



New Faculty Handbook:
RESOURCES FOR SUCCESS

Office of Academic Affairs

7/7/2015

❖ **Academic Affairs**

The largest division of the university which houses all of the academic programs (See organizational chart)

The Office of Academic Affairs webpage is at <http://new.ipfw.edu/offices/oa/>

The major academic units are identified at <http://new.ipfw.edu/academics/units/>

The Academic Officers include the academic deans and division directors, the Vice Chancellor for Academic Affairs (VCAA), and the associate vice chancellors and OAA fellows who report to the VCAA.

<http://www.ipfw.edu/offices/oa/academic-affairs/about/>

A listing of the deans, department heads and the academic business managers is found at <http://new.ipfw.edu/offices/oa/academic-affairs/about/deansanddeptheads/w.pdf>

❖ **Admissions** <http://new.ipfw.edu/admissions/>

Please refer any student who wants to apply for admission to the university to <http://www.ipfw.edu/apply/>

Admission requirements are found at

<http://www.ipfw.edu/admissions/areas/applying/admission-requirements/>

❖ **Advancement, University** <http://new.ipfw.edu/development/>

University Development is the department that coordinates financial donations and gifts to the university. You must contact Advancement prior to approaching a local or national foundation for funding to make sure that multiple or competing requests are not made to the same foundation. You must also contact them prior to engaging in any fundraising activity for the university (see

<http://www.ipfw.edu/offices/development/ways-to-give/forms.html>)

❖ **Advising, Academic** <http://new.ipfw.edu/academics/advising/>

A variety of people provide academic advising at IPFW, including faculty, department and school / college advisors, and advisors from ACCS (Academic Counseling and Career Services) and other specialized student service areas. The IPFW Academic Advising Council is the group on campus responsible for reviewing and recommending changes in advising policies and practices. The responsibilities for students in the academic advising process are identified at <http://www.ipfw.edu/offices/mac/about/student-responsibilities.html> and advisors in the academic advising process are identified at

<http://www.ipfw.edu/offices/mac/about/advisor.html>

The National Academic Advising Association (NACADA) provides a wealth of information about a variety of topics related to advising. Visit their site at <http://www.nacada.ksu.edu/Resources/Clearinghouse.aspx>

Talk with your chair about your role in student advising at IPFW. Resources to assist in evaluating your effectiveness as an advisor can be found at <http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Assessment--evaluation-resource-links-.aspx>

- ❖ **Assessment** <http://new.ipfw.edu/offices/assessment/>
A variety of assessment programs and activities take place at the university. The Office of Assessment provides resources to assist in the assessment process.
 - ❖ **Awards (Faculty)** <http://www.ipfw.edu/offices/celt/grants-fellowships-and-awards/>
Awards for excellence in teaching, research and advising are given each year. Calls for applications will be sent out early in the Spring semester.
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- ❖ **Baccalaureate Framework**

The IPFW Baccalaureate Framework identifies that students who earn a baccalaureate degree at IPFW will be able to apply their knowledge to the needs of an increasingly diverse, complex, and dynamic world. To that end, IPFW continually develops and enhances curricula and educational experiences that provide all students with a holistic and integrative education.

The IPFW faculty has identified six foundations of baccalaureate education: Acquisition of Knowledge, Application of Knowledge, Personal and Professional Values, A Sense of Community, Critical Thinking and Problem Solving, and Communication. The Baccalaureate Framework provides a structure for curriculum and assessment at IPFW.

<http://new.ipfw.edu/academics/programs/baccalaureate-framework.html>

- ❖ **Blackboard** <https://ipfw.blackboard.com/>
Blackboard Learn is a virtual learning environment and course management system. It's a Web-based server which features course management, customizable open architecture, collaboration tools, and more.

Blackboard training is available through ITS
<https://www.ipfw.edu/training/blackboard-learn/>

- ❖ **Bookstore**
Follett's Bookstore is located on the first and second floor of Walb Student Union. Contact your department clerical staff for your department policies related to ordering textbooks. Faculty hoods for commencement may also be rented through Follett's.

