings together students, educators, researchers and industry to develop the next generation leaders who advance all disciplines of engineering and computing in order to foster technological and economic growth, with social impact locally and globally.

• The College of Engineering and Computing offers undergraduate B.S. degrees and graduate M.S. and Ph.D. degrees in nine academic departments and multiple academic programs.

• The College Provides
  o Research oversight and mentoring
  o Curriculum innovation and coordination
  o Entrepreneurial leadership
A message from Dr. Ian Ferguson

I would like to take this opportunity to welcome you to the newly formed College of Engineering and Computing at Missouri University of Science and Technology (Missouri S&T), an institution that is ‘Rising to the Challenge’. Missouri S&T is a research university situated near picturesque Lake of the Ozarks and close to the metropolitan area of St Louis.

The College of Engineering and Computing offers a high-quality education with small class sizes and a dedicated faculty that ensures personal attention for each student. The strength of CEC lies in its faculty who have graduated from premier academic institutions in this country and abroad. Moreover, many of the faculty have extensive experience in working in industry or entrepreneurial start-up companies that they bring to the classroom. Most faculty members have active research programs with funding from many different external funding agencies and industry.

The College of Engineering and Computing offers undergraduate B.S. degrees and graduate M.S. and Ph.D. degrees in nine academic departments and multiple academic programs. The value of any degree for a graduating student is based on universally recognized and rigorous accreditation process that future employers understand. There are 18 engineering and computing degree programs – more than three times the average of U.S. universities - of which 16 are accredited through the Engineering Accreditation Commission of ABET. All the degree programs, undergraduate and graduate, at Missouri S&T also go through a more general accreditation process with the Higher Learning Commission (HLC).

I was attracted to Missouri S&T due to its 145 year history of outstanding reputation in education, research and technology. When I visited Missouri S&T I found a community of academics who are excelling in a nationally focused institution with an international agenda. Please take time to navigate these web pages to learn more about College of Engineering and Computing and to dwell on the many achievements of the faculty and the resources that they have to enable their work. Our vision is to create tomorrow’s leaders who have the flexibility to adapt to the rapidly changing technological growth that we are all experiencing.
Copyright Support

Contact Information:
Roger Weaver
Librarian
weaverjr@mst.edu or
copyright@mst.edu
libguides.mst.edu/copyright

- Questions concerning copyright law
- Using sources legally in your classroom and online
- Protecting and preserving your rights as an author
- Information literacy services for students
  - Research and publication
  - Understanding copyright
  - Open access publishing
Corporate Relations

Contact Information:
Name: John F. Eash
Title: Executive Director
Web page: http://crt.mst.edu
Email address: corporate.relations@mst.edu

Detailed description of activity
The corporate relations office has been established to integrate university functions; development, student recruitment, research, global learning and alumni, to strengthen industry partnerships. Corporate relations will help connect industry needs with university assets and serve as a single interface to assist companies with university engagements.
For more than 140 years, the quality of a Missouri S&T education has remained constant, and our graduates continue to infuse our world’s workforce with expertise, vision, and integrity. As valued professionals, they have lead Fortune 500 companies, explored space, discovered mineral deposits and underground lakes, brought water and sanitation to developing nations, developed low-emissions vehicles, and have worked to make our nation more energy-secure. They have helped drive the Industrial Revolution, the Space Age, and the mapping of the human genome. From the beginning of our university’s rich history, our graduates have created the benchmarks of a better world, propelling innovation in design, manufacturing, and management.

Missouri S&T believes in a field of influence that extends far beyond the classroom — from the initial spark of creativity, to the field, to the meeting room. We will work with your corporate team to design programs for innovation, success, and longevity. As a corporate partner, you will be investing in the future of your company and your industry. You will have access to the resources and professionals you need to grow your business, claim leadership in your industry, and implement your vision.
Coterie of Missouri S&T

Contact Information:

Jennifer Gillies
VP Membership
coterie.mst.edu
Jennifer.gillies57@gmail.com
573 201-3403

Martina Hahn-Baur
President 2015-16
coterie.mst.edu
martina21@aol.com
573 308-0036

Detailed description of activity

- Social group supporting Missouri S&T and the community
- Gives scholarship to 2 S&T students each year. Many of Coterie’s events are held to raise money for the scholarship fund.
- Events throughout the year for all members are a great way for you and your family to meet others. We even have a Newcomers group this year!
- 20+ Interest Groups meet throughout the year; some are Games, Walking, German Conversation, Book Club, and Playgroup for mothers and young children.
Come to our Annual Fall Coffee -- September 12, from 9-11a.m.
Christ Episcopal Church (10th & Main)
It’s Free, has food, and all interest group chairs are there to tell you about their group. If you like, you can Join Coterie that day!

Coterie Interest Groups & Programs last year

- Book Club
- Bowling
- Bunco
- Dutch Lunch
- Excursions
- Games
- German Conversation
- International Cooking
- Monday Morning Coffee
- Needlework
- Outdoor Adventures
- Play Group
- Tea & Topics
- Walk & Talk
- Wine Tasting
- Women Antiquing/Shopping

The purpose of Coterie is to promote the education of women through scholarships at Missouri University of Science and Technology as well as providing social activity for members.

Membership is open to any person who wishes to promote the Missouri University of Science and Technology philanthropically, socially, and/or culturally. Dues for the year will be $20.00.
COUNSELING SERVICES

Contact Information:
Patti J. Fleck, PhD
Director of Counseling, Disability Support, and Student Wellness (CDSW)
Counsel@mst.edu
counsel@mst.edu

Missouri S&T’s department of Counseling, Disability Support, and Student Wellness (CDSW) provides counseling, consultation, referral, and programming services to students, as well as to faculty and staff through S&T’s Employee Assistance Program (EAP). Professionally trained and licensed counselors and psychologists offer confidential counseling within a brief-treatment model. Appointments can be arranged by contacting the office at 573.341.4211.
Counselors work collaboratively with clients to clarify issues, support existing strengths, address problems or arrange referrals. All counseling and consultation sessions are confidential unless written permission is given by the client or if safety is a concern. Additionally, we now offer case management services. Case management involves advocacy, intervention, and assisting students. The main goal is to help students optimize their functioning, and be as successful as possible. Faculty, staff, and students are welcome to contact Krista Morris-Lehman about their student concerns. Students who are dealing with stress, mental health or chronic health issues may especially benefit from case management services. Students may also self-refer and make an appointment to meet with Krista via CDSW’s main office, 341.4211.
We offer services to students, faculty and staff for common issues that may include:

- Anxiety, Stress, Depression
- Relationship Issues, Work Relations
- School Adjustment & Transition from Home
- Test Anxiety
- Motivation & Procrastination
- Career Indecision
Course Syllabi

August 10, 2015

To: Missouri S&T Faculty

From: Jeff Cawlfield, Vice Provost, Office of Undergraduate Studies

RE: Important Information for Course Syllabi, 2015 - 2016 Academic Year

All faculty are encouraged to provide students with a course syllabus to emphasize the expectations that students must meet in order to be successful in the courses they are taking (expected learning outcomes, evaluation criteria, etc). In addition to the important information that is typically included in a course syllabus, all faculty are encouraged to include information about the following:

- **Student Honor Code and Academic Integrity:**
  Please take a few minutes to stress the importance of academic integrity in class. Discuss why it should matter to the student, why it matters to you and your discipline, why it matters to Missouri S&T, and why it matters to future employers. Include a statement on your syllabus about the Honor Code developed and endorsed by the Missouri S&T Student Council: the Honor Code can be found at this link: http://stuco.mst.edu/about/honor.shtml. Encourage students to read and reflect upon the Honor code and its emphasis on HONESTY and RESPECT.

  Page 30 of the Student Academic Regulations handbook describes the student standard of conduct relative to the University of Missouri System's Collected Rules and Regulations section 200.010, and offers descriptions of academic dishonesty including cheating, plagiarism or sabotage (http://registrar.mst.edu/academicregs/index.html). Additional guidance for faculty, including the University’s Academic Dishonesty Procedures, is available on-line at http://ugs.mst.edu. Other informational resources for students regarding ethics and integrity can be found online at http://ugs.mst.edu/academicintegrity/studentresources-ai.

- **S&Tconnect:** https://blackboard.mst.edu/ (S&Tconnect tab)
  S&Tconnect provides an enhanced system that allows students to request appointments with their instructors and advisors via the S&Tconnect calendar, which syncs with the faculty or staff member’s Outlook Exchange calendar. S&Tconnect will also facilitate better communication overall to help build student academic success and increase student retention. S&Tconnect Early Alert has replaced the Academic Alert system used by Missouri S&T. If training is needed, please contact Rachel Morris at rachelm@mst.edu or 341-7600.

