



# Chapman University

Faculty Resource Guide

Academic Year 2018/2019

# Faculty Resource Guide, 2018-2019

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# Office of Institutional Effectiveness & Faculty Affairs



## Joseph M. Slowensky, MFA

Vice Provost, for Institutional Effectiveness and Faculty Affairs  
WASC Accreditation Liaison Officer  
Professor, Film Production & Screenwriting  
[slowensky@chapman.edu](mailto:slowensky@chapman.edu) / (714) 744-7882

## Christopher J. Roach, MA

Administrative Assistant to the Vice Provost  
[croach@chapman.edu](mailto:croach@chapman.edu) / (714) 628-2719

The Office of Institutional Effectiveness and Faculty Affairs is responsible for the following:

### **Accreditation and Assessment**

Director:	Paul Kang, Ph.D.	Administrative Assistant:	Rebekah Guerra
Telephone:	(714) 516-7156	Telephone:	(714)516-7154
Email:	<a href="mailto:pkang@chapman.edu">pkang@chapman.edu</a>	Email:	<a href="mailto:rguerra@chapman.edu">rguerra@chapman.edu</a>

The Office of Accreditation and Assessment (OAA) supports programs and colleges in developing and implementing assessment plans, and oversees the 5-year program review process. The results of the program review inform institutional planning, budgeting, and decision-making. The OAA also provides support and consultation for assessment of general education and accreditation of professional schools and programs. Finally, the OAA serves as a liaison to the Western Association of Schools and Colleges (WASC) Senior College and University Commission and guides Chapman University in meeting their accreditation requirements.

### **Diversity and Inclusion**

Director:	Erin Pullin, MSOD	Administrative Coordinator:	Kara Ward
Telephone:	(714) 628-2821	Telephone:	(714)628-2720
Email:	<a href="mailto:pullin@chapman.edu">pullin@chapman.edu</a>	Email:	<a href="mailto:KaraWard@chapman.edu">KaraWard@chapman.edu</a>

Provides direction to university efforts in cultivating an inclusive academic curriculum, promoting equity and access in recruitment and retention, and developing meaningful outreach programs and partnerships with our diverse local communities. The Office of Diversity and Inclusion develops and maintains Chapman University's Strategic Plan for Diversity and Inclusion as well as sponsors the Chapman Diversity Project (CDP). CDP brings students, staff, faculty, administrators, and trustees together for meaningful dialogue focused on developing strategic priorities and recommendations for diversity and inclusion at Chapman. For more information visit our website at <https://www.chapman.edu/diversity/index.aspx>

### **Faculty Affairs and the Marvin W. Meyer Faculty Athenaeum**

Director:	Eileen Besner, MSHR
Telephone:	(714) 997-6544
Email:	<a href="mailto:besner@chapman.edu">besner@chapman.edu</a>
Coordinator:	Justin Ringor, Faculty Affairs
Telephone:	(714) 628-2759
Email:	<a href="mailto:ringor@chapman.edu">ringor@chapman.edu</a>
Coordinator:	Alexa Nunez, Faculty Affairs
Telephone:	(714) 628-7343
Email:	<a href="mailto:anunez@chapman.edu">anunez@chapman.edu</a>



Event Assistant: Heidi Lasky, Marvin W. Meyer Faculty Athenaeum  
Telephone: (714) 628-7343  
Email: [lasky@chapman.edu](mailto:lasky@chapman.edu)

Supports the faculty search process, hiring, contracts, new faculty orientation, VISA assistance, policy clarity, annual report process, critical year/tenure/promotion ePortfolio process, online faculty directory, sabbatical/development leave process, courtesy appointments, faculty records management, and faculty governance support. The Office of Faculty Affairs (OFA) provides workshops, information sharing, reporting, training, search committee support, as well as peer and administration evaluation coordination. Faculty members are welcome to review their academic files in the OFA, Memorial Hall 212, or to request clarification on the Faculty Manual or academic policies. We can also assist with questions regarding the various evaluation processes, other general questions, and connect you to available resources on campus to best assist you. OFA is responsible for the Marvin W. Meyer Faculty Athenaeum (see following page for more details). For more information visit our website at <https://www.chapman.edu/faculty-staff/faculty/index.aspx>

### **Institutional Research (CIRO)**

Director: Marisol Arredondo Samson, Ph.D.  
Telephone: (714) 628-7339  
Email: [arredond@chapman.edu](mailto:arredond@chapman.edu)

Assistant Director: Robert Pankey  
Telephone: (714) 997-6767  
Email: [rpankey@chapman.edu](mailto:rpankey@chapman.edu)

Senior Analyst: Carlos Lopez, Ph.D.  
Telephone: (714) 997-6767  
Email: [rpankey@chapman.edu](mailto:rpankey@chapman.edu)

Chapman's Institutional Research Office, also known as CIRO, is the official source of university data. CIRO serves the Chapman community by conducting, coordinating, organizing, analyzing, interpreting and disseminating institutional research in support of institutional effectiveness, planning, policy formulation, and decision-making. Specifically, the office responds to internal and external data requests (including federal reporting) and coordinates and analyzes institutional-level survey research. For more information visit our website at <https://www.chapman.edu/about/facts-history/institutional-research/index.aspx>

### **Institute for Excellence in Teaching and Learning (IETL)**

Administrative Coordinator: Kara Ward  
Email: [KaraWard@chapman.edu](mailto:KaraWard@chapman.edu)  
Telephone: (714) 628-2720

The mission of the *Institute for Excellence in Teaching and Learning (IETL)* is to promote the value and practice of excellent teaching that facilitates student learning. Established in 2013 and advised by faculty from all academic units on the Orange and Rinker campuses, the IETL provides faculty professional development, teaching support, and consultation services. (See following page for more details.) For more information visit our website at <https://www.chapman.edu/faculty-staff/faculty/institute-excellence-teaching/index.aspx>

# Institute for Excellence in Teaching and Learning



**Administrative Coordinator:** Kara Ward  
**Email:** [KaraWard@chapman.edu](mailto:KaraWard@chapman.edu)  
**Telephone:** (714)628-2720

**IETL Office Email:** [IETL@chapman.edu](mailto:IETL@chapman.edu)  
**Telephone:** (714) 628-2720  
**Location:** Beckman Hall 109

**Website:** <http://www.chapman.edu/IETL>

**Blackboard site:** Login with your Chapman credentials. Select “Teaching Resources from the IETL” in the My Organizations section on your Landing Page.

The mission of the *Institute for Excellence in Teaching and Learning (IETL)* is to promote the value and practice of excellent teaching that facilitates student learning. Established in 2013 and advised by faculty from all academic units on the Orange and Rinker campuses, the IETL provides faculty professional development, teaching support, and consultation services.

The *Institute for Excellence in Teaching and Learning* offers

- Support and assistance in identifying and developing innovative models of excellent instruction through a variety of professional development workshops, conferences, small groups, and online and print resources.
- IETL Faculty Ambassador program, with representatives from the academic units coordinating discipline-specific teaching supports and professional growth.
- *First Year Faculty Experience Program* for full-time faculty new to Chapman University.
- [Comprehensive calendar of F2F \(face-to-face\) faculty development workshops](#) offered across Chapman University.
- IETL Blackboard (Bb) Organization (see “Teaching Resources from the IETL” on your Bb landing page under My Organizations), with 24/7 online resources and videos on topics including, but not limited to, syllabus development, effective teaching strategies, getting to know your students, and grading.
- Instructional Video Studio in which faculty can easily produce their own instructional video content using the One Button Studio platform, including chroma key (green screen) and [LearningGlass](#) technologies.
- Assistance in integrating effective, relevant, and innovative technologies into instruction.
- One-on-one confidential consultation to develop effective teaching skills and/or to address specific teaching challenges.
- Assistance in developing teaching portfolios for the purposes of Tenure and Promotion Review.
- Digital Badge Program to document special skills, workshops, and certifications held; IETL badges offered via [Credly](#) and integrated with Mozilla Backpack and LinkedIn.
- Coordination and administration of the end-of-term Student Rating of Instructor (Course Evaluation) process for all classes.
- Opportunities for acculturation to Chapman University.

# Marvin W. Meyer Faculty Athenaeum



Located in Argyros Forum 310



In 2012, Dr. Marvin Meyer's vision for a space dedicated to faculty discussion, collaboration, and collegial support became reality with the opening of Chapman's Faculty Athenaeum, located on the third floor of Argyros Forum. Dedicated in Marvin's name in May 2013, the Athenaeum serves as a center for informal cross-campus dialog, a protected workspace, and a respite for faculty members, open for their use year-round and 24 hours a day. In addition, weekday coffee service is provided and while classes are in session during the fall and spring semesters a partially subsidized elaborate lunch buffet service is available to faculty and their guests.

## **Complimentary Coffee Service**

Available Monday through Friday, starting at 9 a.m.

## **Lunch Service**

Start Date: 2018-2019 Lunch Service will begin on Monday, August 27, 2018

Cost: \$10.00 (Includes an all you can eat elaborate lunch buffet.)

