

New Faculty Orientation Fall 2024

Agenda

1. Welcome – Dean Tanya Zlateva
2. Introductions - Sr. Assoc. Dean Lou Chitkushev
3. Teaching at Metropolitan College – Sr. Assoc. Dean Lou Chitkushev
4. Student Issues and Procedures – Assoc. Dean Carl Sessa
5. Educational Technology and IT Resources - Andy Abrahamson & Michael Graziano
6. Faculty Resources – Assistant Dean Corinne Griffiths & Emily Balch
7. SEIU Local 509 – Assistant Dean Corinne Griffiths & Rachel McCleery
8. Q&A

Introductions

- Tanya Zlateva, Dean
- Lou Chitkushev, Sr. Assoc. Dean for Academic Affairs
- Carl Sessa, Assoc. Dean for Enrollment and Student Affairs
- Corinne Griffiths, Assistant Dean of Faculty Actions
- Emily Balch, Manager of Academic Programs
- Lyn Ariyakulkan, Manager of Faculty Actions
- Leah Vargas, Academic Programs Administrator
- Andrew Abrahamson, Assistant Director, MET ETI
- Michael Graziano, Educational Technology Engineer II, MET-IT
- Rachel McCleery, SEIU L509 Internal Organizer

Congratulations on joining BU and the MET faculty

Boston University

- 3,200+ full-time faculty;
1,000+ part-time faculty;
- AAU – 1 of 66 members of the Association of American Universities
- 17,744 undergraduate students
- 18,476 graduate students
- 6,365 staff

Metropolitan College

- **One of 18** degree-granting BU Schools and Colleges
- Since **1965** MET has been providing access to motivated students from all walks of life to a world-class Boston University education
- **State-of-the-art, industry relevant,** conveniently delivered programs to meet evolving workforce needs
- Supportive learning environments
- Innovative approaches to teaching
- **High-quality part-time programs** — evenings on campus and 100% online.
- BU MET's online master's degrees have ranked among the **top 10 since 2014.**

Teaching at Metropolitan College

Lou Chitkushev

Senior Associate Dean
Academic Affairs

Teaching at Metropolitan College

1. MET at Glance
2. Syllabi and Course Content
 - Class Meetings
 - Homework and Final Exams
 - Guest Speakers and Honoraria
 - Waivers and Audits
3. Students and Course Evaluations
4. Grading

Metropolitan College at Glance

100+ Programs

**100+ different
academic programs**

- **21 Master's degrees**
 - with 26 concentrations
- **17 undergrad degrees**
- **44 Certificates**
 - 37 graduate
 - 7 undergrad

300+ Faculty

324 total faculty

- **53** full-time MET faculty
- **29** affiliated faculty
from other BU schools

5000+ Students

5,741 students (2022-23)

- **82%** grads,
- **4%** undergrads
- **14%** non-degree

- **65%** on campus
- **35%** online

Syllabi and Course Content

- Syllabus is a contract
- Outlines class meetings – dates and topics
- Sets up expectations on both sides
- Assignments, Assessments, Final Exams
- Guest Speakers and Honoraria
- Prerequisite Waivers and Course Audits

Course evaluations

- Possibility for students to provide feedback
- Required for all classes
- Anonymous, online, centrally processed
- During a specific time-interval
- Reduce biases
- Important but not the only metrics
- MET has top-class evaluations at BU
- 5-point numerical rating scale, with 1 representing the lowest/worst and 5 representing the highest/best option

Students and Course Evaluations

Course Content and Instruction:

1. How organized did the course seem to you?
2. How well were the course learning objectives communicated
3. How well did the course fulfill its stated learning objectives?
4. How much did you learn from this course?
5. What were the most valuable aspects of the course?
6. How well did the course foster a sense of belonging and an inclusive climate that was supportive of learning for all students?
7. What skills or knowledge did you learn or improve in this course?
8. What advice would you give to students considering taking this course in the future?
9. Do you recommend this course?