- **Classroom Egress Maps:**
  Faculty should explain where the classroom emergency exits are located. Please include a statement in your course syllabus asking the students to familiarize themselves with the classroom egress maps posted on-line at: http://designconstruction.mst.edu/floorplan.
Disability Support Services: http://dss.mst.edu
Any student inquiring about academic accommodations because of a disability should be referred to Disability Support Services so that appropriate and reasonable accommodative services can be determined and recommended. Disability Support Services is located in 204 Norwood Hall. Their phone number is 341-4211 and their email is dss@mst.edu. Instructors may consider including the following statement on their course syllabus as a means of informing students about the services offered:

“If you have a documented disability and anticipate needing accommodations in this course, you are strongly encouraged to meet with me early in the semester. You will need to request that the Disability Services staff send a letter to me verifying your disability and specifying the accommodation you will need before I can arrange your accommodation.”

LEAD Learning Assistance http://lead.mst.edu
The Learning Enhancement Across Disciplines Program (LEAD) sponsors free learning assistance in a wide range of courses for students who wish to increase their understanding, improve their skills, and validate their mastery of concepts and content in order to achieve their full potential. LEAD assistance starts no later than the third week of classes. Check out the online schedule at http://lead.mst.edu/assist, using zoom buttons to enlarge the view. Look to see what courses you are taking have collaborative LEAD learning centers (bottom half of schedule) and/or Individualized LEAD tutoring (top half of the schedule). For more information, contact the LEAD office at 341-7276 or email lead@mst.edu.

The Burns & McDonnell Student Success Center
The Student Success Center is a centralized location designed for students to visit and feel comfortable about utilizing the campus resources available. The Student Success Center was developed as a campus wide initiative to foster a sense of responsibility and self-directedness to all S&T students by providing peer mentors, caring staff, and approachable faculty and administrators who are student centered and supportive of student success. Visit the B&MSSC at 198 Toomey Hall; 573-341-7596; success@mst.edu; facebook: www.facebook.com/SandTssc; web: http://studentsuccess.mst.edu/

If you have any questions about the information listed above, please contact the Office of Undergraduate Studies at 573-341-7276.
Data & Reporting

Contact Information:
Brooke Durbin
Programmer Analyst
bdurbin@mst.edu
573-341-4452

What we do:
• Weekly enrollment reports
• Enrollment projections
• Specialized surveys
• Online reporting tools for academic departments
• Enrollment management software support

Enrollment Management provides on-going data, projections and reporting systems to meet campus needs.
Early Career Research Support

Contact Information:
Steve Tupper
Liaison to Fort Leonard Wood
http://sponsoredprograms.mst.edu/
tuppers@mst.edu

Detailed description of activity
- Missouri S&T is invested in your success as a researcher
- The Office of Sponsored Programs is our research office and has support to help early career faculty find and propose for career building grants
- Register your profile in COS PIVOT and it will help lead you to research work, teammates and resources.
- Team up with the research centers – they welcome you.

http://mrc.mst.edu  http://rmerc.mst.edu  http://cbse.mst.edu/
Early Career Researchers can request the help of a grant writer or technical illustrator
Educational Technology (EDTECH)

Educational Technology (EdTech)

**Contact Information:**
**Educational Technology**

Website: [edtech.mst.edu](http://edtech.mst.edu)
Blog: [edtechconnect.mst.edu](http://edtechconnect.mst.edu)
(573) 341-4357 (HELP)
edtech@mst.edu
102 Centennial Hall

**Office Hours:**
Monday through Friday
8:00am-4:30pm

**About EdTech**

- An instructional design team comprised of experienced professionals with expertise in pedagogical strategies, instructional design, and the best practices for integrating technologies to enhance student learning.
- The EdTech team is committed to:
  - Lead, advance, and support campus initiatives that influence the educational mission of the university.
  - Initiate and sustain partnerships with university departments, colleges, and administration to advance best practices in teaching and learning.
  - Deepen the pedagogical knowledge and teaching effectiveness of the university teaching community.
Teaching and Learning Services - edtech.mst.edu/teach

- Instructional design consultation and course redesign support
- Instructional technology consultation and usage support
  - In-person, classroom walk-throughs, faculty learning communities
- Content development support
  - Video captioning, video production, Blackboard course building, clicker slide construction, etc.
- eStudio
  - A resource for instructors to explore, learn, and use new and emerging media and technologies for creating course content to enhance student learning
- EdTech U – drop-in consultation lab on any EdTech topic
- Teaching and Learning Excellence Series: Faculty Learning Communities (jointly with CERTI)
- Teaching and Learning Excellence Series: eLearning Community of Practice
- Annual Teaching and Learning Technology Conference during St. Pat’s Spring Recess – tlt.mst.edu
- S&T eFellows Course Redesign Program – funding for course redesign for eLearning (blended/online, teaching with technology) projects
- CERTI Mini-grants – promoting educational research and the Scholarship of Teaching and Learning (SoTL)

Learning Technology Support – edtech.mst.edu/support

- Blackboard – learning management system for course materials, syllabus, assignments, gradebook, discussion boards, etc.
- Respondus, Diploma – online assessment authoring (quizzes, exams)
- Tegrity – lecture capture to enhance student learning, remote proctoring
- GoogleApps for Education – easy-to-use collaborative Google applications integrated with mst.edu authentication
- AdobeConnect, BigBlueButton – virtual classroom, office hours, group collaboration
- Classroom Technology – presentation equipment and software (podium computer, laptop connection, projector, doc cam, web cam), student response system (aka “clickers”) software and receivers

Computer Learning Centers (CLCs) – computer labs across campus with common and discipline-specific software to support student classwork needs. Instructors must request needed software during request window. See clc.mst.edu for more information.
What EdTech Can Do For You
Our team can help you use technology efficiently and effectively to improve student learning

If you are looking for ways to enrich the learning experience in your course, we can help. We have qualified instructional designers and technologists with advanced degrees in Education as well as years of classroom experience. Our staff is ready to help you pair effective teaching strategies with technology to enable, extend, and enhance learning for your students, whether you are teaching in a traditional face-to-face, fully online, or blended (part face-to-face, part online) format.

Here are summaries of services and support EdTech offers you. Most are designed to assist faculty trying to adopt new teaching methods or technologies.

### Teaching and Learning First, Technology Second

**eLearning & Course Design**
- Instructional design consultation and course redesign support
- Instructional technology consultation and usage support – in-person, classroom walk-throughs, faculty learning communities
- Content development support – video captioning, video production, Blackboard course building, clicker slide construction
- eStudio - a resource for instructors to explore, learn, and use new and emerging media and technologies for creating course content to enhance student learning

### Anywhere Technology

**Learning Technology**
- Blackboard - for course materials, assignments, discussion boards, and more
- Blackboard Collaborate – for online office hours, remote presentations, student group collaboration, and more
- Tegrity – for lecture capture to enhance student learning, remote test proctoring
- Respondus, Diploma – for creating online assessments (quizzes, exams)
- Google Apps for Education – to enhance student group collaboration
- Resources to help you manage your online instructional content more efficiently
- Virtual CLCs
- Help with many more learning technologies – see [http://edtech.mst.edu/support](http://edtech.mst.edu/support)

### On-the-Ground Technology

**Computer Learning Centers (CLCs) & Classroom Technology**
- Coordinate faculty CLC software requests
- Clickers in the Classroom – student response systems
- SMART technology
- EdTech manages and maintains equipment and software in CLCs and Classrooms: 900+ computers, 60 printers, 115+ locations, 350+ software titles, 90+ projectors and related peripherals
Top Ten Ways EdTech Can Help You

1. **Save time** learning Blackboard or setting up a Blackboard course
   - Prepare Grade Center, post syllabus, post course materials, use discussion boards, rubrics, upload grades to Joe’S’S, and more
   - Self Help: [http://edtech.mst.edu/support/blackboard](http://edtech.mst.edu/support/blackboard)
   - Personal assistance available

2. Practice using classroom presentation technology before you are in front of students, to **minimize frustration** and class time disruption
   - Classroom presentation technology walk-through, available by appointment

3. Explore effective options for assessment of **student mastery**
   - Respondus, Diploma, publisher solutions, and more

4. Use clickers in the classroom for **immediate feedback & active learning**
   - Learn to use TurningPoint software, adapt course design to use clickers effectively, practice before use in classroom
   - Contact edtech@mst.edu or Help Desk

5. Make sure the needed **software for your students** is installed in a CLC
   - See [http://edtech.mst.edu/clc/](http://edtech.mst.edu/clc/)

6. Hold online office hours, conveniently for you and your students

7. Create **effective, accessible content** to enhance or extend learning
   - Using media to augment lecture, captioning, lecture capture

8. Manage course content (files) efficiently

9. **Connect with other faculty** using similar teaching and technology approaches
   - Co-sponsored Faculty Learning Communities (FLC) with EdTech and CERTI

10. Transform the design of a course to an online or blended (part face-to-face, part online) delivery – intensively or gradually over time – for **efficient and effective teaching and learning**

Visit Educational Technology

edtech.mst.edu  edtech@mst.edu  (573) 341-3141 102 Centennial Hall

To Request Service: Contact the IT Help Desk at (573) 341-HELP or [http://help.mst.edu](http://help.mst.edu)
Enrollment Management

Contact Information:
Laura Stoll
Vice Provost and Dean
http://enrollment.mst.edu/
lstoll@mst.edu
573-341-6292

What we do:

• Coordinate enrollment services for the university
• Help achieve and maintain desired student profile
• Work collaboratively with academic units, student affairs and administrative units to identify and implement processes that exceed student and customer expectations and university goals

The Division of Enrollment Management will provide by 2020 a top return on investment among comparable universities to students and our campus partners through exceptional integrated enrollment services that create successful outcomes for the student and Missouri S&T.