Times: 11:30 a.m. - 2 p.m. Monday through Friday

Campus ID: Please bring in your Faculty I.D. card for a faster check-in

*Take note, lunch service is provided during the Orange Campus Fall & Spring terms. It is not available on campus holidays. Closures include: Labor Day, Thanksgiving Week, December 14<sup>th</sup> until the start of the Spring term.*

## **Staff Support**

For any questions, concerns, or general feedback please contact:

Heidi Lasky  
Administrative Event Assistant  
Marvin W. Meyer Faculty Athenaeum  
[lasky@chapman.edu](mailto:lasky@chapman.edu)  
(714) 516-5661

Eileen Besner  
Director of Faculty Affairs  
Office of the Provost  
[besner@chapman.edu](mailto:besner@chapman.edu)  
(714) 997-6544

**Marvin W. Meyer Faculty Athenaeum information** including room use form, checklist, policies, weekly menus, and comment cards can be found at

<http://www.chapman.edu/faculty-staff/faculty/index.aspx>

# Information Systems & Technology (IS&T) Services & Information



## We are here to help

The IS&T Service Desk is the single point of contact for all technical support questions and issues for faculty on both the Orange and Rinker campuses. The Service Desk is dedicated to providing the faculty with a professional and efficient technical support experience. Here is our contact information:

- Walk-up: Leatherby Libraries 1<sup>st</sup> floor and our NEW Tech Hub located DeMille Hall 104
- Email: [servicedesk@chapman.edu](mailto:servicedesk@chapman.edu)
- Phone: (714) 997-6600 - press 1 for immediate classroom technology support
- Online: [www.chapman.edu/servicedesk](http://www.chapman.edu/servicedesk)

## Activate Your Chapman Account/Forgot Your Password

To activate your account or reset your password, please visit <http://password.chapman.edu>.

## Desktop Backup and Restore

To help protect your valuable data from computer failure or malicious ransomware, we also offer a desktop and laptop backup and restore service called CrashPlan, a third-party vendor solution. This automatic desktop backup solution is simple to use, highly efficient, and very secure for both PC and Mac devices. You do not need to remember to initiate a backup; it happens automatically.

For assistance on installing CrashPlan on your University-owned computer, please contact our IS&T Service Desk at [servicedesk@chapman.edu](mailto:servicedesk@chapman.edu).

## File and Data Storage

Chapman offers faculty different types of file storage options at no cost.

- **DropBox for Business – Cloud Storage**  
All full and part-time faculty are eligible to sign up for a free Chapman University Dropbox for Business account. This account offers unlimited cloud storage for professional and personal use at no cost. To sign up, visit <https://dropbox.chapman.edu> and click on “Sign Up” to activate your account today.
- **Google Docs – Cloud Storage**  
This storage offers unlimited cloud file storage through Google Apps to all faculty. To sign up for free, go to [google.com](http://google.com) and login with your Chapman account credentials.
- **OneDrive for Business – Cloud Storage**  
This account offers 1TB of free cloud file storage through Office 365 to all faculty. To sign up for free go to <https://portal.office.com> and click on “Sign Up for Free”.
- **Network Drive**  
All faculty can request for a personal storage area on secure University servers. The standard drive quota is 5GB, and if you work off-campus can be accessed with a VPN account. To request a network drive on your University computer, please contact our IS&T Service Desk at [servicedesk@chapman.edu](mailto:servicedesk@chapman.edu).

## Chapman Email

Chapman faculty members who have mailboxes on the Chapman Exchange Server can use Outlook Web Access (OWA) to access their Chapman email accounts over the web.

- Link to your OWA inbox: <https://exchange.chapman.edu>
- Guides for email use: <http://www.chapman.edu/campus-services/information-systems/email-for-faculty-staff.aspx>

**All Faculty are required to use their Chapman University email when conducting any Chapman University-related business.** All email correspondence to students, staff, and other faculty fall under [FERPA](#) and **MUST** remain on the Chapman University domain. This includes replying to emails forwarded to private accounts from a Chapman University account.



**For information on setting up proper forwarding, and remain in compliance with Chapman University's email policies and procedures, please refer to the [email usage guidelines](#). If you would like further assistance, please also contact the IS&T Service Desk at (714) 997-6600 or by email [servicedesk@chapman.edu](mailto:servicedesk@chapman.edu).**

### **Protecting Your Password**

Keeping your information confidential:

- Do not share your password: NEVER respond to emails requesting your password!
- Do not log other users onto computers with your password
- Ultimately, YOU are responsible for the protection of your password.

For assistance with cyber-security matters, contact [infosec@chapman.edu](mailto:infosec@chapman.edu) or (714) 744-7972.

Security Guide – [chapman.edu/security](http://chapman.edu/security)

### **Software Training – Lynda.com**

We offer a training tool that enhances both work and learning. It is called Lynda.com, an online training library and professional development software which provides guides and tutorials for over 700 software products. Lynda.com has also joined forces with Blackboard Learn, allowing instructors to place video content from Lynda.com directly into their courses on Blackboard. This product is free to all Chapman users. You can access Lynda.com using your Chapman login at <https://web.chapman.edu/lyndacas>. For more information on placing Lynda.com videos on Blackboard Learn, please visit: <http://wordpress.chapman.edu/blackboard/lynda-com/>

### **Skype for Business – Scheduling Skype Meetings Via Microsoft Outlook**

Skype for Business allows users the ability to schedule online meetings and phone conferences. Other tools such as video chat, instant messaging, and screen presentation makes Skype for Business a great tool for both inside and outside the classroom. For more information on how to get started, please visit [chapman.edu/software](http://chapman.edu/software).

### **Eduroam – Wireless Network with built-in VPN**

[eduroam](http://eduroam) is a global partnership of institutions that allows all users to log in to the wireless network (WiFi) using a University email address and password. Once connect, you'll find that your devices will automatically connect to the eduroam WiFi network at many of the surrounding schools such as UCI and USC. For more information on how to connect to eduroam, please visit [www.wireless.chapman.edu](http://www.wireless.chapman.edu).

### **Purchasing Agreements**

Faculty can purchase computers, peripherals, and software (Microsoft Office 365 for FREE and Adobe Creative Cloud \$9.75/year for home use) at reduced prices. Please visit [chapman.edu/software](http://chapman.edu/software) for more information. If you would like help getting started, please contact the IS&T Service Desk for more information.

### **SAP Concur and Corporate Travel Planners (CTP)**

IS&T and Financials Services are excited to announce Chapman University's new Travel and Expense Software, SAP Concur. SAP Concur will be replacing the current PeopleSoft Travel and Expense platform. For more information about SAP Concur and Corporate Travel Planners, please visit [Chapman.edu/concur](http://Chapman.edu/concur).

### **Survey Software – Qualtrics**

Qualtrics is an online survey software and is free for Chapman University faculty to use for academic, administrative, and research related purposes; it is a sophisticated tool, yet easy to use, for creating and deploying surveys and analyzing survey responses. Link: <http://www.chapman.edu/campus-services/information-systems/software/qualtrics.aspx>

# Information Systems & Technology – Educational Technology Services



Educational Technology Services (ETS) supports instructional technologies for teaching, scholarly communication, and research, offering training for faculty and staff through workshops and one-on-one consultation. In addition, ETS supports classroom technologies by building the physical spaces and supplying the hardware for technology-rich classrooms.

Location: Tech Hub, DeMille Hall 104  
Contact: [edutech@chapman.edu](mailto:edutech@chapman.edu)  
Website: [chapman.edu/ETS](http://chapman.edu/ETS)

**Director: Jana Remy**  
Telephone: (714) 744-7934  
Email: [remy@chapman.edu](mailto:remy@chapman.edu)

## **Instructional Technology**

Instructional Technologist: Julie Johnson  
Location: Orange Campus  
Telephone: (714) 516-5721  
Email: [juliejohnson@chapman.edu](mailto:juliejohnson@chapman.edu)

Instructional Technologist: Sarah Blake  
Location: Rinker Campus  
Telephone: (714) 744-7686  
Email: [sblake@chapman.edu](mailto:sblake@chapman.edu)

Instructional Technologist: Kim Welch  
Location: Rinker Campus  
Telephone: (714) 628-2723  
Email: [kwelch@chapman.edu](mailto:kwelch@chapman.edu)

## **Classroom Technology**

Associate Director: Curtis Williams  
Telephone: (714) 628-2772  
Email: [curtwill@chapman.edu](mailto:curtwill@chapman.edu)

Project Manager/Learning Spaces: Frank Warren  
Telephone: (714) 653-3307  
Email: [fwarren@chapman.edu](mailto:fwarren@chapman.edu),

Support Engineer/Learning Spaces: Erik Gomez  
Email: [egomez@chapman.edu](mailto:egomez@chapman.edu)



## FALL 2018 TRAINING SCHEDULE

### **Tuesdays at Noon**

Join us in the Tech Hub (DeMille Hall 104) or via Zoom to discuss technology for teaching. Tech Tuesday sessions are broadcast virtually via Zoom so you can join in from your campus office or from home.

