

New Faculty Resource Guide

BSC

Birmingham-Southern College

2023-2024

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Introduction

The New Faculty Resource Guide provides a brief overview of campus resources, practices, and policies of immediate concern to new members of the Birmingham-Southern College faculty and community. More detailed information can be found on the website, in the Faculty Handbook, and in consultation with peers. Please consult additional resources as needed.

Mission of the College

Birmingham-Southern College prepares men and women for lives of significance. The College fosters intellectual and personal development through excellence in teaching and scholarship and by challenging students to engage their community and the greater world, to examine diverse perspectives, and to live with integrity. Primarily a residential, baccalaureate liberal arts institution, Birmingham-Southern College honors its Methodist heritage of informed inquiry and meaningful service.

Brief History of the College

Birmingham-Southern results from a merger in 1918 of Southern University, founded in Greensboro, AL, in 1856, and Birmingham College, which opened in Birmingham, AL, in 1898. In 1940, the Birmingham Conservatory of Music, which was founded separately in 1895, began sharing facilities and credits with Birmingham-Southern and, in 1953, fully merged with the Birmingham-Southern music department to become the Conservatory of Fine and Performing Arts. The distinctive visions of these three 19th century institutions inform the mission and vision of Birmingham-Southern today.

Both Southern University and Birmingham College were founded by the Methodist Church, elements of a larger vision to provide access to education, foster self-understanding, and ensure leaders in the professions and trades would act ethically and responsibly. While Southern University operated as an elite, rural college, and Birmingham College operated as an urban, workforce development college, together they shared a vision that God is present in the world and that educated followers enact God's will. Founded just 24 years after the establishment of Birmingham, the Conservatory of Music sought to provide artistic uplift to the emerging, industrial city.

While secular in tone and stance, the current mission acknowledges the institution's Methodist roots, emphasizing intellectual and personal development for self-understanding, outward engagement rooted in service and action for others, and independence of thought as enacted through life of integrity and significance. In this way, Birmingham-Southern can be argued to maintain fidelity to the better parts of its founding institutions, uplifting through education and the arts to instill the purpose of service to others.

Faculty Responsibilities

Faculty members at Birmingham-Southern are first and foremost responsible to their students, with the expectation that they will offer relevant, engaging, and intentionally designed courses using effective pedagogical approaches that, in the words of the mission statement, challenge “students to engage their community and the greater world, to examine diverse perspectives, and to live with integrity.” Learning need not be confined to the classroom; faculty may engage in service-learning or community-based projects, develop travel projects during the Exploration Term, collaborate with students on research, or sponsor individualized learning contracts. Faculty should post office hours and hours of availability at the beginning of each term. A good rule of thumb is to be available a minimum of two hours per week per full-unit course, either through office hours or open appointments.

Faculty are likewise expected to remain current in their respective areas of expertise, and, depending on the specifics of their position, contribute to scholarly and creative communities. Further, faculty hold service responsibilities to the College and surrounding community, with levels of engagement varying depending on the specific position. Faculty members attend faculty meetings, contribute to division meetings, and participate in admissions events. Additional service varies by contract and by a specific member’s capacities and skills. As a residential institution, faculty are expected to be on campus for a minimum of 32 hours per week to fulfill these responsibilities and be available for meetings with colleagues and students both formally and informally. Additional details are in the Faculty Handbook section III.E.

Faculty Professional Development

The College provides ongoing professional development opportunities for faculty to develop as teachers, scholars, and practitioners. Faculty development at the College takes multiple forms, including financial support for conference travel, regular professional development meetings, collaborative reading and discussion groups, January leave and sabbatical leave, summer stipend funding for scholarship and professional development, as well as grant support and access to professional opportunities through the Associated Colleges of the South (ACS), a sixteen-member consortium of residential liberal arts institutions in the Southeast.

