

**Subject:** [Phar] Weekly digest 8/13/18  
**Date:** Monday, August 13, 2018 at 8:19:32 AM Central Daylight Time  
**From:** phar-bounces@ulm.edu on behalf of Gina Craft  
**To:** phar  
**Attachments:** Ethics ruling on honorarium.pdf, Dress Code.docx, ATT00001.txt

**Events:**

*This week:*

August 13: 8:30am - 9:30am or 10:00am - 11:00am in Brown Auditorium- mandatory training on outside employment. *Note from Michelle Zagar: As of this morning, the office coordinating University Week still cannot provide details of how distance faculty will complete today's scheduled mandatory outside employment training. However, I was reassured that HR has been made aware of the need by the Office of Extended Learning and will inform everyone when they have worked out the details. So stay tuned...still...*

August 15: 1:00pm - 3:30pm - Faculty meeting, B110, Zoom: <https://ulm.zoom.us/j/3183420110>

Thursday 8/16 @ 12pm: Poll Everywhere (<https://ulm.zoom.us/j/455430320>)

August 18 @ 9am: P1 White Coat ceremony (Brown Theater)

*Mark your calendars:*

September 10 @ noon: Blocked time for mentoring group meetings (you may choose to use another time)

September 25 @ noon: mandatory co-curricular presentation (for students)

October 22 @ noon: Blocked time for mentoring group meetings (you may choose to use another time)

October 24 @ noon: mandatory co-curricular presentation (for students)

November 12 @ noon: Blocked time for mentoring group meetings (you may choose to use another time)

The **2019 Retreat** will be held on **Wednesday and Thursday, June 5<sup>th</sup> & 6<sup>th</sup>, 2019.**

**Announcements/Reminders:**

**Distance lectures (from Marcia Wells):** For the Fall 2018 semester, the **DEFAULT** method of lecturing will be via **Zoom** from your **office**. If you prefer to lecture from the conference room or classroom, you will need to contact me.

Recording of lectures will be handled using both Zoom recording and Kaltura recording.

- All lectures in Monroe will be recorded via Kaltura.
- All offsite lectures will be recorded via Zoom.

Please begin the meeting 10 minutes prior to class, especially for PHRD 5010/PHRD 4064. I will have to join both B170 and B202 for this class.

Instructions for distance Zoom lectures:

1. You will receive a Outlook calendar invite for each lecture.
2. You will be given "alternative host" capability for your lecture.
3. All lectures via Zoom will be set to automatically record.
4. The meeting will need to be started by **YOU**. The classroom will JOIN the meeting.
5. Important: When the class has ended, select **END MEETING FOR ALL**. (Located in the bottom right hand corner of the screen)

Please feel free to contact me regarding any questions you may have.

Note: As an alternate host, you will only see the JOIN option on the Zoom Desktop Software under the meetings tab. If you use this method for joining/starting a meeting, just click Join and it will begin the meeting so the classroom can join.

**Ruling on Honorariums:** Dr. Pani has asked that we distribute the attached information.

**Dress code:** Due to some changes that were made after the dress code was sent out, the revised dress code is attached.

**Active classroom:** The active classroom will be ready for use in the “low tech” model by 9/4. Please contact Ms. Wells if you wish to reserve it for use.

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