Department	Sections	Would you recommend this Course?	How much student feels they learned
Administrative Sciences department	187	4.31	4.46
Computer Science department	125	4.22	4.44
Arts Administration program	20	4.72	4.88
Criminal Justice program	17	4.50	4.64
Gastronomy program	16	4.23	4.50
Urban Affairs program	10	3.90	4.21
Actuarial Science department	9	4.52	4.68
Biomedical Technology program	6	3.20	4.19
Food & Wine	6	4.42	4.54
Health Communication program	5	4.55	4.81
English program	4	4.27	4.52
Interdisciplinary Studies program	4	4.22	4.54
Advertising program	3	4.54	4.59
Psychology program	3	4.71	4.89
Anthropology program	2	4.28	4.28
History program	2	4.57	4.86
Accelerated Degree Completion program	1	4.50	4.50
Arts History program	1	4.67	4.80
Economics program	1	4.17	4.17
EN 104-201 program	1	4.60	5.00
Mathematics program	1	4.67	4.67
Nutrition	1	3.40	4.20
Philosophy	1	4.77	4.85
	426	4.29	4.49

MET Graduate Student Grading & Academic Standards

Lowest Passing Grade

- **B- is the lowest passing grade** (C+ is considered failure) for all graduate MET programs
- **Exception - Actuarial Science, Computer Science, and Criminal Justice**, where a **C** is the lowest passing grade (C- is considered failure).

Graduation Requirements

- To graduate, a student must hold a minimum cumulative grade point average of 3.0 for all courses attempted.

Academic Probation

- Any student whose cumulative GPA drops below 3.0 is placed on probation. When the student's overall GPA returns to 3.0 or higher, probation is removed.

Retaking Courses

- Graduate students can only retake an individual course once. Both grades will count toward the cumulative GPA. Departments may limit the total number of courses in the degree program that can be retaken.

Grading

Grade	Honor Points	Undergraduate	Graduate
A	4	Excellent	
A–	3.7		
B+	3.3		
B	3	Good	
B–	2.7		
C+	2.3		Considered failure for all graduate programs at MET with the exception of those named below
C	2	Satisfactory	
C–	1.7		Considered failure for programs in Actuarial Science , Computer Science , and Criminal Justice
D	1	Low pass	
F	0	Fail, no credit	
P	N/A	Pass with credit	Unavailable toward degree requirements for graduate students
I	N/A	Incomplete; additional work required	
J	N/A	Registration in same or continuing course necessary to complete requirements	
AU	N/A	Audit; no credit; Auditing students are not expected to fulfill the course requirements for a letter grade. Review of the work by auditing students is at the discretion of the instructor.	
W	N/A	Withdrew; automatically appears on the student transcript if they have withdrawn	
MG	N/A	Missing grade; grade not assigned. Should only be assigned to students whose names appeared on the grade sheet but did not attend the class.	

Missing and Incomplete Grades

- Missing Grades

- The grade of “MG” should be assigned to students whose names appeared on the grade sheet but did not attend the class.
- When assigning the grade of “MG,” please be sure to use the comment section for further clarification.

- Incomplete Grades

- At the end of a semester, if a student is unable to complete a course requirement for an acceptable reason, the student must request an Incomplete Grade Contract from the instructor.
- The student has one full semester to complete the work and turn it in to the instructor.
- Upon completion of the required work, the instructor must fill out a Grade Change Form with the MET Dean’s office.

Summary - Teaching at MET

1. Teaching is the core mission of the College
2. Importance of the syllabus as a contract
3. Importance of class meeting times
4. Importance of due dates for assessments, assignment, solutions and feedback
5. Grading – merit-based, assuring equity, transparency and fairness
6. Student course evaluation process
7. Please feel free to reach out with any teaching or academic questions

Student Issues and Procedures

Carl Sessa

Associate Dean
for Enrollment and Student Affairs

Student Activities, Issues and Procedures

- MET's diverse student population
- Resources for student assistance
 - MET Office of Enrollment & Student Success:
metess@bu.edu; 617-353-2980, 1st fl West Suite
 - [MET Student Report Form](#)
- Academic accommodations
- Student activities and outings
- University-wide Title 9 sexual misconduct prevention training (EVERFI)

Academic Conduct Code

Please direct any questions about the Code to the Office of Enrollment and Student Success at metess@bu.edu.

