

**MINNEAPOLIS
COLLEGE of ART and DESIGN****Faculty Focus**

Dear MCAD Faculty,

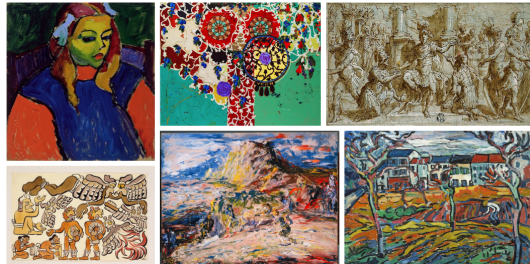
Please accept my sincere gratitude for all of your efforts working with MCAD students throughout the fall term. The return to in-person instruction on campus has been invigorating, but also required added focus and care within the context of the ongoing pandemic. Thanks to all members of our community, MCAD remains strong, vital, and healthy.

To celebrate the end of term, I look forward to seeing you at the 2021 Holiday Potluck Lunch on Tuesday, December 14 at 11:45 a.m. - 1:15 p.m. in the College Center.

Bring a dish to share, inspired by art around the world!
Art around the world voting cards will be available at the potluck
Prizes will be awarded for the top 3 dishes

COOK OFF TALLYING AND AWARDS AROUND 12:30 p.m.
Hot cider and coffee provided

Bring food in your slow cookers, or Dave can help warm up food.
He has steamer/chafing dishes if you need them.
Please let us know ahead if you'll need that.



In conjunction with this year's Holiday Potluck, the Academic Affairs office is organizing a Housing Donation Drive for the [International Institute of Minnesota](#) (IIM). These household donations help new refugee families with the essential items they need on move-in day.

Learn how you can contribute [HERE](#)

This will be the final issue of Faculty Focus for the fall 2021 semester.

I wish you all the very best this holiday season.

Warmly,

Robert
Vice President of Academic Affairs

In this issue:

- [Priority Deadlines](#)
- Announcements & Reminders
- Upcoming Events & Key Dates
- Resources & Opportunities
- Resources from Student Counseling and Wellness
- For Your Students

All times listed in Central Time

PRIORITY DEADLINES

Final Fall 2021 Grades Due Tuesday, December 14 at Noon

Fall Semester 2021 grades are due Tuesday, December 14 at noon. Grading on myMCAD is available for faculty now. Be sure that in My Faculty Course Center, under View Details, the Term menu is set to 2021-22 - Fall. Instructions for submitting grades on myMCAD can be found in this Knowledge Base [article](#) (login required). Please contact [Records](#) if you have any questions. Submit all final Fall 2021 course grades promptly using myMCAD.

Requests for Fall 2021 Incomplete Grades Due Friday, December 10

This is a reminder that any Fall Semester 2021 requests for incomplete grades must be submitted to Records no later than 5:00 p.m. on Friday, December 10. Requests for incomplete grades are always due on the final day of classes for the semester.

Please note that incomplete grades are only possible in certain circumstances. See the [Student Handbook](#) for the full policy. Students who are currently on academic probation may not receive incomplete grades. Students who are planning to request an incomplete but have not yet done so should contact their department chair or program director now to begin the approval process. Department chairs/program directors must approve any requests, and then the section faculty must do the same, before the approval is routed to Records. Faculty should expedite any known pending requests for incompletes. Request for Incomplete Form is available as a fillable PDF on the [Records Intranet page](#).

May 2022 Intents to Graduate Due Friday, December 10

Faculty with senior/graduating advisees or students can prompt those students to submit forms if the students have not already done so. The deadline to submit May 2022 Intent to Graduate forms is Friday, December 10. Students can locate the form on my.mcad.edu, on the Records Office tab under Online Forms.

ANNOUNCEMENTS & REMINDERS

End-of-semester and Winter Break Hours [Information](#)

Reminder: Support student preparedness by submitting your Spring 2022 required textbooks and materials to MyMCAD!

All full-time faculty must complete the Textbook and Materials form in MyMCAD for every class they are teaching in Spring 2022 (adjunct faculty can wait to do so until their spring 2022 courses have been assigned), *even if no textbooks and/or materials are required you must opt-out with the checkbox in the form.*

Additionally, faculty should include all required materials and the total estimated cost. A range for the estimate (e.g. \$50 - \$100) is fine. Staff in the Art Cellar are available to help with calculating costs anytime between 10:00 a.m.-5:00 p.m., Monday through Friday.

Because of continuing shipping & manufacturing shortages the Art Cellar is planning to start to order materials for spring the week of November 29th.