Also see

<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?storeId=10185>

- ❖ **Bulletins** <http://new.ipfw.edu/bulletins/>
The on-line bulletins contain critical information about university policies, programs and degrees.
 - ❖ **Bursar** <http://www.ipfw.edu/offices/bursar/>
The IPFW Bursar's office is located on the ground floor of Kettler Hall and is responsible for student tuition and fees billing, account receivables and distribution of student financial aid (also see Financial Aid).
 - ❖ **Business Cards** <http://www.ipfw.edu/offices/printing/order/>
Ask your chair or department clerical staff about your department's policy related to ordering business cards. If they ask you to directly order them online, go to the above link. You will need your department's fund and cost center account numbers.
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- ❖ **Cable Access TV** <http://www.catv-ipfw.org/home.htm>
Operated by Indiana University-Purdue University Fort Wayne, CATV 5 is one of five cable access channels on the [Comcast Cable System](#) serving Fort Wayne and Allen County, Indiana. CATV 5 serves as the higher education cable access channel and uses television to provide higher education opportunities for area residents.
 - ❖ **Calendars** <http://new.ipfw.edu/calendar/>
The academic, student life, sports, Walb Student Union, VPA, and Alumni Relations calendars are available at this website.
 - ❖ **CASA (Center for Academic Support and Advancement)**
<http://new.ipfw.edu/casa/>
Provides a variety of services in support of student academic success, including academic skills counseling and workshops, supplemental instruction, tutoring, writing assistance, math testing, and free technology short courses.
 - ❖ **CELT (Center for Enhancement of Teaching and Learning)**
<http://www.ipfw.edu/celt/>
CELT enhances the teaching and learning environment by providing a single "front door" to the variety of resource providers required in order to teach in today's classroom. CELT has three major service components: faculty development, support for teaching with technology, and media production.

1. Faculty Development

- Workshops <http://ipfw.edu/offices/celt/workshops/>
- Conferences <http://ipfw.edu/offices/celt/conferences/>
- Teaching Consultations <http://ipfw.edu/offices/celt/request-for-services/>
- Teaching Resources <http://ipfw.edu/offices/celt/teaching-resources/>
- Teaching Fellowships <http://www.ipfw.edu/offices/celt/grants-fellowships-and-awards/>
- Test Scoring and Data Analysis <http://www.ipfw.edu/offices/celt/quick-links/test-scoring-and-data-analysis.html>

2. Support for Teaching With Technology

- Teaching with Technology <http://www.ipfw.edu/offices/celt/teaching-with-technology/instructional-software.html>

3. Media Production

- Digitizing Media <http://www.ipfw.edu/offices/celt/digitizing-media.html>

❖ **Centers of Excellence** <https://www.ipfw.edu/departments/coas/coe/>

The purpose of the Centers of Excellence Program is to recognize and advance faculty expertise; engage undergraduate and graduate students in experiential learning opportunities through service and research; market those capabilities to the public, private, and not-for-profit sectors; provide opportunities to integrate teaching, research, and service; encourage multidisciplinary collaboration, and; facilitate the administration of externally supported projects. Visit the website to see if your research or service interests align with those of any of the centers.

❖ **Center for Women and Returning Adults** <http://new.ipfw.edu/cwra/>

The Center for Women & Returning Adults (CWRA) serves as an advocate for women and non-traditional students by providing academic, financial and personal assistance while simultaneously familiarizing them with the network of services available on campus or in the community.

❖ **Child Care Center** <http://www.ipfw.edu/childcar/>

The Learning Community provides early education for children ages 6 weeks through 12 years. Full and part-time care is available for children in our community. Faculty, staff and students of Indiana University-Purdue University Fort Wayne (IPFW) can enroll their children for hourly care while they teach or attend classes.

