

# Faculty Bulletin

Volume 14, Issue 2 – August 2013

Concordia University, Saint Paul

**The Faculty Bulletin can be accessed directly from the Academic Affairs web page:** [http://concordia.csp.edu/academicaffairs/Faculty\\_bulletin/index.html](http://concordia.csp.edu/academicaffairs/Faculty_bulletin/index.html). Or go to the Faculty/Staff Portal, click on “Academic Affairs,” and then click on “Faculty Bulletin.” The bulletin emphasizes faculty policy and business issues, upcoming events, professional development opportunities, and deadlines. News items for the faculty and the Concordia community are publicized through the weekly CSP Update. Articles for publication in the *Faculty Bulletin* may be submitted via email to [haeg@csp.edu](mailto:haeg@csp.edu) at least five working days prior to publication.

**The submission deadline for articles for the next issue is, Wednesday, August 26, 2013.**

## **Faculty: A Very Special Calling**

*Therefore be imitators of God, as beloved children. And walk in love, as Christ loved us and gave himself up for us, a fragrant offering and sacrifice to God.*

Ephesians 5:1 – 2 (ESV)

As faculty at Concordia University, Saint Paul, we have a special calling. We are called into a wonderful ministry of caring for, teaching, and supporting university students and potentially enriching their lives as they transform. What is even more special is that we are able to give our students a “value added” experience. Not only do they reap the benefits of a high quality college education but they have the opportunity to explore the really big questions in life and to reflect on their faith and their faith life. They have the chance to be a part of a Lutheran Christian community that is dynamic, urban, and multicultural – and where Christ is honored. Martin Luther talked about our “call” with these words:

*Every person has a calling. While tending to it God is served. A king is doing God’s work when he is at pains to look after the welfare of his people. So does a mother when she tends to the needs of her children ... and a student when he applies himself to his studies... When a maid milks the cows or the farmer hoes the field, they serve God ....*

I thank God every day that I have been called to such an important ministry and that He has called you as well. May God bless each of us as we go about our lives and live out our vocation and may He, through His Holy Spirit, empower each of us to walk in love – every day.

Lonny Maly, Vice President for Academic Affairs

## **CSP Ministry**

*CSP Ministry is a community of the Word and prayer,  
diverse in time, place, language and worship,  
centered in the Gospel of Jesus Christ*

***Chapel will be held at 11:30 am on the couches in the Fellowship Center  
through Wednesday, August 28, 2013***

### **Chapel Schedule Beginning Thursday, August 29, 2013**

**Monday, Wednesday, Friday: 10:30 am**

**Tuesday, Thursday: 11:20 am**

**Theme for the 2013/14 Academic Year: “Walk in Love”**

**Based on Ephesians 5:2 “And walk in love, as Christ loved us and gave himself up for us, a fragrant offering and sacrifice to God.” (ESV)**

**2013/14 Book of the Year**

The Book of the Year for 2013/14 is *Behind the Beautiful Forevers* by Katherine Boo. The description inside the book jacket of *Behind the Beautiful Forevers* states: “With intelligence, humor, and deep insight into what connects human beings to one another in an era of tumultuous change, *Behind the Beautiful Forevers* carries the reader headlong into one of the twenty-first century’s hidden worlds, and into the lives of people impossible to forget.

Concordia University Saint Paul’s theme of the 2013/14 year “Walk in Love” provides a strong platform for discussion of this non-fiction account of life, death and hope in a Mumbai Undercity.

# Calendar of Events

DH=Dining Hall    BEC=Buenger Education Center    BMCA=Buetow Music Center Auditorium  
GC=Gangelhoff Center    GMC=Graebner Memorial Chapel    CCR = Concordia Conference Room

August 7, Wednesday	New Student Orientation for First-Year Students in Traditional Programs (10:00 am – 2:30 pm)
August 7 – 8	New Fulltime Faculty Orientation (9:00 am – 4:00 pm)
August 9, Friday	New Student Orientation for Transfer Students in Traditional Programs (9:30 am – 12:00 pm)
August 19, Monday – August 20, Tuesday	New Adjunct Faculty Orientation and Training (8:30 am)
August 22, Thursday	Annual Fall Faculty Workshop (9:00 am – 5:00 pm)
August 25, Sunday – August 28, Wednesday	Grades due for Summer Session #2 (12:00 noon)
August 25, Sunday	Move in days and "Welcome Week"
August 26, Monday	Collegiate Convocation (4:30 – 5:30 pm; BMCA)
August 28, Wednesday	Start of Fall Semester; Classes Begin for First-Year Students in Traditional Programs
August 29, Thursday	Festival of Beginnings (6:30 pm; BMCA)
Week of September 9	Classes Begin for Returning Students in Traditional Programs
	Classes Begin for New Undergraduate Degree Completion Students and Graduate Students

