

CAPA SURVIVAL SHEET - 2013

ACADEMIC CONCERNS

1. Please post a copy of your teaching schedule and provide a copy to the CAPA Office. Minimum of four “office” hours required if you do not mind being interrupted during lessons and/or independent study advising. Otherwise, eight hours are required. Schedule should be completed and documented by September 6, 2013. Please email the schedule as a document to conley@nsula.edu. The schedules are kept on file for the Director and coordinators.
2. Class Rosters are available on NSUConnect. Each faculty member has to access NSUConnect for their own account. Please double check to be certain students are enrolled in the correct course and section, especially sections where students are in private lessons or “independent study”. Please make these corrections immediately so that we do not have problems at the end of the semester.
3. PERMITS: Faculty are still not able to assign permits or overrides for classes. Coordinators can issue permits. If a permit put on by a coordinator does not work, I am able to put on a permit. **In all instances**, it is most helpful to include: Student’s I.D.#, Class information (i.e.: MUS 1150-01N) and CRN Number.
4. Please do not make a habit of dismissing classes early or holding classes beyond their announced ending time.
5. Attendance/Last Day Attended is important. Please document in your records if and when a student stops attending, or if they never attended. Since attendance is no longer reported, please keep good records.
6. To request that a course be added, please complete a “Class Schedule Entry Form” and submit it to the respective area coordinator. All 5000 level courses must have the “Graduate Faculty Approval Form” attached to the Class Schedule Entry Form.
7. Graduate Faculty Applications are due March 1 each year. **ALL FULL-TIME FACULTY MEMBERS IN MUSIC AND ART ARE REQUIRED TO APPLY FOR GRADUATE FACULTY STATUS.** New Faculty members have until September 6, 2013 to apply for the 2013-14 academic year.
8. **GRADE OF “I”** – Please try to have students conclude work by the end of the semester. However, if it is necessary to post a grade of “I”, students have 60 DAYS from the last day of the semester to complete the work. One additional 60 DAY extension may be approved by Dr. Horton. Please send an email to handelg@nsula.edu requesting the extension with a justification as to why the work cannot be completed in the first 60-day period. Dr. Handel will approve and forward to Dr. Horton.

AREA OF EXCELLENCE REPORT

As a designated “Area of Excellence”, the School of Creative and Performing Arts must provide an annual report to the Board of Regents of scholarly and creative activities. Therefore, it is important that you provide documentation on all performances, plays, exhibits, grants, books, conference presentations and other such activities that you feel should be listed in our report to the CAPA Office. Please do not include performances on campus as those are listed in a separate report. An email detailing the event to handelg@nsula.edu would be most helpful in addition to the support documentation.

In addition, we are required to submit a quarterly report to Dr. Horton. We will use the information you submit for this “AOE” report for the “quarterly report” that is also required for Dr. Horton.

BOOKSTORE

The **University Bookstore** is managed by Barnes and Noble and the telephone number is 357-4473. Bridgette Bell is the individual responsible for textbooks at the University Bookstore. It is highly recommended that faculty members go to the bookstore to ensure that the correct books have been ordered and are ready for purchase.

With that said, all textbook requirements for classes are now posted on the following website:

www.facultyenlight.com/?storeNBR=638

It is highly recommended that faculty members review this site for their textbook requirements. If an error is found, please post the correct information to make a change in the listing: Title, Author, and ISBN #, Publisher, Publication Date and Edition. Please indicate if this is a new book for the course. Projected enrollment is also appreciated. Deadline for textbook requests will be announced via MESSENGER each semester.

One further suggestion would be that you check to ensure that the proper books are being sold at Neebo and at the Demon Bookstore (located at College Inn).

CAPA BUILDING HOURS

Monday - Friday: 7:00 a.m. until 11:00 p.m.; Saturday - Sunday: 1 p.m. until 10:00 p.m.

STUDENTS ARE NOT ALLOWED TO REMAIN IN THE BUILDING “AFTER HOURS” UNLESS PRIOR WRITTEN PERMISSION IS OBTAINED FROM AREA COORDINATORS and must take a signed copy of a memo granting this permission to the University Police prior to the day in question.

CAPA WEBSITE

Northwestern has now navigated all of the university websites to a new system. It is now relatively easy for us to update and modify our own websites. The Area Coordinators will be responsible for that activity. Please refer to your HANDBOOK for specific instructions on submitting information to your coordinator.