2041 Reed Road
Fort Wayne, Indiana, 46815 Phone:
(260) 424-8852
Fax: (260) 424-8851
info@tlckidsfirst.com

- ❖ **Collegiate Connection** <http://new.ipfw.edu/collegiate-connection/>
The IPFW program that allows high school students to earn college credits.
- ❖ **Commencement** <http://new.ipfw.edu/commencement/>
Faculty are encouraged to show support for our graduating students by attending Commencement, held once per year on the evening of the second Wednesday of May. Rented faculty gowns are provided by the university for those without their own. Hoods may be rented from the Follett's Bookstore. You will receive information each Spring about commencement and garb from the Academic Ceremonies Coordinator. Make sure your students remember to register for commencement at <http://www.ipfw.edu/offices/commencement/graduates/apply.html>.
- ❖ **Computer Assistance** <http://www.ipfw.edu/its/>
You can obtain assistance with technical problems associated with your computer or the network by calling the Help Desk at 260-481-6030. Information about **short courses in computer skills** offered at the university for faculty and staff can be found at <http://new.ipfw.edu/training/index.html>.
- ❖ **Continuing Studies** <http://new.ipfw.edu/dcs/>
The Division of Continuing Studies coordinates Weekend College, off-campus credit courses, distance learning courses, the General Studies degree programs, personal and professional continuing education courses, educational travel courses, and the small business development center.
 - Distance Learning Grant Applications
<http://www.ipfw.edu/offices/celt/grants-fellowships-and-awards/index.html>
- ❖ **Cooperative Education** <http://www.ipfw.edu/co-op/>
Co-op is short for cooperative education, a nationally recognized academic training program that involves partnerships between students, employers, and IPFW. This academic enhancement program gives students the opportunity to explore how classroom theory relates to actual employment opportunities, while remaining an IPFW student.
- ❖ **Copyright Information** <http://guides.library.ipfw.edu/content.php?pid=324192>

The IPFW Helmke Library provides assistance with copyright issues in teaching and in scholarly publishing. On campus, contact Cheryl Truesdell, Helmke Library Dean, truesdel@ipfw.edu.

- ❖ **Dean of Students, Office of the** <http://new.ipfw.edu/dean/>
The office of the dean of students provides assistance with: advising students of their rights and responsibilities; representing students in the student complaint process; handling student conduct problems; guiding students in the grade appeal process, and providing resources for personal counseling for students. The Office also oversees the operations of Services for Students with Disabilities (SSD) and the Center for Women and Returning Adults (CWRA) and advises Student Government.
- ❖ **Dental Clinic** <http://new.ipfw.edu/dental-clinic/>
The dental clinic offers services provided by dental hygiene students. Patients of all ages are welcome, but appointments are required. Call 260-481-6575 for prices and an appointment.
- ❖ **Disabilities, Office of Services for Students With (SSD)** <http://new.ipfw.edu/ssd/>
The Office of Services for Students with Disabilities provides assistance for students with a documented special need. Faculty will be informed by the office of students who may be in their classes that require accommodations. Faculty may also consult with the staff of SSD about particular student situations.
- ❖ **Discrimination (Also see Institutional Equity)**
IPFW is committed to addressing discrimination complaints promptly and consistently, using procedures that are effective and fair, and to resolving complaints at the lowest organization level whenever possible. Persons who feel they have been discriminated against should bring their complaints to the attention of their department head or supervisor, or seek assistance from the Director of Institutional Equity or Human Resources.
 - Non-Discrimination Policy:
http://www.purdue.edu/policies/pages/human_resources/nondisc_pol.html
 - Anti-Harassment Policy:
<http://www.purdue.edu/policies/ethics/iic1.html>
 - Procedures for Resolving Complaints of Discrimination and Harassment:
<http://www.purdue.edu/policies/index.html>

- ❖ **Distance Learning Guide for Students** <http://new.ipfw.edu/dcs/>
This guide was developed by the Division of Continuing Studies to assist students who are taking distance learning courses.
 - ❖ **Diversity and Multicultural Affairs, Office of** <http://new.ipfw.edu/odma/>
The Office of Diversity and Multicultural Affairs provides support for the success of non-majority students at IPFW through a variety of programs and services.
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- ❖ **Emergency Procedures Handbook (Police and Safety)**
<http://new.ipfw.edu/offices/police/emergency/handbook.html>
 - ❖ **Events** <http://new.ipfw.edu/calendar/>
This website provides a calendar of campus events.
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- ❖ **Films and Videos, How to Order** <http://www.ipfw.edu/offices/celt/using-video.html>
- ❖ **Final Exam Policies**
http://bulletin.ipfw.edu/content.php?catoid=1&navoid=10#acad_regu_10
- ❖ **Financial Aid** <http://new.ipfw.edu/financial/>
Refer students to the Financial Aid Office for resources to help them pay for school.