## 2013 Fall Faculty Events

### Workshop – Monday, August 19 and Tuesday, August 20

### Collegiate Convocation and Festival of Beginnings

The Annual Fall Workshop for all fulltime faculty will be held on Monday, August 19 and 20 from 9:00 am to 5:00 pm – on campus. The Collegiate Convocation, a part of “Welcome Week” is scheduled for Sunday, August 25 at 4:30 pm. This year’s Festival of Beginnings is Wednesday, August 28 at 6:30 pm. Faculty traditionally robe and process at both the Collegiate

Convocation and the Festival of Beginnings. The theme for the Faculty Workshop is the theme selected for the year, *Walk in Love*.

### **Welcome Week Traditions – Fall 2013**

We welcome our new traditional students and their families to campus this fall with our annual “Collegiate Convocation,” Sunday, August 25, from 4:30 – 5:30 pm in the Buetow Music Center Auditorium. This occasion marks the “hand-off” of daughters and sons that parents make to us as faculty and staff. We wear our academic attire to impress on new students the seriousness of the occasion and to demonstrate something of the new culture that they are entering. We need your help in welcoming these new scholars to our learning community.

**Sunday, August 25: 4:30-5:30 p.m. Please line up with academic attire at 4:15 on the second floor hallway of Meyer Hall. Thank you!**

*Miriam Luebke and Jason Rahn, Welcome Week Co-Chairs*

### **Faculty Workshop Schedule**

**Note:** Lunch will be provided both days but please make your own arrangements for breakfast. Bring your faculty identification card on Tuesday to receive a new expiration sticker.

#### **Monday, August 19, 2013**

- 9:00 am Chapel – Walk in Love (Chapel)
- Faculty and Staff Gathering (Buetow Music Center Auditorium)  
Presidential Address – Tom Ries  
Report of Financial Matters – Michael Dorner  
Report of University Operations – Eric LaMott
- Faculty Business Meeting (all faculty; Buenger Education Center – BEC)
- 11:30 am All Faculty and Staff Lunch (provided in the BEC)
- 12:30 pm Updates from Student Resources and Support Areas:  
Library, Career Services, Tutoring, etc.  
Book of the Year – *Behind the Beautiful Forevers* by Katherine Boo
- 1:15 pm Professional Development Breakout Sessions (choose 2; each offered twice)
- Session 1 1:15 – 2:00 pm  
Session 2 2:15 – 3:00 pm
- Implementing Strategic Goal 3: Embedding Career Preparation into Your Major  
Supporting Students with Disabilities: Case Studies  
Applied Technology: Google Docs  
Using WebX as an Instructional Tool  
Implementing the Blackboard Course Management System

- 3:15 pm Faculty Scholarship Roundtables (3:15 – 4:00 and 4:15 – 5:00)  
5:00 pm Field Trip

**Tuesday, August 20, 2013**

- 9:00 am Convocations – Announcement of fall semester schedule (Joel Schuessler)  
10:00 am Our Vocation, Our Students, and Their Faith  
Rev. Dean Nadasdy – President, Minnesota South District of the Lutheran Church – Missouri Synod and Member, CSP Board of Regents  
11:30 am Chapel (in GMC)  
12:00 pm All Faculty Lunch (provided in BEC)  
12:45 pm Professional Development Breakout Sessions  
Session 1 12:45 – 1:45 pm  
Session 2 2:00 – 3:00 pm  
3:15 pm Faculty Senate committee meetings – Annual Planning (LTC classrooms)

**Current Searches for Faculty Positions**

The following searches for faculty that are currently underway, still on the “table”, or completed:

- Biology – two replacement position; Amanda Brosnahan and Benjamin Harrison have accepted term faculty positions  
Criminal Justice/Sociology – a replacement position; Elizabeth Glynn has accepted a term faculty position  
Educational Specialist/Doctorate – a new position; Debra Bowers has accepted a term faculty position  
Data Analytics and Business Intelligence – a new position (not currently budgeted; suspended)  
Graphic Design – a new position; John DuFresne has accepted a term faculty position  
Information Technology – a new position (not currently budgeted; suspended)  
Kinesiology and Health Sciences – a replacement position; Lana Huberty has accepted a term faculty position  
Mathematics – a replacement position; Dan Maroncelli has accepted an Assistant Professor position  
Music – a new position (gift funded); Nathan Kennedy has accepted a term faculty position  
Physical Therapy, Director Clinical Education – a new position; Matthew Vraa has accepted a term faculty position  
Psychology – a replacement position (tenure-track position; budgeted but currently suspended)  
Theology – a replacement position; Adam Clark has accepted a divine call for an Assistant Professor position to begin in January, 2014