Faculty members are made aware of professional development opportunities through announcements at faculty meetings and email notifications from the faculty development committee, the provost, and others. A list of professional development meetings is included in the opening of school packet. Access to travel support is available through the Faculty Development Committee, which maintains a Moodle page with application forms and resources. Information about summer stipends is distributed each spring from the Provost’s office. Opportunities with ACS are available on the ACS website and are distributed via email by the Associate Provost.

New Faculty Mentor Program 2023-2024

Each incoming faculty member is assigned a formal mentor from among existing members of the faculty. Mentors may be assigned more than one mentee. Mentors serve as collaborators with new members of the community to help them achieve their professional goals as well as integrate and contribute to the Birmingham-Southern Community. Mentors and mentees work as equals to articulate goals and identify resources for the achievement of objectives, including the acquisition of key competencies for success in the areas of teaching, scholarly activity, and institutional and community service.

Mentors are available to assist mentees with technical aspects of work at the College, understanding the curriculum, facilitating professional networks, or developing instructional strategies relevant to BSC students. Likewise, effective mentors may serve as advocates and intellectual challengers, supporting colleagues in achieving at the highest possible standard. In either situation, the mentor and mentee are collaborators in developing themselves and contributing to the mission to achieve excellence in teaching and scholarship.

The Provost's Office hosts regular meetings throughout the year for mentors and mentees. Mentors and mentees should also plan to meet independently where they can discuss challenges and successes. Mentors and mentees are encouraged to visit each other's classes at least once per term to reflect on and discuss the classroom experience. When possible, mentees are encouraged to visit the classes of other mentees and discuss what is working well and what actions might be taken to improve.

New Faculty Member	Faculty Mentor
Donald (DJ) Black	Vince Gawronski
Stephen Borrelli	Sylvester Makoko
Chénoia Bryant	Mary Harrison
Angharad Darden	Centdrika Hurt
Sarah Fixel	Mary Harrison
Ilari Filpponen	Jeff Kensmoe
Elyssa Gage	Jeff Kensmoe
Eduardo Gregori	Lynne Trench
Kelsey Grissom	Vince Gawronski
David Grzybowski	Walter Turner
Kelsea Izor	Greta Valenti
Jennifer Luck	Sylvester Makoko
Elena Masrour	Greta Valenti
Andrew Morgan	Jason Heaton
Joanna Pepple	Centdrika Hurt
Carla Rego	Lynne Trench
Sarah Rupright	Gay Barnes
Jonathan Sapp	Walter Turner
Marlon Smith	Jason Heaton
Rebecca Yeager	Gay Barnes

Faculty Mentor	New Faculty Member
Gay Barnes	Sarah Rupright
	Rebecca Yeager
Centdrika Hurt	Angharad Darden
	Joanna Pepple
Jason Heaton	Andrew Morgan
	Marlon Smith
Lynne Trench	Eduardo Gregori
	Carla Rego
Vince Gawronski	Donald (DJ) Black
	Kelsey Grissom
Mary Harrison	Chénoia Bryant
	Sara Fixel
Jeff Kensmoe	Ilari Filpponen
	Elyssa Gage
Walter Turner	David Grzybowski
	Jonathan Sapp
Sylvester Makoko	Stephen Borrelli
	Jennifer Luck
Greta Valenti	Kelsea Izor
	Elena Masrour
Additional Contacts	
Rick Lester (unavailable Aug 15)	
Sue Buckingham (unavailable Aug 15)	
Sandra Sprayberry (additional contact)	

Academic Affairs

Provost's Office

The Provost serves as the chief academic officer and oversees the College's academic programs and academic support services, including the Krulak Institute for Leadership, Experiential Learning and Civic Engagement, the Academic Resource Center (ARC), Academic Records, and the Charles Andrew Rush Learning Center & Library. The Provost is supported by the Associate Provost, the Assistant Provost, and the Manager of Academic Affairs. The Provost can assist with matters related to academic policy and personnel; the associate provost can assist with faculty professional development and curriculum; the Manager of Academic Affairs can assist with travel requests, promotion applications, and other processes in academic affairs.