Students who require immediate but small amounts of money to assist them due to emergency circumstances can be helped through the Brown Ink Society at <http://www.ipfw.edu/microsites/university-archives/encyclopedia/?id=25524c59-39df-4a6b-a9cc-3fc23991b71b&prevScreen=letter%3Db>.

- ❖ **Food and Beverages (for meetings and special events)**
The university limits the occasions when department funds can be used to supply food or beverages. Please refer to <http://www.acct.ipfw.edu/hospitality/index.htm>.
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- ❖ **Health and Wellness** <http://new.ipfw.edu/health/>
IPFW offers several resources for promoting and maintaining your health and wellness and that of your students.

- IPFW Parkview Health and Wellness Clinic
<http://new.ipfw.edu/clinic/> Provides health screening, education and treatment for minor illnesses.
 - Personal Counseling for Students
<http://new.ipfw.edu/affiliates/assistance/index.html>
 - Personal Counseling for Faculty and Staff (Employee Assistance Program)
<http://new.ipfw.edu/affiliates/assistance/facultystaff/>
 - IPFW Wellness Programs <http://new.ipfw.edu/wellness/>
 - ❖ **Help Desk 260-481-6030**
Call the Help Desk for assistance with information technology.
 - ❖ **Honors Program** <http://new.ipfw.edu/honors/>
The Honors Program (LB 201) is an undergraduate certificate program that seeks to create learning opportunities and an environment of intellectual excitement and discovery through enriched courses of study and activities within a learning community. Honors courses supplement and enrich studies in any academic major.
 - ❖ **Housing (Student)** <http://ipfwstudenthousing.com/>
The Waterfield Student Housing is located across Crescent Avenue and is connected to the campus via a beautiful bridge.
 - ❖ **Human Resources** <http://new.ipfw.edu/hr/>
Located on the ground floor of Kettler Hall, the office of Human Resources is involved in all areas of hiring, personnel actions, and benefits.
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- ❖ **Information Technology Services**
You can obtain assistance with technical problems associated with your computer or the network by calling the Help Desk at 16030. See also Computer Assistance and CELT.
 - Student Multi Media Lab (Studio M) <http://www.ipfw.edu/studiom/>
 - ❖ **Institutional Equity, Office of (IE) - formally known as the Office of Equal Opportunity and Affirmative Action (EO/AA)**
<http://www.ipfw.edu/eoaa/>

IPFW is strongly committed to providing all students and employees with fair and equal treatment in a diverse and inclusive environment free of discrimination and harassment. The Office of Institutional Equity provides leadership to the IPFW community in upholding those practices and policies consistent with this commitment and with state and federal laws regarding equal access, equal employment and educational opportunity for all persons regardless of age, race, religion, national origin or ancestry, color, gender, disability, sexual orientation, marital status or parental status. Also see **Discrimination**.

- ❖ **Institutional Research, Office of** <http://new.ipfw.edu/ir/>
The Office of Institutional Research is part of the Office of Academic Affairs and is responsible for providing data about the university to internal and external stakeholders. A variety of statistical reports about the university, the university organization chart, and information about department and university accreditation can be found at the IR website.
- ❖ **International Education, Office of** <http://new.ipfw.edu/iss/>
The Office International Education serves as the initial contact for all students from abroad and remains a point of reference during their years on campus. Services include assistance with admission, advising, and information about immigration protocols.
- ❖ **IU Faculty Handbook** <http://www.indiana.edu/~iulfc/IULibFacHandbook.pdf>

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- ❖ **Learning Commons** <http://www.ipfw.edu/learning-commons/>

Note: Follow news and timeline of the Library's 2015-2016 renovation at www.ipfw.edu/libraryrefresh

The IPFW Learning Commons, on the second floor of the Library, brings together multiple campus partners with a mission to foster academic success at IPFW, from a student's first year through graduation.