Created in 2001, Enrollment Management helps S&T achieve and maintain the institution's desired student profile. The EM division has seven units and six committees that implement research, recruitment and retention processes designed to meet--and hopefully exceed--student expectations and the university’s strategic plan goals.

Missouri S&T’s Enrollment Management Plan focuses on improving enrollment strategies to maximize the resources of the institution. A strong focus on data, business processes, applications of technology, and a team-work atmosphere yield positive results.
Environmental Management

MISSOURI S&T’S ENVIRONMENTAL MANAGEMENT SYSTEM

Missouri S&T’s Environmental Management System (EMS) covers the administrative, education and research activities in a comprehensive, planned and documented manner. It includes the organizational structure, planning and resources for developing, implementing and maintaining policy for environmental protection.

Missouri S&T Sustainability Policy:
Missouri S&T will adopt an integrated approach that weighs the social, environmental, and economic consequences of strategic decisions that will lead to the sustainable growth of our institution. As we evaluate strategic opportunities, we should consider these three questions:
✔ Is it good for our people?
✔ Is it good for our planet?
✔ Is it good for the economic viability of our university?
Please see the complete policy at: http://ems.mst.edu/sustainabilitypolicy/

Missouri S&T Sustainability Policy Implementation:
Missouri S&T will:
✔ Develop 5-year sustainability goals that will be reviewed and reported annually.
✔ Create an institutional culture of sustainability by incorporating sustainability principals into the campus strategic plan.
✔ Provide education and active demonstration of sustainable practice to faculty, staff, students and members of the surrounding communities.
✔ Follow the guidelines of the American College & University Presidents’ Climate Commitment (ACUPCC) to reduce emissions of greenhouse gases.
✔ Demonstrate transparency through publication of the Association for the Advancement of Sustainability in Higher Education Sustainability Tracking, Assessment and Rating System (AASHE STARS)

Advantages of an EMS:
✔ Establishes goals to reduce Missouri S&T’s impact on the environment
✔ Ensures continual compliance with federal, state and local environmental regulations
✔ Acknowledges the need for continual improvement and change
✔ Incorporates conservational awareness into all levels and functions of the university
✔ Displays Missouri S&T’s environmental stewardship to the surrounding community

Missouri S&T and the Environment:
✔ One of the nation’s premier research universities for over 135 years.
✔ First university in the nation and second in the world to obtain ISO 14001 certification for a campus wide EMS in June 2001
✔ ISO 14001 is the widely accepted international standard for environmental management systems which defines the environmental responsibilities of all employees and students and requires top management to provide the necessary resources to ensure continual environmental improvement.

ems.mst.edu
Faculty Recruiting and Retention Council (FRRC)

Web page: http://provost.mst.edu/fumfrr/
Email address: List of current taskforce members below

Detailed description of activity

Annual visit(s) to selected FFF meeting(s) to introduce the Faculty Recruitment & Retention Council (FRRC), its charge, its accomplishments and ongoing initiatives, such as the Childcare Center, Spousal Hiring, continuing the pursuit of Recruitment of minority faculty, etc. The visit’s date and time: Wednesday, September 23, at 4 pm. Additional visits are to determined in consultation with Prof. William Fahrenholtz.

The Faculty Recruitment & Retention Council (FRRC) charge

“To provide advice to university leadership on issues of diversity and campus climate that promote faculty recruitment and retention”

The major accomplishments include:

- Changes to the FMLA policy that allowed extension of the tenure clock insuring that faculty would not be penalized or need to make up time taken off for family and medical matters. The University of Missouri System incorporated many of the ideas from the Task Force into their Collected Rules and Regulations.
- Completion of the Women’s survey that encompassed female professors (all ranks), lecturers and instructors.
- Completion of the Faculty Center located in 104 Interdisciplinary Engineering.
FRRC has numerous ongoing initiatives that include:

- Continuing the pursuit of a Childcare Center for S&T faculty and staff.
- Hosting New Faculty welcome events every semester at the Faculty Center (IDE 104).
- Continuing the pursuit of recruitment of female and minority faculty.
- Researching strategies for retention of female faculty.
- Working with Human Resources on salary equity issues for faculty on the S&T campus.
- Working on the Dual Career Hiring Policy.

Council Members:

Robert Marley, Provost, marleyr@mst.edu

Richard Brow, Curators' Professor, Materials Science & Engineering, brow@mst.edu

Carlos Castano, Associate Professor of Mining & Nuclear Engineering, castanoc@mst.edu

Mariesa Crow, Finley Professor of Electrical Engineering, crow@mst.edu

Frances Hammerlie Montgomery, Chancellor's Professor, Psychological Sciences, berner@mst.edu

Irina Ivliyeva, Associate Professor, Arts, Languages & Philosophy, ivliyeva@mst.edu

Merilee Krueger, Associate Teaching Professor, Psychological Sciences, krueger@mst.edu

Bih-Ru Lea, Associate Professor, Business & Information Technology, leabi@mst.edu

Francisca Oboh-Ikuenobe, Professor, Geological Sciences, ikuenobe@mst.edu

Sahra Sedigh Sarvestani, Associate Professor, Electrical Engineering, sedighs@mst.edu

Ex-Officio Members:

Ashley McCarter, Office of the Provost, mccartera@mst.edu

Shenethia Manuel, Vice Chancellor for Human Resources, Equity & Inclusion, manuels@mst.edu
Faculty Recruiting and Retention Council (FRRC)

All faculty are invited to the Faculty Social and Welcome Event. Guests include Chancellor Schrader and Provost Marley

Why: Faculty Social and Welcome Event
When: Tuesday, September 29, 2015
Where: Havener Center
Time: 4-6 p.m.
Office of Institutional Equity, Diversity and Inclusion

Contact Information:
Neil Outar
Director, Institutional Equity, Diversity and Inclusion
106 Temporary Facility A
http://iedi.mst.edu
naoutar@mst.edu
573-341-6038

Ensuring opportunity | Building community

What We Do
• Investigate reports of discrimination based on sex (including harassment and misconduct), as well as on the basis of any federally protected class
• Create and monitor the Affirmative Action Plan, ensure EEO compliance in hiring, and assisting with the recruiting of a diverse pool of applicants
• Create and conduct trainings for Title IX, equity issues, diversity & inclusion

Title IX
• Title IX protects students, staff and faculty from discrimination based on sex under a federal mandate.
• As a mandated reporter, you are required by law to report any Title IX violations that you become aware of in the S&T community; our office is here to help you in this process.
• Contact our Intake Officer or use the online report portal if you ever need to report an incident.
• Should you have questions regarding a possible Title IX violation, contact our office via email or at extension 7734.

Training and Outreach
• Throughout the year, our office will provide trainings for Title IX related topics to ensure that you and the rest of our campus community are prepared to foster an equitable, inclusive and safe environment on the S&T campus.
• We also offer trainings on diversity and inclusion, covering its impact in the university setting and offering strategies to make S&T a welcoming place for all faculty, staff, and students.
• If you would like to request a training that is unique to your needs, or if you would like to learn about training opportunities already scheduled on campus, contact our Training & Program Development Educator.
Faculty Senate

http://facultysenate.mst.edu

The Faculty Senate is the legislative and policy-making body of the General Faculty. It carries out the functions and responsibilities assigned to it by the General Faculty and shall consider all matters referred to and by the Board of Curators, the President of the University, the Chancellor, and individual faculty members. The Faculty Senate, acting in accordance with the Rules and Regulations of the Board of Curators and the General Faculty, formulates, recommends and assists in the implementation of policies concerning the educational and research operations of the campus and other matters affecting the welfare of the campus, the faculty and students.
Information Technology

Contact Information:
IT Help Desk

Call: (573) 341-HELP (4357)
Hours: 8:00-5:00 Monday-Friday

Visit: 1st Floor Library
Hours: 8:00-5:00 Monday-Friday

Web:
it.mst.edu for A-Z services and self-help information
help.mst.edu to request IT assistance

How IT Can Help You – Service Overview

• IT Help Desk – Answers and referrals to experts for all of your IT questions
  o The IT Help Desk is the primary contact point for all IT services
  o Call our campus IT Help Desk – (573) 341-4357 (HELP)
    ▪ Mon-Fri, 8:00am-5:00pm; leave message after hours
  o Submit a ticket online – help.mst.edu
  o Visit our IT Help Desk – 1st Floor Library
    ▪ Mon-Fri, 8:00am-5:00pm

