Dear Colleague,

Welcome to Brandeis!

I look forward to working with you during the New Faculty Orientation and well beyond. The Center for Teaching and Learning offers a wide variety of programs and support services including ongoing faculty discussion groups, one-on-one consultations, classroom observations, and workshops (see our Web site for more details: www.brandeis.edu/teaching).

If you have any questions, please feel free to contact Nicole Murphy, the Senior Program Coordinator for the Center for Teaching and Learning (and the Summer School) or me at the contacts listed below.

I hope that you enjoy working with Brandeis students as much as I have. They are bright, lively, and energetic, and I expect that they will keep you on your toes.

All the best,

Dan Perlman

Associate Provost of Innovation in Education
Director, Center for Teaching and Learning
Professor of Biology and Environmental Studies

Dan Perlman: Phone: 781-736-2687   Email: perlman@brandeis.edu
Nicole Murphy: Phone: 781-736-3425   Email: murph@brandeis.edu
2017 New Faculty Orientation
Tuesday, August 22 and Wednesday, August 23, 2017

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The Office of the Dean of Arts and Sciences
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Academic Technology Group
Media Technology Services
Center for Teaching and Learning
2017 New Faculty Orientation Agenda
Tuesday, August 22, 2017 in International Lounge (in Usdan)

8:30am - Human Resources Questions Answered
8:30am - Coffee and Light Breakfast
8:45am - Welcome: President Ron Liebowitz and Provost Lisa Lynch
9:15am - Pedagogy I: Dan Perlman, Director of the Center for Teaching and Learning
10:20am - Coffee Break
10:35am - Round Robin 1
  • Erika Smith, Dean of Academic Services
  • Joy von Steiger, Director of the Brandeis Counseling Center
  • Elaine Wong, Senior Associate Dean of Arts and Sciences for Undergraduate Education
  • Beth Rodgers-Kay, Director of Student Accessibility Support
  • Jodi Hanelt, Director of International Students and Scholars Office
  • Vinodini Murugesan, Director, English Language Programs
11:40am - Steve Locke, General Counsel
11:50am - Lunch with Edward Hackett, Vice Provost for Research (includes 20 minutes for Union discussion)
12:30pm - Round Robin 2
  • Mark Hewitt, University Registrar
  • Laura Hibbler, Interim Assoc. University Librarian for Research and Instructional Services
  • Adam Lipkin, Associate Director for Academic Technology
  • Tim O’Neil, Associate Director for Media Technology Services
  • Jessica Basile, Director of Graduate Student Affairs
  • Melissa Woolsey, Academic Integrity, Assistant Director of Student Rights and Community Standards
1:35pm Coffee Break
1:50pm - Diversity & Inclusion I: Mark Brimhall-Vargas, Chief Diversity Officer and Vice President for Diversity, Equity and Inclusion
4:00pm - Tour of Campus (Optional, but recommended)
2017 New Faculty Orientation Agenda

Wednesday, August 23, 2017 in the Lurias (in Hassenfeld)

8:30am - Coffee and Light Breakfast

9:00am - Pedagogy II: David Sherman, English, and Dan Perlman

10:30am - Coffee Break

10:45am - Diversity & Inclusion II: Mark Brimhall-Vargas

12pm - Lunch with 2nd and 3rd year professors

1:00pm - Experiential Learning: Daniel Langenthal, Director of Experiential Learning and Teaching & Alyssa Stalsberg Canelli, Assistant Director of Experiential Learning and Teaching

2:00pm - Reflections: Dan Perlman

2:20pm - Wrap-up and feedback forms

2:30pm - Reception
Office of the Dean of Arts and Sciences

Susan Birren, Dean of Arts and Sciences (birren@brandeis.edu)

Office of the Dean of Arts and Sciences: www.brandeis.edu/das/
Committee for the Support of Teaching: www.brandeis.edu/das/committees/cst/
New Faculty Information: www.brandeis.edu/das/new_faculty.html

