



January 6, 2023

Dear Faculty Members and University Instructors,

I hope you had a peaceful and restful Christmas and New Year's break, and are refreshed at the beginning of a new year and a new semester.

With this new semester quickly approaching on Monday, January 9, 2023, there are several important issues that I want to bring to your attention.

Academic Integrity

Academic integrity is central to the teaching and research missions of the University, both understood in their broadest terms: educating the whole person and pursuing the truth in all of its forms. Our need to maintain academic integrity is all the more important during this semester, since many of our students are spread throughout the country and may be tempted to use different methods to complete their assignments and examinations.

Instructors are obliged to familiarize themselves with University policies and procedures and to follow them (see <http://policies.cua.edu/academicundergrad/integrityfull.cfm>).

It is important to be proactive in educating students about academic integrity. Best practices include:

1. Use the distribution of the syllabus as an opportunity to discuss academic integrity within the context of the course and the discipline/field. Explain why it is important as a member of the academic community. This concept is even more important for graduate students who are becoming intentional members of that community; expectations are higher for that reason.

2. When possible, include professional codes of ethics, case studies, and/or discussion questions to prompt student thinking beyond mere consequences and sanctions. Stressing integrity over dishonesty puts the proper constructive context on the discussion.

3. As the first "major" graded assignment nears - paper, report, design, midterm, etc. - revisit this discussion and acknowledge the increased pressure compared to the start of the semester. Situations like these are the decision points, and there are resources to help students make the best decision; the first and most important resource is the instructor. Asking questions is the best way to avoid suffering sanctions. There are other resources, including the Center for Academic and Career Success and the Writing Center.

Attendance and Academic Performance Surveys

There is a strong correlation between attendance and student success. As such, instructors are asked to review their attendance policies during the first class. Instructors of first-year undergraduate students must take attendance. All instructors will receive surveys soliciting information about student attendance and academic performance via cardinalsuccess.cua.edu. I ask you to please complete these surveys promptly. Concerns about students can also be reported at any time to the Center for Academic and Career Success (<https://success.catholic.edu>) or by issuing an alert through cardinalsuccess.cua.edu.

The Center for Teaching Excellence

The Center for Teaching Excellence (CTE) remains committed to assisting all full and part-time faculty members in fostering an environment in which students are given a robust teaching, advising, and mentoring experience within a world-class research context. The Center continues to provide individual consultations, feedback on syllabi, course design, and instructional coaching, and will be sponsoring workshops and orientations throughout the academic year.

What may be of particular interest to you at the beginning of this semester are the many [virtual presentations](#) on the CTE website. These presentations are supplemented by numerous [resources](#) gathered and developed by the CTE staff of instructional designers, instructional coaches, and [contributors](#).

The Center is planning numerous events, training sessions, and programming throughout the spring semester, so I encourage you to bookmark the [Center for Teaching Excellence](#) website as a favorite place on your web browser.

Class Rosters – Students attending who are not registered

All instructors are responsible for checking class rosters on Cardinal Station regularly through the end of the drop/add period, which is Friday, January 20, 2023.

For the Columbus School of Law, the last day to add or drop a class is Tuesday, January 17, 2023.

Do not permit a student who is not registered to attend class. All students must be properly registered. If a student who is not on your class roster attends your class, you may allow her or him to remain for that class period only; however, please tell the student that you will not permit further attendance until her or his name appears on the official class roster and communicate clearly so that the student does not think that you are resolving the situation for him or her.

If the student is unsure what to do, direct her or him to the Center for Academic and Career Success (<https://success.catholic.edu>) or to the appropriate dean's office.

Class Rosters – Students registered and on the roster who are not attending

Please inform the Center for Academic and Career Success (<https://success.catholic.edu>) if undergraduate students on your rosters are not attending class. The Center for Academic and Career Success and the dean of your school will follow up to determine the status of these students.

Course Syllabi

Course syllabi are required. Each syllabus should incorporate specific goals for student learning and how these will be assessed. You can find guidelines for University Syllabi at <http://pir.cua.edu/course-syllabi/course-syllabi.cfm>.

While academic units can modify the template to fit their accreditation or regulatory mandates, instructors should use the modification provided to them by their academic unit. Syllabi must be uploaded to the Syllabus Manager before the first class meeting (see <https://secure.cua.edu/syllabi/login.cfm>). There are no exceptions to this requirement. Please be aware as you write your syllabus that final exams, if required, must be administered on the day and time assigned by the Registrar during the final examination period.

Please visit the Center for Teaching Excellence website for the particulars in building a Blackboard syllabus, as well as the benefits of using the Center's specifically-designed

syllabus template. The virtual presentation on building a Blackboard syllabus [can be found here](#).

