Subject: Dean's Update

Date: Wednesday, March 10, 2021 at 2:20:11 PM Central Standard Time

From: CFAES Office of the Vice President and Dean

To: cfaes-all@lists.osu.edu

Attachments: image001.png, image002.png

CFAES Community,

I hope you have all been able to get outside and enjoy the nice weather this week. It has been a great reminder that spring is right around the corner.

Please join me in congratulating Bala Balasubramaniam, Professor of Food Engineering in the CFAES Department of Food Science and Technology on being named the 2021 recipient of the Institute of Food Technologists (IFT) Research & Development Award. The award celebrates his innovative research in food engineering, including his multidisciplinary research and industrial outreach, covering various advanced nonthermal and thermal food manufacturing technologies, which significantly contribute to the understanding of food science and technology.

On Friday, the provost shared course planning guidelines that will allow smaller classrooms to return to pre-COVID densities while applying constraints on larger classes with a goal that at least 75% of AU21 course sections be scheduled for in person instruction. We will continue to develop contingency plans for course scheduling, with the knowledge that we will have robust safety protocols in place this autumn.

Last week's COVID town hall attracted more than 1,000 viewers. If you missed the session, a recording of the town hall is available, and FAQs are posted on the Safe and Healthy Buckeyes vaccination page.

The university is now entering the next stage in implementation of the new General Education curriculum — establishing the course content. We recognize that there is a lot of work involved in this transition, and as with all change — things don't always go as smoothly as hoped as changes are implemented. We are working to provide feedback and help address issues as they are raised. Faculty are encouraged to submit courses for the Theme categories and the Race, Ethnic, and Gender Diversity Foundation course. Details on course submission and other aspects of the new GE are available through our Re-envisioning General Education at Ohio State webpage.

The next event in the new seminar series, Our Inclusive Path Forward: Addressing Inequities in STEM Education, will be held **today, March 10 at 6 p.m.** This series focuses on best practices for recruiting, retaining and graduating a diverse population of STEM students. This seminar will feature Kelly M. Mack, vice president, undergraduate STEM education, and executive director of Project Kaleidoscope at the Association of American Colleges and Universities. Students, faculty and staff are encouraged to participate in these important conversations, which will continue through mid-April. Read more.

Be well.
Dean Cathann Kress

Updates Include:
- Daylight Savings Time schedule impacts for campus employees
- University Purchasing Methods Prioritization
- CFAES Controlled Substances in Research Training Now Available On-line
- Ohio State Advocates & Allies for Equity

- REMINDER: Call for Judges 2021 (Virtual) CFAES Annual Research Poster Competition
- Everyone Can Garden!
- Enrollment Window for Summer Tuition Assistance Includes New Requirements
- Inactive Devices Upon Returning to Campus
- Transition from BuckeyeBox to OneDrive
- How to Check for Inclusive Language in Microsoft Word
- Virtual Wellness Leadership Training for Managers
- Using Qualtrics as an Assessment Tool
- Authentication and Other Best Practices for Secure Zoom Meetings

Daylight Savings Time schedule impacts for campus employees
The Daylight Savings Time change, which occurs on **Sunday, March 14, at 2 a.m.** may impact campus employee work schedules. Employees who would typically work from 11 p.m. on Saturday, March 13, to 7 a.m. on Sunday, March 14, will have only worked seven hours instead of eight unless their manager adjusts their schedule to account for the lost hour from the time change. Anyone who manages campus employees scheduled to work during the Daylight Savings Time change, should consider adjusting the employee's work schedule to start an hour earlier, end an hour later, or allow for the use of time off to compensate for the Daylight Savings Time change. If an employee uses time off to account for the time change, it must be requested for Saturday, March 13, so it applies to the correct pay period and work week. Workday Time Tracking will account for Daylight Savings Time and make the necessary calculations, so there is no need for specific action or adjustments to be made in Workday. Employees should continue to log all hours worked.