Dean – College of Business and Organizational Development; the search will begin this fall

### **Areas of Emphasis for Academic Affairs**

The Office of Academic Affairs continues to focus its energy around three of the goal areas in the university's 2014 – 2018 strategic plan: to grow student enrollment at both the undergraduate and graduate levels; to increase student persistence to graduation, and to improve the transition to job or graduate school. To that end we are working on the following:

- Refining and developing academic programs in order to demonstrate the highest quality and responsiveness to “the market” in higher education;
- Strengthening partnerships with other colleges and universities and internship sites
- Continuing to be a “culture of evidence” when it comes to assessing how students are meeting learning outcomes in general education, in majors, and in graduate programs
- Improving academic support programs and advising that facilitates persistence and graduation
- Continuing efforts to develop an exemplary graduate school and graduate programs
- Professional development for faculty focused on “exemplary teaching” and
- Continual efforts toward encouraging and assisting faculty with the important task of connecting faith and learning.

### **Faculty Professional Development Opportunities**

The continuous professional development of our faculty is a priority of the Office of Academic Affairs at Concordia University. Below is a list of some assumptions from which we operate and a list of opportunities. Let Lonn Maly know if you wish to participate in any of these upcoming events (other than August 19 – 20).

#### **Assumptions:**

1. Faculty professional development is best when primarily focused on the improvement of teaching students
2. Faculty professional development has as its goal continuous improvement – no matter where we are on the “excellence in teaching” continuum, there is always room for improvement or growth
3. Faculty professional development should afford opportunities to better teach students who are diverse, better teach students who learn in a variety of ways (and maybe differently from faculty), and better teach in a variety of modalities
4. Faculty professional development should include a variety of opportunities – on campus and off campus, large groups and small groups, and some choice of opportunities

#### **Opportunities:**

*29<sup>th</sup> Annual Conference on Distance Teaching and Learning Conference: August 7 – 9  
in Madison, WI*

*Association of Lutheran College Faculties: “Building Bridges: Expanding the Boundaries of*

*Lutheran Higher Education” October 4 – 5, 2013 at Capital University (Columbus, OH)  
(see the Call for Proposals in the Faculty Bulletin from May, 2013)*

*National Conference of the Lilly Fellows Program in Humanities and the Arts: “Faith and Academic Freedom in Civic Virtues” October 18 – 20 at the University of Scranton (Scranton, PA)*

### **New Adjunct Faculty Orientation and Training Set for August 9, 2013**

In an effort to become more efficient in our orienting and training of new adjunct faculty, we are scheduling three university-wide sessions – in August, December, and March. The first training session will be held Friday, August 9 beginning at 8:30 am. We will begin with a continental breakfast followed by the morning session focused on technology matters – CSP portal, email, entering grades, Blackboard, etc. After a break for lunch department chairs and program coordinators will be invited to meet with the faculty in their content areas. Please send the names of the adjunct faculty you are inviting to Kathy Haeg. The next session is tentatively scheduled for Saturday, December 7, 2013.

### **Orientation for New Full-Time Faculty Scheduled for August 7 and 8, 2013**

An orientation gathering for new full-time faculty will be held Wednesday, August 7 and Thursday, August 8 and will be facilitated by Lonn Maly. As a part of the orientation, the new faculty will be observers at the student registration event on August 7. The orientation is planned for 9:00 am to 4:00 pm each day.

### **Student Support Services Update for Course Syllabi**

All course syllabi should include a statement about student support services. The most recent update of the university-wide syllabus template – available on the faculty tab on the university portal – includes the latest version. It is reprinted below:

#### XVIII. Support Services

Academic Support – The instructor strongly encourages students to make arrangements to discuss course progress or concerns. Support services include such things as a library with a reference desk, a writing center, a tutoring office, a career services office, a health services center, personal counseling, campus ministry, etc.