Patronal Feast of Saint Thomas Aquinas

The University Mass celebrating the patronal feast of Saint Thomas Aquinas is scheduled for Thursday, January 26, 2023 in the Great Upper Church of the Basilica of the National Shrine of the Immaculate Conception.

No classes will be held that day between 11:50 a.m. and 3:00 p.m.

We will be reinstating the faculty luncheon after the patronal Mass, and the topic for our presentation and discussion at the faculty luncheon will be student mental health. Please be on the lookout in your email for a more formal invitation to this luncheon in the coming days.

Remote Lab Access

Catholic University provides access to technology resources intended to be used by students as a component to their academic progress.

In addition to the in-person use of desktop computers located in campus computer labs, classrooms, dedicated spaces and library facilities, the University provides students with remote-friendly access to both specific applications and to individual desktop environments.

The remote lab access website is <https://technology.catholic.edu/programs/labremoteaccess/>, and I encourage you to share this link with your students, so that they can take advantage of this access and find which type of access is most useful to them.

Textbook Mandates – Higher Education Opportunity Act

In order to ensure we are in compliance with U.S. Higher Education Opportunity Act (HEOA) and Middle States accreditation requirements, we are obligated to *“disclose, on the institution’s Internet course schedule and in a manner of the institution’s choosing, the International Standard Book Number and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution’s course schedule used for preregistration and registration purposes.”*

To ensure compliance with HEOA mandates, there is functionality in the Campus Solutions Student Administration system (Cardinal Students) that will allow us to

include textbook information as part of the class maintenance table for each course section. This information will be displayed on the schedule of classes in Cardinal Station Self-Service to students and faculty. The textbook and pricing data are populated by an interface with the bookstore ordering system. It is therefore imperative that your textbook information is completed accurately so that the ISBN and price information in Cardinal Students is updated and available to students as they register for courses.

University Research Day

I want to take the occasion of this letter to remind you that University Research Day (URD) will be held on Tuesday, April 18, 2023. The event has proven to be a great success since its inception in 2016, and the 2021 Research Day saw thousands of visitors enjoying live-streamed talks and access to nearly 140 recorded presentations plus musical performances. In 2022, musical performances were included in the Research Day program for the first time, and I encourage you to review the presentations from [last year's Research Day](#) to “whet your appetite” for this year's event!

Since this year's research day is a little more than three months away, I strongly encourage faculty to work with students on ways in which they can prepare to participate in URD's panels, poster sessions, and interactive research demonstrations. I also want to emphasize that URD is not limited to student presentations, and faculty members are encouraged to share their research with the University community on April 18.

The Research Day Planning Committee sent out a Call for Abstracts in November and again in December, and set the submission deadline as Tuesday, January 24, 2023 at 5:00 pm. The committee has also posted guidelines, helpful hints, and abstract examples on the [abstract submission page](#).

For more information, please contact URD co-chairs Elizabeth Edinger (edinger@cua.edu) or Christopher Raub (raubc@cua.edu).

JANUARY AND FEBRUARY CALENDAR REMINDERS

Monday, January 9: Opening of classes in the spring 2023 semester.

Monday, January 16: Martin Luther King, Jr. Day Holiday - The University is closed.

Friday, January 20: Last Day to register or add regular session courses for credit, and the last day to drop regular session courses without record.

Friday, January 20: March for Life - No classes between 11:00 a.m. and 3:10 p.m.

Tuesday, January 24: 5:00 p.m. Deadline to [Submit Abstracts](#) for University Research Day

Thursday, January 26: Patronal Feast of St. Thomas Aquinas University Mass - No classes between 11:50 a.m. and 3:10 p.m.

Monday, February 20 - Friday, February 24: Faculty submit interim grades for undergraduates in Cardinal Students

Tuesday, February 21: Administrative Monday - Classes follow a Monday schedule this day; Tuesday classes do not meet

Wednesday, February 22: Ash Wednesday

Friday, February 24: Midterm

**Courses in the Columbus School of Law are following the school-specific calendar for the spring 2023 semester.

A FINAL REFLECTION

Our University motto is *Deus Lux Mea Est*, “God is My Light,” and as we approach the celebration of the Epiphany of the Lord, the closing prayer for this upcoming Sunday’s Mass seems most fitting as guidance for us in the new semester:

“Go before us with heavenly light, O Lord,
always and everywhere,
that we may perceive with clear sight
and revere with true affection
the mystery in which you have willed us to participate.
Through Christ our Lord.”

May the Light of Christ guide us through this semester and may we continue to be filled with God’s wisdom and grace in our vocation as educators.

Thank you for your attention to these issues and events. I wish you and your students every success during the upcoming semester.

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'Aaron Dominguez', written in a cursive style.

Aaron Dominguez, Ph.D.
Provost

Office of the Provost

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