<https://chapman.zoom.us/my/edtechnology>

### **Upcoming Technology Tuesday Topics:**

- **What's New in Blackboard? The Attendance Tool**
- **What's New in Blackboard? The "Lock" Feature**
- **What's New in Blackboard? Create Audio & Video Feedback On Graded Items**
- **What's New in Blackboard? Delete Multiple Gradebook Items**
- **Qualtrics for Surveys: How to Login**
- **Classroom Spaces**

### **Fall Workshops for Orange Campus @ The Tech Hub (DeMille Hall 104)**

August 22	12:30-1:30pm	Blackboard Open House
August 28	1pm-2pm	Blackboard Open House
August 30	1pm-2pm	Blackboard Open House
Sept 4	2pm-3pm	Blackboard Open House
Sept 6	1pm-2pm	Blackboard Open House
Sept 11	2pm-3pm	Blackboard Open House
Sept 13	1pm-2pm	Blackboard Open House
Sept 18	1pm-2pm	Turnitin Workshop
Sept 20	2pm-3pm	Turnitin Workshop
Sept 25	1pm-2pm	PollEverywhere Workshop
Sept 27	2pm-3pm	PollEverywhere Workshop

### **Fall Workshops for Rinker Campus in Irvine @ Rinker 94-278**

August 16	12:00-1:30pm	Blackboard Open House
August 20	11:30am-1:00pm	Blackboard Open House
August 23	12:00-1:30pm	Blackboard Open House
August 27	11:30am-1:00pm	Blackboard Open House
August 30	12:00-1:30pm	Blackboard Open House
Sept 3	11:30am-1:00pm	Blackboard Open House
Sept 6	12:00-1:30pm	Turnitin Open House
Sept 10	11:30am-1:00pm	Turnitin Open House
Sept 13	12:00-1:30pm	Poll Everywhere Open House
Sept 17	11:30am-1:00pm	Poll Everywhere Open House
Sept 20	12:00-1:30pm	Panopto Lecture Capture Open House
Sept 24	11:30am-1:00pm	Panopto Lecture Capture Open House
Sept 27	12:00-1:30pm	Video Conferencing Open House

### **Follow us for updates on technology @ Chapman**

Facebook: [facebook.com/EduTechChapman](https://www.facebook.com/EduTechChapman)

Blogsite: [blogs.chapman.edu/academics](https://blogs.chapman.edu/academics)

Twitter: @ATchapman



## Faculty Guide to Library Resources and Services

### Welcome!

The librarians and staff of the Leatherby Libraries welcome you! With locations on both the Orange and Rinker campuses, the library is home to a wealth of electronic and print resources. This guide was created especially for faculty to provide you with basic information on the library's resources and services. Please do not hesitate to contact us with any questions.

### Journals, Databases, and Books

#### Journal A-Z List

Use the online Journal A-Z List to find out if the library has a particular magazine, newspaper, or journal available online, in print, or in both formats. The Journal A-Z List is located on the library home page.

#### Research & Article Databases

Access online databases through the library website. We provide access to discipline-specific, general, and multidisciplinary databases. We are always enhancing our database offerings. Currently, the library provides access to more than 300 databases.

#### Library Catalog - for books, DVDs, CDs, & more

The online library catalog is the place to find out about books (print and electronic), DVDs, CDs, music scores, and other materials.

#### Electronic Book Collections

The library has several full-text e-book collections available online, covering a wide range of subjects from publishers such as Alexander Street Press, Blackwell, Gale, Grove, Oxford University Press, Routledge, Springer, and Wiley.

### Contact Us

[www.chapman.edu/library](http://www.chapman.edu/library)

Circulation: (714) 532-7723

Reference Desk: (714) 532-7714

Interlibrary Loan: (714) 532-7717

Main: (714) 532-7756

### Research Help and Information Literacy

#### Liaison Librarians

There is a liaison librarian assigned to each academic department to assist with research needs. To find the liaison librarian for your area, visit the library website.

#### Library Instruction

Librarians are available to provide course-based library research instruction sessions for your students. Sessions are usually held during a regularly scheduled class session in the library's instruction room. Several areas may be covered during an instruction session, depending on the needs of faculty and students. Examples include:

- Finding sources for a particular assignment
- Evaluating the authority and credibility of sources
- Understanding stages of the research process
- Searching databases effectively
- Understanding the processes of scholarly communication and knowledge building
- Recognizing social, legal, and economic factors that affect access to information

To schedule library instruction for your classes, please contact the appropriate liaison librarian.

#### Individual Research Consultations

Liaison librarians are available to faculty, staff, and students for individual appointments. Please contact your liaison librarian to schedule an appointment. Please refer your students to the liaison librarian if they would benefit from guidance in finding relevant research materials.

#### Reference Librarians

The Reference Desk is staffed by professional librarians who will assist you with using the library's resources. Contact the desk by phone, chat, email, or in person at the desk on the first floor of Leatherby Libraries. Check the library website for hours and contact details.

#### Research Guides

Research/Subject Guides on the library website bring together core materials for specific disciplines.

### **Interlibrary Loan**

If the library does not have a book or article you need, you can get it from another library through Tipasa, our interlibrary loan system. The user-friendly system allows you to place requests online. Please visit the library website for more information on how to request materials from other libraries, set up an account, or obtain general Tipasa policies. You may also stop by the Interlibrary Loan department on the 1st floor with any questions. Staff members are available to assist you Monday-Friday 9:00am-5:00pm.

### **Course Reserves**

Information on how to place items on reserve is available on the library website. Once materials are placed on reserve, students can find them at the Circulation Desk on the 1st floor.

### **Chronicle of Higher Education - online!**

The Leatherby Libraries provides current access to the online edition of the *Chronicle of Higher Education*.

### **Chapman University Digital Commons**

The Chapman University Digital Commons is an open access digital repository and publication platform designed to collect, preserve, and make publicly accessible the scholarly and creative output of Chapman University faculty, students, staff, and affiliates. You can add your research papers, data sets, audiovisual materials, teaching materials, and more in order to make them available to users around the world. This can both increase your own visibility and help you comply with open access and data sharing mandates. In April of 2018, Digital Commons reached 500,000 downloads! Visit [digitalcommons.chapman.edu](http://digitalcommons.chapman.edu) for more.

### **Faculty Publishing Resources**

The library provides several online resources to support faculty in their publishing endeavors:

- *Ulrich's Periodicals Directory*
- *MLA Directory of Periodicals*
- *Journal Citation Reports (JCR) Web*
- *Cabell's Directory of Publishing Opportunities*

### **The Health Sciences Study Commons at the Harry and Diane Rinker Health Science Campus, 94-150**

The health sciences programs on the Rinker Campus are supported by a health sciences librarian and targeted collections of print and electronic resources.

### **The Nine Libraries of the Leatherby Libraries**

- Donna Ford and Fahmy Attallah, Ph.D. Library of Arts and Humanities - 2nd Floor
- Doy and Dee Henley Library of Social Sciences - 2nd Floor
- M. Douglas Library of Music - 3rd Floor
- Leon and Olga Argyros Library of Business and Economics - 3rd Floor
- Edgar and Libby Pankey Library of Education - 3rd Floor (Includes the Peter and Mary Muth Library of Children's Literature)
- Onnolee Elliott Library of Science and Technology - 3rd Floor
- John and Donna Crean Library of Film and Television - 3rd Floor
- Frank Mt. Pleasant Library of Special Collections and Archives - 4th Floor
- Sala and Aron Samuelli Holocaust Memorial Library - 4th Floor

### **Mission & Vision of the Leatherby Libraries**

The **mission** of the Leatherby Libraries is to provide personalized services and relevant collections in support of the curricular, creative, and scholarly needs of the Chapman University community to ensure the development of the information-literate global citizen.

The **vision** of the Leatherby Libraries is to be a preeminent portal to the world's knowledge, an intellectual and cultural center of campus, and a distinguished resource for teaching, learning, and scholarship at Chapman University.

### **Keeping Up with the Leatherby Libraries**

- Facebook - [www.facebook.com/LeatherbyLibraries](http://www.facebook.com/LeatherbyLibraries)
- Blog - [blogs.chapman.edu/library](http://blogs.chapman.edu/library)

## **Off Campus Access**

**Work from your home, office, or while traveling!**

The library catalog, journal finder, electronic book collections, and research databases are available to you from any computer with Internet access. For access to subscription library resources, including databases, you will be prompted to log in. Simply enter your Chapman username and password.

# STUDENT PSYCHOLOGICAL COUNSELING SERVICES



**Jeanne M. Walker, Ph.D., Director**

**Students come to Student Psychological Counseling Services (SPCS) to seek help from a counselor for a variety of reasons. Students who seek counseling usually are experiencing discomfort or dissatisfaction in some aspect of their personal lives. Some common reasons are problems with friends, family, and or significant other relationships, concerns about personal adequacy, feeling overwhelmed, or feeling sad or anxious without knowing why. Various psychological disorders such as anxiety and depression are common. The following are some warning signs that may indicate the need for counseling assistance:**

**Problems in academic performance  
Difficult changes in personal relationships  
Feelings of sadness for no apparent reason  
Suicidal thoughts  
Excessive anxiety or fear  
Personality changes  
Substance abuse  
Behavioral concerns**

**Check out our website  
[www.chapman.edu/SPCS](http://www.chapman.edu/SPCS)  
Email: [SPCS@chapman.edu](mailto:SPCS@chapman.edu)  
714-997-6778**

**Student Psychological Counseling Services (SPCS) is located at 410 N. Glassell, next door to Health Services.**

**Hours are 8:30 to 5:00 p.m.,  
Monday - Friday.**

Student Psychological Counseling Services (SPCS) provides brief, short-term psychotherapy and psychiatric evaluations for students at Chapman University and is staffed with licensed and professional psychologists, therapists, and a part-time psychiatrist. All full-time undergraduates pay a Health and Counseling Services fee each semester, which allows them to use the Health Center Services and SPCS at no additional charge. Part-time students and graduate students may opt to pay the Health and Counseling fee if they wish to use the services at SPCS.

Students must come to SPCS to initiate request for services. This requires 20 minutes of time to fill out forms and arrange for a screening appointment. Emergencies are seen the same day, otherwise an appointment is made as soon as an opening matches the student's schedule.

SPCS is a department within the division of Student Affairs. Our services provide expertise, acceptance, and objective guidance for students dealing with personal problems to help them function successfully in the academic environment. While we work with students who may be experiencing a crisis, our goal is to help students deal with their concerns before they develop into more serious problems.