The Honors Program Center is also resident in the Learning Commons.

- ❖ **Library (Walter E. Helmke Library)** <http://library.ipfw.edu/>

Note: Follow news and timeline of the Library's 2015-2016 renovation at www.ipfw.edu/libraryrefresh.

IPFW faculty will find excellent services and quality collections at Walter E. Helmke Library (260-481-6512). Subject librarians offer research consulting and information literacy instruction in collaboration with faculty teaching goals. The

library provides 24/7 access to a vast array of scholarly information through our electronic collections and databases.

- Services for Faculty
<http://guides.library.ipfw.edu/content.php?pid=325794&sid=2666247>
- Document Delivery <http://www.library.ipfw.edu/find/document-delivery-services/> Request materials not owned by the Helmke Library
- E-Journal/E-Book Finder
<http://wa7ca4kh8d.search.serialssolutions.com/> Index to the library's electronic collections
- Find Your Librarian <http://library.ipfw.edu/about/people/subject-librarians.html> Contact information for department liaison librarians
- Find Resources <http://guides.library.ipfw.edu/a-z> Online directory of the library's databases and other research resources

Opus: Research & Creativity at IPFW (<http://opus.ipfw.edu/>) IPFW's open-access institutional repository of faculty and student scholarship and creative accomplishments.

- ReservesEXpress (<http://www.library.ipfw.edu/find/reservesexpress/>) Course reserve service for of supplementary physical course materials for students assigned by faculty.

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- ❖ **Maps of the Campus** <http://new.ipfw.edu/campus/maps/>
 - ❖ **Medicine, School of** <http://fortwayne.medicine.iu.edu/>
IPFW is home to one of the regional programs of the IU School of Medicine.
 - ❖ **My IPFW** <https://my.ipfw.edu/>
myIPFW is a portal system available to the students, faculty, and staff of Indiana University-Purdue University Fort Wayne. The system allows IPFW students to manage course registration and financial aid, update personal information, access web-based email, and connect to online course materials. IPFW faculty and staff can manage network files and access Web-based email and other online systems.
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❖ News and Newspapers

- IPFW Student Newspaper: *The Communicator*
<http://www.ipfwcommunicator.org/>
 - Inside IPFW Archives
<http://archive.constantcontact.com/fs035/1103098668115/archive/1103128865332.html>
 - IPFW in the News <http://www.ipfw.edu/news/in-the-news/>
 - University Relations <http://www.ipfw.edu/urc/>. The department of the university which coordinates the marketing and dissemination of information about the university.
 - *El Mexicano* (news related to the northeast Indiana Hispanic community) <http://elmexicanonews.com/>
 - *Fort Wayne Journal Gazette* (Morning and weekend paper)
<http://www.journalgazette.net/>
 - *Fort Wayne News Sentinel* (Evening paper) <http://www.news-sentinel.com/>
 - *Frost Illustrated* (news related to the northeast Indiana African American Community) <http://www.frostillustrated.com/>
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- ❖ **OnePurdue** <https://erp-portal-prd.itap.purdue.edu/irj/portal>
OnePurdue is the infamous new computerized data system introduced summer 2007 to facilitate access to your personnel and other financial management information.

- ❖ **Opus: Research and Creativity at IPFW** <http://opus.ipfw.edu/>
Opus: Research & Creativity at IPFW supports the university's mission to raise IPFW's national profile through open access to the academic and creative accomplishments of IPFW faculty and students. Opus identifies IPFW's published work and provides access to the full text of that work whenever possible.
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- ❖ **Parking** <http://www.ipfw.edu/about/maps-directions/parking.html>

(See also Maps of the Campus) Parking is free without any need for a parking tag or permit at any “B” parking area on campus. Go to Police and Safety to purchase “A” parking permits or obtain special parking permits. Permits are renewed each year beginning in August.