Academic Programs, Divisions & Division Chairs

Academic programs are organized into five divisions according to affinity in content and methods: Humanities; Social and Behavioral Sciences; Natural and Physical Sciences; Visual and Performing Arts; and Business, Accounting, Mathematics, and Applied Computing. The College's undergraduate academic programs include majors, minors, and academic distinctions. Distinctions are interdisciplinary in nature and include introductory courses, an experiential learning requirement, and a capstone. The College also offers one master's program in data science.

Each academic division is coordinated by a Division Chair, who serves as direct liaison between individual faculty and the Provost's Office. Division Chairs hold responsibility for oversight in the division, calling meetings for discussion, conducting reviews of faculty, developing the class schedule, and working with program coordinators in support of program planning, evaluation, and assessment. Division Chairs also work with the Provost's office to ensure representation of academic affairs and academic affairs programs at admissions events. Division meetings are held once per month, prior to the faculty meetings. Dates are provided in the academic affairs information packet.

Program Coordinators

Program Coordinators partner with other members of the academic program to ensure program integrity and quality. Coordinators submit a course schedule to Division Chairs, coordinate with others to complete and submit an annual program assessment report, conduct periodic program reviews, and propose changes for improvement, such as changes to program requirements, new courses, or changes to program outcomes.

Krulak Institute for Leadership, Experiential Learning, and Civic Engagement

The Krulak Institute promotes and supports experiential and engaged learning, working directly with students, faculty, and community partners to develop internships, mentorships,

individualized contract learning experiences, study travel and study abroad opportunities, and community-based learning (service-learning) courses and projects. Staff in the Krulak Institute can assist faculty in developing internships, travel projects, and community-based learning experiences.

The Krulak Institute also coordinates the January Exploration Term, a unique program where faculty and students engage in creative and exploratory projects not possible during the regular term. Exploration Term projects provide an intellectually playful hiatus from the regular term—a moment when students can travel, engage in focused inquiry, complete an internship, or develop a new skill.

Harrison Honors Scholars Program

Initially developed by the faculty in 1982, the Honors Program provides a pathway for intellectually curious and talented students to complement and complete portions of their general education requirements through specially designed seminars and an independent project. Students also have access to the Hagen Honors Commons for social events, guest lecturers, and resources to support travel and presentations at academic conferences. Through specially designed seminars, the Honors Program challenges students through engaging coursework, fellowship with other Honors Students, and the rigor of interdisciplinary study. Faculty interested in developing courses for the Honors Program should contact the Honors Program Director.

Academic Resource Center (ARC)

The Academic Resource Center provides academic support for all students, as well as leadership opportunities for upper-class students to serve as tutors and mentors. ARC includes three student support programs: academic tutoring, writing assistance in the Writing Center, and math tutoring through the Math Lab. Tutoring services are located in the Library. The Writing Center is located on the first floor of the Humanities Center. The Math Lab is located on the first floor of Olin. Faculty can refer students directly to any of these services. These services are available and utilized by all students, including and especially students who typically do well in courses.

Academic Records

The Office of Academic Records maintains all course schedules and student transcripts and coordinates registration and commencement. Academic Records works directly with the Division Chairs to develop the course schedule for each term and works with students and academic advisors for registration. Faculty interact with Academic Records primarily through the Self-Service interface when reviewing class rosters and submitting mid-term and final grades. Changes to course schedules or rooms should be directed through the Division Chair. For those questions that cannot be addressed through the Division Chair, faculty can reach out to academic records or the Registrar.

Academic Program Support

Each Academic Division has the support of at least one program assistant. The list of program assistants for each Academic Division is listed in the opening of school informational packet. Faculty can work with the assistants to access their physical mailbox, order office and teaching supplies, access printers and photocopy machines, reserve rooms for meetings or other gatherings, request keys for building access, and make requests for facility maintenance.