• Select, procure, and install hardware and software
  o Desktop Enhancement Program provides new computer for full-time employees on 4 year replacement cycle
  o IT Asset Management procures computing hardware and software, taking advantage of existing discounted contracts when possible
• Consult, troubleshoot/repair technology solutions
  o IT Help Desk – starting point to request IT assistance and referral to IT experts
  o Desktop computing solutions
  o Research computing solutions (See IT Research Support Services)
  o Instructional technology solutions (See IT Educational Technology)
• Email – Microsoft Exchange 2010/2013, Outlook, minermail.mst.edu, hosted by UM System DoIT
• Network connectivity – wired, WiFi, VPN)
• File storage – personal, shared folders, research data, GoogleDrive
• Telephony – VoIP, Cellular
• GoogleApps for Education
• PeopleSoft Systems – Hosted and supported by UM System DoIT
  o Finance, Grants, Student Information, Human Resources
LEAD: Learning Enhancement Across Disciplines

Learning Enhancement Across Disciplines

Contact Information:
Jeffrey Winiarz
Director of Learning Enhancement Across Disciplines (LEAD) Program
332 Schrenk Hall
http://lead.mst.edu
winiarzj@mst.edu
573-341-6733

LEAD Increases Success among Students
• Proactive Learning Centers and Tutoring for students to validate their mastery of concepts in a variety of primarily foundational courses but also more advanced courses
• ~700 students/week find success through these effective learning communities
• Data collected in physics, chemistry, and mathematics clearly demonstrates positive impact on student performance and grades
• Current schedule always at lead.mst.edu/assist

LEAD also Increases Success among Faculty
• Have office hours (generally required anyway) in an open “inviting” environment of a cooperative Learning Center for your course
• “Teaching-time” is spent more efficiently (more time for research) because you are interacting with many students simultaneously
• Students are interacting with highly competent PLAs (provided by LEAD program)
• You will project that YOU CARE (Improved Teaching Evaluations)
LEARNING ENHANCEMENT ACROSS DISCIPLINES

LEAD - Learning Enhancement Across Disciplines

Our Mission

The Learning Enhancement Across Disciplines (LEAD) Program provides learning forums to students who wish to increase their understanding, improve their skills, and solidify their mastery of concepts and content in a wide variety of foundational courses to achieve their full potential. Student-oriented Learning Centers are staffed by discipline-based faculty and accomplished undergraduate peer learning assistants who guide students in the learning process within an atmosphere of cooperative engagement and teamwork. Drop-in peer tutoring is also provided for students who are more responsive to individualized, small-group learning environments. The LEAD Program at the Missouri University of Science and Technology actively promotes the Seven Principles for Good Practice in Undergraduate Education.

Seven Principles for Good Practice in Undergraduate Education


1. Encourage student-faculty contact.
2. Encourage cooperation among students.
3. Encourage active learning.
4. Give prompt, frequent, informative feedback.
5. Emphasize time on task.
6. Communicate high expectations.
7. Respect and Encompass Diverse Talents and Learning Styles.

*modified slightly from the original Seven Principles article by Chickering and Gamson (1987)

Director of LEAD has been named

Jeffrey Winars, Associate Professor, Chemistry
327 Schrenk Hall
Phone: (573) 341-7733
Library Department Liaisons

Library Liaisons
Curtis Laws Wilson Library

Contact Information:
Liaison Librarians
Sherry Mahnken
mahnkens@mst.edu
Matthew Pickens
mpickens@mst.edu
General
http://library.mst.edu
library@mst.edu

Liaison Activities
• Provide expertise on library services, such as e-resources, interlibrary loan, reserves, et al.
• Keep departmental faculty and students up to date on library services and resources
• Offer research training for students
  o Library instruction classes
  o Small group sessions
  o One-on-one tutorials for in-depth help
• Seek faculty suggestions regarding the purchase of materials
• Work with departmental liaisons regarding their students’ and colleagues’ information needs

If you have any questions or would like more information about the library, please contact your liaison librarian—we’re here to help!
<table>
<thead>
<tr>
<th>Department</th>
<th>Liaison Librarian</th>
<th>Departmental Liaison</th>
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</thead>
<tbody>
<tr>
<td>Arts, Languages, and Philosophy</td>
<td>Sherry Mahnken</td>
<td>Lance Haynes</td>
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<tr>
<td>Biological Sciences</td>
<td>Matthew Pickens</td>
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<td>Business and Information Technology</td>
<td>Sherry Mahnken</td>
<td>Vincent Yu</td>
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<tr>
<td>Chemical and Biochemical Engineering</td>
<td>Matthew Pickens</td>
<td>Daniel Forciniti</td>
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<td>Chemistry</td>
<td>Matthew Pickens</td>
<td>Thomas Schuman</td>
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<td>Civil Engineering</td>
<td>Matthew Pickens</td>
<td>Jianmin Wang</td>
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<td>Wei Jiang</td>
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<td>Electrical and Computer Engineering</td>
<td>Matthew Pickens</td>
<td>Daryl Beetner</td>
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<td>Engineering Management</td>
<td>Sherry Mahnken</td>
<td>Suzanna Long</td>
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<td>English and Technical Communication</td>
<td>Sherry Mahnken</td>
<td>Ed Malone</td>
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<tr>
<td>Geological Sciences and Engineering</td>
<td>Matthew Pickens</td>
<td>Francisca Oboh-Ikuenobe</td>
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<tr>
<td>History and Political Science</td>
<td>Sherry Mahnken</td>
<td>Shannon Fogg</td>
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<td>Materials Science and Engineering</td>
<td>Matthew Pickens</td>
<td>Mark Schlesinger</td>
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<td>Mathematics and Statistics</td>
<td>Matthew Pickens</td>
<td>Roman Dwilewicz</td>
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<td>Matthew Pickens</td>
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<td>Matthew Pickens</td>
<td>Gary Mueller</td>
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<td>Physics</td>
<td>Matthew Pickens</td>
<td>Alexey Yamilov</td>
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<tr>
<td>Psychology</td>
<td>Sherry Mahnken</td>
<td>Susan Murray</td>
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Opportunities for Undergraduate Research Experience

What is OURE? OURE provides students with focused out-of-classroom learning experiences.

Who can apply? Undergraduate students from all Missouri S&T disciplines with a minimum GPA of 2.5 or above are welcome to apply. OURE will support one research project per student each year. Individual and group research is encouraged. (A maximum of four students may work on one group research project.)

Eligible OURE students will receive a stipend for completing their research projects!

Deadline: Applications for 2016/2017 projects are due March 1, 2016!

Applications: Interested students should contact an OURE Department Coordinator in their department. For more information, or for a copy of the OURE application, please visit our web site at:
http://ugs.mst.edu/experientiallearning/oure/

Questions?
Contact the Office of Undergraduate Studies at 341-7585.
P.E.O. International

Contact Information:
Lindsay Bagnall
Rolla Reciprocity President
www.peointernational.org
lindsay.bagnall@gmail.com

Detailed description of activity
• Five chapters in Rolla – three meet during the day, two meet in the evening
• Providing educational opportunities to women
• Sisterhood and service

Women helping women reach for the stars
Printing and Mail Services

Contact Information:
Jessie Singleton
Manager
G-8 Campus Support Facility
jesses@mst.edu
mstprint@mst.edu
573-341-4257
573-341-4264

Types of Printing
• Large Format Printing up to 42” Wide; Vinyl Banners, Posters, Peel and Stick material, foamboard mounting and framing. We can laminate up to 36” wide, as well as make canvas wraps up to 36”. Also offer large format scanning.
• Printing Services; Include flyers, business cards, informational brochures, carbonless paper printing, spiral notebook binding and scanning. Also offer scoring, perfing and folding services.
• Come see us for ALL your printing needs!
Project Lead the Way

Contact Information:
Ben Yates
Program Director
http://pltw.mst.edu/
yatesbk@mst.edu
573-341-4148

What is PLTW?
- PLTW began as a high school pre-engineering program in 1997 in New York
- Now based in Indiana, PLTW is the leading STEM program/curriculum in the world
- PLTW has programs from K through 12th grades in these areas:
  - Pre-engineering
  - Biomedical Science
  - Computer Science

What we do:
- Missouri S&T is the PLTW affiliate university in Missouri
- Host PLTW Core Training for 100's of teachers each summer
- Work with schools and school boards to recruit more schools
- Conduct national certification visits of Missouri PLTW programs/schools
- Plan and lead annual PLTW State Conferences
- Missouri S&T is one of the strongest PLTW examples in the country
- As of Fall 2015, Missouri will have 473 PLTW programs in 370 high, middle and elementary schools, with approximately 45,000 students
- Missouri has 651 PLTW teachers, with the majority trained at S&T
- Work with the S&T elementary STEM and high school teacher education programs to offer PLTW training to S&T teaching graduates
- Host and advise a PLTW alumni student organization at S&T
# Purchasing Basics

Purchasing web site: procurement.mst.edu

## Contact Information:

<table>
<thead>
<tr>
<th>Stacy Jones</th>
<th>Wade Jadwin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Relations Manager</td>
<td>Strategic Sourcing Specialist</td>
</tr>
<tr>
<td>341-4050 <a href="mailto:jonessta@mst.edu">jonessta@mst.edu</a></td>
<td>341-4049 <a href="mailto:jadwinw@umsystem.edu">jadwinw@umsystem.edu</a></td>
</tr>
</tbody>
</table>

Assists in coordination of required resources for all purchasing needs. Participates in advanced planning related to expenditure of University funds.