- ❖ **Physical Plant** <http://new.ipfw.edu/physical-plant/>
The Physical Plant is responsible for maintaining the buildings and grounds of the university. They also administer the university fleet of vehicles and should be contacted via the online request form if you need assistance with moving large items to or from your office.
 - ❖ **Police and Safety** <http://new.ipfw.edu/police/>
 - ❖ **Presentations (Assistance with Materials for)** <http://www.ipfw.edu/urc-design/>
Contact **Publications** for assistance with posters, etc. for professional presentations. Please allow several weeks’ notice.
 - ❖ **Printing** <http://www.ipfw.edu/printserv/>
Printing Services provides a wide variety of printing, collating and distribution options. Ask your department chair or clerical staff about the procedures for obtaining copies and other printed items for your department. Printing Services usually requires a minimum of 24 hours for simple printed items and up to several weeks for complex print work, such as course manuals (See also **Publications**).
 - ❖ **Promotion and Tenure at IPFW**
Administrative activities and information related to promotion and tenure are coordinated through the Office of Academic Affairs. Talk to your chair about your specific department and school / college criteria. Campus documents and policies related to promotion and tenure at IPFW:
<http://www.ipfw.edu/offices/aaa/faculty-affairs/promotion/>
 - ❖ **Publications** <http://www.ipfw.edu/urc-design/>
Publications is a part of University Relations and Communications and serves as the gatekeeper for assuring that all publications related to the university have a professional and consistent message and appearance. If you are designing a brochure, poster, or other work that will be shown to the public and represents the university, please contact Publications for design assistance. University logos, icons, and marks are available at <http://www.ipfw.edu/vault/>.
 - ❖ **Purdue Faculty Handbook** http://www.purdue.edu/faculty_staff_handbook/
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❖ **Reappointment**

The *Guidelines for Reappointment Review* can be found at <http://www.ipfw.edu/offices/oaafaculty-affairs/reappointment/>. Time tables for reappointment can be found within the Guidelines.

❖ **Registrar, Office of the** <http://new.ipfw.edu/registrar/>

The Office of the Registrar is located on the first floor of Kettler. Student transcripts, probations and dismissals, registration and withdrawals, and student information are some of the many areas of responsibility for this department.

Grades are submitted by faculty to the Registrar's office at the end of each semester via OASIS.

❖ **Research Support Services** (Research, Engagement, and Sponsored Programs) <http://www.ipfw.edu/research/>

The office facilitates the procurement of external support through research grants, contracts, and technical assistance agreements; administers internal support for research; and documents and publicizes the scholarly achievements of members of the IPFW community.

➤ Developing a proposal:

<http://new.ipfw.edu/dotAsset/142301.pdf>

➤ Remember the following when developing a funding proposal:

1. Contact RESP for assistance with identifying funding sources.

- Information about requirements for research with **Human Subjects** can be found at <https://www.irb.purdue.edu/>

❖ **Reasonable Accommodations (Faculty, Staff and Students)**

➤ Information related to reasonable accommodations for faculty / staff can be found at <http://new.ipfw.edu/offices/equity/policies/>. Faculty and staff should contact Human Resources to discuss requests for accommodations.

➤ Information related to reasonable accommodations for students is at <http://new.ipfw.edu/disabilities/>. Students should be referred to the Office of Services for Students with Disabilities to discuss accommodations.

❖ **Room Scheduling**

➤ Room scheduling for department courses is arranged by the department with the Registrar's office. Preferences for rooms cannot be guaranteed. The approved class scheduling patterns document as well as other links related to room scheduling can be found at <http://new.ipfw.edu/offices/registrar/index.html>.

➤ Room scheduling for meetings and special events: There are a number of **conference rooms** across campus available for meetings. The room numbers and contact information on scheduling these rooms is located at <https://www.ipfw.edu/offices/special-events/indoorvenues/conferencerooms.html>. Rooms at **Walb Student Union** can be found at <https://www.ipfw.edu/offices/special-events/walb-union/>.