**Free After Hours Crisis Counseling and Consultation is available after 5:00 p.m. to 8:30 a.m  
Holidays and weekends 24 hours**

**Concerned about a student? Please feel free to call for a consultation.**

## HOW DO I REFER A STUDENT TO SPCS?



1. **Point out the student's behaviors that concern you.** It's often helpful to note the magnitude and duration of these behaviors. *"I'm concerned about you because you've been very withdrawn and uncommunicative in class for the past three weeks. You had been participating well in the beginning."*
2. **Give your reason for making the referral and then recommend that the student get counseling.** *"You and I have talked several times over the past three weeks and it seems that things aren't getting any better for you. I think it would be helpful for you to talk with a professional counselor."*
3. **Provide assurance that you are not 'dumping' the student by making the referral.** *"I want you to know that I'm concerned and care about you and want to remain in contact with you, but I feel that it would be to your benefit to explore professional counseling."*

In many situations, all you may need to do is tell the student to come by the Psychological Counseling Services to fill out an intake and make an appointment. If you feel the student needs more support, you may want to call to let us know that you are referring a student, or you may wish to walk over with them. If the student is not ready to make the appointment, encourage seeking help soon rather than putting off facing the problem. As appropriate, suggest to the student that with permission, you are willing to give the counselor information about the nature of the problem and the reason for your referral. Show your interest in the student's welfare by giving continued support and talking with the student at a later date. Please be aware FERPA does not prohibit you from disclosing information that is obtained through personal knowledge or observation.

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## REPORTING A STUDENT WHO IS EXHIBITING NON-EMERGENCY BEHAVIORS OF CONCERN

### Students of Concern Intervention Team

Fostering a community of care that supports the success of students is essential to the values of Chapman University. The University actively supports the philosophy that we are a community who cares about all its members and we are all encouraged to identify students who may be in need of additional support or services. The Student Concerns Intervention Team, comprised of student affairs professionals, meets weekly to address "distressed and distressing" students and offer assistance, and is one of the best ways to support their success, especially those who may be dealing with a personal challenge.

#### SCIT website:

<http://www.chapman.edu/students/health-and-safety/student-concern/index.aspx>

**This website and report form are also located on the webpages of the Dean of Students and Student Psychological Counseling Services.**

## Disabilities Services (DS) Office



**Director:** Jason McAlexander, MS, MA  
**Email:** [jmcalex@chapman.edu](mailto:jmcalex@chapman.edu)  
**Telephone:** (714) 744-7971  
**Fax:** (714) 744-7940  
**Location:** 401. N. Glassell St. (on the other side of Sycamore St. next to the Student Health Center)  
**Website:** <http://www.chapman.edu/disabilities>

**ADA Testing Coordinator:** Ryan Ronan

**Email:** [dstesting@chapman.edu](mailto:dstesting@chapman.edu)

**Telephone:** (714) 997-6878 (call for information on how to schedule tests for students with accommodations)

**Location:** DeMille Hall 130

### What are my responsibilities as a faculty member for accommodating students with special needs?

Campus compliance with the Americans with Disabilities Act (ADA) is a shared responsibility. Faculty members play an important role in an institution's efforts. The ADA is a civil rights statute, ensuring that students with disabilities will have the opportunity to participate in postsecondary education without discrimination. For faculty members, providing reasonable accommodations or auxiliary aids and services is one way to prevent discrimination.

### CONFIDENTIALITY

All information regarding a student's disability is confidential information and cannot be released without **written permission from the student. Do not disclose that a student has accommodations in your classroom.**

### FACULTY RIGHTS

- To be informed when a lecture is being audio recorded.
- To expect all students to adhere to the student code of conduct.
- To deny accommodations if the letter of accommodations from the DS office is not provided.
- To challenge accommodations that jeopardize the academic standards or integrity of the course. You may contact the DS office to discuss any accommodations that present concerns.

### FACULTY RESPONSIBILITIES

- To share responsibilities for student accommodations with Disability Services.
- To maintain confidentiality of the student utilizing accommodations in your class.
- To refer students who report a disability to Disability Services.
- To provide accommodations that are appropriate when accommodation letter has been received.
- It is **NOT** your responsibility to provide accommodations to students who are **NOT** registered with DS.



- To include Chapman's ADA statement on all syllabi.
- To deliver and pick up proctored tests from TLT (Tutoring, Learning and Testing) Center, usually via email, interoffice mail, or hand delivered by TLT staff.
- To contact Disability Services to determine appropriate accommodations for unusual circumstances or other questions.
- To communicate with the student directly to agree upon which accommodation(s) are appropriate for a particular event if it is not already assumed.

### **Will providing accommodations compromise the integrity of my class or academic program?**

No. When providing accommodation for disabilities, institutions of higher education are not required to lower academic standards nor compromise the integrity of the school or program. Essentially, accommodations and auxiliary aids and services are provided to "level the playing field" for the student with a disability, enabling the student to compete with his/her peers. Once you have provided accommodations, you should grade the work of a student receiving accommodations as you would grade the work of any other student. There is no need to be unduly lenient. To grade students more harshly because they have had the opportunity for additional time for exams or other instructional modifications would nullify the purpose of the accommodations, thus possibly constituting discrimination.

### **What else can I do?**

Don't be afraid to privately ask a students to describe how they learn best (especially if they are struggling). They are not required to disclose their disability diagnosis, but you can help them approach the work more effective and efficiently, while considering their strengths and weaknesses. Frequently this could include utilizing technology in the classroom to aid in notetaking and/or audio recording. Please consider allowing/encouraging technology in your classroom. This helps students with and without disabilities in today's technological world.

# Office of Undergraduate Education



**Nina LeNoir, Ph.D.**, Vice Provost and Professor of Theatre  
[lenoir@chapman.edu](mailto:lenoir@chapman.edu) / (714) 997-6622

**Margaret McDonough Monroe**, Administrative Operations Coordinator  
[mmonroe@chapman.edu](mailto:mmonroe@chapman.edu) / (714) 997-6775

**Rebekah Guerra**, Administrative Assistant, General Education and Program Review and Assessment  
[rguerra@chapman.edu](mailto:rguerra@chapman.edu) / (714) 516-7154

**The Office of Undergraduate Education** coordinates and supports several areas of undergraduate education. The Vice Provost for Undergraduate Education works closely with the Undergraduate Academic Council to review policies and issues in undergraduate education, including curriculum proposals, student petitions and academic policy review and changes. The Vice Provost also works with the General Education Committee and provides coordination and administrative support of the General Education and First-year Foundations programs. The Office supports several initiatives for community outreach, support for first generation students, developing and enhancing diversity in the curriculum and the classroom, and supporting student success at Chapman through the offices and programs listed below.

## **Academic Advising Center (AAC)** (714) 744-7959

Roberto Coronel, Director ([coronel@chapman.edu](mailto:coronel@chapman.edu))

*The professional advisors in the AAC at Chapman University offer a range of services to meet the advising needs of students. They are responsible for advising all undeclared students; for providing professional development opportunities for faculty advisors; and for serving as an advising, information, resource and referral center for all Chapman students needing current information about general education, degree requirements and academic policies.*

## **University Honors Program** (714) 744-7646

Carmichael Peters, Ph.D., Director ([cpeters@chapman.edu](mailto:cpeters@chapman.edu))

*The Honors Program offers a select group of academically talented and intellectually curious students an enriched, challenging curriculum of uniquely designed courses in cross disciplines and cultures. The purpose of an Honors education is to encourage continued intellectual development, nurture a lifelong love of learning, and prepare each student for a personally fulfilling and socially responsible life during their college years at Chapman and beyond. The program provides grants to support faculty-student research.*

## **Center for Undergraduate Excellence** (714) 628-2889

Julye Bidmead, Ph.D., Director ([bidmead@chapman.edu](mailto:bidmead@chapman.edu))

*The mission of the Center for Undergraduate Excellence is to support Chapman University's goal of providing personalized education by promoting and facilitating student-faculty mentored and collaborative research, scholarship, and creative activities. The Center encourages and assists in student and faculty projects across all colleges and majors. An indispensable part of Chapman University's commitment to individualized education, the Center of Undergraduate Excellence is devoted to providing impactful advising, creating a platform for success in undergraduate scholarship that is rooted in the institution's belief in the integrity of global citizenship*

## **Promising Futures First Generation College Student Program** (714) 744-7855

Crystal De La Riva, Coordinator ([delariva@chapman.edu](mailto:delariva@chapman.edu))

*The **Promising Futures Program** provides an array of supportive programming for first-generation college students. Some of the support provided through the Promising Futures Program includes mentors, special advising, study halls, and similar activities, along with enhancement of their academic experience, including grants to support study abroad travel, travel courses, postgraduate testing and application, and related student advancement.*

## **Tutoring and Learning Center** (714) 997-6828

Diane Eisenberg, Associate Director of Tutoring Services ([deisen@chapman.edu](mailto:deisen@chapman.edu))

*The **Tutoring and Learning Center** provides a variety of tutoring and testing services designed to assist and support students in achieving their academic and career goals in all academic subjects. Walk-in tutoring and Supplemental Instruction (SI) sessions are offered in high need areas (business, math, science). Walk-in tutoring is also available in most languages. Individual tutoring is available for students who demonstrate high need, are on probation, in remedial courses, and/or for subject areas not covered by SI or walk-in tutoring. Study skills for academic success sessions are also offered.*

# General Education Program



The [General Education \(GE\) program](#) reflects the University's mission to provide its students with a personalized education of distinction that leads to inquiring, ethical, and productive lives as global citizens.