COPY MACHINES

Due to the budget restrictions, it is imperative that we only use the copy machines for university matters. It is also just as important that students not be allowed to access the copy machines. If we have problems with students using the copy machines, it will be necessary to only use the copy machine located in the CAPA Office. Faculty members are requested to please do their best to discourage students using the copy machines. **STUDENT WORKERS SHOULD HAVE A WRITTEN NOTE FROM THE FACULTY MEMBER REQUESTING TO ALLOW THE STUDENT TO COPY MATERIALS AND SHOULD ONLY USE THE CAPA OFFICE COPY MACHINE.**

There are three copy machines available for FACULTY use in the School of CAPA. A code is necessary to access the machine and the code will be changed periodically and emailed to faculty.

DEADLINES

Key Order – August 23, 2013 – submit form to CAPA office
 Syllabi – September 6, 2013 – submit to Ladell
 Calendar of Events – August 30, 2013 – submit to CAPA office
 CAPA Newsletter – September 6, 2013 – submit information to coordinators
 Faculty “Goals” – September 6, 2013 – submit to coordinators
 New Faculty Graduate Applications – September 6, 2013 to Graduate School
 Tenure/Promotion Requests – January 10, 2014 – submit to CAPA office
 Faculty Productivity Reports – January 31, 2014 – submit to coordinators
 Inventory Report – TBA – submit to CAPA Office
 Magale and Derby and Alford Professorship Applications – March 1, 2014 – submit to CAPA office
 2013-14 Graduate Faculty Applications – March 1, 2014 – submit to CAPA office
 2013-14 Major Ensemble/Production Performance Dates – March 1, 2014 – submit to CAPA office

FACILITIES

FACULTY ARE EXPECTED TO ASSIST IN MAINTAINING A PROFESSIONAL AND PROPER TEACHING AREA(S). THIS IS MOST IMPORTANT IN PUBLIC AREAS SUCH AS THE HANCHEY ART GALLERY, THEATRE PERFORMANCE SPACES AND THE MAGALE RECITAL HALL. **MUSIC FACULTY SHOULD ALWAYS ENSURE THE “STRIKE” OF THE STAGE IMMEDIATELY AFTER PERFORMANCES AND TO RETURN MUSIC STANDS TO THE MUSIC RACKS AND LOCK THEM. CHAIRS AND ALL OTHER ITEMS SHOULD ALSO BE REMOVED IMMEDIATELY AFTER A PERFORMANCE.**

FACULTY EVALUATIONS

ACADEMIC/RESEARCH AND CREATIVE ACTIVITIES/SERVICE GOALS are due to the area coordinators no later than September 6, 2013. Goals should cover activities you plan for the 2013-14 academic year.

END OF SEMESTER GRADING PROCEDURES

1. NO EARLY FINAL EXAMINATIONS WITHOUT PERMISSION.
2. Grades will be posted electronically via NSUConnect. Grades not posted by the deadline will require the completion of a “Report of Grade” form and it will be the responsibility of the faculty member to take the completed form to the Registrar’s Office in the Student Services Center.
3. All test scores and other individual grades from courses must be posted on MOODLE. If you wish to keep your own records on a spread sheet of your design, that is fine. However, the official recording of grades for each student in each course will be maintained by MOODLE. Please watch MESSENGER for additional sessions on MOODLE training. The university is moving to MOODLE 2.5. It is suggested that you take advantage of the training schedule offered by ECE.
4. GRADE OF “I” – Please try to have students conclude work by the end of the semester. However, if it is necessary to post a grade of “I”, students have 60 DAYS from the last day of the

semester to complete the work. One additional 60 DAY extension may be approved by Dr. Horton. Please send an email to handelg@nsula.edu requesting the extension with a justification as to why the work cannot be completed in the first 60-day period. Dr. Handel will approve and forward to Dr. Horton.

FACILITIES

Custodial services have been drastically reduced at Northwestern due to the budget cut. Everyone needs to make a greater effort to keep our classrooms, practice rooms and labs clean. Students should not be allowed to bring food or drinks into any of these areas and we should encourage students to “clean-up” behind themselves. Encourage students to, at the end of each class, “look around your desk and pick-up any loose paper”.

INVENTORY

Each faculty member is responsible for University equipment located in their specific area or area of responsibility. An accounting of inventory is held each January and each faculty member is assigned a “sub code” number for their inventory responsibilities. Please refer to the CAPA Faculty Handbook for further information.

Please do not remove any University equipment from the assigned area **without completing a Moveable Property Inventory Report form**. Prior to removing equipment from campus for repair or other reasons, an “Authority to Release Equipment for Repairs” or “Request for Temporary Removal of State Movable Property” form should be completed. Copies of both forms are available in CAPA Office.