Tutoring Services – If you believe that additional help would be beneficial, arrange for free tutoring through Tutoring Services in the Student Success Center. Contact Wendy Vargas at [vargas@csp.edu](mailto:vargas@csp.edu) or call 651-603-6216. The office is located in the Poehler Administration Building in AD 124. NOTE: Free online tutoring services are also available. Students should contact their academic advisor for further information.

Student Accessibility Services – Those seeking adaptations to the course based on disability, significant medical conditions or illnesses that are outside of the scope of course policies should schedule a time to meet with Student Accessibility Services ([SAS@csp.edu](mailto:SAS@csp.edu)): Melissa Fletcher ([fletcher@csp.edu](mailto:fletcher@csp.edu); 651-641-8272) or Josie Hurka

([Hurka@csp.edu](mailto:Hurka@csp.edu); 651-641-8207). The SAS offices are located in the Luther Tunnel Hallway in offices LU 115 and LU 124

Writing Center – The Writing Center is a place for all students, whatever their skill level, to receive free, one-on-one help with writing assignments. Students may visit the Writing Center at any stage of the writing process: brainstorming, creating outlines, revising paragraphs, adding the finishing touches, or any point in-between. The Writing Center is located on the main floor of the Library Technology Center, to the west of the Reference Desk. Online writing assistance is also available for students in Concordia University’s many cohort and off-campus programs. For both face-to-face and online sessions, students are encouraged to schedule appointments in advance to ensure a time slot. **ONLINE SCHEDULING IS AVAILABLE.** For more information on scheduling procedures, hours, and policies, or to learn more about the Center, please visit the Writing Center website at <http://concordia.csp.edu/writingcenter> or at [writingcenter@csp.edu](mailto:writingcenter@csp.edu).

Counseling Services – This service provides confidential, caring, and non-judgmental professional counseling for a wide range of life difficulties and mental health concerns. The supportive and inclusive atmosphere equally welcomes all students and any issue. The office is staffed by experienced counselors who are familiar with the concerns, questions, and stresses often faced by university students. If you are having a tough time or are worried about a friend, Counseling Services is available. For information or an appointment contact: [counseling@csp.edu](mailto:counseling@csp.edu), 651-641-8252, visit the webpage at: <http://info.csp.edu/en/Student-Services/Counseling-Services/>, or search for “Concordia Counseling Services”.

Health and Wellness Center – The Center offers health information and services including first aid and medical referral resources. Contact the campus nurse at [rafferty@csp.edu](mailto:rafferty@csp.edu) or 651-641-8235. The center is located in DH 311 above the dining hall.

CSP Ministry – Concordia University is a Lutheran Christian university, where faith is lived out, offering a variety of ministry services and opportunities to address spiritual needs, including worship services, prayer requests, outreach, or talking with Pastor Carter or a CSPMinistry staff member. Contact them at [CSPministry@csp.edu](mailto:CSPministry@csp.edu), <http://concordia.csp.edu/CSPministry>, or at 651-641-8213. Pastor Richard Carter’s email is [carter@csp.edu](mailto:carter@csp.edu).

Career Services – For career services, contact Linda Mayes, Director of Career Services, at [careerservices@csp.edu](mailto:careerservices@csp.edu), or at 651-603-6241. The office is located in AD 111 near the Syndicate Street entrance to the Poehler Administration Building.

### **Technology Purchases**

All technology purchases (hardware and software) must be reviewed and approved through Information and Technology please contact Jonathan Breitbarth ([breitbarth@csp.edu](mailto:breitbarth@csp.edu)) or Dr. Eric LaMott ([lamott@csp.edu](mailto:lamott@csp.edu)).

## **Faculty Accomplishments**

### **Corrie Nominated for Regional Post**

Dr. Bruce Corrie has been nominated by Governor Mark Dayton and the Brenda Casselius, Minnesota Commissioner of Education, to serve on the Midwest Comprehensive Center Advisory Board. Dr. Corrie is one of five Minnesotans to be nominated to the 15-member regional panel. All nominees to the advisory board are approved by the U.S. Department of Education. Launched in 2012, the Midwest Comprehensive Center at American Institutes for Research is a federally funded regional support system that provides technical assistance to State Education Agencies (SEAs) with a focus on low-performing districts and schools, improving outcomes for all students, improving the quality of instruction and closing the achievement gap.