## Things you need to know (More detailed information on all of these topics is available at the purchasing web site listed above)

- **Bid Limits/Requirements:**
  - Any purchase that will total over $10,000 including installation and transportation (regardless of grant status) must be coordinated with the purchasing office. Wade Jadwin is your contact for this (contact info above).
  - Bid/proposal process will take a minimum of 2 weeks. Actual time-frame will be determined by the complexity of the project.

- **Sole Source Justification**
  - Any purchase over $10,000 requires either the bid/proposal process or a sole source approval (regardless of grant status).
    - Approval requires: justification that there is only one product that will meet your specific needs and that there is only one manufacturer and/or distributor of that product. Lowest price does NOT justify a sole source. Requests to be approved by Wade Jadwin (contact info above).

- **If approved by your department, Missouri S&T does make available a University credit card as one method for purchasing items under $5,000.**
  - Information on how to apply for a card along with all guidelines related to the “p-card” may be found at: [http://www.umsystem.edu/ums/fa/procurement/card/](http://www.umsystem.edu/ums/fa/procurement/card/)

- **Show Me Shop (SMS) is the S&T online/e-procurement platform.**
  - This is the preferred method of shopping for items sourced from the suppliers currently participating.
  - Departmental administrators can assist in gaining access for shopping.
  - SMS suppliers currently include commodities such as scientific products, office products, computers, lab supplies, books, etc. A complete list of suppliers and commodities may be found at: [http://www.umsystem.edu/apps/fa/procurement/epro/suppliers.shtml](http://www.umsystem.edu/apps/fa/procurement/epro/suppliers.shtml)

- **Signature Authority**
  - Faculty members do NOT have signature authority. Any document related to a purchase that requires a signature must be processed through the purchasing department. These documents include but are not limited to terms and conditions of sale, agreements, license agreements, and service agreements.
Recruitment Marketing & Enrollment Development

Contact Information:

Tim Albers  
Director  
alberstl@mst.edu  
573-341-4378

What we do:

• Communication planning for recruitment (websites, print, social media)
• Market and recruitment analysis
• Host VEX and FIRST FTC State Robotics Championships
• Create and maintain relationships with precollege groups such as PLTW, FIRST Robotics, and Health Occupations Student Association, and Technology Student Association
• Coordinate S&T presence at non-recruiting events such as the USA Science & Engineering Festival and the Spirit of St. Louis Airshow

Support creative and strategic recruitment efforts in partnership with academic departments.

• Lead efforts to adapt to changing student markets and institutional priorities.
• Forge partnerships with external constituents.
• Emphasize efforts to increase enrollments in under-enrolled degree programs and amongst low-income, minority and out-of-state students.
Research Data Management

Contact Information:
Roger Weaver
Librarian
weaverjr@mst.edu or
mstdatamanagement@mst.edu
libguides.mst.edu/datamanagement

Help with:
• Understanding the role of data management in research
• Writing data management plans for funding agencies
• Managing and publishing your research data
• Documenting your research data
• Increasing the visibility of your research data
• Preserving your research data
Scholars’ Mine

Institutional Repository

Contact Information:

Roger Weaver
Librarian
weaverjr@mst.edu or scholarsmine@mst.edu
scholarsmine.mst.edu

Scholars' Mine stores and provides access to digital and cultural resources created by the university community. This includes faculty papers, departmental publications, conference proceedings, graduate student works, and other scholarly digital resources, as well as campus cultural and historical works.

How to Submit Your Publications to Scholars’ Mine

• The library periodically reviews scholarly journals and databases for your publications. When we locate publications, we will add them for you.

• Should you wish, you may notify the library of new or missing publications by emailing the information to scholarsmine@mst.edu, or by completing a publication submission form. You will be notified if publications you submit require a distribution license.
Reference Guide for Sponsored Programs

Contact Information:
Name K. Krishnamurthy, Ph.D.
Title Vice Provost for Research
Web page http://sponsoredprograms.mst.edu/
Email address kkrishna@mst.edu

Detailed description of activity
• The financial administration of sponsored awards is a shared responsibility and collaboration between the Principal Investigator (PI), Campus, and University of Missouri System. The University realizes the importance of the PI performing research and as a result of accepting federal awards for sponsored activity; there are certain obligations and responsibilities which need to be adhered to in the form of the Office of Management and Budget (OMB) Uniform Guidance and University Policies and Procedures. The PI should seek advice and guidance from the Office of Sponsored Programs who has knowledgeable experts on these requirements.
• The OSP is responsible for monitoring compliance with applicable regulations, policies, and terms and conditions of the award. See BPM 210, Sponsored Programs for detail requirements and responsibilities. The guide covers the following topics:
  1. Project Planning/Proposal Submission
  2. Award Set-Up
  3. Operations During the Award
• Guidance is given on: * Direct Costs * Effort Verification Reports (EVRs) * Cost Transfers * Cost Sharing * Subrecipient Monitoring * Conflict of Interest * Research Misconduct * Authorship * Protocols and Approvals * Intellectual Property and Copyrights * Record Retention * References
Division of Student Affairs

Contact Information:
Office of the Vice Chancellor
107 Norwood Hall
stuaff.mst.edu
stuaff@mst.edu
573-341-4292

Mission
The Division of Student Affairs provides innovative services and experiential learning opportunities to promote personal and professional development, lifetime engagement and success.

Strategic Themes:
• Safe and healthy campus community of engaged students
• Career ready graduates for successful futures
• Inclusive environments and lifelong engagement
• Delivering value through customer focused services and facilities

As educators serving a common purpose, Student Affairs and faculty are partners in the learning experience of students. Research suggests that students who are involved in campus life are more likely to remain in school, learn more, obtain better grades, have a more enjoyable college experience leading to graduation and ultimately, experience greater success.

Through intentional experiential learning opportunities designed to complement the strong technical foundation developed within the classroom, we collaboratively make a difference in the comprehensive learning process.

Experiential learning opportunities through Student Affairs - including but not limited to:
• Chancellor’s Leadership Academy
• Health Careers Mentoring
• Intercollegiate Athletics
• Joe’s P.E.E.R.S
• Miner Challenge
• Miner Mentors
• Peer Involvement Advisors
• Program Resident Assistants
• Resident Assistants
• Student governing boards

Student Involvement | Student Success
STUDENT AFFAIRS DEPARTMENT SUMMARIES

ATHLETICS & RECREATION – Mr. Mark Mullin
minerathletics.com
As part of the Great Lakes Valley Conference, Missouri S&T is an NCAA Division II Athletics program with 15 intercollegiate sports. Our strong intramural program supports 19 sports with over 6,700 participants and 400 teams. Athletic facilities include a state of the art fitness complex with faculty and staff memberships for $120 a year.

CAREER OPPORTUNITIES & EMPLOYER RELATIONS (COER)
Dr. Edna Grover-Bisker – career.mst.edu
Provides career services to students, on-campus interviews, facilitates cooperative education, internship and externship programs. COER hosts one of the largest career fairs in the Midwest and coordinates employer events. Find statistics on where your department’s students are completing jobs, their average salary and refer students to our seminars.

COUNSELING, DISABILITY SUPPORT, & STUDENT WELLNESS (CDSW) – Dr. Patti J. Fleck – counsel.mst.edu
Supports a safe and healthy campus community through confidential individual, group, and crisis counseling for students, staff and faculty. Student Wellness services promote healthy behaviors while Disability Support Services assists students with documented disabilities.

LEADERSHIP & CULTURAL PROGRAMS (LCP)
Dr. Jerri Arnold-Cook – lcprograms.mst.edu
Provides educational opportunities and cultural celebrations designed to develop leadership skills and cultural competence of students; preparing them to serve as professional leaders in a global society.

RESIDENTIAL LIFE – Dr. Dorie Paine – reslife.mst.edu
Offers living options within a 2,200 bed residential community, ranging from traditional residence hall style, suite or apartment style, to our downtown housing district. Extensive programming complements the student academic experience; faculty engagement is welcomed.

SERVICES & OPERATIONS – Mr. Mark Potrafka
havener.mst.edu
Manages Student Affairs facilities and services including: Havener Center, Miner Golf Course, Building & Vending Services, and provides oversight of University Dining Services and the S&T Store.