❖ **Sabbaticals**

IPFW's mission includes the search for new knowledge, excellent teaching, and service to the university, profession, and community. In order to maintain and continue the high level of academic excellence necessary to support this mission, it is important for the faculty to periodically update and strengthen their professional skills. A sound program of sabbatical leaves is thus of vital importance to the University in that it provides for this continued professional growth and new or renewed intellectual achievement through significant study, research, and writing that cannot easily be done while engaged in the ongoing duties of a faculty member (SD 06-14).

A call for sabbatical applications for the following academic year takes place early each Fall semester. Documents related to sabbatical leaves (Guidelines, policy, application and report template) can be found at <http://www.ipfw.edu/offices/oa/academic-affairs/sabbaticalleave/>.

❖ **Schedule of Classes**

The electronic schedule of classes is available at https://prodoasis.ipfw.edu/pls/PROD/xhwschedule.P_SelectSubject.

❖ **Security**

To receive campus alerts via email or phone, log onto <https://my.ipfw.edu/>. From your account you can access the 'Alert Info' tab. By filling out your contact information you will receive alerts of campus situations that may impact you.

❖ **Senate, Fort Wayne (IPFW)** <http://new.ipfw.edu/senate/>

Senate meetings are open to all faculty members. See the web page for meeting dates, agendas and minutes.

❖ **Service Learning** <http://new.ipfw.edu/service-learning/>

Resources for integrating service-learning into your course are available through this department.

❖ **Strategic Plan**

Plan 2020: The 2014-2020 IPFW Strategic Plan was developed as the successor to *Strategies for Excellence: The IPFW Strategic Plan, 2008-2014*. It

refines IPFW's mission, values, and vision and focuses the university's energies around four major goals. <http://new.ipfw.edu/about/strategic-plan/>.

❖ **Student Affairs** <http://new.ipfw.edu/vcsa/>

Student Affairs is led by the Vice Chancellor for Student Affairs and offers a variety of resources that enhance the educational experience of students through assistance with academic and personal challenges and provision of an engaging student environment.

❖ **Student Research and Creative Endeavor Symposium**

Annual poster symposium highlighting student work in all disciplines.

http://opus.ipfw.edu/stu_symp2015/

❖ **Testing Services:**

➤ **Exam Scoring and Psychometrics**

<http://new.ipfw.edu/offices/celt/quick-links/test-scoring-and-data-analysis.html>

➤ **Student Placement Testing**

<http://new.ipfw.edu/offices/testing/placement/>

❖ **Travel**

Please discuss and gain approval for any potential need to travel for university business (to attend / present at conferences; attend professional meetings, etc.) with your chair well in advance of the travel date. Financial coverage for professional travel expenses as well as the leave required for the travel are at the discretion of the department chair and subject to any departmental, school or university policies pertaining to travel. See the university policy related to travel at <http://www.ipfw.edu/offices/accounting/travel/index.html>.

➤ Out-of-state travel affiliated with university business requires completion of Accounting Form 17, found at

https://spa2010.itap.purdue.edu/Business/busforms/Pages/department.aspx?Paged=TRUE&p_SortBehavior=0&p_ID=114&PageFirstRow=101∓&View=%7b3A9B0B84-5576-42F3-9A07-43702D0C4D2B%7d%20%20

which must be signed by your chair. You should submit a Form 17 even if your travel expenses are being paid for by an external funder (make note of this on the form) as the approval of the form also extends university travel insurance coverage. The unit clerical staff can assist you in completing this form and helping with travel arrangements. If approved, conference registrations and airfare can be prepaid by the university. Receipts are required for reimbursement of travel expenses with the exception of meals, which are paid according to the current per diem policy.

➤ Expenses for approved travel within the state do not require Form 17 (except in special circumstances) and reimbursements are made according to the costs approved by the chair with the submission of the appropriate receipts.

❖ **Writing Center** <http://www.ipfw.edu/writing/>

The mission of the IPFW Writing Center is to help writers learn to use language more effectively, produce clear writing appropriate to their purposes and audiences, and develop positive attitudes about writing and about themselves as writers.