The Student Academic Conduct Code should be read in its entirety on the Metropolitan College website at:

<https://www.bu.edu/met/current-students/academic-policies-procedures>



Here you'll find BU's academic policies, covering everything from registration and full-time enrollment to academic conduct, intra-University transfer, and more. This page also includes links to Metropolitan College academic procedures, as well as important student resources that are available online for your convenience.

Academic Conduct Code

All students entering Boston University are expected to maintain high standards of academic honesty and integrity. It is the responsibility of every student to be aware of the [Academic Conduct Code's](#) contents and to abide by its provisions. The Academic Conduct

Technology Resources & Support

Andrew Abrahamson

Assistant Director - Met ETI

Mike Graziano

Educational Tech Support Specialist - Met IT

Finding Your Blackboard Sites

Check for your site at <http://learn.bu.edu>

BOSTON UNIVERSITY

Courses [Course Catalog](#)

Search your courses Terms: Fall 2024 Filters: All courses 25 items per page

71 results **Fall 2024**

- 24fallmetad719_a1
AD-719A1: 2024 Fall [Chee] Original Course View
Private · Available on Sep 2, 2024 | [Multiple Instructors](#) | More info
- 24fallmetad508_a3
AD508 A3 AD Internship I (Fall 2024) Original Course View
Private | Andrew Abrahamson | More info
- 24fallmetad540_a1
AD540 A1 Project Management for the Built Environment and Infrastructure Development (Fall 2024) Original Course ...
Private | [Multiple Instructors](#) | More info
- 24fallmetad571_m
AD571 __M Business Analytics Foundations (Fall 2024) Original Course View
Private · Available on Sep 2, 2024 | [Multiple Instructors](#) | More info

Blackboard Site Prep Basics

The screenshot displays the Blackboard Site Prep interface for a course titled "MET Fall 2024 Model Site (Min)". The interface includes a left-hand navigation menu, a top header area, and a main content area. Four red boxes with white numbers (1, 2, 3, 4) highlight specific features:

- 1**: The "Edit Mode" toggle switch, which is currently set to "ON".
- 2**: A red-bordered rectangular box in the main content area, likely representing a placeholder for a new item or content.
- 3**: The "Syllabus" link in the top header area, which is highlighted with a red box.
- 4**: The "Course is unavailable to students" message in the top header area, which is highlighted with a red box.

The left-hand navigation menu includes the following items:

- MET Fall 2024 Model Site (Min)
- Syllabus
- Zoom Live Classroom
- Zoom Recording Library
- Zoom Activity
- My Grades
- Help
- Course Management
 - Control Panel
 - Content Collection
 - Course Tools
 - Evaluation
 - Grade Center
 - Users and Groups
 - Customization
 - Packages and Utilities

The top header area displays the course title "MET Fall 2024 Model Site (Min)", the status message "(Course is unavailable to students)", the "Syllabus" link, and the "Edit Mode" toggle switch.

The main content area shows the "Metropolitan College Syllabus Template" with the availability message "Availability: Item is hidden from students."

Populating Your Blackboard Site

Option 1: Manual

- Build within site and upload local documents

Option 2: Course Content Tool

- Copy from your previous offering
- Link in Help in your Bb site

Option 3: MET Technology Support

- Copying content from
 - Online or another from faculty member
 - Combined Sections (i.e. 'Meets With')
 - High section count offerings
- Ask academic department or the course coordinator
- Email metit@bu.edu
 - From your BU email address
 - Section you will be teaching
 - Section site to copy the from
 - Any specific instructions

Zoom at MET

MET Fall 2020 Model Site

- My Courses
- Announcements
- Syllabus
- Assignments
- Assessments
- Content (by Week)
- Discussion Forum
- Zoom Live Classroom
- Zoom Recording Library
- Zoom Attendance
- Teams and Groups
- External Email
- My Grades
- Help

Zoom Live Classroom

Launch Meeting

The Launch Meeting button above will bring you into a Zoom meeting for:

Click the images below for instructions:

Zoom Recording Library

Date	Recording for 20sum1metcs782sc1	Show Recordings to Students
Thu, 30 Jul 2020	Week One Lecture ✓	<input checked="" type="checkbox"/>
Thu, 23 Jul 2020	Click here for Recording with speaker view ✓	<input type="checkbox"/>
Thu, 16 Jul 2020	Click here for Recording with speaker view ✓	<input checked="" type="checkbox"/>
Thu, 09 Jul 2020	Click here for Recording with speaker view ✓	<input checked="" type="checkbox"/>

Attendance by Session

Zoom Attendance Recorded for 20sum1metcs782sc1

Start Time	Attendance	Duration	
Thu, 06 Aug 2020 17:50:24	19	03:16:22	Full Attendee List
Thu, 30 Jul 2020 17:57:28	15	01:41:49	Full Attendee List
Thu, 23 Jul 2020 17:57:32	16	02:33:20	Full Attendee List
Thu, 16 Jul 2020 17:57:15	14	02:27:30	Full Attendee List
Thu, 09 Jul 2020 17:34:26	17	02:43:51	Full Attendee List
Thu, 02 Jul 2020 17:54:33	15	02:05:20	Full Attendee List
Thu, 25 Jun 2020 17:57:24	15	02:17:48	Full Attendee List
Thu, 18 Jun 2020 17:54:14	15	02:19:30	Full Attendee List
Thu, 11 Jun 2020 19:03:17	13	02:21:31	Full Attendee List
Thu, 04 Jun 2020 17:54:29	16	02:37:05	Full Attendee List
Thu, 28 May 2020 17:54:53	19	02:56:55	Full Attendee List
Thu, 21 May 2020 17:57:48	19	02:32:29	Full Attendee List

Support Path – [metit@bu.edu]

MET IT

- Hardware Requests, Virtual Labs, Shared Drives.....
- *Ticket Routing*

MET ETI (via eLive Services)

- Special case course site content copy and site creations
- Blackboard course site specific issues

Central IT

- Account Creation and Configuration
- Platform level issues
- University Level Resources

BU Virtual (formerly the Office of Distance Education [ODE])

- 'O' section sites
- Online course site content updates and support

Quick Question?

Drop in Q&A sessions for Blackboard and Zoom available daily.

Mon, Tues, Wed, Thurs 4:00-5:00
Friday 11:00-Noon

Training Schedule Link:

<http://bu.edu/metit/info-center/training-sessions/>

Zoom Meeting Link:

<https://bu-metcollege.zoom.us/j/99193144840?pwd=ZXVKR3hRS2lSSjgzWGhGOUFVdWt3QT09>

MET IT Introduction

- **Team Composition**

- 7 Full Time Staff
- ~10 Student Technicians

- **Location**

- 1010 Commonwealth Avenue, 1st Floor, West Suite

- **Hours of Operation**

- Monday – Friday: 9:00 AM to 9:00 PM (on-site)
- Saturday: 9:00 AM to 5:00 PM (on-site)
- Sunday: 9:00 AM to 5:00 PM (remote)

- **Requesting Help**

- Phone Number: 617-358-5401 (8-5401)
- E-mail: metit@bu.edu
- Help Request Forms

MET IT Service Highlights

- **Blackboard Support**
 - Work closely with MET ETI to support basic issues
- **Classroom Support**
 - Handle AV equipment in MET proprietary spaces
- **Handwriting Capture**
 - Variety of devices for capturing handwriting digitally
- **Media Studio**
 - Create high quality instructional videos
- **Virtual Laboratory**
 - Virtual desktop with software for students
- Main Website: <https://www.bu.edu/metit>

MET IT 2024 Recommendations

- **MyBU Knowledge Sessions**

- Sign up at <https://sites.bu.edu/sisrenewal/training-resources/>
- Dates:
 - Wednesday, August 28 (9:00 AM to 10:00 AM)
 - Tuesday, September 3 (12:00 PM to 1:00 PM)
 - Friday, September 6 (10:00 AM to 11:00 AM)
 - Monday, September 9 (11:00 AM to 12:00 PM)
 - Thursday, September 12 (3:00 PM to 4:00 PM)