Students are encouraged to integrate the GE program into their overall academic program in a purposeful way, using it to develop new areas of knowledge and make connections between their GE course selections and their major. Most courses that are designated as GE courses are also taken by program majors and minors.

Students may share courses between their major/minor (including courses in the discipline of the major/minor) and GE as follows: up to 9 credits may be shared with a major and up to 6 credits may be shared with a minor.

The GE program has four parts:

- 1. First-year Foundations Course** (3 credits; GE code FFC): provides students with an introduction to university-level critical inquiry. In FFC courses, students critically analyze and communicate complex issues and ideas, focusing on critical engagement rather than mastering a body of material.
- 2. Shared Inquiry** (18-19 credits): Shared inquiry courses are distinguished primarily by inquiry approaches rather than individual disciplinary areas, engaging students in active learning and reflective thought, emphasizing critical inquiry in major liberal arts areas:
  - **Artistic Inquiry** (3 credits; GE code AI): engages students in creating works that embody or analyze conceptually an artistic form.
  - **Quantitative Inquiry** (3 credits; GE code QI): provides students an opportunity to investigate and explore university-level mathematical and/or computer science analysis.
  - **Natural Science Inquiry** (3-4 credits; GE code NI): enables students to use scientific principles and reasoning as a way of knowing the natural world, distinguishing science from non-science.
  - **Social Inquiry** (3 credits; GE code SI): provides students an opportunity to explore processes by which human beings develop social and/or historical perspectives.
  - **Values/Ethical Inquiry** (3 credits; GE code VI): provides students an opportunity to explore values and ethical perspectives in humanistic, aesthetic, religious, and/ or philosophical contexts.
  - **Written Inquiry** (3 credits; GE code WI): provides students an intensive course in rhetorically-based academic writing at the first-year or intermediate level.
- 3. Global Citizen Cluster**
  - **Global Study** (6 credits; GE code GC): students choose six credits from across the curriculum that allow them to connect contemporary social and/or environmental topics and analyze their effects on our increasingly globalized world. *Study abroad may be used to satisfy this area.*
  - **Citizenship, Community, Service** (3 credits; GE code CC): students focus on citizenship, community, or service through a course or pre-approved academic service learning experience.
  - **Language Study** (3 credits; GE code LC): students demonstrate language acquisition in a language other than English by completing: a language proficiency course at the 200-level or above, or an upper-division course taught in a language other than English, or document their functional language use.
- 4. Inter/Multidisciplinary Cluster:** (*Note: students who complete a second major, a minor, or the Honors Program fulfill this part of the GE program.*) Students complete 4 related courses (a 12-credit course cluster) outside their major that an opportunity to explore an area of interest from an inter/multi-disciplinary focus. No cluster courses may be from the same discipline as the student's major and cluster courses may not count in other GE categories. At least two courses in the cluster must be upper division.

Faculty interested in developing new courses for First-year Foundations program or for the General Education Program, or who may be interested in developing a new Inter/Multidisciplinary cluster are encouraged to contact Dr. Nina LeNoir, Vice Provost for Undergraduate Education at [le Noir@chapman.edu](mailto:le Noir@chapman.edu).

Further information and a list of approved GE courses may be found at: [chapman.edu/academics/general-education](http://chapman.edu/academics/general-education).

## Office of the University Registrar



**Registrar:** Jan McCuen  
**Email:** [mccuen@chapman.edu](mailto:mccuen@chapman.edu)  
**Telephone:** (714) 997-6701  
**Location:** Bhathal Student Services Center, behind Fowler School of Law  
**Website:** <http://www.chapman.edu/students/academic-resources/registrar/index.aspx>

The Office of the University Registrar provides information and training tools for students, faculty, and staff to facilitate student academic progress at Chapman University. Our services include:

- Management of student academic records
- Assessment and conferral of degrees
- Academic Program Evaluation services
- Course registration
- Transfer course articulation
- Official Transcript
- Information regarding rights and responsibilities related to privacy and access of education records.

### **Faculty tutorials provided for:**

- General Reference Guide for navigating the Faculty Center
- Class Rosters
- Administrative Drop (first 2 weeks of each semester)
- Mid-term grading for undergraduate students
- Final Grading (end of each term)
- Entering Textbooks

Tutorials link: <http://www.chapman.edu/students/academic-resources/registrar/faculty-staff-services.aspx>

**REMEMBER: Faculty may not release ANY information regarding students to any outside party (including a student's parents) without a written release from the student.** This includes writing letters of recommendation for students for employment or other purposes. Students may find these release forms on the Registrar's website and should provide them to faculty at time of request.

### **Contact Email Directory:**

Campus Solutions Grading: [registrar@chapman.edu](mailto:registrar@chapman.edu)

Academic Program Evaluation: [aps@chapman.edu](mailto:aps@chapman.edu)

Military/VA Certification: [va@chapman.edu](mailto:va@chapman.edu)

**IMPORTANT:** To ensure security and confidentiality, Chapman University has identified Chapman e-Mail as the official method to communicate and conduct university business online. **All email communication to the Office of the University Registrar must be sent from your Chapman University e-Mail account.**

# Academic Advising Center (AAC) Professional Advisors by Major Program



Academic Advising Center ~ Phone: (714) 744-7959

Location: Beckman Hall 405

Website: [www.chapman.edu/advising](http://www.chapman.edu/advising)

Twitter: @Chapman Advising - Facebook: Chapman University Academic Advising Center

## **Argyros School of Business and Economics**

Accounting, Business Administration, Economics

**Advisor:** James Mateik

**Email:** [mateik@chapman.edu](mailto:mateik@chapman.edu)

## **Dodge College of Film and Media Arts**

Creative Producing, Digital Arts, Film Production, Film Studies, PR & Advertising, News and Documentary, TV Writing and Producing, Screenwriting

**Advisor:** Heather Garcia

**Email:** [hgarciac@chapman.edu](mailto:hgarciac@chapman.edu)

## **Wilkinson College of Humanities and Social Sciences**

Creative Writing, English, History, French, Peace Studies, Philosophy, Political Science, Religious Studies, Sociology, Spanish

**Advisor:** Crystal De La Riva

**Email:** [delariva@chapman.edu](mailto:delariva@chapman.edu)

## **College of Performing Arts/Department of Art**

Dance, Dance Performance, Music, Screen Acting, Theatre, Theatre Performance, Art, Art History & Graphic Design

**Advisor:** Dina Bartoloni Mai

**Email:** [bartolon@chapman.edu](mailto:bartolon@chapman.edu)

## **Schmid College of Science and Technology/College of Educational Studies**

Biochemistry and Molecular Biology, Biological Sciences, Chemistry, Computer Information Systems, Computer Science, Data Analytics, Environmental Science and Policy, Mathematics, Mathematics & Civil Engineering, Physics, Software Engineering, Integrated Educational Studies

**Advisor:** Irene Quinlan

**Email:** [quinlan@chapman.edu](mailto:quinlan@chapman.edu)

## **School of Communication/Undeclared**

Communication Studies & Strategic and Corporate Communication, Undeclared

**Advisor:** Position is currently vacant. All other AAC advisors are available to assist students.

**Email:**

## **Crean College of Health and Behavioral Sciences**

Health Science, Kinesiology, Applied Human Physiology, and Psychology

**Advisor:** Michael Gamez

**Email:** [mgamez@chapman.edu](mailto:mgamez@chapman.edu)

## **Academic Dismissal Advisor**

**Advisor:** Joe Barrett

**Email:** [jbarrett@chapman.edu](mailto:jbarrett@chapman.edu)

NOTE: Faculty program advisor contact information is available via the **Advising Portal:** [www.chapman.edu/advising-portal](http://www.chapman.edu/advising-portal)

# Center for Undergraduate Excellence



## Team:

**Director:** Juley Bidmead, Ph.D., Associate Professor of Religious Studies

**Operations Manager:** Lisa Kendrick

**Administrative Assistant:** Jackie Cardwell

**Email:** [CUE@chapman.edu](mailto:CUE@chapman.edu)

**Location:** 415 E. Walnut, Orange, CA 92866

**Website:** [www.chapman.edu/CUE](http://www.chapman.edu/CUE)

**Facebook:** [www.facebook.com/CUEChapman](http://www.facebook.com/CUEChapman)

The Center for Undergraduate Excellence is dedicated to providing encyclopedic support to Chapman University's undergraduate students involved in research and creative activity, as well as those pursuing national and international fellowships, scholarships, and postgraduate scholarly pursuits. In its efforts to support Chapman's undergraduate scholars, the Center for Undergraduate Excellence operates from an interdisciplinary perspective, encouraging and aiming to assist in student and faculty projects across all colleges and majors. An indispensable part of Chapman University's commitment to individualized education, the Center of Undergraduate Excellence is devoted to providing impactful advising, creating a platform for success in undergraduate scholarship that is rooted in the institution's belief in the integrity of global citizenship.