Main Phone: (781) 736-3451

Bernstein - Marcus Building (73-12) and (73-101), courtyard and lowest level

Other key staff in the office:
- Elaine Wong, Senior Associate Dean of Arts and Sciences (ewong@brandeis.edu)
- Barbara Wrightson, Director of Budget and Planning (wrightson@brandeis.edu)
- Heather Young, Assistant Dean of Arts and Sciences (hkyoung@brandeis.edu)
- Lorna Laurent, Assistant Dean of Arts and Sciences (llaurent@brandeis.edu)
- Kathy Cook, Assistant to the Dean of Arts and Sciences (ucookka@brandeis.edu)
- Daniel Langenthal, Director, Experiential Learning & Teaching (dlangent@brandeis.edu)

Responsibilities of this office:
- The undergraduate and graduate curricula, faculty, staffing, oversight of academic departments and other academic and financial matters
- Curricular and academic planning, curricular changes and review
- Management of processes/procedures for faculty search, appointments, reappointments, tenure/promotion, and leaves/sabbatical.
- Support for faculty research and management of academic finances
- Approval of travel funds for faculty, Norman awards, and public lecture funds
- Experiential learning (courses, practicums, academic internships, community-engaged learning) resources, support, and workshops
- Support for general education requirements and their redesign (oral communication, writing intensive, non-western and comparative studies, quantitative reasoning, foreign language)
- Activities/initiatives of the Committee for the Support of Teaching
- Teaching at Brandeis reception and dinner on Tuesday, September 19th, 2017, 5:00-8:00PM: Send RSVPs to carlau@brandeis.edu
- Support for Undergraduate Departmental Representatives program
University Registrar

Mark Hewitt, University Registrar

http://www.brandeis.edu/registrar/
registrar@brandeis.edu
781-736-2010
Kutz, Room 121

Mark Hewitt mhewitt@brandeis.edu 781-736-2011
Andrew Marx amarx@brandeis.edu 781-736-2017
Kristina Law krielly@brandeis.edu 781-736-2016
Haydee Vazquez vazquez@brandeis.edu 781-736-2020

Responsibilities of this office:

- Academic Policy and Regulations - contact us with questions.
- Academic Calendar – [http://www.brandeis.edu/registrar/calendar/index.html](http://www.brandeis.edu/registrar/calendar/index.html) and detailed calendars for Fall ([http://www.brandeis.edu/registrar/calendar/fall17.html](http://www.brandeis.edu/registrar/calendar/fall17.html)) and Spring ([http://www.brandeis.edu/registrar/calendar/spring18.html](http://www.brandeis.edu/registrar/calendar/spring18.html)) – be aware of Brandeis Days.
- Class and Classroom Scheduling – room assignments released just before classes begin – check Schedule of Classes [http://www.brandeis.edu/registrar/registration/schedule.html](http://www.brandeis.edu/registrar/registration/schedule.html)
  Report problems/requests with classrooms to Kristina Law or Haydee Vazquez directly.
- Course Registration and Enrollment
- Degree Auditing and Awarding
- Final Exam Scheduling – schedule released during the term, however a tentative schedule is here [http://www.brandeis.edu/registrar-finals/futurefinals17-18.html](http://www.brandeis.edu/registrar-finals/futurefinals17-18.html)
- Privacy Policy and Data Steward for Student Records (FERPA) – review and complete the FERPA quiz at [http://www.brandeis.edu/registrar/faculty/ferpa.html](http://www.brandeis.edu/registrar/faculty/ferpa.html) to have access.
- Transfer Credit Evaluation
- Transcripts and Grading
- University Bulletin and Course Catalog – contains policies and procedures, as well as degree requirements and course descriptions – this is an essential advising tool: [http://www.brandeis.edu/registrar/bulletin/index.html](http://www.brandeis.edu/registrar/bulletin/index.html)

Additional information for faculty – including detailed guides to the use of sage (the University’s student records system - where you can find class rosters and grade rosters) can be found here - [http://www.brandeis.edu/registrar/faculty/sage.html](http://www.brandeis.edu/registrar/faculty/sage.html)
Brandeis Counseling Center
Part of Students and Enrollment

Joy von Steiger, PhD Director
Oversees the Counseling Center

http://www.brandeis.edu/counseling

BCC@brandeis.edu

781-736-3730
After hours consultation: 781-736-3785

Mailman House

Joy von Steiger: 781-736-3782; jvonst@brandeis.edu

Responsibilities:

Counseling Center

The Psychological Counseling Center provides counseling for students in times of stress and encourages them to ask for help with their most immediate concerns. Our staff is experienced in dealing with deeper developmental and psychological issues ranging from stress and depression to substance abuse and eating disorders.