Student Publications in Academic Affairs

College supports three student-run and edited academic publications, each of which are supported by the SGA and paid for using the Student Activity Fee: Southern Academic Review, a journal of scholarly and academic essays; The Compass, a journal of leadership and experiential learning essays; and Quad, a literary magazine of student writing. Faculty are encouraged to tailor class assignments to be suitable for publication in these journals and to encourage students to submit their work.

Instructional Policies and Resources

FERPA

The privacy of student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). The Registrar has the institutional responsibility for interpreting both the Act and the rules and regulations issued by the Department of Education to enforce this Act. Under FERPA, students have the right to see their education records and the right to request a change if there is an error in any record. FERPA addresses two types of information: directory information (e.g., address, dates of attendance) and non-directory information (e.g., financial aid, health, disciplinary information). Students can request to withhold directory information. Students must provide written permission to allow their educational record to be designated individuals. The school can disclose educational record information without the student's consent to school officials with legitimate educational interests. Additional information is available in the College Catalog, the Faculty Handbook, and on the Office of Academic Records website, which includes a tutorial.

Roster

Class rosters are available in Self-Service, under the faculty tab. The roster can be downloaded as an Excel file. Early in the term—within the first week of class—faculty should verify that all students attending class are listed on the roster.

Honor Code

Students at Birmingham-Southern College sign an Honor Pledge saying that they will not lie, cheat, or steal as a member of the Birmingham-Southern Community, nor will they tolerate such behavior by others. Any faculty member, student, or staff member with knowledge of a possible violation must report the suspected violation to the Honor Council by contacting the President of the Council or the appropriate contact in the Office of Student Development. The Faculty Handbook and the Student Handbook provide additional details about the Honor Council, the Social Council, and the Honor Code, including specific procedures for addressing suspected violations.

Syllabus

All courses require a syllabus that articulates the purpose of the course, student learning outcomes, the relationship of these outcomes to general education and/or the academic program, and expectations regarding class attendance, examinations, assignments, the Honor Code, and access to accommodations. For those courses that fulfill general education requirements, the outcomes for the specific designation should also be included on the syllabus. A copy of the syllabus should be submitted to the appropriate academic program assistant for archiving.

Explorations General Education Outcomes & Assessment

Each faculty member contributes to the ongoing assessment and improvement of the Explorations General Education program, which articulates five overarching outcomes: clear communication, creative problem solving, engagement with the social and political world, connections between coursework and the wider world, and self-directed learning. Courses designated to fulfill these outcomes include more specific, operationalized outcomes relevant to the domain. A list of designated courses are included in the Catalog, in Self-Service, and on the schedule for each term. Specific, operationalized outcomes are included in the College Catalog. Designated courses share a rubric used to assess a student project or performance and implement an action plan developed from a review of prior year results.

The General Education Assessment Fellow will typically remind faculty that they are teaching a course for Explorations at the start of the term, and then request rubric results and action-plan implementation information near the end of the term. General education assessment is an assessment of student learning in the program, not an evaluation of specific courses—as such, achievement on the rubric does not need to reflect a student’s final grade in the course or on the project but should be an honest assessment of their performance based on the rubric dimensions.

Program Outcomes & Assessment

Program faculty contribute to the ongoing assessment, evaluation, and improvement of academic programs. Each academic program articulates learning outcomes and has developed strategies for measuring and improving student performance in the program. Program outcomes are included in the College Catalog, and specific strategies for improving or addressing gaps in student performance are captured on an annual assessment report completed by the Program Coordinator.

Faculty members teaching courses for specific programs are responsible for working with Program Coordinators to determine which program outcomes are relevant for the specific courses they are teaching and how those outcomes are assessed in the course and program. Instructors should anticipate collecting student performance data that will be aggregated as part of an annual program assessment report and used to identify program changes, instructional changes, or other changes that aim to improve student learning in the program. As with general education assessment, the aim is to assess student performance in the program, not to evaluate specific courses.