KEYS

All keys are issued through the CAPA Office. Key order forms should be completed and sent to the CAPA for signatures. It is important that you think about the areas where you need access prior to this being done as is an added expense to have one key created for just one individual. Faculty are responsible for the security of their keys and it is highly recommended they not give a key to their office to students.

MAIL – Please use code 101169 for all CAPA mailings.

PERFORMANCE CALENDAR of EVENTS

The School of CAPA “Fall Calendar of Events” will be published in mid-September 2013.

DEADLINE FOR SUBMISSION OF EVENTS OR CHANGES IS AUGUST 30.

To reserve a performance or rehearsal space, please complete the “Calendar Request Form” available in the CAPA Office and submit to Ms. Ladell. She will enter the information on the EMS online reservation system. You will be able to review your reservation on the EMS System after a day or two. Any individual or group rehearsals or activities should be recorded on the EMS as it allows us to document our use of the facilities in reports that are required to be produced for review by the Board of Regents and the Louisiana Legislature.

If it is necessary to make a performance date/time change or cancel an event after the COE has been published, an email to: Ladell Conley (conley@nsula.edu) and copy to Greg Handel, John

Dunn, and David West (west@nsula.edu or telephone 318-357-6466) is requested.

GUIDELINES TO ACCESS THE VIRTUAL (EMS) CALENDAR

Go to www.nsula.edu/calendar and click on Arts & Cultural Events for the calendar.

PUBLICITY

David West (west@nsula.edu), NSU News Bureau, will be happy to prepare a news release for you and appreciates a two-week advance notice. David has asked that we please contact him as he is most happy to assist with advertising our events. He will forward a copy of the release to you for your approval prior to publishing it. His telephone number is 6466.

PURCHASING PROCEDURES

1. NSU uses an “on-line” purchasing system. There are no longer “petty cash” purchases. Please make no purchases this year without GAH’s prior approval. To be reimbursed, you MUST bring the receipt to Ladell no later than 48 hours after the purchase.

(*The NSU Warehouse keeps numerous items “in-stock” such as paper, pencil sharpeners, paint and batteries. Please do not purchase these items without first getting permission from the NSU Warehouse. Prior to purchasing any small item, be sure to check the following website:

<http://www.nsula.edu/plantservices/whitems.asp>

This page lists the items that are readily available at the University Warehouse and gives the price for the item. If the University Warehouse has the item you need, please ask Ladell for a Warehouse Requisition form, complete the form and return it to Ladell. (*See #4 below.) If you purchase an item from a local vendor that is in-stock in the warehouse, we will not be able to reimburse you. You may contact Donna at 6839 should you have any questions concerning this.

2. For all other items, please provide the following:

Vendor
Vendor FID#
Address
Phone Number
Fax Number

3. Items costing more than \$5000 require a telephone quote from three vendors. Forms for this procedure may be found in the CAPA Office. Be sure to ALWAYS include any shipping charges that might be required in the original information you present to the office. A signed and dated confirmation of the lowest bid must accompany the Telephone Quote Form. Items costing more than \$10,000 require an official “request for quote” (Sealed Bids) from the Office of Purchasing and it will take anywhere from two to three weeks to complete the bid process. For either process that requires a “quote”, you must have the exact make, model and complete description of the item(s) to be purchased.

4. Warehouse Requisitions must be entered “on-line”. Please bring the information concerning your items to Ladell, including the prices that you received from the Warehouse (Donna - 6839).

5. **PROFESSIONAL SERVICE CONTRACTS** must be requisitioned at least one month prior to the event. Only in special situations will an exception to the prior date be made. Please provide the following to Ladell:

Name
 Address
 Phone Number
 SS# or FID#
 Date of Event
 Service to be performed
 Performance Fee (inclusive of travel and housing expenses when possible)

6. TRAVEL AUTHORIZATIONS should be requested as soon as possible when you know of an event for which you would like some support. Faculty who have been asked to present and can document such a request should especially make the request immediately. Please complete a Travel Authorization request form and leave it in the CAPA Office. You will be notified of the amount that NSU will be able to allow for expense, if approved.

PLEASE FOLLOW ALL REGULATIONS CONCERNING THE USE OF THE CORPORATE VISA CARD. THIS INFORMATION MAY BE FOUND AT THE WEB ADDRESS LISTED BELOW. MOST IMPORTANTLY, DO NOT CHARGE ANY ONE'S EXPENSES TO THE CARD BUT YOUR OWN AND ONLY NSU RELATED TRAVEL EXPENSES SHOULD BE CHARGED TO THE CARD.

