

January 5, 2024

Our Mission: Centenary College prepares global citizens
to live productive lives of vitality and purpose.

NEWS FROM THE PROVOST

Happy New Year Colleagues!

I hope that your break was wonderful and that, like me, you are looking forward to a great Spring Semester. There are so many exciting classes, events, and activities upcoming. Please take a moment to review the information and dates provided here and please let me know of any additional events, kudos, reminders, etc. that need to be shared.

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I look forward to seeing you next week,

Karen

Karen Souli, Ph.D.
Vice President for Academic Affairs and Provost

Important Dates and Deadlines to Note

- Please review the [Spring Term Academic Calendar](#) and [Final Exam Schedule](#)
- Monday, January 8: Spring classes begin and [Faculty Annual Reports](#) are due
- **Department Chair Meeting:** Wednesday, January 10 at noon in the Centenary Room
- Friday, January 12, 5:00-7:00 p.m.: **Meadows Museum Spring Preview Reception**
- Monday, January 15: **Martin Luther King, Jr. Holiday**, campus closed
- **January 15-19: Dream Week.** Please check the [Faculty](#) calendar for activities.
- **Wednesday, January 17 at noon in the White Room: Open faculty discussion on draft course time periods.** Participants are welcome to grab lunch from the cafe compliments of the Provost's Office. Please try to be ready for discussion at noon to allow broad participation and input.
- Friday, January 19-Saturday, January 20: **Scholar's Weekend.** Faculty and Academic Affairs staff are invited to the Provost's Breakfast on Saturday, January 20 at 8:45 a.m. This is a great time to connect with students and families! Please RSVP to Caroline Reed (creed23@centenary.edu).
- **February 1: Faculty and Faculty-Student Research Award** applications due
- Thursday, April 18: **Research Conference**, no classes
- Friday, April 19: **Friday is a Monday!**
- Friday, May 3: **Honors Convocation**
- Saturday, May 4: **Commencement**

Provost Office Personnel Announcements

Dr. Cory Wilkan, Dean of the Hurley School of Music, has joined the Provost's Office in a part-time capacity as Associate Provost. Cory brings expertise in accreditation, recruitment and admission, and fundraising to our team and will also be working with advising and faculty development. Cory's Hamilton Hall office will be Room 212.

Ms. Robin Logan has joined our office as the Associate Provost for Institutional Research and Planning. Robin brings experience and expertise as the former Director of Institutional Research at the University of Louisiana at Monroe. Robin is located in 218 Hamilton Hall and may be reached at rlogan@centenary.edu. Dr. Katie Bearden will be in and out helping us to complete the SACSCOC Fifth Year Report. We will say an official farewell to Katie toward the end of the month (details forthcoming).

Start of Semester Memo

Canvas: Please ensure that course syllabi and assignments are loaded into Canvas, the College's Learning Management System. Ms. Cheryl Anderson (caanderson@centenary.edu), Instructional Technologist, provides training related to Canvas and can answer your questions or provide additional related resources.

Check your class rosters: Be sure to log in to BannerWeb (<https://bannerweb.centenary.edu/>) and check class rosters immediately and then each week for at least the first three weeks. Please notify the Registrar's Office (registrar@centenary.edu) of any corrections to your class roster.

Check your classroom: Please check your assigned classrooms for set up, materials, etc. Contact Information Technology (<https://www.centenary.edu/directories/offices-services-directory/information-technology/>) for related support and the Registrar's Office (registrar@centenary.edu) with questions about classroom capacity and assignments.

Course assessment submission: As you design any courses that satisfy the Liberal Arts Explorations requirements (course listing on page 34 of the College Catalogue), plan carefully to achieve the faculty-approved learning outcomes. You can access assessment resources and forms at <https://www.centenary.edu/directories/offices-services-directory/provost-2/information-for-faculty/institutional-research/assessment-resources/>. **Spring assessment results are due by June 15, 2024.**

Course evaluations: The College will administer course evaluations through Canvas to the students in each class. It is advisable to set aside time in class for your students to complete evaluations.

Course syllabi expectations: A course syllabus is an important document that faculty must provide each student on the first day of class. In addition, all faculty are required to submit course syllabi to the Provost's Office and their department chair; please email your syllabi to provost@centenary.edu and to your department chair no later than Friday, January 12.

Every course syllabus should: 1) begin with clearly stated learning objectives that relate to and are consistent with appropriate elements of the College mission statement; 2) state how learning objectives will be assessed; 3) outline all course requirements, when test dates/assignments are due, and the class grading and attendance policy; and 4) state the location and time for the instructor's office (meeting) hours.

Please include in your syllabus a comment notifying students of the College's commitment to accommodate any disabilities. A sample of such a statement is: *It is the policy of Centenary College to accommodate students with disabilities, pursuant to federal law, state law, and the College's commitment to equal educational opportunities. Any student with a disability who needs accommodations should inform the instructor at the beginning of the course. Students with disabilities need to contact Disability Services (a division of the Center for Teaching and Learning), which is located in the Learning Commons on the second floor of Magale Library to obtain services. Telephone 318.869.5738.*

Faculty annual reports: Each member of the full-time faculty must submit an annual report by the first day of the spring semester, Monday, January 8, 2024. Department chairs use these reports to complete the academic program report and the Faculty Personnel Council requires these reports to complete a successful review of any member of the faculty. <https://www.centenary.edu/directories/offices-services-directory/provost-2/information-for-faculty/faculty-annual-report-format/>.