DID YOU KNOW?
Student Affairs Facts

Athletics & Recreation - 341-4175
• 7,651 intramural participants
• 361 intercollege athletes
  o 173 GLVC All Academic
  o 7 Academic All-America

COER – 341-4343
• 28,005 interactions with 4,603 individual students
• 4,722 on-campus interviews
• At Graduation
  o 79% career outcomes rate
  o $63,350 avg. starting salary

CDSW - 341-4211
• 2,267 counseling, screening and crisis sessions with 617 clients
• 433 DSS students with 2,676 accommodation letters
• 210 wellness initiatives; 14,542 students participating

LCP – 341-7504
• 357 Division professional student leadership experiences
• 36 cultural programs provided to 1,021 students

Residential Life – 341-4218
• 908 programs and activities with 10,771 participants

Services & Operations – 341-6246
• 4,500+ Havener events
• 500,000+ patrons

SHS – 341-4282
• Nearly 21,000 provider visits
• 671 hours of health career mentoring

Student Life – 341-6771
• 233 Recognized Student Organizations (RSO)
• 55% in one or more RSO
• 21% of undergraduates in Greek organizations

Testing Center – 341-4222
• 6,871 tests conductedAY14-15;
  29% increase/over five years
STUDENT HEALTH SERVICES (SHS) – Dr. Dennis Goodman – studenthealth.mst.edu
Delivers outpatient health care and education to keep students healthy and in class. Health services are provided by physicians and physician extenders. Walk-in treatment for acute illness and injury, in addition to specialty services by appointment, are also available to students.

STUDENT LIFE – John Gallagher – gallagherjo@mst.edu
Provides administrative and program support to over 220 recognized student organizations, advises fraternities and sororities in addition to serving as an interface with volunteer and service activities. Student Life offers opportunities for faculty engagement with students through experiential learning activities.

TESTING CENTER – Cheryl Downey-Eber – testctr@mst.edu
Provides professional testing and assessment services to S&T students and the greater Rolla area, offering over 28 different testing programs such as credit by exam, distance/online education, English language proficiency, and professional certifications.

OFFICE OF THE VICE CHANCELLOR - Dr. Debra Robinson, Vice Chancellor stuaff@mst.edu
-Dr. James Murphy, Assistant Vice Chancellor and Dean of Students
-Dr. Carl Burns Assistant Vice Chancellor
-Barb S. Prewett, Assistant Dean of Students

Provides administrative oversight, strategic planning, and a number of specialized services including Corporate Development Council, Leach Theatre, Testing Center and the Dean of Students Office.

Dean of Students Office – dos@mst.edu
Fosters a safe and inclusive campus community through outreach, developmental education and engagement. As the information hub for Student Affairs, this office collaborates with internal and external constituents. Contact the Dean of Students Office for assistance with policy interpretation, application and analysis or with concerns involving classroom misconduct.

University Committee for Assistance, Response & Evaluation (UCARE)
Student Affairs utilizes a multidisciplinary approach in responding to student behavior concerns to make our campus the healthiest and safest environment possible. Because of the regular contact faculty members have with students, you are in an excellent position to recognize and refer students that may need assistance. UCARE serves as a consulting and response resource for faculty. We encourage you to contact UCARE with concerns.

How to Contact UCARE
Krista Morris-Lehman, morrislehman@mst.edu, Counseling, Disability Support, and Student Wellness, 341-4211
Barb S. Prewett, bprewett@mst.edu, Dean of Students Office, 573-341-4209
Patti J. Fleck, pfleck@mst.edu, Counseling, Disability Support, and Student Wellness, 573-341-4211

Submit an online student of concern report or visit our website at ucare.mst.edu, ucare@mst.edu,
Dean of Students Office, 573-341-4209
Student Diversity, Outreach & Women’s Programs

Contact Information:
Cecilia Elmore
Director
http://sdowp.mst.edu/
sdowp@mst.edu
573-341-7286

What we do:
• Summer camps
• Workshops
• Guest speakers
• Professional development programs for students
• Mentoring and networking programs
• Recruitment programs for populations that are underrepresented in STEM careers (women and minority students)

Forge partnerships to increase the number and diversity of students prepared and motivated to pursue STEM careers.
• Support STEM summer camps, workshops, and academic competitions for K-12 students.
• Be a resource center for all students and promote awareness of female and diversity-related issues to campus.
• Provide activities and programs for students to learn about diversity in leadership.
• Enable students to assume leadership and management positions after graduation.
Student Financial Assistance

Contact Information:
Bridgette Betz
Director
http://sfa.mst.edu/
sfa@mst.edu
573-341-4282

What we do:
• Manage federal, state and university aid programs for students
• Financial literacy presentations for classes
• Assist academic departments with awarding departmental scholarships

Student Financial Assistance assists families in obtaining funding for a college education at Missouri S&T.
• Facilitate access to federal, state, institutional and private financial resources.
• Coordinate access to university scholarship and loan awards for our students.
• Develop and implement financial literacy and debt counseling programs.
Student Success Programs

Contact Information:
Patty Frisbee
Director
http://pro.mst.edu
pro@mst.edu
573-341-4025

Burns & McDonnell Student Success Center
http://studentsuccess.mst.edu
mstssc@mst.edu
573-341-7596

Student Veterans Center
Opening Fall 2015

What we do:
• New student orientation programs
• Opening Week
• Student Success Center
• Math placement testing
• University ID cards

We coordinate new student orientation programs and the University’s ID card service. We direct the Burns and McDonnell Student Success Center and the programming associated with retention efforts.

• Empower new students and their families with vital information and contacts to enhance new students’ academic, personal and professional success at S&T.
• Provide constructive interactions between new students, students’ families, faculty, staff and student leaders.
Technology Transfer

Office of Technology Transfer and Economic Development

Contact Information:
Keith Strassner
Director
Suite 145 @ Technology Development Center
http://ecodevo.mst.edu
kdstrass@mst.edu
573-341-6725

Technology Transfer Office (TTO)

- Administers intellectual property developed by MS&T researchers as a result of MS&T employment or use of the university resources
- Identifies and evaluates new technologies
- Promotes innovation and supports university research through collaborative agreements
- Pursues University patent or copyright protection for faculty research
- Facilitates commercialization of university inventions
- Identifies partners and negotiates license agreements for University technology
- Provides training to faculty and research teams on Intellectual Property issues
- Provides review and support for Non-Disclosure Agreements (NDA) with industry
- Provides target funding for commercialization of University technology
Small Business Technology Development Center (SBTDC)

- “One stop shop” for Entrepreneurship and Business Development
- Assistance with business creation to commercialize research
- Assist with SBIR/STTR information, topics and submissions, NSF i-Corp
- Business training and counseling to support growth and expansion of new or existing businesses
- Lean Launch Pad training
- Provide guidance and support for business funding: Debt (Loans), Equity (Venture capital, Angel Investment) or crowdfunding

Technology Development Center @ Innovation Park

- Class “A” office space for Faculty and Student businesses
- VentureLab™ provides resources, space and service to launch new ventures.
- Home to TIES “Technical Entrepreneur and Innovators Society”, a student organization for those interested in entrepreneurship

Staff

- Eric Anderson – Sr. Licensing Associate – ext. 4551 ericwa@mst.edu
- Vera Anderson – Licensing Associate – ext. 7263 vera@mst.edu
- Travin Shelton – Business Development – ext. 6272 sheltontt@mst.edu
- Deena Aaron – Admin. Assistant – ext. 7584 aarond@mst.edu
- Malcolm Townes – Assoc. Director ext. 7616 townesm@mst.edu
- John Woodson – Business Development ext. 7544 jwoodson@mst.edu
Function: A department of University Advancement responsible for philanthropy.

Dr. Lea-Ann Morton – mortonl@mst.edu – x6090
Assistant Vice Chancellor

John D. Held II – heldjohn@mst.edu – x6533
Executive Director of Development
Oversees all planned giving and estate planning.
  Liaison to:
  • Mining and Nuclear Engineering
  • Student Design and Experiential Learning Center (SDELC)
  • Ceramic Engineering and Metallurgical Engineering

Kristen Gallagher - gallagherkr@mst.edu – x9075
Executive Director of Development
Liaison to:
  • College of Arts, Sciences & Business

Pamela Rathe - rathep@mst.edu – x7786
Executive Director of Development
Liaison to:
  • College of Engineering & Computing

Nolan Brunnworth – brunnworthn@mst.edu – x4944
Senior Development Officer
Liaison to:
  • Mechanical and Aerospace Engineering

Sue Wallace – wallacesue@mst.edu – x4944
Senior Development Officer
Liaison to:
  • Civil, Architectural and Environmental Engineering

Darla Harmon – harmond@mst.edu – x6596
Senior Development Officer, Corporations and Foundations
Liaison to:
  • Engineering Management and Systems Engineering
  • Corporate Development Council (CDC)

Jason Northern – northernj@mst.edu – x4508
Senior Development Officer
Liaison to:
  • Electrical and Computer Engineering
  • Computer Science
  • Physics
  • Performing Arts
  • Diversity and The Chancellor’s Advisory Committee on African-American Recruitment and Retention (CACAARR)
Tory Freese – freesev@mst.edu – x4490
Senior Development Officer
   Liaison to:
   • Chemical and Biochemical Engineering
   • Chemistry
   • Geosciences and Geological and Petroleum Engineering

Brittany Thompson – thompsonb@mst.edu – x6161
Development Officer, Corporations and Foundations
   Liaison to:
   • Athletics

Sylvia Strackeljahn - sms@mst.edu – x4944
Development Officer

Alumni Relations and Advancement Services
Function: A department of University Advancement responsible for alumni outreach, gift processing, alumni records, research, annual giving and phonathon.