<http://doa.louisiana.gov/osp/travel/travelpolicy/travelguide08-09.pdf>

7. TRAVEL REIMBURSEMENT REQUESTS should be presented within two weeks of the travel. It is not necessary to keep receipts for meals as you will receive a "per diem". If you drive, please include odometer readings from your car. If you travel by air to a conference or event, you must make the reservations with the State Travel Agent and pay for the ticket with your VISA Corporate Card. Everyone should apply for the VISA Corporate Card that is provided free of charge to NSU Faculty Members. The form may be found online or in your CAPA Faculty Handbook.

For a complete list of travel regulations go to www.state.la.us/osp/traveloffice.htm

8. **PRINTING REQUISITIONS** must include the CAPA Permission Form that is available in the CAPA Office. When you have completed the printing requisition request form, please bring it to Handel for his signature. The majority of printing for CAPA should be done on one of the three copy machines now located in the School for faculty use.

The secretaries will be happy to copy items for you provided they have the items in the office ONE WEEK PRIOR TO THE EVENT. CAPA does not pay for the printing of student programs or announcement flyers. Students and Graduate Students must use an independent business and pay for their own programs and announcements.

MS. JUDY RACHAL is the director of the Print Shop and she is extremely helpful. New equipment that will allow the printing of three and four color documents has just been added to the Print Shop. We have recently found that it is sometimes less expensive to print items at a local printer such as Impressions by Dunagan. Therefore, planning early for your printing needs will help save money for the School.

SECURITY

Please be sure to lock all doors and close any open windows when leaving an area. **IF YOU UNLOCK A DOOR, YOU ARE RESPONSIBLE FOR LOCKING IT WHEN LEAVING.**

Report any suspicious looking individuals to the Campus Police by calling 5431 and please turn-off lights when leaving an area or classroom.

STUDENT TECHNOLOGY LABORATORIES

Laboratories funded through the “Student Technology Fee” are located in 128 and 319/25 and 207/25A. PAPER CUT technology has now been added to the labs that will help control the amount of printing by students. Students will be limited to 1000 copies per semester. CAPA Faculty will be allowed to print up to 1000 copies per semester as well but must request permission by sending an email to Greg - handelg@nsula.edu.

STUDENT WORKERS

Student Workers will be assigned once their names have been provided to the School from the Office of Student Employment. You may request a student worker by sending an email to handelg@nsula.edu. Please DO NOT send a student to the Office of Student Employment telling them to apply for a student worker position. If you know of a particular student you would like to see employed, please send that name and an inquiry will be made to see if it is possible to hire the student you requested. The following are important items to remember concerning student workers as both have been found to be “audit issues” in the past: 1. UNDER NO CIRCUMSTANCES SHOULD A STUDENT WORKER BEGIN WORKING PRIOR TO BEING ASSIGNED TO WORK and FACULTY MUST MAINTAIN A SIGN-IN/OUT SHEET FOR STUDENT WORKERS AND DOCUMENT THE HOURS THEY WORK. 2. STUDENT WORKER TIME SHEETS WILL BE PLACED IN YOUR MAILBOX PRIOR TO THE DATE THEY ARE DUE TO BE RETURNED TO THE OFFICE OF STUDENT EMPLOYMENT AND MUST BE RETURNED TO THE SCHOOL OF CAPA OFFICE BY THE FACULTY MEMBER. UNDER NO CONDITION SHOULD STUDENT WORKERS BRING THEIR OWN TIME CARD TO THE OFFICE. IT WILL NOT BE ACCEPTED.

STUDIO USE FOR PRIVATE LESSONS/TEACHING, ETC

Studios may be used for private, non-credit, teaching provided you have paid the \$40 rental charge. You should pay this fee at the Cashier’s window using code Budget# 101170-3410.

SYLLABI

At the beginning of each semester a copy of the syllabus for each course taught in the CAPA is required to be posted on the University website that is maintained for the Southern Association of Colleges and Schools.

Prior to saving your syllabi on a flash drive for Ms. Ladell, please remember each syllabi must be saved as (Course number and Section number) MUS 131001N, MUS 131002N, MUS 1700W1N, etc. In other words, no “dots” or “dashes” should be in the heading for the course when it is saved.

To saving your syllabi, it is preferred that you download the syllabi onto a thumb drive (flash drive) and bring that to the CAPA Office. If this is something you cannot do, then please PDF the syllabi and email them to conley@nsula.edu.