All concerns are addressed with sensitivity to and respect for diversity and individuality. We maintain the strictest standards of privacy and confidentiality, and serve as a resource to the both graduates and undergraduates.

We offer assessment, individual and group therapy, community referrals, referrals to video therapy (iHope), emergency assessment and care and urgent care every weekday at 11am and 3pm. We offer treatment in 5 languages and specialty care in eating disorders, trauma, and alcohol and substance abuse. All care is delivered through a trauma and culturally informed lens.
Student Accessibility Support
Part of the Office of Academic Services

Beth Rodgers-Kay, Director
Website: http://www.brandeis.edu/acserv/disabilities/
Office email: access@brandeis.edu
Office phone: 781.736.3470 or 3473
Location: Usdan 130 (second floor)

Academic Services Staff:
  Rage Hezekiah, Disabilities Specialist
  Desirae Mix, Program Manager

Responsibilities:
• Provide Academic Accommodation Letters that students present to faculty.
• Determine reasonable accommodations at Brandeis.
• Support students and faculty on effective strategies for students with disabilities.
• Increase campus awareness and knowledge base regarding college disabilities.

Making curricular materials accessible for students with blindness:
• Faculty must ensure curricular access to students with blindness/visual impairments; our team is ready to assist you!
• LTS and Student Accessibility Support have posted resources on an LTS website entitled Accessibility links and in the LATTE help pages.
• Contact either office if you have additional questions.
Your personal approach and teaching style have a profound effect on the way students learn from you about the material you cover, setting priorities, respecting authorship, and fulfilling obligations. How you communicate about academic integrity matters greatly and sets the tone in your classroom.

This document will highlight ways in which to create an atmosphere of integrity in your course and among your students, as well as provide you with helpful resources and instructions in the case that academic dishonesty was to occur in your classroom.

Structuring your classroom:

- Emphasize and discuss the statement on academic integrity inserted in the syllabus. Brandeis University publishes its expectations about Academic Integrity in the student code of conduct entitled Rights and Responsibilities. The Department of Student Rights and Community Standards is responsible for adjudication of alleged violations of its contents. **R&R is viewable here:** [http://www.brandeis.edu/studentlife/srcs/rr/](http://www.brandeis.edu/studentlife/srcs/rr/)
- Give clear guidelines about assignments and papers, and specify the circumstances under which collaboration is acceptable and not acceptable.
- Require that students develop their own ideas and substantiate them; direct them to analyze or compare what they have learned, not merely restate data, themes, or ideas in the readings.
- Keep in mind that academic conventions vary by region of the world, and some students have been exposed to years of locally legitimate practices that are not acceptable in the American higher education culture.
- Design testing situations that discourage cheating, (e.g., scrambling questions, using different versions of an exam, assigned seating, and active proctoring).
- Work closely with any student who seems unclear about proper citation. The practice of paraphrasing is a specific concern. We think of this practice as facile, though many students understand it differently or incorrectly.

Referrals such as tutors, LTS and The Writing Center can all be helpful (see below, “Resources”).
Resources:

- **LTS** along with the Brandeis Library provides informative guides and even workshops to assist students in learning proper citation. Their tools can be found at [http://guides.library.brandeis.edu/citations](http://guides.library.brandeis.edu/citations).
  - They even have a “chat” feature that allows students to live chat with a librarian!

