



This newsletter is almost a repeat from last week. Sorry about that. The meetings to establish student-learning outcomes are important. Please put them on your calendars.

The summer teaching schedule has been circulated and revised several times. Please make certain that you are happy with it. Next week we will circulate the fall teaching schedule. Now that we have Donna, Stephen and Doug helping to teach, these schedules are much easier.

I will be out of the office on Friday - so I writing this on Thursday evening. I hope that the ice they are predicting fails to solidify. Have a great week-end!

--Lou

### Department News

#### **Meeting with the Chemists**

On Monday 28 January at 12:30 in Lou's office. We must create a list of student learning outcomes for all 100 level courses. This is required for SACS accreditation.

#### **Meeting with Geographers**

On Wednesday 30 January at 12:30 in Lou's office. We must create a list of student learning outcomes for all 100 level courses. This is required for SACS accreditation.

#### **Travel and Self-improvement Grants**

The University Travel and Self-improvement Grants program is intended to provide opportunities for faculty self-improvement or renewal. The program guidelines are intentionally broad so that faculty throughout the University can propose innovative and diverse projects in a variety of areas. Presentations of scholarly papers or creative activities at regional, national, or international professional meetings will be supported with these funds. Travel grants are not made for normal course development. Also eligible are faculty who hold official positions or offices in professional organizations and who are not compensated for expenses associated with attendance at organizational meetings.

Attached please find the application for University Travel and Self-improvement Grants. The guidelines and application are also available at

[http://www.jsu.edu/academicaffairs/travel\\_grant.html](http://www.jsu.edu/academicaffairs/travel_grant.html).

Applications are due to the Dean's office by February 5, 2013.

### **Faculty Research Grants**

I hope you will apply for the JSU Faculty Research Grants. The deadline for receipt of these in the **Associate Dean's** office (246 Martin Hall) is **Monday, March 18**, to provide time for review prior to the University deadline. Faculty should follow these instructions in preparing an application:

1. Please go to the Academic Affairs website for information on the Guidelines for Research Proposal Format.

[http://www.jsu.edu/academicaffairs/research\\_grant.html](http://www.jsu.edu/academicaffairs/research_grant.html)

2. Submit the original signed copy of the submission form, using the current form available online at the above address. Please do not use old forms! Also, please do not send multiple copies of the application; our office will get the Dean's signature, make the Faculty Research Committee's requested ten copies, and deliver them to the committee chair, Dr. Jimmy Griffin.

3. Please print the detailed line item budget, in the requested format, on its own page on white paper. Our office will copy this onto the requested colored paper.

4. If you received a faculty research grant in 2012-2013, please attach the progress report for that grant to the back of the 2013-2014 proposal submission. These progress reports are also due to Dr. Griffin by March 1.

5. Please include a current CV for each researcher.

6. Note that a faculty member is limited to the submission of one proposal as a principal investigator per year.

### **iPad News**

#### **Apple's Jack Quattlebaum to Conduct iPads in Education Training on Jan. 25**

Jack Quattlebaum, Apple Presenter from the Executive Briefing Center in Cupertino, California, will conduct a session for JSU faculty and staff on the use of iPads in education. The session will be on January 25 at 2 p.m. in Room 355, Ayers Hall. If you have an iPad, be sure to bring it so that you can follow along. (An iPad is not required for participation.)

#### **iPad Users Group Meeting**

We will have our next iPad Users Group meeting on Wednesday, 6 February at 12:30 -1:30 in 202 Martin Hall. This will be another low-key meeting to answer questions and share ideas. You are most welcome to attend. Bring your iPad. We will discuss printing from the iPad.

### **Thought for the Day**

"I have a dream that my four little children will one day live in a nation where they will not be judged by the color of their skin, but by the content of their character."

- Martin Luther King, Jr.

### **JSU Trustees to Meet January 28**

The Jacksonville State University Board of Trustees will meet on Monday, January 28 at 10 a.m. on the eleventh floor of Houston Cole Library.

### **Instructions for consenting to receive W-2 Form electronically, then printing your W-2.**

1. Login to your MyJSU account.
  2. Look to the left for "Employee Links."
  3. Click on "Tax Forms."
  4. Click the second link - "Electronic W-2 Consent." Read the three paragraphs preceding "Selection Criteria."
  5. Check the box under "My Choice" and to the right of "Consent to Receive W-2 Electronically."
  6. Click "Submit."
  7. Click "Return to Tax Forms Menu."
  8. Click on the third link - "W-2 Wage and Tax Statement."
  9. From the drop down menu, select the year.
  10. Click "Display."
  11. On the lower left of the page, select "Printable W-2." From this screen you may print as many copies as needed.
- [Wouldn't one little check box: "Print out my W-2" been a lot easier?]

### **Contact Details**

If you have items of news or interest that you would like included in the Department of Physical and Earth Sciences newsletter, then contact **Tracy Casey** before noon on Thursdays at: [tscasey@jsu.edu](mailto:tscasey@jsu.edu) or phone (256) 782-5232.