Congratulations to Carleton instructors recognized with community awards

Professor Melanie Adrian from the Department of Law and Legal Studies was recently honoured with a Canada 150 Award, which recognizes “Canadians who are carrying out the Canada 150 themes of diversity and inclusion, and who are great leaders in Ottawa Centre.” Prof. Adrian also received a Senate 150th Anniversary Medal on November 29. The medals are awarded to those "actively involved in their communities who, through generosity, dedication, volunteerism and hard work, make their hometowns, communities, regions, provinces or territories a better place to live."

Professor Diana Majury, from the Department of Law and Legal Studies, Professor Jeff Manthorpe, from the Department of Chemistry, and Brenda Morris, from the School of Social Work, were also recently recognized with community awards. They received the OC 150 Award, which recognizes individuals who “work tirelessly to build and improve the community of..."
Ottawa Centre."

Please join us in congratulating them on their outstanding accomplishments!

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**Important message about Scantron processing in December**

Exam season has arrived at Carleton, which means there will be a large volume of Scantrons that require processing at the EDC. Instructors using Scantrons are asked to drop off their sheets to the EDC main office (410 Dunton Tower) as soon as possible after their exam is done. This is to ensure that they are processed in a timely manner.

Our regular office hours are 8:30 a.m. - 4:30 p.m. from Monday to Friday. However, in an effort to provide instructors with more flexibility for drop-offs, we will be extending our hours during the last week of exams. We will be open from 8:30 a.m. - 6 p.m. from Dec. 18-22.

Please note that **all Scantrons must be dropped off no later than 6 p.m. on the 22nd** to ensure that the exams are processed before the break. Otherwise, exams will be processed starting on Jan. 2. For instructors who have exams on the afternoon of December 22, we will follow up with more information for you shortly.

Reminder: In order to expedite the drop off process, please ensure the answer sheets are stacked face up with timing tracks on the left-hand side and a correctly completed key on top. Also, please ensure that you have a completed the [Scantron Scanning Request Form](#) with an accurate count of the number of exam sheets you are submitting for grading.

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**Final grade submission - Fall 2017**

The e-Grades system is currently open for fall term final grade submissions. The final examination period for fall term courses is December 10-22 and the timely submission of grades is a critical factor in assessing potential graduates.

Please see this PDF for a message sent on behalf of Jeff Wieser from the Registrar's Office regarding grade submissions for the fall 2017 term. It includes:

- [cuLearn Gradebook Session](#) Dec. 6, 10 AM - 12 PM
  - In this session you'll set up your gradebook and explore gradebook options, including setting up categories, exporting and importing grades, setting default grades and communicating grades.

- [Using Technology to Foster Experiential Learning](#) Dec. 7, 12 - 1 PM
  - We'll review experiential learning and discuss its importance in creating meaningful learning experiences for students. We'll also explore experiential learning ideas and ways technology can assist in their implementation.

- [cuLearn Assignments, Rubrics and Feedback](#) Dec. 14, 1 - 3 PM
  - This hands-on workshop gives you the opportunity to explore different
important information on grade notation changes, final grade submission deadlines, deferred grade submissions and e-Grades support.

Coming soon: AMX passcode removal

Access to classroom equipment is about to get easier! IMS is removing the AMX passcode from classrooms. Beginning in the Winter 2018 term, instructors will be able to launch AMX touch panels, and turn on projectors, without the need of the four-digit passcode previously required. The change will not, however, apply to evening or weekend access. In order to access classroom technology outside of regular hours, you will still need to contact CUES for a special passcode assignment.

Reminder: IMS Online Help Centre

Are you teaching next term? Don't forget the IMS Online Help Centre is available for detailed classroom orientations with video demonstrations and step-by-step instructions on how to use teaching technology specific to your classroom.

D2L Innovation Award in Teaching and Learning call for nominations

Do you take an innovative approach to your teaching, whether it's through your course design, assessment methods or use of technologies? Then apply for a 2018 D2L Innovation Award in Teaching and Learning!

The award, sponsored by the Society for Teaching and Learning in Higher Education (STLHE) and Desire2Learn, recognizes innovative approaches that promote student-centered teaching and learning at the post-secondary level. Candidates do not need to be members of STLHE to apply.

Winners will receive $2,200 toward travel and registration costs for the annual STLHE conference, a two-year membership to STLHE and a certificate of recognition. As many as five awards are presented annually.

The deadline for applications is Sunday, Feb. 18, 2018. Get detailed information about the application process on the STLHE website. TLS is here to help you develop a successful application package. Please contact us at
Registration now open for the Certificate in University Teaching (CUT) winter cohort

Missed your chance to join our CUT program in the fall? Not to worry - by popular demand, we're bringing the program back for the winter term!

Over 11 sessions, you'll develop your teaching skills and connect with colleagues from across campus. Facilitated by 3M teaching fellow, Dr. Anthony Marini, CUT provides a safe and supportive environment to explore new approaches to instruction.

The program features a microteaching component and explores topics such as building effective assessment practices, managing both small and large classes and enhancing student engagement.

The winter cohort will run on Tuesdays from 1 – 4 p.m. beginning January 23 and ending April 10. Get more information on the program and register here.

Nominate a teaching assistant for a 2017-18 Outstanding TA Award

If you've worked with a great TA this year (Fall 2017 – Winter 2018), why not take a few minutes to acknowledge their hard work by nominating them for an Outstanding TA Award?

On top of the various awards that many departments offer, the EDC also offers up to five university-wide award per year. Award recipients receive $250, a certificate and more.

The nomination form remains open between now and Friday, March 9 at 3 p.m. Learn more and submit a nomination here.

Call for presentation proposals: STLHE annual conference

The Society for Teaching and Learning in Higher Education (STLHE) has put out a call for proposals for
its upcoming annual conference that will be held in Sherbrooke, Quebec from June 19-22, 2018.

The theme this year is "Pedagogical Innovation: Adapting Practice to Evolving Cultures." Proposals can be submitted for half-day pre-conference workshops, and for interactive workshops, research presentations, Cracker Barrel sessions, and posters during the main conference.

The submission deadline for proposals is January 15, 2018. For more information, please visit the conference website.

TLS is here to help if you have an idea for a presentation or workshop that you would like to develop. Contact us at oavptl@carleton.ca or 613-520-2344 to set up an appointment.

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**Be part of a faculty pilot group for sexual assault disclosures training**

Carleton’s Department of Equity Services is pleased to announce that they are ready to test their first version of training for faculty on sexual assault disclosure.

If you would like to be part of a pilot group for this training, to learn about the process at Carleton, and how to best support your students and colleagues, please contact Bailey Reid, Sexual Assault Services Coordinator at bailey.reid@carleton.ca or 613-520-2600 ext 8454. The training is approximately two hours and will take place in late December or early January.