Textbooks

Faculty can request textbooks, digital or hard copy, for their courses using the textbook adoption portal available in the drop-down menu from the BSC website. The textbook manager will request textbook orders near the end of the prior term. The cost for textbooks is included in student’s tuition; students request their books at the start of the term and receive them bundled

from the BSC Bookstore. Each instructor is responsible for obtaining desk copies of texts directly from publishers or another source.

Moodle

Moodle refers to the College's learning management system. Moodle offers a platform for organizing course materials, distributing and collecting assignments, communicating course objectives, recording and tracking grades, and prompting discussions and interactions, either virtually or in person. Faculty can access Moodle from the BSC website and log in with their BSC credentials. Students will be automatically added to Moodle courses for which they have registered. The Instructional Technologist will provide sessions on Moodle at the start of each year and is available for assistance in taking advantage of the many resources available in Moodle.

Retention & CARE Team Referrals

Using the Ginko GO interface, faculty and staff can notify the Retention Team regarding those students facing academic challenges, including students at risk of failing, students with excessive absences, or students who would benefit from additional tutoring. The Retention Team contacts these students directly to engage them in decision making about their challenges. The Retention Team includes individuals with direct access to students: a representative from athletics, a representative from academic affairs, and two representatives from student development, including the Coordinator of Student Success and Wellbeing.

The CARE (Care, Assessment, Response, and Evaluation) Team is composed of individuals from academic and student affairs, including the Vice President for Student Development, the Associate Dean of Students, the Assistant Provost, the Coordinator of Student Success and Well-Being, and representatives from campus police, religious life, and residence life. The CARE Team assists students who may be facing mental or physical health challenges, such as suicidal ideation or illness. Faculty, staff, and students can use the CARE Team referral form. Faculty can use Ginko GO for these referrals or reach out directly to any member of the team.

Ginko GO can be accessed using the drop-down menu from the College's website; login to Ginko GO using your BSC credentials. From the menu option, select the appropriate option to alert the Retention or CARE teams.

Assessment & Feedback

Students benefit from regular and ongoing formative and summative feedback about their performance. Feedback assists students in staying on track and ensuring equitable understanding of course and assignment expectations. Students should receive feedback within the first two weeks of the class, and any graded materials should be returned as promptly as possible. Faculty are encouraged to provide a range of avenues for students to demonstrate understanding and receive feedback, including tests, quizzes, written materials, presentations,

one-on-one conferences, or any other product relevant to the discipline or domain of learning.

Grading

Grades are reported twice per term: at mid-term and the end of the term. Mid-term grades are required for all first-year students and for upper-division students with a grade of C- or below. Grade submission deadlines are included on the academic calendar, and the Records Office will provide specific instructions each term prior to submission. Grades are submitted through Self-Service by accessing the class roster. The complete policy regarding grade submission and grade appeals is available in the College Catalog and in the Faculty Handbook.

Class Records

Faculty members should maintain a record of course grades and evaluation of student work. Any work not returned to students, should be kept on file for five years.

Library Resources

Library Access

Faculty are encouraged to make use of library resources and services in their classes and for their own research. Full-time faculty members may check out library materials for the academic year. Librarians offer one-on-one assistance and course-specific instruction. Online library research guides are available from the “Research & Finding” tab on the library website. The Library provides access to a wide variety of print and online resources (including numerous e-books and e-journals), as well as interlibrary loan. Online databases are accessible from off-campus using BSC credentials, and faculty have access to regional libraries at higher education institutions through a cooperative agreement that requires only a BSC ID.