## Research and Creative Activity:

### Funding

- **Undergraduate Scholarly/Creative Grants**
  - Up to **\$1000** to support student research or creative activity
  - One application deadline each semester
- **Student travel** to professional conferences to present academic research or creative activity (rolling deadline)

### Programming

- **Annual Faculty Research Expo** (Fall)
- **Chapman University Student Scholar Symposium** to celebrate research and creative activity of students (Last Wednesday of regular classes each semester)
- **Lunch with a Professor Week** (every semester)
- **Panel Discussions** on research, scholarly activity, creative activity, and collaboration
- **Grant Writing & Poster Workshops** tailored to students applying for CUE grants, presenting at CUSSS, and seeking national/international grants and conferences
- **Faculty Video Profiles** that spotlight individual faculty, their research and creative interests, and ways they engage undergraduates
- **Student Scholar Ambassadors** for participating students to share their experiences with peers and gain valuable public relations skills

### Summer Undergraduate Research Fellowship (SURF) Program

- Intensive eight-week paid research experience (~30 hours/week)
- Fellowship of **\$3,000** with an opportunity for additional funding of up to \$1000 through the Scholarly/Creative Grant program to be applied towards research expenses
- Faculty Mentor stipend mentor of **\$1,000**
- Weekly professional development seminars
- Weekly faculty mentor lecture series



### **291/491 & Faculty-Student Research Banking (FSRB) Program**

- Students may enroll in independent research and creative activity credits with a faculty mentor under the 291/491 course designations.
- Faculty mentors accrue credits that are banked toward course equivalency; 24 student credits = 1 (3-unit) course equivalency to be redeemed as a reduced teaching load.

### **Fellowships and Scholarships:**

- Recruit and work with undergraduate and graduate students applying for national and international fellowships, scholarships, and grants such as:
  - Barry M. Goldwater Scholarship
  - Benjamin A. Gilman International Scholarship
  - Critical Language Scholarship
  - Fulbright U.S. Student Program
  - Harry S. Truman Scholarship
  - James C. Gaither Jr. Fellows Program
  - Knight-Hennessy Scholar Program
  - Marshall Scholarship
  - National Science Foundation Graduate Research Fellowship
  - Rhodes Scholarship
  - UK Fulbright Summer Institutes
  - Undergraduate Awards
- Assist students in all phases of the application process; reviewing essays and materials; request transcripts; conduct interviews; follow-up with recommenders and language evaluators; insure all applications are complete and submitted on time.
- Meet with undergraduates, graduate students, and alumni to determine appropriate scholarship opportunities after assessing qualifications and goals.
- Hold scholarship essay writing workshops for students
- Present scholarship and fellowship information sessions to honor societies, clubs, organizations, classes, and departments

### **Faculty and staff are the best resources for identifying students who qualify for these awards!**

Please alert our office regarding promising students, from first-years to graduate students, who are bright, exhibit leadership qualities and concern for others—studying, researching, or teaching abroad might be in their future!



## The Office of Graduate Education (OGE)



**Roxanne Greitz Miller, Ed.D.**, Vice Provost and Attallah Endowed Professor of Teacher Education

**Email:** [rgmiller@chapman.edu](mailto:rgmiller@chapman.edu)

**Telephone:** (714) 628-2628

**Location:** Memorial Hall, Room 303

**Website:** <http://www.chapman.edu/students/graduate-students/index.aspx>

**Coordinator:** Lonnise Magallanez, M.A.

**Email:** [magallan@chapman.edu](mailto:magallan@chapman.edu)

**Telephone:** (714) 516-5030

### The Office of Graduate Education:

- Serves as the touch point for faculty with questions, concerns and proposals relating to graduate education.
- Works closely with the Graduate Academic Council, the University faculty committee that handles graduate education issues (including student academic petitions and appeals, proposals for new graduate programs, and graduate program reviews).
- Develops and implements policies and procedures concerning graduate education, including academic policies as well as policies and programs concerning graduate teaching and research assistants, and graduate student research.
- Meets regularly with the Deans, Associate Deans, and Graduate Program Coordinators to discuss issues of concern and new proposals concerning graduate education.
- Works with and supports graduate programs on matters such as program marketing, student recruitment, alumni engagement, faculty-graduate student research and mentoring, and graduate student life.
- Works with the Graduate Student Council on matters of concern to graduate students.
- Coordinates with the Graduate Student Council, Dean of Students, and Colleges on graduate student life issues, and coordinates social and professional development programming for graduate students.
- Working in conjunction with HR, processes department requests for TA and GCA positions
- Sponsors a yearly Graduate Student Research Day

## Office of the Vice President of Student Affairs & Dean of Students



**Location:** Argyros Forum 101

**Phone Number:** 714 -997-6721

Vice President and Dean of Students: Jerry Price, Ph.D.

Assoc. V.P. and Sr. Associate Dean of Students: DeAnn Yocum Gaffney, Ed.D.

Assistant Dean of Students: Chris Hutchison, Ph.D.

Director of Student Conduct: Colleen M. Wood

Executive Assistant: Elise Cimino

Administrative Assistant: Aruni Wijewardene

[jprice@chapman.edu](mailto:jprice@chapman.edu)

[gaffney@chapman.edu](mailto:gaffney@chapman.edu)

[hutchiso@chapman.edu](mailto:hutchiso@chapman.edu)

[cwood@chapman.edu](mailto:cwood@chapman.edu)

[ecimino@chapman.edu](mailto:ecimino@chapman.edu)

[asella@chapman.edu](mailto:asella@chapman.edu)

**Website:** <http://www.chapman.edu/students/dean-of-students/index.aspx>

Advocates for student learning by providing engaging environments and meaningful experiences outside of the classroom:

- ❖ Residence Life
- ❖ First Year Experience
- ❖ Fraternity and Sorority Life
- ❖ Student Government Association
- ❖ Cross-Cultural Center
- ❖ Student Union
- ❖ Julianne Argyros Fitness Center
- ❖ University Program Board
- ❖ Student Organizations
- ❖ Honor Societies
- ❖ Student Civic Engagement
- ❖ Leadership

Assists students who have questions or are experiencing difficulties that might have a negative impact on learning:

- ❖ Psychological Counseling Services
- ❖ Health Services
- ❖ Disability Services
- ❖ PEER and Health Education

Oversees code of student conduct:

- ❖ Works with students who allegedly have violated University policy
- ❖ Advises students on their rights related to University policies and procedures
- ❖ Coordinates response to Title IX allegations (Associate V.P. serves as Lead Title IX Coordinator)

Responds to situations involving students experiencing distress or crisis:

- ❖ Medical
- ❖ Psychological
- ❖ Family Emergency

**If a faculty or staff member has concerns about a student:**

- ❖ Urgent – call 911 or Public Safety (714) 997-6763 (x6763 on campus) – available 24/7
- ❖ Refer student to the Counseling Center. Please note that due to confidentiality reasons, the Counseling Center cannot confirm student attendance.
- ❖ Refer student to the Dean of Students Office. We will reach out to the student and can confirm with you whether they have attended. If it is unclear where to send a student with a problem or a question, send the student to the Dean of Students Office and we will assess the situation.



**"We want our entire Chapman Family to THINK CHAPMAN FIRST and to consider Chapman their CAREER CONNECTION FOR LIFE"**

*President Daniele C. Struppa, Ph.D.*

Read more: Search "Putting a Priority on Career Services" at [www.chapman.edu](http://www.chapman.edu)

## **PROVIDE STUDENTS WITH WORLD-CLASS CAREER SERVICES**

One of the most important things a university can do is to offer lifetime career services for its students and alumni. At Chapman, we are committed to providing best-in-class resources that will prepare our students to enter the job market. **Career preparedness starts in the classroom.** Please consider including a Career and Professional Development component to your class. We can provide:

- **Classroom Presentations**

Topics include resumes and cover letters, LinkedIn, personal branding, networking, job search strategies, in-person career house tours and more. Request your classroom presentation or tour at [www.chapman.edu/career-presentation](http://www.chapman.edu/career-presentation).

- **Customized Career-Related Assignments and Activities**

We will collaborate with you to customize any career-related activity or assignment.

- **Career Coaching and Job Search Tools**

One of the most impactful experiences a student will have at Chapman is receiving guidance from a faculty member. In addition to benefiting from your advice, students also have access to career coaching, networking opportunities and a private Chapman career portal and job board, Handshake. Please encourage your students to log into Handshake and meet with a Career Educator to maximize their search efforts. [www.chapman.joinhandshake.com](http://www.chapman.joinhandshake.com)

## **BECOME A FACULTY INTERNSHIP ADVISOR**

You may be eligible to become a Faculty Internship Advisor for students who plan to register internships within your department. As a Faculty Internship Advisor, you will:

- Mentor students
- Be compensated per student advised (Please contact your Dean's office with compensation inquiries)
- Maintain contact with students throughout their internships
- Assign an academic component
- Evaluate and post student grades

Visit [www.chapman.edu/internships](http://www.chapman.edu/internships) or email [internships@chapman.edu](mailto:internships@chapman.edu) for more information.

## **DELIVER CONCIERGE SERVICE TO EMPLOYERS**

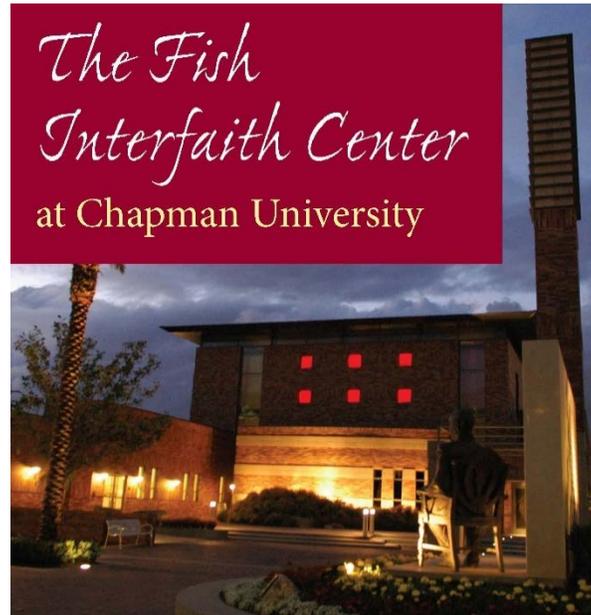
Many faculty come to Chapman with extensive existing professional networks. If that is you, please:

**Encourage your network to Think Chapman First by:**

- Recruiting Panther talent (students and alumni) when hiring at all levels including interns, entry- and mid-level teammates and experienced leaders. Visit [www.chapman.edu/tcf](http://www.chapman.edu/tcf) for more information
- Engage on-campus via internship and career fairs, speaker events, recruitment opportunities and more

**Know your Employer Relations team is here to support you. We can help with:**

- Collateral, tokens of appreciation and informational material to share with employers
- Employer Relations presence in a meeting or site visit
- Recruiting assistance (coordinating the posting of positions on all of Chapman's official job boards)



The Fish Interfaith Center is open to persons of all faiths and values to find a safe space for presentations, meetings, gathering in community, worship, prayer, meditation, and exploration of spiritual or academic themes.