Faculty development: Please visit <https://www.centenary.edu/directories/offices-services-directory/provost-2/information-for-faculty/faculty-development/faculty-development-dates/> for information about start-up funds, chair and professorship funds, faculty and faculty-student research awards, and sabbaticals, including required materials and due dates.

Faculty office (meeting) hours expectations: Ample access to faculty is a hallmark of our College. All faculty members, full and part-time, are expected to ensure that students have adequate opportunity to meet with you outside of class. Please post meeting hours on your office door and in Canvas. Meeting hours should be scheduled throughout the week at different times. Please ensure that you schedule office hours three or more times a week. It is not acceptable to merely to tell your students that they may schedule meetings with you by appointment.

Feedback: early and often. Ensuring that students have an accurate understanding of how they are performing in class is important to their success. Please consider the following strategies to ensure that students, advisors, coaches, and support personnel have a clear picture of student standing in your class.

- **Early Feedback to Students:** Please communicate to students course progress (via grade, meeting, report, etc.) by the end of the first three weeks of class.
- In Canvas, use assignment groups and weights to better reflect students' grades. Need help? No problem! Schedule a session in the Center for Teaching and Learning (rjohnson3@centenary.edu).
- The "What If?" feature in Canvas lets students to see how they will be evaluated and input possible future grades to set goals and prioritize. Here's a link to learn more about this feature: <https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-What-If-Grades/ta-p/25>
- **Dropout Detective:** Student support staff and coaches rely on information in Dropout Detective to know students who need support and what support they need. Please utilize this important tool!
- Please ensure that student work is graded and returned to students in a timely fashion so that students can monitor their progress and make adjustments. *Please ensure that students clearly understand that grades in Canvas are not official course grades and sometimes do not accurately reflect their overall progress in a course. Please consider adding a brief statement to your syllabus explaining how grades work in your class. If some assignments—exams, long essays—are weighted more heavily than others, make sure that students understand this and what it means for calculating their overall grade.*

Final exams: Students in a given class may not vote to change the final exam schedule, nor can an instructor change the final exam schedule. The final exam schedule will be posted at www.centenary.edu/academics/academic-calendar. Students should be informed on the syllabus that exam schedules are firm, and they should not make travel arrangements for departure from campus prior to completion of all exams.

Grade appeal policy: Students have the right to appeal a grade they feel may have been given in error. Please review the Grade Appeal Policy, which is posted at <https://www.centenary.edu/about/policies-procedures/academic-policies/grade-appeal-policy/>.

Honor code: Undergraduates at Centenary College are subject to an Honor Code to which all who teach here must adhere. If you are not familiar with the Honor Code, please see <https://www.centenary.edu/academics/academic-support-resources/honor-code/> and consult with the chair/dean of your department. The Honor Code prohibits students from receiving "unauthorized aid" on their work, so faculty must state explicitly, early and often, about what aid they authorize their students to obtain on various assignments.

Preparation week: No tests may be given during Preparation Week except for final lab exams. Remember, too, that total class activity during Preparation Week may not consume more than a class's typical weekly allotment of time. That is, if you plan to do some out-of-classroom activity with your students during Preparation Week, you must cancel regular class meeting time to compensate for the extra time that they are being asked to expend. In addition, no papers or other class work can be made due unless it was assigned on the syllabus in the first week of the term.

Student support: Please report concerns about academic progress for first year students to Mr. Kevin Porter (kporter@centenary.edu) and for returning students to Ms. Ashley Dehart (adehart@centenary.edu). Please report other concerns about students to Dean of Students Mark Miller (mmiller@centenary.edu). Please report these concerns as soon as they arise so that support personnel can take whatever steps are necessary (whether direct outreach to said student or referrals to other support services) to ensure that our students thrive on the campus.

Submitting grades: Please submit mid-term and final grades on time. Mid-term grade reports provide feedback to our students that enable the student and advisor to take corrective action. Each faculty member must enter grades via BannerWeb. If final grades are late, those of all students must be delayed as grade reports cannot be generated until all grades have been submitted.

Textbooks and course materials: Please ensure that your course materials have been submitted to Follett and please check the online bookstore (<https://www.bkstr.com/centenarycollegestore/home>) to ensure that materials are listed correctly.

Need help? Contact the Provost's Office
Karen Soule, Vice President for Academic Affairs and Provost (ksoule@centenary.edu)
Cory Wikan, Associate Provost (cwikan@centenary.edu)
Lauron Callaway, Administrative Assistant (callaway@centenary.edu)

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View the [College Events Calendar](#) →
Check out what is going on in [Athletics](#) →
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Visit the [Council of Independent Colleges \(CIC\)](#) website →

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