University Purchasing Methods Prioritization
The state of Ohio laws and OSU Board of Trustee's govern the University procurement practices. OSU is a Purchase Order driven organization, we are encouraged to use PO's whenever possible to allow the university to track spend by good/service.
    Purchasing methods are prioritized as follows, regardless of dollar value*.
        A. **Internal supplier orders** – When goods and services are available from internal suppliers, those sources must be used when they meet required specifications.
        B. **MarketPlace orders** – When not available from internal suppliers, goods and services must be purchased from the MarketPlace, available through Workday.
        C. **Non-catalog or special requests** – When goods and services are not available from internal suppliers or the MarketPlace, when special instructions cannot be provided any other way, or when an emergency dictates the order be expedited, a non-catalog/special request may be placed.
            i. Non-catalog/special requests must be made with existing suppliers whenever possible. Use of new suppliers requires additional approvals and can therefore delay purchases and add internal expense.
            ii. Non-catalog/special requests must be reviewed by Purchasing and can be altered as needed to meet requirements set by Supply Chain.
        D. **PCards** must be used in accordance with the PCard policy.
        E. **Reimbursement** – Reimbursement to individuals for purchases made with personal resources is not a standard purchasing method but may be permitted in rare circumstances. See the Expenditures policy.
*Purchase of goods greater than $25,000 and services greater than $50,000 require a competitive bidding process facilitated through purchasing. For more information, view the Purchasing Policy and the Policy on Purchasing and Competitive Bidding. If you have questions, contact your cost center manager

CFAES Controlled Substances in Research Training Now Available On-line
The University requires that all employees (faculty, staff, and students) that have access to controlled substances complete an annual training. The training has been moved into a virtual environment in

BuckeyeLearn. We ask that you watch this short 30-minute video in the next 30 days, so we can continue to be complaint with the federal regulations and university policy. Instructions:

- Go to BuckeyeLearn - go.osu.edu/buckeyelearn
- Search for "Controlled Substances in Research".
- Once the training is complete, you will need to manually mark it as completed before it will register on your transcript (and by marking it complete, you will not continue to receive reminder emails.)
- After the training is complete, please visit https://research.cfaes.ohio-state.edu/resources/research-compliance/controlled-substances to review the resource material referred to in the video and familiarize yourself with the CFAES controlled substances program.

Ohio State Advocates & Allies for Equity
Thursday, March 18th, 1:00-2:30PM, Zoom - Register here
Please note: this webinar is for men-identified individuals only.
To help create a more equitable environment and advance the professional interests of women faculty and staff, the College of Food, Agriculture, and Environmental Science is hosting the Ohio State Advocates & Allies for Equity initiative on **Thursday, March 18, 2021, at 1:00 – 2:30 p.m.** for a virtual session. You are invited to become an OSU Ally for Equity for your unit.
Advocates & Allies is designed to bring men-identified individuals further into the gender equity equation by building a cross-campus network of Allies who share an understanding of the effects of implicit bias and systematic privilege and to introduce specific practical actions to help them better support women and people of all genders at the university.
Your facilitation will be led by two skilled Advocates, Dr. Tracy Kitchel and Dr. Leo Taylor, who have a substantial record of supporting gender equity. They will guide your group through structured inquiry, discussion, and reflection to expose participants to ways of better identifying and behaving as Allies. In addition, the Advocates will share evidence-based knowledge, skills and strategies to effect positive personal, departmental and institutional change.
If you have questions about this program, please contact Dr. Leo Taylor (taylor.3408@osu.edu).

REMINDER: Call for Judges 2021 (Virtual) CFAES Annual Research Poster Competition
All posters and recorded presentations will be judged from **March 29-April 4.** These online materials will undergo a review process during which they will be scored. Evaluations will be based on the abstract, poster content, design, and the recorded Sway presentation. **Judges may register online by March 17, 2021 at this link:** https://students.cfaes.ohio-state.edu/poster-judge-registration**.** Faculty members, postdocs and graduate students from all departments are invited to judge the research poster presentations. Judges will be asked to judge 4-6 presentations and posters. If you have any questions, please contact Dr. Pat R. Whittington (.6) or Kayla Arnold (.1065).

