

# FACULTY FOCUS

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Dear Faculty,

Welcome to the spring 2021 semester!

As you work to prepare your class(es) for the term, this issue of the Faculty Focus is centered on items to support you in this work. You'll find information on the visiting artists this spring, helpful reminders, and links to a number of other resources that are available to you.

Please join us for the **Faculty Development Day** tomorrow Wednesday, January 13 from 10:00 a.m. - 2:15 p.m. and the **Community Conversation** with [Molly Sturges](#) on Friday, January 22 from 1:00 p.m. - 2:30 p.m.

I look forward to working with you all this spring. I am always interested in meeting with you, so please reach out if you would like to schedule a time to connect.

Sincerely,

Robert

In this issue:

- Announcements
- Upcoming Events & Key Dates
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## Announcements

### Welcome New Adjunct Faculty!

Let's give a special welcome to the newest additions to our adjunct faculty:

- Theresa Akers, Arts Entrepreneurship
- Anders Nilsen, Design
- Ksenya Samarskaya, Design
- Erika Lopez Prater, Liberal Arts
- Neville McKinnie, Media Arts
- Calee Cecconi, MAGWD
- Dawn Keene, MASD
- Trisha Bauman, MASD

- Aida Shahghasemi, MFA
- Eric Garcia, MFA

## Spring Sabbaticals

The following faculty are on sabbatical during the spring 2021 semester:

- Gretchen Gasterland-Gustafsson, Liberal Arts
- John Gaunt, Fine Arts (continued from fall)
- George Mahoney, Fine Arts (continued from fall)
- Ben Moren, Media Arts (continued from fall)

Let's welcome back Liberal Arts' Jen Caruso who returns following a sabbatical in the fall and Arts Entrepreneurship's Arlene Birt who returns from her leave of absence. Great to have you back, Jen and Arlene!

## MCAD.EDU Redesign Survey

As the college moves into the next stage of the MCAD Website Redesign Project, Marketing and Communications wants to hear from you! Please take a few minutes to share your vision for the next mcad.edu and how to best keep you informed/gather feedback throughout the development of the site in Spring 2021. This five-minute [survey](#) will be open through January 18.

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## Upcoming Events & Key Dates

### MCAD Community Conversation

Join your fellow faculty, staff, and students for the Spring 2021 MCAD Community Conversation on Friday, January 22 from 1-2:30pm. President Sanjit Sethi will be joined by artistic director [Molly Sturges](#). The Conversation will be via this [Zoom link](#).

### Spring 2021 Visiting Artists

Thanks to the great work of the Visiting Artist Committee, there's a full slate of guest lectures for you and your students to take advantage of. Be sure to check them out on the [Spring 2021 MCAD Events Calendar!](#)

### Together: A Residency Exhibition

The Together Residency Exhibition brings Light Grey Art Lab's Iceland and Norway Creative Residents together - in spirit - to create work in response to their experience of travel and togetherness. Featuring our very own Julie Van Grol, the exhibition includes large format photographs, limited edition prints, original paintings, art zinews, and

books. The show runs through January 16, 2021. For more information, visit the [Light Grey Art Lab](#) site.

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## Resources

### Faculty Prep Week Calendar

Check out the Spring 2021 [Faculty Prep Week Calendar](#) for important meetings, along with a tab dedicated to trainings and consultation resources for you! Trainings include:

- Online Learning's Jamming with Jamboard
- The Library's Optimizing Student Success with Library Information Resources
- Career Development Faculty Presentation
- Online Learning's Intro to Backward Design
- Online Learning's Fun with Flipgrid
- Accreditation and Assessment's Assessment Matters
- The Library's ARTstor Training

### Helpful Guides

Starting the semester can be stressful, but Academic Affairs has your back. The team created a [Quick Start Guide](#) to help you prepare for the semester, along with a more generalized [Faculty Guide](#) for the full spring semester. If you have any questions or issues, don't hesitate to reach out to the Academic Affairs team via [email](#).

### Production Assistant from the Media Center

The Media Center is offering production assistance to faculty with creating demonstration videos during Faculty Preparation weeks (weekdays, with no services on January 18th due to the Martin Luther King Jr. holiday). Reservations can be made on [Places & Spaces](#) under "Video Documentation Assistance Spring 2021". Please note that production assistance is for filming only and does not include video editing. Media Center or Online Learning staff can provide consultation on how you can edit your demonstration videos, or consult this [Knowledge Base article](#) on how to create videos for your classroom.

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## Reminders

### Important January/February Dates

A reminder that MCAD will be closed on January 18 in observance of Martin Luther King, Jr. Day. Some more notable dates include:

- MA add/drop period is January 19-January 25
- Add/drop for non-MA students is January 25-January 29

- Attendance Verifications *must* be submitted to Records by Friday, February 5

## Transcripts and CVs

The College is required to have official transcripts and current CVs on file for all faculty teaching degree-credit courses. If you haven't already done so, request an official transcript for your highest completed degree to be sent either to

[accreditation\\_assessment@mcad.edu](mailto:accreditation_assessment@mcad.edu) or via mail to:

Minneapolis College of Art and Design

Attn: Academic Affairs Official Transcript Request

2501 Stevens Avenue Minneapolis Minnesota 55404

## Verify Personal Information on Paylocity

Has your personal information changed? Did you move? Or simply curious what information we have on file? Log into [Paylocity](#) to verify and/or update your personal information. You can see your pay stubs there, too.

## It's Winter In Minnesota: Sign Up For Alerts With Campus Safety

In case of closure due to weather, sign up for the free [MCAD Emergency Text Message Service](#) to get alerts about campus closures this winter. If that's not your style, you can still check local news outlets, the MCAD website, and keep an eye out on your email for messages from Public Safety.

## How To Pay Guest Speakers

The Academic Affairs staff requires W-9 forms for guest speakers and other profession services from outside of MCAD. While working remotely, the W-9 form will be sent directly to the guest speakers by Academic Affairs through a secure online system.

Please provide the email address of your guest speaker and the info about the event they will participate in the "Classroom Visiting Artists/Guest Speakers" section of the [Payment Request Form](#). Check out this helpful [cheat sheet](#) for a refresher on faculty payments and using the Payment Request Form.

What about international guest speakers? Contact the Academic Affairs office *at least 3 weeks prior to the event*. This will ensure there's time to collect the necessary paperwork to process payments of honoraria per IRA requirements.

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**Have something to contribute?** [Submit content for Faculty Focus.](#)

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