**We serve faculty at Chapman University in many ways, including:**

- Discussing questions regarding Chapman University's Religious Accommodation Policy or any related issues
- Partnering with faculty and departments on events or classes
- Mindfulness Meditation Certificate course, led by Dean Gail Stearns, Certified in Mindfulness Facilitation from UCLA
  - Mondays, 12-1pm, instruction beginning September 10 through October 15, with meditations continuing most Mondays throughout the semester. Open to faculty, staff & students.
  - RSVP [interfaith@chapman.edu](mailto:interfaith@chapman.edu)
- Lectures and presentations on Spirituality or Religion

Please feel free to schedule a tour of our beautiful facility!

Welcome to our new Directors!

**Rabbi Corie Yutkin**

**Shaykh Jibreel Speight**

[www.chapman.edu/interfaith](http://www.chapman.edu/interfaith)

**Contact us:** Gail Stearns, Dean of the Wallace All Faiths Chapel, [stearns@chapman.edu](mailto:stearns@chapman.edu)

Nancy Brink, Director of Church Relations, [brink@chapman.edu](mailto:brink@chapman.edu)

Jennifer Ruby, Chapel Coordinator, [jenruby@chapman.edu](mailto:jenruby@chapman.edu) 714-628-7289

**Facebook**, Fish Interfaith Center at Chapman University and **Twitter** [@CU\\_Interfaith](https://twitter.com/CU_Interfaith)

## FACULTY SENATE



If you have any questions about the faculty governance system at Chapman, please feel free to contact your unit's Senators, the Chair of the Faculty Governance Council (2018-19: Lynda Hall; [lhall@chapman.edu](mailto:lhall@chapman.edu)) or the Faculty Senate President (2018-19: Paul Gulino; [gulino@chapman.edu](mailto:gulino@chapman.edu)).

The Chapman University Faculty Senate represents the commitment to shared governance at the University. All full-time faculty members are eligible for Senate election, which is conducted in each academic unit. Senators are apportioned to the academic units based on faculty population. The three key documents which detail the shared governance system at Chapman are the

- Faculty Constitution – outlines governance participation, eligibility, and organization;
- Faculty Bylaws – outlines the Senate operating procedures and details the structure and function of the Faculty Councils, Faculty Committees, and Faculty University-wide Governance Groups (see organization chart on reverse); and, the
- Faculty Manual – details faculty contract and working conditions, faculty review process, and grievance procedures.

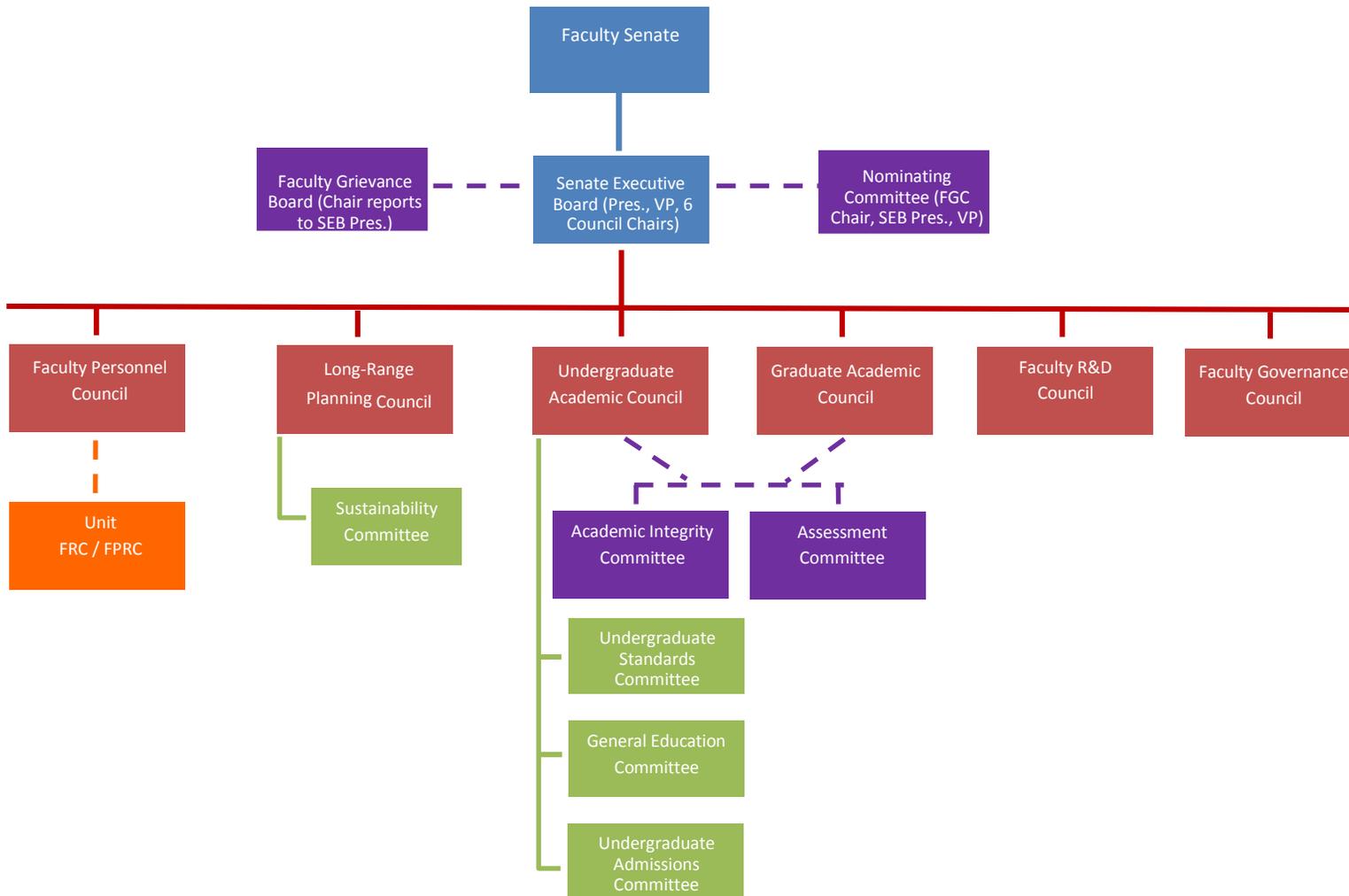
These documents are located under Chapman Faculty Governance in the My Organizations section of your Blackboard landing page. It is the responsibility of each faculty member to be familiar with them. They are reviewed annually by the Faculty Governance Council and amended when necessary through Senate vote and, in the case of the Faculty Manual, also by approval of the Board of Trustees.

The Faculty Senate meets from 1 to 3 p.m. on the third Friday of September, October, November, February, March, and April. December and May meetings are usually held on the last Friday of classes, which may be earlier than the third Friday. There are no Senate meetings in January or summer. In advance of each Senate meeting, all faculty members receive the Agenda and minutes of the previous meeting. Meetings are open to all faculty members. Faculty members should review the emails they receive from the Faculty Senate and discuss their needs and concerns in advance of the meetings with their elected unit Senators, and attend Senate meetings if they desire.

The Senate Executive Board consists of the President of the Faculty Senate, Vice-President/President-Elect, and the Chairs of the Faculty Councils. They are elected to their posts by the corporate faculty each spring. Nominations for service on Faculty Councils, Committees and University-wide Governance Groups are made every spring semester; watch for email announcements. Self-nominations are accepted. Elections are conducted in accordance with Constitution and Bylaws procedures.



**CHAPMAN FACULTY SENATE, COUNCILS AND RELATED GOVERNANCE GROUPS**



**KEY**

FACULTY SENATE / SEB	FACULTY COUNCIL	UNIV-WIDE GOVERNANCE COMMITTEE	STANDING COMMITTEE (OF COUNCIL)	UNIT-ELECTED COMMITTEE
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# Public Safety



**Public Safety Division** is responsible for the safety and security of the campus. The Communications Division provides 24-hour monitoring of the 911 system, the fire and burglar alarm system, and the dispatch center. The Patrol division provides 24-hour patrol of the campus via foot patrol, vehicle patrol and bicycle patrol.

**Website:** [www.chapman.edu/publicsafety](http://www.chapman.edu/publicsafety)

**Contact Information:** (714) 997-6763. – Please program this number into your phone. Dispatch is staffed 24-7 to assist you. Our philosophy is “If you see something, say something.” If a situation or person seems suspicious please give us a call.