Please refer to the CAPA FACULTY HANDBOOK for statements concerning disability, classroom civility and academic honesty that should be included at the end of each syllabus. Those statements are also listed at the end of this “Survival Sheet”.

Also, be sure that you refer to “School of Creative and Performing Arts” and not “department” when creating your syllabi and change the date(s) so that your syllabi are correct. Remember that the syllabi are going to be posted on the World-Wide Web.

DEADLINE FOR SUBMISSION OF SYLLABI IS **SEPTEMBER 6, 2013** to Jane in Theatre and to Ladell for Music/Art.

TELEPHONES

A log of telephone calls is presented to the CAPA office of “Linc-line” calls each month. Faculty are required to sign their sheet which indicates that all the phone calls listed were made for University business. If you find telephone calls listed that you did not place, please inform the CAPA Office immediately.

When making long distance phone calls, if you have an “800” or “888” phone number, please dial 9-1-800 (888)...to make the phone call.

TIME CARDS

Faculty are required to submit a record of attendance each month. The time cards will be placed in your mail box several days before it is due. Please complete the timecard and return it to the CAPA Office PRIOR to the day it is due. Faculty who are participating in University events such as conferences or programs should consider themselves in attendance. Faculty who are participating in creative and artistic activities should consider themselves in attendance. An example of “non-attendance” would be funeral or other event that is not related to University affairs.

WORK ORDERS

Requests for general maintenance and custodial services are available “on-line” at nsula.edu/physicalplant. To reach this site, go to www.nsula.edu/universityaffairs and look on the right side of the page for Physical Plant (maintenance requests) and Plant Facilities (janitorial services).

TEMPERATURE CONTROL requests may be made by calling 4519. They will usually respond to your request within a reasonable period.

University Policies

Disability Statement

It is the policy of NSU to accommodate students with disabilities, pursuant to federal law, state law, and the University's commitment to equal educational opportunities. Any student with a disability who needs accommodation, for example, in seating placement or in arrangements for examinations, should inform the instructor at the beginning of the course. Students with disabilities are encouraged to contact the Office of Disability Support, which is located in Student Union, Room 240-A, telephone 357-4460.

Classroom Civility Statement

Each Northwestern State University student is encouraged to help create an environment that promotes learning, dignity, and mutual respect for everyone in the learning environment. Students who speak at inappropriate times, take frequent breaks, interrupt the class by coming to class late or leaving early, engage in loud or distracting behaviors, use cell phones or pagers (or other noise-making devices like watches with alarms), listen to music on headphones, play with computers or hand held games, use inappropriate language, are verbally abusive, display defiance or disrespect to others, or behave aggressively toward others during the class period may be asked to leave the class and subjected to disciplinary action under the Northwestern State University Student Code of Conduct and Sanctions (Article VII Sanctions). The instructor of a course may deem additional behaviors or actions inappropriate; these actions or behaviors will be outlined in the course syllabus. Copies of the infractions and sanctions are available on the NSU website at <http://www.nsula.edu/studenthandbook/>.

Student Academic Honesty Statement

Academic dishonesty is defined as the following: 1) acquiring or using a published test bank, 2) copying from another student's test, paper or computer file, 3) using unauthorized materials during a test, 4) collaborating during a test with any other person by giving or receiving information without authority, 5) stealing, buying, or otherwise obtaining non-administered or unauthorized tests, 6) selling or giving away non-administered or unauthorized tests, 7) bribing anyone to obtain information about a test, 8) substituting for another student or permitting another person to substitute for oneself to take a test, 9) submitting as your own, in fulfillment of academic requirements, any work prepared totally or in part by another, 10) supplying to another student any theme, report, or other work for use in fulfilling academic requirements, and 11) plagiarism, defined as the use of another person's work and the unacknowledged incorporations of that work in one's own work that is offered for credit. Students are expected to abide by the Northwestern State University Academic Honor Code for all educational work including electronic and on-line course work, internships, and other academic pursuits outside the traditional classroom.

Academic dishonesty will result in one or more of the following disciplinary measures to be decided by the course instructor: 1) verbal/written warning including creation of a record in Judicial Affairs, 2) conference with department chair or dean, 3) reduction of test/course grade to an "F". And, 4) a student may subsequently be referred to Judicial Affairs and receive additional disciplinary sanctions including educational alternatives, probation, suspension or expulsion from Northwestern as a result of academic dishonesty. Refer to the section in the Student Handbook concerning Academic Infractions and Sanctions for Academic Misconduct.

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