- **Turnitin.com** is a feature that is incorporated into your Latte account. Requiring students to submit their work via Latte will allow TurnItIn to establish a percentage of un-original content that more easily detects plagiarism. Additionally, there is a re-submission feature that will allow students to submit a rough draft of their work to view this percentage and make modifications before submitting a final draft.
  - Visit the “Faculty Resources” on our SRCS, Academic Integrity Webpage for instructions on how to enable Turnitin
  - [http://www.brandeis.edu/studentlife/srscs/academicintegrity/faculty/index.html](http://www.brandeis.edu/studentlife/srscs/academicintegrity/faculty/index.html)

- **Google “Search”** is also an effective tool to either confirm or deny alleged plagiarized content. Simply copy, paste the alleged content into the search box. Then, click “search tools” and select “verbatim”.

**Submitting a Report:**

- All possible allegations of Academic Integrity should be submitted through the following form: [https://publicdocs.maxient.com/reportingform.php?BrandeisUniv&layout_id=6](https://publicdocs.maxient.com/reportingform.php?BrandeisUniv&layout_id=6)
  - Please answer all questions to the best of your ability.
  - Please also attach any relevant documentation to the form (e.g. exams, papers, emails, etc.).

- Once you have submitted a report, the Assistant Director of SRCS (Melissa Woolsey) will contact you regarding updates and conclusions of the case.
  - This will include any conversations on potential sanctions.

Remember, students have a contractual relationship with Brandeis, and as an instructor you are charged with upholding the institution’s end of the contract. Violations of our policies on academic honesty should be referred to The Department of Student Rights and Community Standards for adjudication through the Student Conduct Process.
English Language Programs (ELP)  
Under the Associate Provost for Academic Affairs

Vinodini Murugesan, Director of English Language Programs  

http://www.brandeis.edu/elp/  
http://www.brandeis.edu/gatewayscholars/

Main Administrative Office: 781 736-3992 (Rabb 340)  
Vino: vino@brandeis.edu; 781 736-8398; Rabb 341

Responsibilities of this office:  

- English Language Programs (or ELP), formerly the English as a Second Language Program, is designed to serve undergraduate/graduate students at Brandeis University who are non-native speakers of English.
- ELP also runs the Gateway Scholars Program, a special undergraduate program designed to teach critical thinking, analytical writing, and academic oral communication skills to incoming freshmen who are non-native speakers of English to facilitate their success at Brandeis.

- ELP services:
  - Tutorial Program: We provide university-sponsored one-on-one weekly tutorials for both undergraduates and graduates. Tutorials are predominantly writing tutorials, although we occasionally provide oral communications tutorials on a case-by-case basis. Course instructors are encouraged to ask high-need students to sign up for the tutorial program, especially if they are in writing-intensive courses. (Please email Sarah Wagner at swagner@brandeis.edu for more information about tutorial sign-ups.)
  - Graduate Courses: English Language Programs conducts diagnostic tests for international graduate students to identify areas in which students need language support in order to better serve their needs. Based on need, we run six one-credit GSAS classes per year for graduate students in writing and oral communication skills.
  - ELP also runs two weekly workshops in writing and speaking for IBS graduate students throughout the Fall and Spring, with a limited number of weekly tutorials for high-need IBS students.

Please contact Vino for any additional resources and support that you may need for teaching non-native speakers of English at Brandeis.
International Students and Scholars Office

Jodi Hanelt, Director of International Students and Scholars Office
www.brandeis.edu/issos
issos@brandeis.edu
781-736-3480
Kutz Hall 215 | MS 040

The International Students and Scholars Office (ISSO) assists international undergraduate and graduate students, international faculty, researchers, visitors and their families from prior to arrival, throughout their stay at Brandeis, as well as after they have completed their program. The ISSO provides advice, counsel, and programming on academic, visa/immigration, financial, and personal issues that may impact students and scholars while at Brandeis and in the U.S. Advising occurs through individual meetings with ISSO staff, workshop and orientation sessions, as well as through web resources.