Darlene Ramsay – ramsayd@mst.edu – x4584
Assistant Vice Chancellor, Alumni Relations and Advancement Services

Alumni Relations/ Miner Alumni Association
Katie Jackson – jacksonkj@mst.edu – x6034
Assistant Director, Alumni Relations

Nancy Hatch – nancyz@mst.edu – x6327
Manager of Alumni Relations

Travis Sewell – sewellt@mst.edu – x4897
Manager of Alumni Relations

Advancement Services and Records
Patti Chism – chismp@mst.edu – x4777
Director, Advancement Services

Teresa Campbell – campbelltt@mst.edu – x4571
Endowment Coordinator

Donor Relations
Melpo Mankin – mankinm@mst.edu – x6685
Senior Manager, Donor Relations

Prospect Research and Annual Giving
Jonathan Hines – hinesjc@mst.edu – x6978
Assistant Director, Prospect Research and Annual Giving
Janice Ridolfi – jkwv3b@mst.edu – x4934
Annual Giving Officer

**Public Radio KMST**
Function: A department of University Advancement responsible for operating a public radio station on campus.

John Francis – jfrancis@mst.edu - x4387
General Manager

KC Frahm – frahmk@mst.edu - x7819
Production Manager

Joel Goodridge – goodridgen@mst.edu – x6930
Marketing Manager

**Marketing and Communications**
Function: A department of University Advancement responsible for university-wide branding, marketing, public relations, web and social media, strategic communications, and publications.

Andrew Careaga – acareaga@mst.edu – x4183
Executive Director, Marketing and Communications

Mindy Limback – limbackm@mst.edu – x4268
Director of Creative Services

Liz McCune – mccunee@mst.edu – x6623
Manager of Strategic Communications

Cheryl McKay – cherylan@mst.edu – x7060
Manager of Digital Communications

Mary Helen Stoltz – mhstoltz@mst.edu – x4966
Manager of Public Relations
Video Communications Center

Contact Information:
Ardith McComb
Senior MPS, Instructor Services
G-8 Wilson Library
http://vcc.mst.edu/professors
mccomba@mst.edu
573-341-6998

Distance Education Course Production
• The main focus of the Video Communications Center (VCC) is production of both credit and non-credit courses. We use green-screen HD video technology in a number of studio classrooms on the S&T campus.
• Hands-on sessions for new instructors who will be teaching distance courses with the VCC.

Additional Services offered (University-supported activities, fees apply)
• WebEx collaborative software is used for distance courses, electronic office hours, seminars, webinars, research meetings, etc.
• Teleconferencing (full 2-way video/audio)
• Facilitation of thesis defenses and comprehensive exams involving off campus committee members.
• On-location recording of guest lectures, lab and field demonstrations, and instructional demonstrations.
• Research video documentation
• Editing services
**WHAT WE DO:**

**Online Education:**
We produce a unique online education program that is both synchronous and asynchronous. Students can choose to attend class live or view it later.

**Professional Development:**
We work one-on-one with companies to develop professional development programs that their employees access under a customized LMS.

**Video & Communication:**
We have an array of services for both campus and public clients. No matter what your media or communication needs, we’re here to help any way we can.

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**SERVICES:**

**Media Conversion:**
We can take your media from one medium to another, such as VHS to DVD, or we can make it digital.

**LIVE streaming video:**
Have an event you’d like to broadcast LIVE to the web? We’ve got you covered.

**Video Hosting:**
We can host your videos on our servers for both streaming and download. Typically, with an expiration date named by the client. Alternatively, we can also utilize YouTube for streaming your videos, even full-length ones. And this option has no expiration date.

**Video Production:**
Need to produce a video, but lack the equipment and know-how? We can shoot, chop, and serve up your video anyway you want. Want your video in HD? Done. Want it flashy? You can even use a green screen. Need us to come out on location? We can even do that.

**Audio/Video Conferencing:**
We can set you up to have a meeting with one or several people all over the world. You could even have the meeting from home or on your mobile device.

**Visit us online:**
http://vcc.mst.edu
Writing is an important element of most professional jobs, and our students will be better prepared to join the workforce if it is also an integral component of courses in every discipline. But incorporating writing effectively is often a challenge for both faculty, who have their hands full teaching content, and students, who may need more writing guidance than faculty can offer. The Writing Center is dedicated to helping both faculty and students meet the challenges of writing instruction.

The Writing Center’s tutoring program is a critical component of our services. Our staff of undergraduate peer tutors assist students in all disciplines and throughout the writing process. Our professional staff not only train and supervise the tutors, but also work with faculty to develop writing assignments, related instructional materials, and grading rubrics that support learning in any course without placing an undue burden on instructors.

The information below explains how the Writing Center can help you. Contact us to learn how we are already working with instructors in freshman engineering, civil engineering, chemistry, engineering management, and many other courses to ensure that Missouri S&T students graduate with the writing skills they’ll need.
Faculty Consultation

Writing Center staff can work with you to incorporate writing in your curriculum. We can help you determine what kinds of writing activities might best suit specific courses and learning objectives. And we can help you develop processes and grading rubrics that will simplify the evaluation process.

Course Materials

Our staff can also develop customized instructional materials to help your students meet the writing-related challenges of your course and discipline. Such materials can include PowerPoint presentations, handouts, practice activities, and sample documents. Let us know what your students need, and we’ll work with you to develop the necessary resources.

Writing Center Presentations

Writing Center staff can visit your class at your convenience to give a brief presentation on the services we offer. We can also give more comprehensive, customized presentations on writing-related topics relevant to your courses. Past presentations have addressed:

- executive summaries
- lab report format
- technical and scientific writing
- revising and editing
- avoiding plagiarism

Specialized Tutor Training

Writing Center tutors receive intensive training in how to provide useful feedback to students on essays, research papers, lab reports, abstracts, and other standard document types. We recognize that some courses may involve writing assignments with specific standards and requirements that may not be a part of this standard tutor training program. If assignments for your class demand that students follow specialized style or format guidelines, we are happy to develop customized training modules for our tutors so that they can be better prepared to help your students.
Web Sites and Other Resources

   a. Campus map: [www.mst.edu/map](http://www.mst.edu/map)
   b. Campus people search: [http://people.mst.edu](http://people.mst.edu)
   c. S&T web standards, logos and graphic identity: [http://standards.mst.edu](http://standards.mst.edu)

2. Computing/computer/IT assistance at IT Solutions Center (tele: HELP – a.k.a. 4357):
   a. Much online info: [http://it.mst.edu](http://it.mst.edu)
   b. Educational technology resources: [http://edtech.mst.edu/](http://edtech.mst.edu/)
   c. Technology Learning Spaces (a.k.a., Computer Learning Centers or CLCs): [http://edtech.mst.edu/clc/](http://edtech.mst.edu/clc/)

3. Purchasing equipment, goods or services (know this!) [http://procurement.mst.edu/](http://procurement.mst.edu/)
   b. eProcurement training (including online)
      [http://www.umsystem.edu/ums/fa/procurement/epro/training](http://www.umsystem.edu/ums/fa/procurement/epro/training)


5. Faculty Senate (governing body/senate of the faculty): [http://facultysenate.mst.edu](http://facultysenate.mst.edu)

6. Faculty resources
   b. Faculty Teaching Resource Center: [http://lead.mst.edu/teachingresources](http://lead.mst.edu/teachingresources)
   c. Sponsored Programs/external funding assistance: [http://sponsoredprograms.mst.edu](http://sponsoredprograms.mst.edu)
   d. UM Research Board (grants): [www.umsystem.edu/ums/departments/ed/research](http://www.umsystem.edu/ums/departments/ed/research)
   e. Faculty Accomplishment System (FAS): [https://fas.missouri.edu/fas/fas](https://fas.missouri.edu/fas/fas)

7. Student advising resources – [http://advising.mst.edu/facultyadvising/advisingresources.html](http://advising.mst.edu/facultyadvising/advisingresources.html)

8. Student learning assistance and resources for handling distressed/misbehaving students
   a. Free tutoring and learning centers (LEAD): [http://lead.mst.edu](http://lead.mst.edu)
   b. Disability support services (DSS): [http://dss.mst.edu](http://dss.mst.edu)
   c. Testing Center (proctored exams, scanned answer services): [http://testcenter.mst.edu](http://testcenter.mst.edu)
   d. Recognizing and handling distressed or badly behaving students:
      [http://stuaff.mst.edu/resources/faculty.html](http://stuaff.mst.edu/resources/faculty.html) and [http://counsel.mst.edu/distress](http://counsel.mst.edu/distress)

9. Registrar’s Office
   a. Catalog, class schedules, and student information: [http://registrar.mst.edu](http://registrar.mst.edu)
   b. Academic calendars & grade reporting deadlines: [http://registrar.mst.edu/calendars](http://registrar.mst.edu/calendars)
   c. Student Academic Regulations: [http://registrar.mst.edu/academicregs](http://registrar.mst.edu/academicregs)

10. Accent Reduction Program for faculty: contact your chair or Office of International Affairs

11. Coterie, a community organization for women: [http://coterie.mst.edu](http://coterie.mst.edu)
FERPA

http://registrar.mst.edu/ferpa/index.html

FERPA is the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment. Statute: 20 U.S.C. 1232g; Regulations: 34CFR Part 99. The intent of the Act is to protect the rights of students and to insure the privacy and accuracy of education records. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education.