- **BU Wireless Network Changes**

- Retirement of old 802.1x network
- Replaced with eduroam wireless network
- Instructions for connection:
<https://www.bu.edu/tech/services/infrastructure/networks/wireless/eduroam/>

Faculty Resources

Corinne Griffiths

Assistant Dean of Faculty Actions

cgriff@bu.edu, 617-358-2197

Emily Balch

Manager of Academic Programs

embalch@bu.edu, 617-358-2397

Faculty Resources

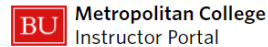
- First Steps
- Essential Websites
- Important Deadlines
- Meeting Spaces
- Printing Services
- Course Evaluations
- Final Exams
- How to Get Help

First Steps:

- I-9 Verification with HR
 - Section 1 - completed electronically.
 - Section 2 - document verification remotely with HR.
- Email Set Up with IS&T
 - Process initialized electronically with link from onboarding email.
- Return Teaching Assignment Letter to Dean's Office
- Finalize Course Syllabus and submit to Dean's Office
- Populate Your Blackboard Site
- Find Your Classroom
 - <https://www.bu.edu/classrooms/find-a-classroom/>

Next Steps: Review Essential Websites

MET Instructor Portal



[Home](#) [Resources & FAQs](#) [Contact Us](#) [Join Us! Fall 2023 Orientation](#)

Welcome to the Metropolitan College faculty community!

Let's get started.

First Steps: Onboarding Information

To initiate the onboarding process we will need the following:

- [Part Time Appointment Form](#) +
- [SSN Submission to Payroll](#) +
- [3 Letters of Recommendation](#) +