Course Reserve & Purchasing

Faculty members can place items on reserve using the online reserve form (available on the library website under “Research and Finding”). Requests should be submitted at the circulation desk as early as possible so that materials may be placed on reserve in time for class assignments. Faculty may also request library purchases using the appropriate link on the website. The Library will review purchasing requests and prioritize based on need and fit with the collection.

Hours of Operations

Library hours are posted on the library website (under “General Info”) and announced in Monday Morning. Hours vary depending on the time of year, but typically the library is open from

Campus-Wide Policies

Campus Policies

All academic policies related to students and academic programs are available in the College Catalog available on the College website. Faculty typically receive a hard copy of the Catalog at the start of each academic year. Policies regarding faculty and faculty governance are available in the Faculty Handbook, which can be accessed from the College website through the nine-dot menu on the home page and selecting “Faculty and Staff.” All College policies related to athletics, institutional advancement, information technology and other administrative areas can be accessed from the College website by searching for “policies,” using the nine-dot menu at the upper-right of the College home page and selecting “policies” (<https://www.bsc.edu/policies/index.html>).

Campus Safety & Security

campuspolice@bsc.edu

205-226-4700 (x4700)

Campus Police

Birmingham-Southern College maintains its own dedicated system of officers. Officers provide security 24 hours per day. Officers patrol campus on foot and in vehicles. Campus Police are available to escort employees to their vehicles and to assist with car problems. The Annual Security Report is distributed via the website to faculty, staff, and students and provides additional information about security on campus.

Active Shooter/Emergency Response Plan

The College periodically holds sessions and drills on what to do in the case of an active shooter and other emergency situations on campus. "In an Emergency, When You Hear It, Do It" flyers are posted in buildings across campus to remind both students and faculty of the proper response to various alerts issued by the College. Detailed information is available on the emergency information page (<https://www.bsc.edu/emergency/>).

Disaster Plan

The College's Disaster Plan designates the safest area to assemble in case of tornados or other natural disasters. Diagrams are located in each building and indicates the lowest level room in the most northwest area of the building. A Campus Police officer will be assigned to each building to assist in any evacuation. Additional information is available in the emergency response manual located on the emergency information page (<https://www.bsc.edu/emergency/>).

Emergency Closings

The President will make the final decision, which will be reported to the media for general dissemination through the Office of Communications. Emergency closing information will also be posted on the Information Line at 205-226-3000.

Emergency Text Messages

The College maintains an emergency text messaging system that alerts faculty, staff, and students about emergency situations on campus. You can sign up for these alerts through the Gingko GO system by selecting the CP-Campus Alerts and updating the contact information.

Firearms

The College prohibits the possession of firearms on campus with the exception of Campus Police. Employees with current Alabama pistol applications may keep a firearm locked in their vehicle. Under no circumstances is a firearm allowed to be carried by an employee while on campus. (This includes possession of a firearm in any type of bag, such as a purse.)

Fire Safety

Fire prevention measures cannot be overemphasized. However, in the event of a fire, individuals should determine the size of the fire, pull the fire alarm, exit the building, and contact campus police who will contact the Birmingham Fire Department. In the case of a serious blaze, individuals witnessing a fire may dial 911 directly.

Parking

Parking decals can be obtained at Student Accounts in the Student Services Building. To gain entrance to campus, a BSC parking decal must be properly displayed on the front windshield of the lower left of the driver's side of the automobile. Green curbs are designated for faculty and staff parking. White or unpainted spaces are designated for student and visitor parking. Red curbs are for reserved parking. Blue curbs are designated for disabled/handicapped parking. Disabled parking placards issued by the state and the College are honored. BSC temporary disabled parking placards may be obtained from Campus Police. Curbs without parking indicators are always "no parking" areas.

Smoking Policy

All Birmingham-Southern College facilities, including the residence halls, are non-smoking; the use of all tobacco products is prohibited. One may not smoke within 25 feet of any Birmingham-Southern College facility or within 50 feet of any residence hall. One may not smoke in any Birmingham-Southern College vehicle.