Contact Information:
Jodi Hanelt, Director
Ruth Brigham, Senior Assistant Director
(J-1 Graduate students/F-1 undergraduate students, international faculty/scholars/postdoctoral fellows)
Kathleen McCarthy, Assistant Director
(F-1 undergraduate students, international faculty/scholars/postdoctoral fellows)
Bonnie Ryle, International Student Advisor
(Graduate Students)
Khuong Nguyen, SEVIS Administrator
Jingwen Yan, International Student Advisor for Community Integration
Hannah Locke, Department Coordinator

Phone: (781) 736-3480
Email: issos@brandeis.edu
Website www.brandeis.edu/issos
Facebook: “ISSO at Brandeis University”

KEY AREAS OF FACULTY ADVISING

- Many students will be experiencing a new participatory classroom environment for the first time. Provide examples of your expectations on how a student should contribute to the classroom discussion.
- Encourage students to take advantage of office hours early in the semester just to introduce themselves before they have a question or concern.
- Internships/Employment – international students need special work authorization through the ISSO to pursue any work experience or internship (paid or not paid) that is off-campus. If your course features such experiences, please include in your syllabus that international students should consult with the ISSO before pursuing any off-campus activity.
- If you have any concerns about a student, please feel free to contact the ISSO as a resource and support.
- If you become part of a search committee and will consider international applicants, please be sure to follow recruitment guidelines that will assure a smooth transition to permanent residency for new faculty. Seek guidance from the ISSO.

**ACADEMIC YEAR 2016-2017**

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
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<tbody>
<tr>
<td>Undergraduate International Students:</td>
<td>740</td>
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<tr>
<td>Graduate International Students:</td>
<td>691</td>
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<tr>
<td>Graduated students on Practical/Academic Training:</td>
<td>272</td>
</tr>
<tr>
<td>International Scholars (Faculty, Researchers, Staff):</td>
<td>177</td>
</tr>
<tr>
<td>Total Countries Represented (Students &amp; Scholars):</td>
<td>99</td>
</tr>
<tr>
<td>TOTAL NUMBER OF INTERNATIONAL STUDENTS AND SCHOLARS:</td>
<td>1880</td>
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<table>
<thead>
<tr>
<th>Top 5 Countries (Undergraduate Students)</th>
<th>Top 5 Countries (Graduate Students)</th>
</tr>
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<tbody>
<tr>
<td>People’s Rep. of China</td>
<td>People’s Rep. of China</td>
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<td>531</td>
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<tr>
<td>South Korea</td>
<td>India</td>
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<td></td>
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<tr>
<td>India</td>
<td>South Korea</td>
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<td>Canada</td>
<td>Israel</td>
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<td>Taiwan</td>
<td>Pakistan</td>
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We Care About:

**CONTENT:** For you and your students, as consumers and creators  
**LEARNING:** To help you achieve your objectives for your students  
**SUPPORT:** With tools, expertise, study spaces, help services, equipment, more

<table>
<thead>
<tr>
<th>We Care About:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONTENT:</strong> For you and your students, as consumers and creators</td>
</tr>
<tr>
<td><strong>LEARNING:</strong> To help you achieve your objectives for your students</td>
</tr>
<tr>
<td><strong>SUPPORT:</strong> With tools, expertise, study spaces, help services, equipment, more</td>
</tr>
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### Hours

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<tr>
<th>Location</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Goldfarb/Farber Building</td>
<td>M-Th 8:30-2:00am; F 8:30-6; Sa 12-8; Su 12-2:00am</td>
</tr>
<tr>
<td>Archives &amp; Special Collections</td>
<td>Goldfarb Level 2, M-F 9-5</td>
</tr>
<tr>
<td>Research Help Desk</td>
<td>Goldfarb Level 1, M-F 11-5</td>
</tr>
<tr>
<td>Starbucks Cafe</td>
<td>Farber Level 1, see Campus Dining site</td>
</tr>
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</table>

### Contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone/Email</th>
<th>Website</th>
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<tbody>
<tr>
<td>Archives &amp; Special Collections</td>
<td>781-736-4686; x64686</td>
<td><a href="http://lts.brandeis.edu/research/archives-speccoll">http://lts.brandeis.edu/research/archives-speccoll</a></td>
</tr>
<tr>
<td>Information &amp; Borrowing</td>
<td>781-736-LOAN; x65626</td>
<td><a href="http://lts.brandeis.edu/borrowing">http://lts.brandeis.edu/borrowing</a></td>
</tr>
<tr>
<td>Interlibrary Loan &amp;</td>
<td>781-736-4676; x64676</td>
<td><a href="http://guides.library.brandeis.edu/interlibraryloan">http://guides.library.brandeis.edu/interlibraryloan</a></td>
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<tr>
<td>Document Delivery</td>
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<tr>
<td>Reserves</td>
<td>781-736-4630; x64630</td>
<td><a href="mailto:reserve@brandeis.edu">reserve@brandeis.edu</a></td>
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<tr>
<td>Research Help Desk</td>
<td>781-736-4627</td>
<td><a href="http://lts.brandeis.edu/research/help">http://lts.brandeis.edu/research/help</a></td>
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<tr>
<td>Subject &amp; Topic Liaisons</td>
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<td><a href="http://lts.brandeis.edu/research/staff.html">http://lts.brandeis.edu/research/staff.html</a></td>
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### Tools

<table>
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<tr>
<th>Tool</th>
<th>Details</th>
<th>Website</th>
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<tbody>
<tr>
<td>Library Card</td>
<td>Brandeis ID card also carries cash for</td>
<td></td>
</tr>
<tr>
<td></td>
<td>printing/copying</td>
<td></td>
</tr>
<tr>
<td>Library Catalog + E-Resources</td>
<td>Library OneSearch</td>
<td><a href="http://search.library.brandeis.edu">http://search.library.brandeis.edu</a></td>
</tr>
<tr>
<td>Library E-Resources (Other)</td>
<td>Brandeis Scholar</td>
<td><a href="http://scholar.brandeis.edu">http://scholar.brandeis.edu</a></td>
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<tr>
<td>Research and Course Guides</td>
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<td><a href="http://guides.library.brandeis.edu">http://guides.library.brandeis.edu</a></td>
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<td>Tutorials</td>
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<td><a href="http://tutorials.library.brandeis.edu">http://tutorials.library.brandeis.edu</a></td>
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### Service Locations

<table>
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<tbody>
<tr>
<td>Archives &amp; Special Collections</td>
<td>Goldfarb Level 2</td>
</tr>
<tr>
<td>Collections, Access and Technical</td>
<td>Goldfarb Level 2</td>
</tr>
<tr>
<td>Equipment Borrowing</td>
<td>Laptops, tablets and gear: Information and</td>
</tr>
<tr>
<td></td>
<td>Borrowing High end media equipment: Getz Lab,</td>
</tr>
<tr>
<td></td>
<td>Farber Level 3</td>
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<tr>
<td>Information and Borrowing</td>
<td>Goldfarb Level 1, Information Commons</td>
</tr>
<tr>
<td>Judaica/Judaica Librarian</td>
<td>Goldfarb Mezzanine</td>
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<tr>
<td>Printing/Copying/Scanning</td>
<td>Goldfarb Information Commons and Farber</td>
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<tr>
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<td>Mezzanine</td>
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<tr>
<td>Subject Librarian Offices</td>
<td>Farber Library Level 2</td>
</tr>
<tr>
<td>Vershbow Instruction Classroom</td>
<td>Goldfarb Mezzanine</td>
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</tbody>
</table>
Academic Technology Group
Part of Library and Technology Services

Adam Lipkin, Associate Director for Academic Technology

http://lts.brandeis.edu/courses/index.html

academictechnology@brandeis.edu

Farber 2 (down one floor from the circulation desk in the Library)

Adam Lipkin alipkin@brandeis.edu 781-736-4795

Responsibilities of this office:

• Supports LATTE (the Moodle-based Learning Management System at Brandeis)
• Consults with faculty and graduate students on using technology to augment teaching.
• Supports online tools (Wordpress, Omeka, TurnItIn, Lynda) for academic use.
• Offers workshops for instructors.
Media Technology Services (MTS)
A Member of Information Technology Services