Upcoming Dates →

28
AUG [New Faculty Orientation](#)

5
SEP [Classes Begin](#)



Faculty Resources

New Faculty Checklist

+

Returning Faculty Checklist

+

**BU Login & Kerberos
Password**

+

Teaching & Learning

+

FACULTY & STAFF

Committees & Meetings

Faculty Resources

Academic Policies &
Procedures

Administrative Procedures

BU Login Email Account

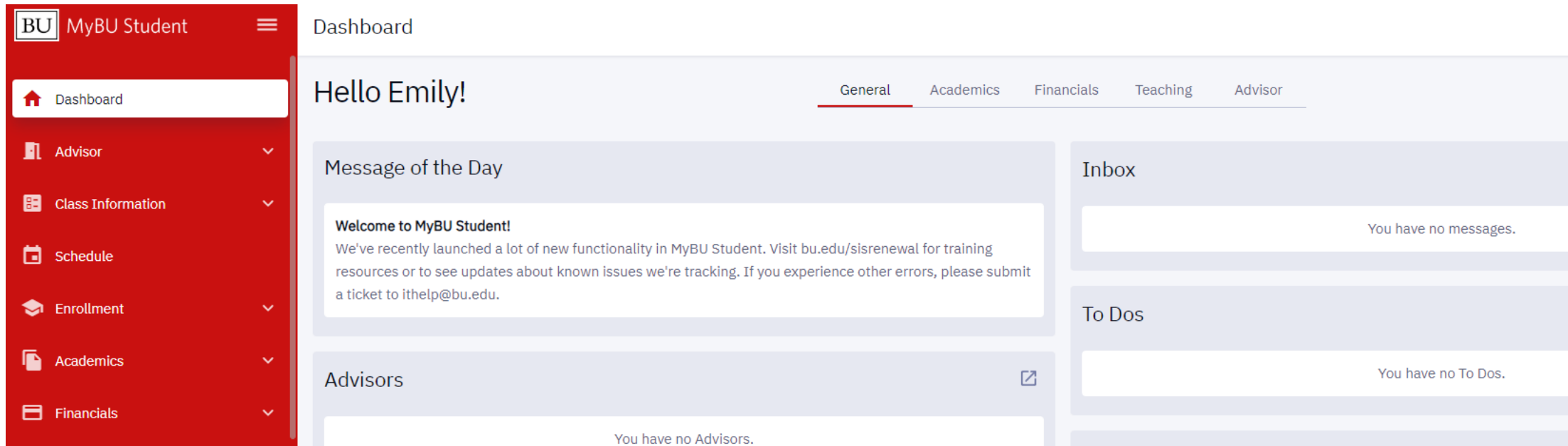
Classroom Resources

Faculty Forums & Webinars

Handbooks & Guides

Essential Websites

- MyBU Student: <https://mybustudent.bu.edu/>



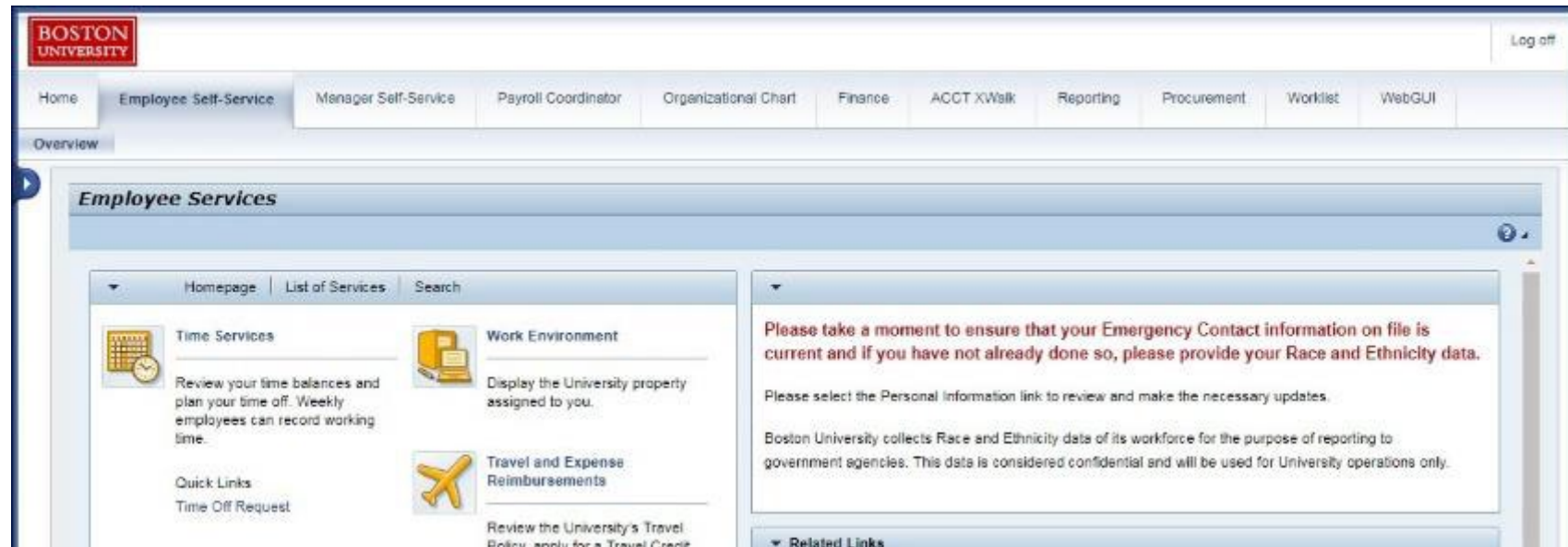
Register for a faculty training session on MyBU Student:
<https://sites.bu.edu/sisrenewal/training-resources/faculty-resources/>

Essential Websites

BU Works (<https://ppo.buw.bu.edu/>)

Update your personal information:

- Personal profile (emergency contact information)
- Office Address (classroom address)
- BU Alert information



Important Dates – Fall 2024 On-Campus Courses

Classes begin	Tuesday, September 3, 2024
Last day to register/add courses/audit	Monday, September 16, 2024
Last day for 100% refund of tuition	
Last day for 50% refund of tuition	Monday, September 30, 2024
Last day to drop without a “W” grade (all charges remain after this date)	Tuesday, October 8, 2024
Holiday (Indigenous People’s Day), classes suspended	Monday, October 14, 2024
Substitute schedule of classes (Monday schedule)	Tuesday, October 15, 2024
Last day to drop classes with a “W” grade	Tuesday, November 12, 2024
Last Day for Undergraduate Students to Designate a Course as Pass/Fail	
Thanksgiving Recess, classes suspended	Wednesday, November 27 – Sunday, December 1, 2024
Last Day to Officially Take a Leave of Absence or Withdraw	Tuesday, December 3, 2024
Last day of classes	Tuesday, December 10, 2024
Study Period	Wednesday, December 11 – Friday December 13, 2024
Final Exam Period	Monday, December 16 – Friday, December 20, 2024