### **Art Professor Williams Publishes Article**

**Keith J. Williams**, Professor of Art and Art History, has recently had an article published in the prestigious journal: *Ceramics Art and Perception*. His article on Minnesota potter Jeff Oestreich entitled *Aesthetic Emergence* can be found in the June-August issue #92 of this international publication. Previously published in the German publication *New Ceramics* and in the well-known *Ceramics Monthly* magazines, this is Williams' first inclusion in *Ceramics Art and Perception*. He has submitted another article to be published in issue 6 of *New Ceramics* later this year, and is writing a second article for *Ceramics Art and Perception* for future publication. The research and work on these articles represent a portion of his sabbatical experience from fall 2012.

### **Trapp Completes Translation**

**Rev. Dr. Thomas Trapp**, professor emeritus, who taught theology at CSP from 1982 through 2012, rejoices to have received the printed copy of his translation of the fifth volume of a five volume commentary series on Martin Luther's catechisms, authored in German by a Heidelberg professor, Albrecht Peters. This volume, titled *Confession and the Christian Life*, is the ninth volume translated by Dr. Trapp and is 280 pages in length. He also translated the second and fourth volumes of this series, *Creed* and *Baptism and Lord's Supper*, for Concordia Publishing House. He previously translated three volumes of a commentary on Isaiah 1 – 39 and an archaeology book for Fortress Press and volumes on Martin Luther's theology and Saint Peter for Eerdmans Publishing Company. Dr. Trapp currently serves as called pastor at Emmaus Lutheran Church in Saint Paul. He will present a copy of his translation to the CSP library sometime in the near future.

## **Campus Improvements Progressing According to Schedule**

The renovation of the campus Student Life Center, including the remodeling of the dining hall, and the renovation of the Concordia Art Center are on schedule to be completed prior to the start of the traditional academic year. On the afternoon of Friday, October 4 – Homecoming weekend – we will be celebrating the rededication of the Art Center. Tours of the facilities will be available. On Thursday afternoon, October 10 we will be celebrating the Dedication of the Student Life Center. Come and tour the facility and celebrate with the donors, faculty, staff and students.



### **Pay Rates, Prorating, and Limits for Adjunct Teaching**

For the 2013/14 academic year the pay rate for adjunct teaching will be continue to be connected to the revenue received for particular courses and will be as follows:

Master's of Business Administration	\$1,200 per credit
Traditional Courses	\$1,000 per credit
Undergraduate Cohort and Continuing Studies Courses	\$550 per credit
Graduate Cohort Courses (non-MBA)	\$650 per credit

A change has been made regarding the pro-rating of courses for under-enrolled courses. In the past prorating occurred in classes below 10 during the fall and spring semesters and under 7 in the summer semester. The new schedule calls for prorating all courses with enrollment of 8 or under for all three semesters.

Further, due to our implementation of the Internal Revenue Service policy regarding eligibility for benefits, adjunct faculty will be limited to a total of 9 credits of teaching per semester and 27 annually.

### **New Program for International Students**

As a part of our strategic initiative to grow our student enrollment at Concordia University, we have ramped up our efforts to enroll more international students. In fact, 24 students from Saudi Arabia have been enrolled in a special summer program and will be matriculating to fulltime status this fall. Half of the 24 students are undergraduates and half will be students in the Master of Arts in Education program. As many as 55 new students will be enrolling for fall – 40 undergraduates and 15 graduate students. We have also welcomed to the university Tom Allen who holds the title of Coordinator of International Student Services. His office is on the top floor of the Lutheran Memorial Center in the Robinson Room.

### **A Perspective on Lutheran Colleges**

Chapter Three of Tom Christenson's book, *Who Needs a Lutheran College?* is entitled "The Christian Calling in Education". Here is an excerpt:

There are several reasons why Christians have a calling in education. Some of them are fairly obvious, others may be not as obvious.

- Jesus was a teacher. His disciples certainly confirmed this was so since they referred to him by that title. Those who gathered around him noticed this and asked, on occasion, why he taught by telling stories, for which he had become noted. This means that those who gathered around him were learners, and the whole community of them had an educational focus.
- When people came to write about Jesus they showed him teaching and they showed those who heard him either catching his message or missing it. But more than being the record of Jesus' teaching, the gospels themselves have a teaching focus and function. The gospels relate parables, but in many respects they are also parable-like. A kind of teaching is taking place there in the story that is told and in the way it is told. There is definitely something of great value to be learned by seriously engaging such a text.

- The community that Jesus gathered had a teaching function for they showed, through the way they treated each other, something about the presence of God's kingdom in their midst. This witness continued in the community beyond Jesus's departure, explained as a "gift of the Spirit."