Everyone Can Garden!
A five-part vegetable gardening webinar series for people with physical and other limitations.
Do you have a physical limitation such as mobility issues, chronic pain, arthritis, and skin sensitivities that constrains outdoor activity? Do you want to learn about how you can still enjoy gardening despite these challenges? OSU Extension and the CFAES Office of Diversity, Equity, and Inclusion invites you to the 2021 Gardening with Physical Limitations Webinar Series **Everyone Can Garden!** Participants are welcome to attend one or more session between March and August. We will address the basics of planning and planting a vegetable garden, learn about basic maintenance, including pest management, canning and preservation basics, and finish with end-of-season clean-up and preparing for next year all while taking into consideration a variety of physical limitations. Each session is designed to be a stand-alone program, so feel free to attend as many or few as you want! Free and open to the public. Learn more and register here.

Enrollment Window for Summer Tuition Assistance Includes New Requirements
New for summer 2021, applications will be required for faculty and staff tuition assistance. The enrollment

window for summer semester 2021 is March 22 to May 14. Eligible faculty and staff can apply in Workday or with paper forms. Applications for dependent tuition assistance also must be submitted each term. Starting summer 2021, both parents will be required to enroll in dependent tuition assistance to qualify for the 75% benefit. To receive dependent tuition benefits, students must have a Social Security number on file with their university student record. See the HR website for more details. Read more.

Inactive Devices Upon Returning to Campus
If you have a computer or device that has not been turned on for a long period of time due to a sabbatical, the pandemic, or other circumstances, the device will require multiple updates and reboots that will take more time than what users are used to with regular IT updates. **Please allow extra time for your technology to get up and running** if your device meets this criterion. We thank you in advance for your patience.

Transition from BuckeyeBox to OneDrive
Ohio State is retiring its BuckeyeBox service. OCIO is using a tool called [SkySync(link is external)](SkySync) to copy files from BuckeyeBox data to OneDrive. When your department or business unit begins to migrate, OCIO will make a copy of files you own in BuckeyeBox and place them in OneDrive. You will then have read-only access to your files in BuckeyeBox. They are working with IT support and departmental leaders to determine the best time for CFAES departments to migrate. In advance of migration, you will receive communications with dates and resources specific to your migration.
- You do not need to migrate your own files
- After migration, read only file copies will remain in BuckeyeBox until shutdown, June 2022
- Training material and other information is available at go.osu.edu/ByeByeBuckeyeBox

How to Check for Inclusive Language in Microsoft Word
Microsoft Word can help ensure inclusive language in professional communications by checking your writing for gender bias, age bias, and more. This feature is turned off by default, so if you want to avoid using exclusionary language, here's how to turn it on. Read more.

Virtual Wellness Leadership Training for Managers
Are you interested in becoming a role model for self-care and being able to better support your staff? The Office of the Chief Wellness Officer/Buckeye Wellness is proud to present LeadingWELL, a three-week virtual training series for managers and supervisors across campus. The workshops take place from **2-2:45 p.m. on Tuesdays starting March 23**. By attending all three sessions, you will receive a free invitation to attend the HealthAthlete energy management program. Check out our website for more information and registration. Read more.

Using Qualtrics as an Assessment Tool
Tracking learning outcomes can be a cumbersome and arduous task unless the right tools are used. In this session on **March 18**, participants will explore the basics of assessment and evaluation of student course learning outcomes using Qualtrics surveys and analysis tools. This workshop is a continuation of the university's assessment conference. Read more.

Authentication and Other Best Practices for Secure Zoom Meetings
At Ohio State, our default CarmenZoom settings were designed to help protect our students, faculty and staff. Even with protections in place, unwanted attendees are an ongoing issue: spring term has already seen an increase in Zoom bombing incidents. The Office of Distance Education and eLearning provides a set of recommended guidelines to further protect your meetings and help you respond to disruptions that may occur. Requiring authentication and not sharing links publicly are two easy measures you can take, but ODEE outlines even more security tactics you can use before, during and after your Zoom meetings. Learn more.

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