Campus-Wide Communications

communications@bsc.edu

(205) 226-4922 (x4922)

Monday Morning

Monday Morning serves as an in-house electronic newsletter issued each week during the regular academic year and every other week during the summer. It includes events on campus, information for faculty and staff, and other information relevant to the campus community. Information and article submissions are due to the Office of Communications by Thursday at noon and can be submitted through the Communications project request form on the Communications website. Coordinate submissions to Monday Morning with the Division Chair and Program Coordinators.

College Website

The College website is maintained by the Office of Communications. To make updates to the website, work with divisions chairs, program coordinators, and academic affairs administrative assistants to ensure consistency and timeliness of requests.

Email Signature

Details about emails signatures can be found on the Office of Communications webpage. Required information includes your name, official position within the college, mailing address, office phone number, email, and bsc.edu web address. You may also include your cell phone number, personal pronouns, and any scheduling links. If you wish to use a logo, use the BSC bell tower logo.

Media Contacts

The Office of Communications works closely to assist national, state, and local media in answering questions about the College, covering events on campus, and seeking expert opinions and commentary. The Associate Vice President of Communications serves as the chief spokesperson for the College. Faculty who have members expertise relevant to the media are listed on the communications website; if you would like to be added to this page, reach out to the Vice President for Communications.

Information Technology

helpdesk@bsc.edu

205-226-3033 (x3033)

Single Sign-On

The College utilizes a single-sign on system to access College interfaces, including email, desktop computers, Self-Service, Moodle, and Gingko GO. Following initial set up, password changes will require two-factor authentication.

Telephone

Faculty are provided with a campus extension that can be accessed via your phone to receive and send calls using the Windstream WE Connect app, which can be downloaded free from the Google or Apple app stores. The Information Technology Office supervises the College's telecommunications system; contact the IT Helpdesk if you require assistance with the telephone system.

Internet Access

Wireless internet access is available through the "MyResNet" Apogee wireless system. To gain access to the wireless network, select the "MyResNet Start here" among the wireless network and follow the instructions. Help with the wireless requires contacting Apogee support by phone (877-478-8861), email (support@myresnet.com), text (84700) or live chat (www.MyResNet.com).

Microsoft Office 365, OneDrive, and SharePoint

Faculty have access to all Microsoft Office 365 applications, including Microsoft Word, Excel, and PowerPoint, through their BSC account, and are able to access and use these applications on campus computers and personal devices using their BSC credentials. The College also utilizes OneDrive and SharePoint to save files enable access to files across different devices and for sharing among work teams. IT and Helpdesk can assist with Microsoft Office 365 and related applications.

Technology Requests

Requests for new technology for use with teaching or research should be directed through the Academic Division Chair and Provost, who will work with faculty and the Information Technology Faculty Committee to develop and review requests.

Human Resources

humanresources@bsc.edu

205-226-4646 (x4646)

Benefits

Full-time faculty are eligible for benefits. Detailed information about benefits is available from the Office of Human Resources and on their website. Open enrollment typically occurs in December of each academic year. Faculty and staff will be able to adjust benefit plans at that time.

Directory

The Office of Communications and The Office of Human Resources are in the process of developing an updated telephone and email directory with recent photographs of all faculty and staff. In the meantime, a directory with phone and email contact information is available using the link at the bottom of the BSC website. Use of your BSC credentials will be required to gain access to photos and other information.

I.D. Cards

Identification cards for all College employees should be obtained from the Student Accounts Office located on the main floor of the Student Services Building. Identification cards entitle employees to free or reduced admission charges to campus events and are required for the use of the Rush Learning Center-Miles Library and the Striplin Fitness Center. The ID card may also be used as a debit card for cafeteria; employees must deposit money with the Student Accounts Office.