Please direct any questions about materials to Lindsay Smith, Manager of the Art Cellar, at mcadartcellar@mcad.edu.

myMCAD Registration Reopens Monday, November 22 - Friday, December 17

myMCAD registration will reopen for students to make schedule changes between Monday, November 22 and Friday, December 17. Students may be approaching their advisors with questions about course choices and degree plans. Note that waitlists for all courses were created temporarily during registration, have now been deleted, and at this point, students may not waitlist for full courses. Instead, they should add themselves to open courses. Students will have a final opportunity to resolve any remaining schedule issues as usual during Add/Drop; for Spring Semester 2022 this will be January 18 - January 24, 2022. Learn more [here](#).

Winter Break Book Recommendations

The Library is gathering suggestions for our Winter Break Reading list. Please add your suggestions through Tuesday, December 7. We will share the list to students and everyone on Wednesday, December 8. Submit recommendations to the following [form](#).

Complete the Digital Internal Communications Survey by December 15

Learn more and find a link to the survey [here](#)

PaperCut Reminder for December Grads and Adjunct Faculty NOT teaching Spring 2022

December 15 will be the last day you can print in the Service Bureau.

If you are graduating this December, or you are an adjunct faculty member who is NOT teaching a class in Spring 2022, you need to use up your PaperCut balance by December 15. Remaining balances cannot be disbursed and your PaperCut account will be deactivated after the end of the semester.

If you are a degree-seeking student still enrolled in Spring or an adjunct faculty member teaching in the Spring, then your account will remain active and you don't need to do anything. Contact the [Service Bureau](#) if you have any questions.

UPCOMING EVENTS & KEY DATES

- Conversations with the VPAA, faculty and staff during the semester
 - For faculty: Noon-1:00 p.m. December 8
 - Please email [Naomi Sack](#) to confirm your attendance.
- [Invisible Obstacles, by May Ling Kopecky](#), Library Gallery
 - On view through Friday, December 10
- [Drawing 2: Collaborative Project](#), Main Floor Hallway
 - On view through Friday, December 10
- Fall 2021 [Commencement](#) Ceremony, Auditorium 150
 - Friday, December 10, 6:30 p.m.
- Faculty and Staff Holiday Potluck Lunch, College Center
 - Tuesday, December 14, 11:45 a.m. - 1:15 p.m. - see details [above](#)

RESOURCES & OPPORTUNITIES

Training Video for Evaluation Kit

The college has implemented a new course evaluation software called EvaluationKit (EvalKit). This new system integrates with Canvas, providing notifications directly in the College's learning management system (LMS), streamlining the course eval development process, and opening opportunities for more flexible evaluations in the future.

One key change is that faculty and chairs/directors will have direct access to reports that they can customize based on the information they want. Here's a [video](#) of how to access your course evaluation reports in the new system. Any hiccups or questions should be directed to [Eleanor Fuchs](#), Director of Accreditation & Assessment.

Assessment Office Hours

Have questions about assessment at MCAD? Wondering how to make it work for you? Take advantage of Eleanor's office hours every Friday at 11! She's here to answer your questions, brainstorm ideas, or even just share musings. Schedule time with her via [Calendly](#).

RESOURCES FROM STUDENT COUNSELING AND WELLNESS

[Calming and De-escalation Strategies](#) from [Dartmouth Trauma Interventions Research Center](#)

[Faculty Resource: Creating a Culture of Caring](#) from [Active Minds](#)

[Shared Resources and References](#)

[Suggestions for Distressed Students in Class](#)

FOR YOUR STUDENTS

Late Nights and Hot Drinks in the [Library](#) through the end of the Semester

Skowhegan Summer Program / MCAD Matching Scholarships

After a 2-year hiatus due to Covid, Skowhegan is accepting applications for the 2022 summer session. Skowhegan is a fine arts residency program (June 11- August 13, 2022) for advanced undergraduate and graduate students located in Maine. MCAD offers two matching scholarships to accepted students which cover the cost of tuition and room & board.

Admission to the program is highly competitive and is oriented toward advanced students who are able to work independently. Applicants must be 21 years old to attend. Students are provided with studio space, room and board and the opportunity to meet with resident and visiting faculty. Skowhegan also offers the rare opportunity to learn traditional fresco technique.

Students should make an application directly to Skowhegan (details [here](#)). For more information about their program, check out their [website](#).

Application deadline: January 10, 2022 at 11:59 p.m. EST

Feel free to contact [Mike Kareken](#) if you have any questions.

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

Looking to stay up-to-date on all events?

[Subscribe](#) to the "What's Up at MCAD" Calendar
and [customize your notifications](#) to never miss a beat.

MCAD