Christenson, Tom. (2011). *Who Needs a Lutheran College?* Minneapolis, MN: Lutheran University Press; p. 12

So what does this mean for us at Concordia University in 2013? Why is it important for us to consider the teaching work of Jesus, the Master Teacher? What is a Lutheran college or university? What are the underlying ideas? How does one connect faith and learning in the college classroom today?

If you are interested in questions such as these and can spare some time each month, please feel free to join the Concordia Learning Community (CLC) group that considers such matters once a month or so. Contact Lonny Maly if you are interested. Our next meeting is scheduled for Thursday, August 15 from 12:00 to 1:30 pm in Meyer Hall 215.

### **Thoughts About Excellence in Teaching**

Outstanding classroom teaching has always been a point of emphasis at Concordia University. We are quite accomplished at it. To that end, we spend quite a bit of time and energy focused on continuously refining and improving our classroom teaching. Many of our professional development opportunities are designed toward this focus. One book that offers some interesting insight is excerpted below:

"We won't meet the needs for more and better higher education until professors become *designers of learning experiences* and not teachers." (Larry Spence 2001)

Every year, in the United States alone, more than five thousand college teachers prepare to teach classes, and more than fifteen million students come to learn. Most of us teach four to eight courses a year. As we engage in this task, we have two options. We can continue to follow traditional ways to teaching, repeating the same practices that we and others in our disciplines have used for years. Or we can dare to dream about doing something different, something special in our courses that would significantly improve the quality of student learning. This option leads to the question faced by teacher everywhere at all levels of education: should we make the effort to change, or not?

Fink, L. D. (2003). *Creating Significant Learning Experiences: An Integrated Approach to Designing College Courses*. San Francisco: Jossey-Bass, p. 1.

### **New Daily Schedule Begins for 2013/14**

A new daily schedule will be implemented beginning with the fall semester. There are 11 class "slots" between 8:00 am and 5:00 pm that can host either three or four-credit courses. Three-credit and four-credit classes meet three days a week on Monday|Wednesday|Friday or two days a week on Tuesday|Thursday. The slots on Monday|Wednesday|Friday are 65 minutes in length.

The Tuesday/Thursday the slots are 90 minutes in length. Four-credit classes use the full time in the session and three-credit classes use less than the full 90 minutes. The intent was to schedule no classes outside the available slots and to have no overlapping classes (exceptions below).

Note that while the published time for each class will be the entire time slot, slot time does not equal seat time. The first session of the class will open at the published time for the slot. Through the syllabus and its statement on “engaged time,” the instructor will state clearly the exact meeting times for the class on subsequent days. Those times must fit within the assigned slot (except for field trips and special activities). The slots make a classroom available for a class but the instructor sets the meeting times. Usage of the space should be determined by course content and pedagogy.

Also note that classes in the eleventh slot will typically be taught by adjunct professors, so that the time may be used for college, committee, and Faculty Senate meetings.

Two-credit courses that meet for half of the semester are scheduled into any of the 11 slots. The department scheduling such a class is expected to match it with another two-credit class or to work with another department willing to take the other half of the semester.

Two-credit classes that meet for the entire semester are scheduled in slots seven through eleven on Tuesdays and Thursdays. Scheduling may be horizontally (50 minutes each day) or vertically (90 minutes on either Tuesday or Thursday). Again, departments that schedule such classes should work to fill the remainder of the slot time with other classes from the department or a partner department.

One-credit classes may be paired with two-credit classes or listed TBA. An individual TBA session must be scheduled within the parameters of a time slot.

Certain Science and Art courses that require lab/studio time of up to 120 minutes are scheduled on MWF in the slots marked Sci/Art 1-3. The sessions span two adjacent slots. Since such courses use or overlap two of the eleven daytime slots, the course using the studio/lab time will make accommodations in the case of course conflicts.

Advanced science or studio classes requiring both lecture and a lab/studio session of up to 180 minutes have scheduled their lecture material into slots one, two, three, or four and may also schedule one lab/studio session assigned to the slot. Slot one uses the lab/studio session on Tuesday morning. Slot two uses the lab/studio slot on Thursday morning. Slot three uses the lab/studio time on Tuesday afternoon. Slot four uses the lab/studio time on Thursday afternoon. Lab/studio time may only be scheduled into spaces dedicated for such usage (not regular classrooms). Since such courses use or overlap three of the eleven daytime slots, the course using the studio/lab time will make accommodations in the case of course conflicts.