Pay Periods

Faculty are paid on a bi-weekly basis. Pay advices (the electronic equivalent of pay stubs) can be accessed in Self Service at least 48 hours in advance of each payday. All salary payment is made via direct deposit into checking and/or savings accounts. Paper paychecks will not be issued. Employees can add or modify payment deposit and reimbursement information in Self-Service.

Service Awards

Employees are recognized each school year for years of service in five-year increments. Certificates are awarded for years five, ten, fifteen and twenty. Special awards are given for 25 or more years of service.

Campus Locations & Events

Bookstore

Located on the first floor of the Norton Campus Center, the Bookstore offers textbooks, school and office supplies, and College-branded clothing and other paraphernalia. Faculty receive a discount for BSC clothing.

Food Service

The Caf (Norton Marketplace) is located on the first floor of the Norton Campus Center and offers a variety of food choices in a buffet-style setting. There are also dining services in the Attic, located on the Residence Hall Quad. The Cellar Market is a convenience store located just below the Attic.

Larry D. Striplin Jr. Physical Fitness & Recreation Center

The Striplin Center is the main facility for recreation on campus and includes strength training facilities, an indoor track, an indoor swimming pool, and other physical fitness resources. Access to the Striplin Center is available to all faculty and staff members and their immediate family, as well students and alumni. A current BSC ID is required for entry.

Methodist Center

The United Methodist Center of the North Alabama Conference is located on the western side of the BSC campus adjacent to the soccer field, at the start of Greensboro Road. It houses the office of the Bishop and the North Alabama Conference staff plus three District offices.

Panther Print & Post

Panther Print and Post, located on the first floor of the Norton Campus Center, provides a range of printing services, including self-service machines, and shipping and delivery services for FedEx, UPS, and USPS, in addition to campus mail. Photocopy machines and printers are also located in buildings across campus.

Southern Environmental Center & EcoScape

Southern Environmental Center the largest educational facility of its kind in Alabama, dedicated to showing individuals how they can protect and improve their local environments. The SEC maintains multiple EcoScapes around Birmingham, including one on campus. The Southern Environmental Center is located in the gym, close to the campus entrance. The Campus Ecoscape is located past the intramural fields on the southwestern side of campus. For additional information, contact Roald Hazelhoff (rhazelho@bsc.edu).

Urban Environmental Park

The Urban Environmental Park and Rain Garden located adjacent to the intramural fields, west of the residence halls. Parking is available in the Methodist Center parking lot. Dedicated in 2009, the park includes walkways, an amphitheater, a rain garden, and a fountain.

Visual and Performing Arts

The Theatre program hosts regular performances in the College Theatre. Art exhibits are regularly featured in the Kennedy Arts Center. The Hill Music Building hosts recitals and performances. Faculty and staff can join the BSC Arts Alliance, which provides support to the visual and performing arts on campus. All three buildings are located on the Academic Quad. For information about BSC Arts Alliance membership or events, contact the BSC Arts Alliance office at artsalliance@bsc.edu or (205) 226-4953.

Yielding Chapel & Religious Spaces

Yielding Chapel is open twenty-four hours per day, 365 days per year for meditation and prayer. Services are held weekly and reflect a diversity of Christian traditions. An interfaith room is available for reading, meditation, and prayer. For additional information, contact the Office of Religious Life (jbholly@bsc.edu or 205-226-4761).

Academic and Student Affairs Contacts

From outside lines, dial 205-226-xxxx. Use extension when using the Windstream App or a campus phone. The Windstream App also allows a search by name.

Office	Contact	Title	Phone & Email
Academic Accommodations	Sandra Foster	Academic Accommodations	X7909 smfoster@bsc.edu
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	Sarah Rupright	Director of the Math Lab	sruprigh@bsc.edu
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	Martha Anne Stevenson	Assistant Provost	X4648 mstevens@bsc.edu
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Religious Life	Julie Holly	Chaplain	X4761 jbholly@bsc.edu
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Student Development	David Eberhardt		X4731 deberhar@bsc.edu