Meeting Spaces

Pre- or Post-class Office Hours

- Arrange with the Dean's Office

1010 Faculty Shared Workspace

- 1st Floor, East Suite
- Available 9am-6pm Mon-Thur, until 5pm Fri
- Lockers are available to secure your belongings while using the space
 - Please contact the Dean's Office for locker codes.

Other Campus Space (reserve ahead of time):

- BUild Lab
- Library
- GSU

Printing Services

- Copying available on 1st and 5th floors
 - 1st floor: with MET IT, West Side
 - 5th floor: Room 503
- Email files ahead of time for easy pick up
 - metacad@bu.edu

Administering Student Course Evaluations

Students evaluate courses at the end of every semester.

While still in class (typically the last meeting of the semester), students will use personal mobile, tablet, or laptop devices to complete course evaluations online.

Faculty will be able to access their course evaluation results online after the semester ends.

Final Exams

- Final exam blocks are two hours long and are scheduled by the Registrar.
- Exams blocks for evening classes typically match the regular day and time of the class, but daytime class finals often do not.
- Final exams may not be held prior to the final examination period, either during a regular class meeting or on a reading day.
- You can look up your final exam times and locations on MyBU Student at the end of September.

How to Get Help

- **Academic Questions:** check with your department
- **Administrative Questions:** Dean's Office (617-353-3000, metacad@bu.edu)
- **Student Support Questions:** MET Enrollment & Student Success, 617-353-2980, metess@bu.edu, [MET Student Report Form](#))
- **Technology Questions:** MET-IT (617-358-5401, metit@bu.edu)
- **Email/Other IT Help:** IT Help Desk (617-353-HELP, ithelp@bu.edu)
- **Classroom Issues:**
 - Heating/Cooling: Facilities, 617-353-2105
 - Technology: LETS Hotline, 617-353-3227
- **Weather Closings:** Snow line, 617-353-SNOW
- **Emergencies:** Consider calling BU Police Dept first, 617-353-2121

SEIU Local 509

Corinne Griffiths

Assistant Dean of Faculty Actions

cgriff@bu.edu, 617-358-2197

Rachel McCleery

Internal Organizer, SEIU

rmccleery@seiu509.org

SEIU Local 509 at Boston University

- **Part-Time Lecturers** - All part-time faculty members at MA campuses that teach at least one credit-bearing course (including hybrid and blended courses) in a degree granting program, and who are compensated on a per-course basis. *(Excluded: Faculty teaching only online courses, non-degree courses; full-time faculty; visiting or contract faculty; BU staff or administrators, BU graduate students)*
- **Salaried Lecturers** - All lecturers, senior lecturers, and master lecturers who are salaried (whether full-time, part-time, or half-time), and who teach at least one credit-bearing course at the CRC. *(Excluded: MED, Dental, ENG, SAR, Questrom, LAW, SPH, and CELOP)*

Joining or Agency Fees:

All faculty in the collective bargaining unit must elect one of 3 choices:

1. Join the Union
2. Become agency fee payers (non-member)
3. Make a charitable contribution through a written statement submitted to BU Human Resources (Attn: Labor Relations) that payment of Union dues or an agency fee would have an actual or perceived or potential adverse impact on your professional work or outside employment.

Labor Relations Contacts

Judi Burgess

Director of Labor Relations
Boston University

jburgess@bu.edu

www.bu.edu/hr/labor-relations/

Rachel McCleery

Internal Organizer
SEIU

rmccleery@seiu509.org

www.seiu509.org/highered

Janet Bailey

MET Union Steward

jbailey@bu.edu

New Faculty Orientation Fall 2024