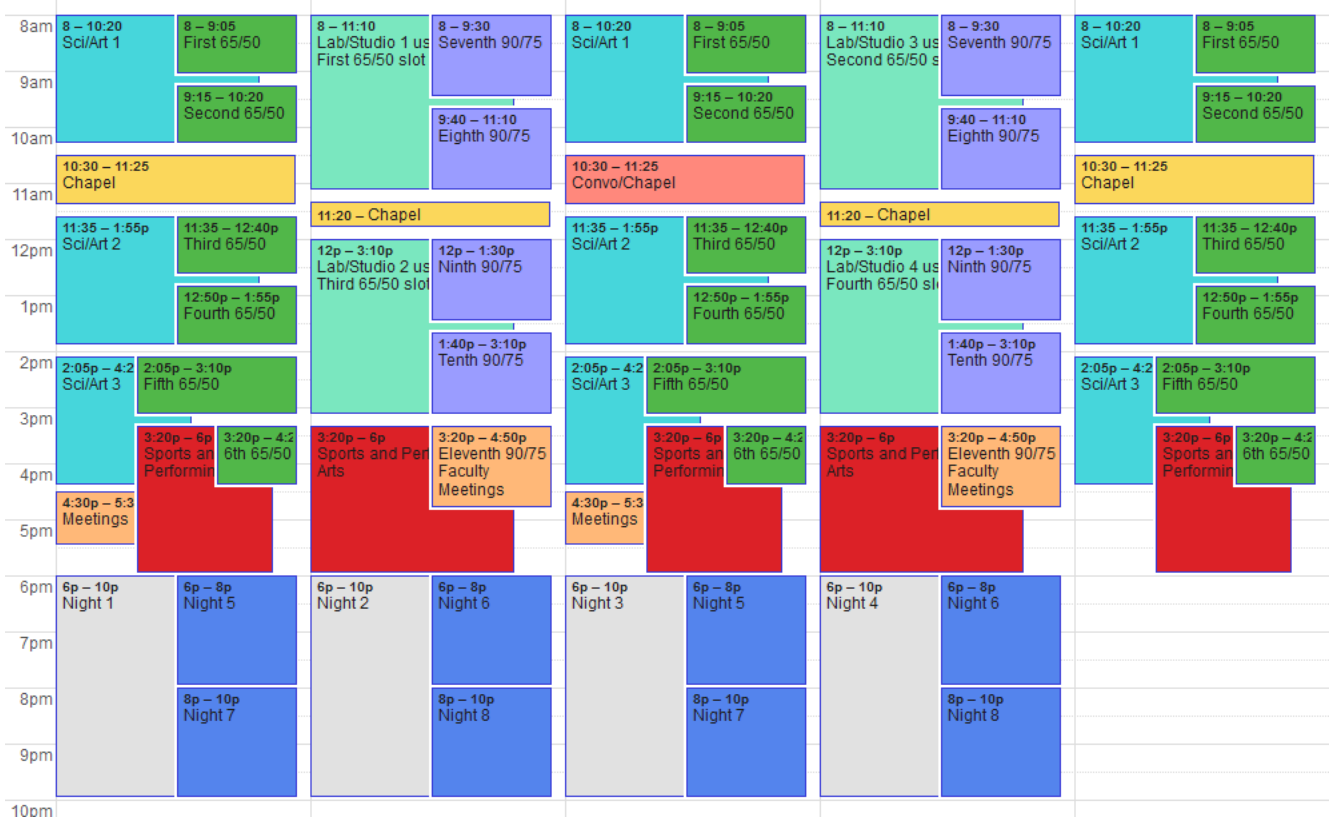
Courses that overlap with the sports/performing arts slots (3:20 – 6:00 pm on MTWR) must not be required by majors and must have an equivalent course offered at another time in the same semester not creating such a conflict. Sports/performing arts may use some, all, or more than the listed slots as they see fit.

Final examination times have been scheduled for each of the eleven slots. The final for a course will be determined by the slot within which it is scheduled. If courses share a slot, the department(s) involved will split the examination time accordingly. If a course spans more than one slot, its examination time will be that of the earliest slot spanned.

Evening classes are scheduled to be once a week or twice a week. As a result, courses will overlap in the evening. Departments will need to continue to work together to avoid course conflicts.

Exceptions to the above schedule require approval of the Deans' Council and will be considered only for pedagogic reasons.

