

Minneapolis College of Art and Design| Spring 2019 Quick Start Guide

- Faculty Development Day:** **Tuesday, January 15**
Full Time Faculty are required to attend.
Adjuncts will be compensated for attending - please use the sign-in sheets outside of AUD 150
- MCAD Email:** **Check your MCAD email daily.** This is the main contact for all MCAD faculty. Stop by the MCAD Help Desk, RM 219, if you have questions or email help_desk@mcad.edu.
- MCAD Faculty Mailbox:** Your MCAD faculty mailbox is where documents are delivered.
If your class is after 5:00 pm, ask Public Safety to open the mailroom. The MCAD mailroom is located in RM 207.
- myMCAD (Records):** Log in to myMCAD to access important information such as class lists, grades, documents, and forms. (See Class Waitlists in the Faculty Guide)
- MCAD Blackboard (Class Info):** Required for grading and syllabi. If problems arise, contact Online Learning at online@mcad.edu or visit room M101. (See Midterm and Final Grades, myMCAD and Blackboard in the Faculty Guide)
***Blackboard Basics Workshop: Wednesday, Jan. 16 from 1 - 2:00 PM in Room 331.**
***Blackboard Drop-In Session: Wednesday, Jan. 16 from 2 - 4:00 PM in Room 331.**
- DayForce (Payroll/HR):** **Log in to DayForce** to verify and/or update all personal information, view paystubs
***DAYFORCE TRAINING for all Faculty on Monday, January 14 from 12:30 – 1 pm in Aud 150**
- Syllabus:** Your syllabus is due on your Blackboard classroom and submitted to your department chair via template by **Friday, January 18**. Please make sure your office hours are correct and bio information is current.
Faculty are required to use the MCAD Syllabus template:
<http://intranet.mcad.edu/kb/how-do-i-use-faculty-syllabus-template>
- Office Hours:** 1 office hour per 3 credit class.
On campus courses:
Typically, one hour before or after class. Your office hours must take place on MCAD campus.
Online courses:
Specify the day, time, and by what means you will be available.
Your office hours are listed on your office card (on campus) and the MCAD Intranet Directory.
- Illness or Emergency:** **Faculty may not cancel classes.** If illness/emergency prevents you from meeting your class, contact your Department Chair as soon as possible. If there is little time before your class begins and you have been unable to reach the Chair, call (or have someone call) the coordinator of Academic Affairs Administration (612-874-3794) and explain the situation. Always include the name of the class and when and where it is supposed to meet. It is very important that every effort be made to reach your Chair. *Do not, under any circumstances, cancel the class.*

Weather emergencies are determined at the administrative level.
*Sign up for e2Campus Emergency Alerts on the Public Safety Intranet Page: intranet.mcad.edu/department/public-safety

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- Drop/Add Period:** 1st week of classes (**1/22-1/25**). Student add/drop slips can be signed by you or your department chair. (See Class Waitlists in the Faculty Guide)
- Attendance Verification:** Check Final Class list on myMCAD. Attendance Verification must be submitted to records by **Friday, February 1**. (See Attendance Policy and Class Waitlists in the Faculty Guide)
- Preferred names/pronouns:** It is MCAD policy to recognize self-identification within our population and it strives to accommodate (See Preferred Names and Personal Pronouns in the Faculty Guide)
- Student Alert Notice:** Student Alert Notices are available through the Records office.
*Report any student with excessive absences or poor grades.
*Return to Records Office, Morrison Bldg, Rm M103. (See Student Alert Notice in the Faculty Guide)
- Student Update/Midterm:** At midterm, letter grades are required to inform each student on how they are doing. Submit required grades through myMCAD. Midterm grades should be submitted between **weeks 7 and 9 of the semester (March 4-29)**.
Midterm grades are due NO LATER THAN APRIL 2ND
(See Midterm and Final Grades in the Faculty Guide)
- Incompletes:** See Incompletes in the Faculty Guide
- Title IX:** See Title IX Mandatory Reporting in the Faculty Guide
- FERPA:** See FERPA in the Faculty Guide
- Course Evaluations:** Course evaluations are done online through CoursEval. Students will receive access via MCAD email approximately 2 weeks before the final class.

*Please make sure you allow 10 minutes of class time for your students to complete the course evaluations during the last weeks of the semester.

*You will receive an email with instructions to access your course evaluations after final grades are submitted. ***
- Student Work Samples:** For accreditation purposes, required samples of student work must be submitted for each class you teach. Check with your department chairs for details. (See Archiving Student Work at the End of the Semester in the Faculty Guide)
- Final Grades:** Grades are submitted through myMCAD. Grades are due to the Records Office no later than **Noon on Tuesday, May 21st**. *No exceptions*. (See Midterm and Final Grades in the Faculty Guide)

**GRADES ARE DUE TO THE RECORDS OFFICE BY NOON ON TUESDAY, MAY 21ST:
NO EXCEPTIONS.**

*****IT IS MCAD'S POLICY THAT NO FACULTY COURSE EVALUATIONS WILL BE RELEASED FOR REVIEW UNTIL EVERYONE'S GRADES ARE IN*****

*Visit the Academic Affairs Intranet Page for additional resources:
<https://intranet.mcad.edu/department/academic-affairs>*