- A Federal law designed to protect the privacy of educational records, to establish the rights of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.
- Any individual who is or has been in attendance at an institution, in person or by correspondence, regardless of their age or status in regard to parental dependency is covered by FERPA.
- Students have the right to:
  - To inspect and review their educational records.
  - To seek to amend their educational records.
  - To have some control over the release of information about their educational records.
- Things you CAN release:
  - Directory information may be shared, unless a student has asked that it not be.
  - We flag students in Joe’SS (the window shade) who do not want their information released to the public.
  - If you encounter this flag, say, “I’m sorry, but I have no information to release on that individual.” Do NOT say anything that indicates that this person is a Missouri S&T student.
- Things you CANNOT release:
  - Social security number
  - Student number
  - Race/ethnicity/nationality
  - Gender
  - Student Class Schedule
  - Grades
  - Other “personally identifiable” information without written consent.

Based on the presentation “FERPA for Advisors” by Jennifer Thorpe and Deanne Jackson available at http://registrar.mst.edu/ferpa/index.html
Practical Information Related to Classes

Teaching Tips

Suggestions for preparing and delivering your very first class.

1. Go to the room where you will be teaching the day before the class and check that you know where everything is, that you know how to operate the screen and the lights and the computer hookup, and that the software is working.

2. If you have checked out the class the previous day, then on the day of the class you should still go early, but after a very quick check of the equipment, use the time before class begins to just chat with students as they drift in.

3. I am sure that you will know the material well, so concentrate more on looking at the class, making eye contact, and speaking loud and clear. Most instructors talk to the "T," those students who sit in the front rows and in a line up the middle. What you should do is talk to the "U," those students who occupy the back rows and down the sides. If you speak to them, and make eye contact with them, you will project your voice adequately and will capture the T students as well.

4. Since this is your first time teaching, you will be nervous but that's ok. Being a little nervous is good for giving a good lecture.

5. In preparing for the class, remember that you cannot really teach more than three or four significant ideas. Everything else you teach should relate to those ideas. You can put those ideas in the form of a lecture outline on the blackboard and then, as you complete one section and move to the next, you can check it off. This helps students to keep track of the big picture and not get lost in the details.

6. Try not to over-prepare and end up with too much material that you rush through at the end. When teaching for the first time, it is hard to know how much is enough, and teachers are so afraid of running out of material that they put in far too much. What you can do is prioritize your material into what you must do, and other stuff that you will do if you have time at the end.

7. Know how you want to end the class and make sure that you segue to that end as time runs out, rather than letting the class end on an incoherent and confused note.

8. Start promptly on time and end promptly on time.

9. Dress to set the tone for your class. Professional dress signifies to students that you are taking the course seriously.

10. It is good to periodically ask for questions but most people don't wait long enough for students to respond. Count silently to ten before moving on and, while counting, keep an eye open for students who look puzzled but are not raising their hands. You can speak to them directly, saying something like, "You look a little puzzled. Was something not clear?"

11. It is really important to respond to questions respectfully, even if the question sounds trivial to you.

12. If a student asks a question, treat it as if it is a question from the whole class, and after initially looking at the student, shift your gaze to the whole class when you answer. It is fine if the student
asks a follow-up question, but avoid more than three brief exchanges with the same student. Then you should say, "Let's discuss this after class."

13. If a student asks you something for which you do not know the answer (even after clarification), don't try to bluff but say that it is an interesting question to which you don't know the answer right now but to talk to you after class and that you will investigate the issue and get back to him/her. This is particularly effective when you have the occasional smart-aleck who wants to show off by stumping the professor and asks questions involving esoteric stuff like, "But what about the implications of the Smoot-Hawley tariff?" Saying you will research the question and get back to them is better than bluffing because students can usually tell when you are faking knowledge. Realizing that one need not know everything off the top of one's head also removes a lot of the pressure to prepare error-free, comprehensive lectures.

14. Humor is tricky and should be used with caution.

15. Make the first day count.

- Start the class with an experiential exercise that gets the students conversing with each other. Make it intriguing, for example, a small puzzle to solve that involves course content, or a fascinating demonstration of some sort with a follow-up discussion. Make it interactive (e.g., having students work in small groups of 3-4 and have a few report what they discussed.) Leave them “wanting more.”
- Try to put a few names with the faces that are in your course. You can check Joe’Ss for the roster as there will also be student pictures available.
- Explain why you are teaching this course. What do you love about the subject you are teaching? Passion expressed through the sharing of one’s love for their topic can help grab the attention of students. Start each day talking about why this topic is important to you as a chemist, a psychologist, a historian, a political scientist, etc. Passion is extremely contagious and your students will get the bug for the content.
- Don’t just read the syllabus to the students. Start by taking students on a journey through your class. Where does the journey end (course objectives and outcomes) and how are we going to get there? Consider the flow of this journey description. What are the key elements of the journey? How does learning occur in this course? Thoroughly discuss the notion of shared responsibility with your students. What is expected of them (e.g., preparation, appropriate behaviors) and what do you expect of yourself (creating exercises that applies what they prepare and makes it relevant to them). Go over performance indicators last, but in detail (i.e., tests, assignments, grading, etc.) End on a note of encouragement.
Academic Resources for Students

Burns & McDonnell Student Success Center, 198 Toomey Hall, [http://studentsuccess.mst.edu/](http://studentsuccess.mst.edu/)
- A one-stop shop providing resources, tutoring, coaching/mentoring, and accountability to students who are looking for academic help

Learning Enhancement Across Disciplines (LEAD), [http://lead.mst.edu/](http://lead.mst.edu/)
- Provides learning forums to students outside of class time in a variety of disciplines, led by a discipline-based faculty member and undergraduate peer learning assistants

Math Assistance where Success Happens (MASH), [http://ugs.mst.edu/media/administrative/certi/documents/Mash%20Math%201120%20Spring%202015.pdf](http://ugs.mst.edu/media/administrative/certi/documents/Mash%20Math%201120%20Spring%202015.pdf)
- Offered for Math 1120 students as optional active study sessions led by trained undergraduate mentors

Undergraduate Advising Office, 106 Campus Support Facility, [http://advising.mst.edu/](http://advising.mst.edu/)
- Advises undecided undergraduates as well as academically deficient students

Writing Center, 113 Campus Support Facility, [http://writingcenter.mst.edu/](http://writingcenter.mst.edu/)
- Trained peer tutors help students improve their writing skills

Academic Integrity Resources, [http://ugs.mst.edu/academicintegrity/studentresources-ai/](http://ugs.mst.edu/academicintegrity/studentresources-ai/)
Course Offerings, Calendars, and other Class-Related Information

The Registrar’s office is charged with handling student records for the University. The web site of the Registrar’s office has useful links to the official academic calendar, undergraduate catalog, final exam schedule, and the schedule of classes.

Web site: http://registrar.mst.edu
Joe’SS

Joe’SS (pronounced “Joe’s”) is short for Joe Miner’s Self-Service. It is a web portal used by students and faculty for access to and management of information on classes and advising.

The web site can be accessed in several ways:
1. Direct links on the mst.edu and mst.edu/facstaff web pages
2. A pull-down menu labeled “Faculty and Staff” on the mst.edu and mst.edu/facstaff web pages
3. At https://joess.mst.edu/

Log on to the system using your university username and password.
Class Information on Joe’SS

The Faculty Center on Joe’SS provides access to a list of your classes, class rosters, and grade entry.

2015 Fall Semester | Missouri S&T

My Schedule

Select display option:  
- Show All Classes
- Show Enrolled Classes Only

My Teaching Schedule > 2015 Fall Semester > Missouri S&T

<table>
<thead>
<tr>
<th>Class</th>
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<th>Days &amp; Times</th>
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<td>MoWeFr 9:00AM - 9:50AM</td>
<td>Engineering Management 00201</td>
<td>Aug 24, 2015-Dec 11, 2015</td>
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</table>

View Weekly Teaching Schedule  
Go to top
Advisor Information on Joe’sSS

The Advisor Center on Joe’sSS provides access to a list of your advisees, their academic records, their account information including advising and financial holds, and the degree audit system.