**Randy Burba, Chief,** [burba@chapman.edu](mailto:burba@chapman.edu), (714) 997-6763

**Ricardo Gonzales, Deputy Chief,** [rigozalez@chapman.edu](mailto:rigozalez@chapman.edu), (714) 744-7685

**John Kabala, Captain,** [kabala@chapman.edu](mailto:kabala@chapman.edu), (714) 997-6787



## Public Safety Services to be aware of:

- **Operation Safe Ride (714) 997-6680** – A safe ride/escort program. We encourage all constituents to utilize the program in the evening hours if they feel unsafe walking to and from their vehicles or buildings on campus. After advertised hours of service, you can contact the dispatch center directly if you feel unsafe and need a ride to or from your car.
- **Rape Aggression Defense Classes (RAD)** – Public Safety Officers provide defense training for females on campus.
- **Lost and Found** – Please bring all lost and found items to Public Safety where they are inventoried and owners, where known, are notified. You can also e-mail the dispatch center at [lostandfound@chapman.edu](mailto:lostandfound@chapman.edu).
- **Bicycle Registration (*All bicycles must be licensed*)** – Bicycles must be licensed with the State of California. Licenses are available at Public Safety. We also recommend that you properly secure your bicycle with a U-Lock.
- **Panther Guardian Safety App:** An app that allows you to communicate via text message with Public Safety. Available at itunes and play.google by searching Rave Guardian. Register with your Chapman e-mail address.



**The Fire & Life Safety Division** is responsible for the safety of the Chapman community by mitigating potential fire hazards on campus. The Fire & Life Safety Manager manages our emergency and disaster response protocols.

**Website:** <http://www.chapman.edu/campus-services/public-safety/fire-prevention/index.aspx>

## **Contact Information:**

**Mark Davis, Fire & Life Safety Manager,** [mcdavis@chapman.edu](mailto:mcdavis@chapman.edu), (714) 744-7875

**Victor Arteaga, Fire Safety Officer,** [arteaga@chapman.edu](mailto:arteaga@chapman.edu), (714) 289-2071

## Fire & Life Safety Services to be aware of:

- **Panther Alert: emergency notification system** – you are automatically enrolled with your Chapman e-mail address but you must opt in with cell phone, office phone or home phone notification numbers  
<http://www.chapman.edu/panther-alert>



PANTHERALERT

## **Looking for Training?**

- **Training sessions are offered and available upon request:**
  - Active-Shooter
  - First-aid, CPR, and AED
  - Fire Extinguisher
  - Fire Safety and Building Evacuations
  - Personal Emergency Preparedness
- **A fee may apply for certification.**



**Current training opportunities available at:**

<https://web.chapman.edu/PublicSafetyScheduler/>



**Parking Services** is responsible for coordinating, enforcing and regulating the university's parking policy.

**Transportation Services** role is to maintain and regulate the use of the university's fleet vans and manage the driver authorization program. Transportation Services also manages the campus shuttle system.

**Websites:** [www.chapman.edu/parking](http://www.chapman.edu/parking) **E-Mail Address:** [parkingandtransportation@chapman.edu](mailto:parkingandtransportation@chapman.edu)

**Physical Address:** 418 N. Glassell St. Orange, CA 92866

**Contact Information:**

**Sheryl Boyd**, Assistant Director, Parking and Transportation Services, [sboyd@chapman.edu](mailto:sboyd@chapman.edu), (714) 997-6560

**Tracey Cervantes**, Parking and Transportation Supervisor, [cervantes@chapman.edu](mailto:cervantes@chapman.edu), (714) 997-6543

**Parking Policies to be aware of (link to the Parking Policy available on the Parking Services Website):**

- Parking regulations are enforced 24-7, 365 days a year.
- **Parking permits are mandatory** for all university constituents driving to campus. Permit options may be reviewed on-line. To obtain a parking permit, you must register at [chapman.nupark.com/portal](http://chapman.nupark.com/portal)
- **To waive the mandatory permit** you must request the waiver on-line at [web.chapman.edu/parkingwaiver](http://web.chapman.edu/parkingwaiver) by Monday at 5pm the start of the 4<sup>th</sup> week of classes. Only those using alternative transportation modes and not driving to campus are eligible for the waiver.
- **Faculty and Staff** have the option to pay for the permit via Payroll Deduction or credit card. These two options will be available when you register on-line. ***Your permit will be mailed to you.***
- **Parking Services uses License Plate Recognition (LPR) Technology.** License plate numbers are used to validate parking privileges. Please verify any vehicle you park on campus is registered to your account. There is no limit to the number of vehicles you can link to your account but only one can be parked on campus at a time. **Head-in parking only unless your vehicle has a front license plate.**
- **EV Charging Stations** on the Main Campus in Orange are located in the Barrera Structure, Becket Lot, Jim Miller Structure, Knott Studios Lot, Lastinger Structure, West Campus Structure and the West Palm Industrial Lot. Stations at the Rinker Campus are located between the 9401 and 9501 buildings. There is a 3-hour limit. Valid CU Permit required to park and charge. To set up an account with ChargePoint to use a station, visit: [www.chargepoint.com](http://www.chargepoint.com).
- **Zipcars** - Zipcars are available on the Main Campus. There are cars in the Jim Miller Structure and the Student Health Center Lot. To enroll with Zipcar visit: [www.zipcar.com](http://www.zipcar.com)
- **Parking on streets surrounding the university, in local business lots or in public lots while on campus is a violation of the university's parking policy.**
- **Looking for Available Parking? Wait, there's an App for that!** Search Chapman Parking and look for the Parking Logo.



**Looking for a convenient way to navigate around campus?**

- **The Parking Lot Shuttle** operates Mondays – Fridays, 7:30am – 5:30pm. The shuttle runs on a continuous loop with stops at the West Palm Industrial Lot, the West Campus Structure, the Orange Train Depot and Schmid Gate.
- **The Chapman Grand Shuttle** operates Mondays – Fridays, 7:30 am – 12:15 am. The shuttle runs on a continuous loop between the Chapman Grand Apartments and Schmid Gate.
- **The Panther Village Shuttle** operates Mondays – Fridays, 7:30 am – 12:15 am. The shuttle runs on a continuous loop between Panther Village and Schmid Gate.
- **The Rinker Campus Shuttle** operates Mondays – Fridays, 7:30 am – 8:30 am; and 4:30 pm – 5:30 pm. The shuttle runs between the Irvine Train Station and the Rinker Campus on a continuous loop.



**Want to see where the shuttle is on a map? We have an App for that!**

- Desktop **shuttle tracking information** is available at <http://chapman.transloc.com/> or by downloading the smartphone app. Search TransLoc and look for the logo.



**Transportation Services to be aware of:**

**Organizing a field-trip, required to drive for your position, or asked to drive for an event or game?**

- All drivers must be authorized to drive. The Driver Authorization Form/program is available on the **Risk Management Website** under Insurance; [webfarm.chapman.edu/AuthorizedDriverForm/Default.aspx](http://webfarm.chapman.edu/AuthorizedDriverForm/Default.aspx)
- The regulations and fees associated with renting a university vehicle are listed in the Transportation Policy. A link to the Policy is on the Parking and Transportation Services website as well as a link to the Vehicle Request Form to reserve a university fleet vehicle or charter a shuttle.



## OFFICE OF RESEARCH

**Primary location:** Von Neumann Hall, One University Dr. Orange, CA 92866

**Secondary location:** Rinker Health Sciences Campus, 9401 Jeronimo Rd, Irvine, CA 92618

### **Mission**

The Office of Research is committed to supporting and promoting a culture of excellence and integrity in research and creative/scholarly activity that enhances personalized education, faculty development, university reputation and community impact.

### **Sponsored Projects Services (Pre and Post Award)**

Identifying funding opportunities  
Proposal development  
Proposal submission and resubmissions  
Assisting with contract negotiations & award acceptance  
Interfacing with other administrative offices that support research  
Interfacing with funding agencies and foundations  
External partnerships and agreements

### **Research Integrity – Support of ethical research including:**

Institutional Review Board (IRB) for research with Human Subjects  
Institutional Animal Care and Use Committee (IACUC) for research with Vertebrate Animal Subjects  
Responsibility Conduct for Researchers  
Financial Conflict of Interest  
Export Controls

### **Research Infrastructure – Vivarium**

Assistance with protocol development  
Procedure support for animal studies  
Husbandry and care of animal research models

### **Faculty Development**

Grant development training  
Cayuse training  
Seed Funding opportunities  
Compliance training

### **Faculty Committees**

IRB – Julia Boehm, Ph.D. and Peter Simi, Ph.D. (Co-Chairs)  
IACUC - Surya Nauli, Ph.D. (Chair)  
Financial Conflict of Interest - Jeff Goad, Ph.D. (Chair)  
Research Advisory Panel

### **Staff**

#### **Vice President for Research:**

Thomas Piechota, Ph.D., PE

**Faculty Fellow:** Laura Glynn, Ph.D.

**Executive Assistant:** Karen Ash

**Director:** Jill Borland, CRA

#### **Research Administrators:**

Alisz Demecs

Molly McCarty

#### **Contract and Grant Administrators:**

Heidi Wissa

Janine Nguyen

#### **Sponsored Projects Coordinator:**

Morgan Sohrabian

#### **IRB/FCOI Administrator:**

Natalie Del Rio

#### **IACUC Administrator:**

Bruce Kennedy

#### **Graduate Assistant, IRB & IACUC**

Maxine de Luna

**Manager:** David Lopez

#### **Animal Health Technician:**

Vanesa Salvary

## **Contact**

Website: [chapman.edu/research](http://chapman.edu/research)

Phone: (714) 628-2805

Email: [sps@chapman.edu](mailto:sps@chapman.edu)

[irb@chapman.edu](mailto:irb@chapman.edu)

[iacuc@chapman.edu](mailto:iacuc@chapman.edu)