### Daily Schedule for 2013/14



## Dashboard – Information that Faculty Sometimes Want to Know

Beth Peter, in one her roles at CSP, conducts institutional research and posts reports on the Institutional Research webpage. We have been publishing some of that information in this space. Take a look at the Institutional Research webpage located at the following link: <http://concordia.csp.edu/institutionalresearch/>

Here is a snapshot of where enrollment is for this fall for one group of Concordia University students: traditional undergraduate students (as of 8/2/2013):

	August 2, 2013	August 2, 2012	July 29, 2011
Total headcount	1097	949	1005
Headcount w/o PSEO	991	804	760
Full-time Equivalent	939	734	700
Regular ongoing from spring	578	545	497
New first-year students	248	178	193
New transfer students	152	74	62
Re-admitted students	12	7	5
PSEO students	106	145	245
Visiting students	1	0	3
Retention of first-year students from fall to fall	73.9% 133 of 180	70.5% 139 of 197	62.2% 135 of 217
Retention of transfer students from fall to fall	78.7% 74 of 94	75.0% 72 of 96	67.4% 60 of 89

## From the Faculty Scholarship Center...

from Joel Schuessler

*2013/14 Convocation Schedule, 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays, 10:30 – 11:25 am*

**September 18 “Discover and Engage your Purpose” (President Ries with CSP students, staff, and faculty)** – Do you think you were born into this world for a purpose? If so, do you have a sense of being led toward that purpose? In its Promise Statement, Concordia University commits to empower students to “discover and engage your purpose for life, career, and service.” Inherent in this promise is the Christian concept of “vocation,” which means to be called or summoned. Concordia President Tom Ries will speak from his own perspective on what it means for a person to pursue a vocation or discover and engage a purpose in life. His brief presentation will be followed by small group discussion, allowing participants to share their own aspirations for life, career and service.

## IT Help Desk Hours

### Summer Hours

**Monday – Thursday      9:00 am – 8:00 pm**

**Friday-Saturday        9:00 am – 3:00 pm**

**Sunday                    Closed**

### Holiday

**Labor Day Weekend (August 31 – September 2)**

**Saturday – Monday      Closed**

## **Library Services / Hours**

### **Summer Hours (May 13 – August 24)**

#### **Library Hours**

<b>Monday – Thursday</b>	<b>9:00 am – 6:30 pm</b>
<b>Friday</b>	<b>9:00 am – 3:00 pm</b>
<b>Saturday</b>	<b>10:00 am – 2:00 pm</b>
<b>Sunday</b>	<b>Closed</b>

#### **Reference Desk Hours**

<b>Monday – Thursday</b>	<b>10:00 am – 6:30 pm</b>
<b>Friday</b>	<b>10:00 am – 3:00 pm</b>
<b>Saturday</b>	<b>10:00 am – 2:00 pm</b>
<b>Sunday</b>	<b>Closed</b>

### **Welcome Week (August 25 - 30)**

#### **Library Hours**

<b>Sunday</b>	<b>1:00 p.m. – 4:00 p.m.</b>
<b>Monday - Wednesday</b>	<b>9:00 a.m. – 8:00 p.m.</b>
<b>Thursday</b>	<b>7:45 a.m. – 8:00 p.m.</b>
<b>Friday</b>	<b>7:45 a.m. – 5:00 p.m.</b>

#### **Reference Desk Hours**

<b>Sunday</b>	<b>1:00 p.m. – 4:00 p.m.</b>
<b>Monday - Wednesday</b>	<b>10:00 a.m. – 8:00 p.m.</b>
<b>Thursday</b>	<b>10:00 a.m. – 8:00 p.m.</b>
<b>Friday</b>	<b>10:00 a.m. – 5:00 p.m.</b>

### **Labor Day Weekend (August 31 – September 2)**

**Saturday - Monday Closed**

### **Academic Year Hours**

#### **Library Hours**

<b>Monday - Thursday</b>	<b>7:45 a.m. – 11:00 p.m.</b>
<b>Friday</b>	<b>7:45 a.m. – 5:00 p.m.</b>
<b>Saturday</b>	<b>10:00 a.m. – 5:00 p.m.</b>
<b>Sunday</b>	<b>1:00 p.m. – 11:00 p.m.</b>

#### **Reference Desk Hours**

<b>Monday - Thursday</b>	<b>10:00 a.m. – 8:00 p.m.</b>
<b>Friday</b>	<b>10:00 a.m. – 5:00 p.m.</b>
<b>Saturday</b>	<b>12:00 p.m. – 5:00 p.m.</b>
<b>Sunday</b>	<b>4:00 p.m. – 8:00 p.m.</b>