Tim O’Neil, Director for Academic Media Technology Services
781 736 - 4632 (MTS) http://lts.brandeis.edu/courses/video.html
Goldfarb 3 (down two floors from the circulation desk in the Library) Tim O’Neil: oneil@brandeis.edu 781 736 – 4429

2. **Installed classroom / learning space technology:** MTS supports more than 285 classrooms and learning spaces on campus. Most spaces feature state of the art technology and dedicated Instructor PC’s. For an alphabetical list of quick-start guides, please visit: [http://lts.brandeis.edu/courses/classroom_instructions.html](http://lts.brandeis.edu/courses/classroom_instructions.html)

To request training in a classroom or for additional info, please contact: Tim O’Neil: 781-736-4429 oneil@brandeis.edu
John Pizzi: 781-736-4450 jpizzi@brandeis.edu
For software questions, please contact Eli Jacobson: 781-736-4614 ejacobso@brandeis.edu
For emergency service during class sessions: the hotline is: 781-736-4632. Support is by MTS staff or student-staff, 8am-7pm weekdays.

3. **Automated and personal lecture capture, flipped classrooms, recordings:** MTS supports multiple methods to flip your lecture (including our new Lightboard), personally record a class, or automatically capture lectures via Echo360. For additional info, please contact Eli Jacobson: 781-736-4614 ejacobso@brandeis.edu

4. **Conferencing Services / Online Learning:** MTS provides centralized support for conferencing in the classroom and online learning methods, including: Zoom Video conferencing and Adobe Connect webinars. For additional info, please contact Eli Jacobson: 781-736-4614 ejacobso@brandeis.edu

**Active learning environments:** MTS supports wireless collaboration in specific learning spaces, allowing faculty and students to wirelessly share content to large screens. For additional info, please contact: John Pizzi: 781-736-4450 ipizzi@brandeis.edu

5. **Getz Media Lab:** MTS works with Library staff in a state of the art media lab to assist with multimedia projects, academic technology, classroom and instructional design support. Please contact: Mark Dellelo: 781-736-4584 dellelo@brandeis.edu

6. **Course video on demand streaming:** For any technical questions regarding access to on demand videos or streaming quality, contact Eli Jacobson: 781-736-4614 ejacobso@brandeis.edu

To request videos to be reserved for on demand streaming in your Latte course, please email: ocv@brandeis.edu to initiate the service queue.

7. **AV services:** If you need additional equipment in a classroom, conference or event space, please contact Matt Burton: 781-736-3635 mburton@brandeis.edu
Center for Teaching and Learning (CTL)
Office of the Provost

Dan Perlman, Director of the CTL
Also: Professor of Biology & Environmental Studies and Associate Provost of Innovation in Education. perlman@brandeis.edu 781 736 - 2687

Nicole Murphy, Sr. Program Coordinator of the CTL
murph@brandeis.edu 781 736 - 3425

http://www.brandeis.edu/teaching/
CTL@brandeis.edu 781 736 - 8322

Farber 2 (down one floor from the circulation desk in the Library)

Responsibilities of this office:

- The CTL is a place where faculty, graduate students and post-docs — experienced and novice teachers alike — can share and explore ideas about teaching and learning.

- The CTL sponsors a year-long Faculty Learning Community for new faculty. The group meets every month to discuss areas of interest (pedagogical, administrative, work/life balance, assessment & grading, diversity & inclusion… anything you want to discuss).

- The CTL offers a wide range of programs, including:
  - Workshops on teaching and learning
  - Ongoing faculty discussion groups on a variety of topics
  - One-on-one confidential teaching consultations
  - Classroom observations of master teachers or of your classes

- The CTL also helps instructors find useful resources provided by the Library, Information Technology Services, the Office of Experiential Learning and Teaching, and Academic Services.

- The CTL administers Teaching Innovation Grants (due March 25)
  Information sessions:
  - Friday, February 9, 1-2pm, Farber 2 Conference Room
  - Wednesday, March 7, 10-11am, Farber 2 Conference Room