



**Office of Faculty Development
Reminders & Resources / W3_Academic Support and Services
Su17**

Subject: Academic Support and Services

Dear Faculty Members,

Welcome to Week 3! Now that the term is underway, here are a couple of reminders about resources for academic support and services for you and your students:

Attendance

Please remember to record attendance online for each class meeting and notify students in writing when they have more than one absence. Instructions and screenshots for how to take attendance online can be found here:

<http://citl.artcenter.edu/dtl/course-management/>.

Faculty Development

If you have questions or would like support around any of the following topics, or pedagogy and classroom management in general, please visit the [Faculty Development page](#) on inside.artcenter.edu and don't hesitate to reach out to me at sam.holtzman@artcenter.edu:

- Grading and Rubrics
- English Language Learner Support
- Crit Strategies
- Facilitating Difficult Conversations
- Faculty Performance Review

Digital Teaching & Learning (DTL)

Visit the DTL website for information about how its staff provides faculty support for web-enhanced teaching: <http://citl.artcenter.edu/dtl>. Learn about DotED, ArtCenter's online solution for posting course materials (syllabus, readings, video, and relevant URLs). Learn how to leverage Lynda.com by assigning self-paced tutorials that will help build your students' technical skills. DTL maintains both Hillside (in the CITL, Room 211a) and South Campus (1111, Ste. 460) locations. Please reach out to Gayle Burns (gayle.burns@artcenter.edu) with any questions.

ArtCenter Library

The ArtCenter Library welcomes you to The Fogg Library (Hillside) and the [\(Temporary\) South Campus Library](#), located in the 950 Building, Room 233. We encourage you to also visit and familiarize yourself with the library's website at <http://library.artcenter.edu> to access the Online Library Catalog, *DotSearch*, and our numerous art and design databases. Not sure where to start? Please visit our

“Services for Faculty” <http://library.artcenter.edu/screens/faculty.html> or contact the Liaison Librarian for your department, <http://library.artcenter.edu/screens/liaisonlibrarians.html>.

Below are some other resources on campus for students who may need additional support:

CARE

If you have concerns about a student’s emotional and behavioral health impacting academic performance, please submit a CARE referral at <http://www.inside.artcenter.edu/go/care>. The CARE Team will determine a plan to best support the student based on the information you provide.

Academic Advising

Encourage any students who have expressed concern about academic status or probation, degree audit, pathway to graduation, navigating campus resources, student policies, class registration, etc., to reach out to the Office of Academic Advising at advising@artcenter.edu and speak with Patty Hernandez, Director of Academic Advising, or Gabriel Chabran, Undergraduate Academic Advisor. The advising office has expanded their office hours to the South Campus 1111 building on the 6th floor (flyer attached).

Counseling Services

You can always refer a student in crisis to the college’s counselors by contacting the Center for the Student Experience (CSE) Counseling Services at ext. 2323 or walking the student to the CSE office (across from Library). For any after-hours mental health crisis, call campus security at 626-396-2211, who will contact the on-call counselor.

The Writing Center

Hillside Campus, Rm. 202A
Monday-Friday, 9:00 – 7:00 and Saturday from 10:00 – 3:00
Email: writingcenter@artcenter.edu

Creativity Coach & Time Management

Jay Chapman
Hillside Campus cafeteria, Tuesday – Thursday, 10:00 – 4:00
1111 Building lobby, Monday, 10:00 – 5:00
Phone: 626-353-6300
Email: jchapman@artcenter.edu

If you have any questions or concerns please don’t hesitate to reach out to me at sam.holtzman@artcenter.edu, drop by the Center for Innovative Teaching & Learning (CITL, Hillside, Rm. 211A), or visit the [Faculty Development page](#) on inside.artcenter.edu.