



MEMORANDUM

Rev: 08/06/2024

To: Deans, Department Heads, and Faculty
From: Brigadier General Sally Selden, Provost and Dean of the College
Date: 06 August 2024
Subject: Matriculation Key Events, Dates, and Schedule – Fall Semester 2024

Notes

- 1) Uniform for all events is Duty with the exception of Convocation on 20 August.
- 2) In support of the campus-wide effort to standardize the College's website, we have arranged times (*see schedule below*) for **New Faculty** to get a "headshot" photo by OCM's photographer in their studio on the third floor of Mark Clark Hall. <https://calendly.com/eportraits/faculty-portraits>

All full-time faculty who teach students in the Corps of Cadets will be in military uniform. Faculty who only teach students in the graduate programs or full-time adjunct professors will be in professional business attire. Military-style grooming is required for your photo.

- 3) Zoom Links for training conducted by the Center for Excellence and Innovation in Teaching, Learning and Distance Education (CEITL) will be on their [Training Calendar](https://go.citadel.edu/ceitl/training-calendar/) webpage:

<https://go.citadel.edu/ceitl/training-calendar/>

Friday, 09 August

Friday will be a day for recovery for the campus from Tropical Storm Debby. We have canceled the events normally associated with the Friday before Matriculation Day to remove any pressure for families to feel as if they need to come to campus and give our teams a chance to clean up after the storm.

Offices and services will be open that day in case families have any last-minute business to conduct before their student matriculates. Examples of the offices open include Admissions, Infirmary, Student Business Services, Registrar, Financial Aid, the Cadet Store, Starbucks and the Bookstore.

This is a day to make sure you are ready for Saturday. For those with tables at Saturday's Information Fair, you may set up any time after 1PM on Friday.

Saturday, 10 August

0700-1000 First-Year Students report (HAC/Barracks)
0800-1145 The Citadel Class of 2028 Parents' & Families Welcome & Continental Breakfast - McAlister Field House
0800-1030 Information Fair – McAlister Field House *Tables should be ready at 0745*
1045-1145 President's Address to Parents – McAlister Field House
Invited attendees: VPs, Deans, Company Advisors – Please contact Executive Events if you plan to attend 953-5449 or email Caitlin Norris at cnorris1@citadel.edu

Sunday, 11 August

1730-1815 Informal Supper for Company Academic Advisors – Bond Hall, RM 295
1830-2000 First-Year Students meet with Company Academic Advisors – Company Classrooms

Monday, 12 August***Deans and Department Heads on Duty***

- 0830-1130 New Faculty Orientation Human Resources – HR Training Room
1145-1245 New Faculty Luncheon – Swain Boating Center (Invitation, Only)
1300-1530 New Faculty Training with CEITL&DE – Part 1 – Capers Hall, RM 1039
includes all new full-time faculty, adjunct, and ROTC instructors
1730-1745 Fourth-Class Oath Ceremony – Summerall Field

Tuesday, 13 August

- 0815-0845 President's Welcome Address to Class of 2028 – McAlister Field House
0900-1100 Required training for all instructors teaching LDRS 101: First-Year Experience Course – Bond Hall, RM 330
0900-1330 New Faculty Training with CEITL&DE Part 2 – Capers Hall, RM 1039
includes all new full-time faculty, adjunct, and ROTC instructors
1230-1330 CGC Student Q&A Session – via Zoom – link to be provided in separate correspondence
1400-1600 Faculty Development Workshop: Writing Successful Proposals – Grimsley Hall, Climate Center
1900-2100 Deans/Department Heads meet with First-Year Majors

Wednesday, 14 August

- 0900-1200 Advising and Drop/Add for First-Year Students – Deans/Department Heads/Faculty
1300-1400 QOT 1: Canvas Fundamentals – Online via Zoom
[Register in advance for this training](#)
Required training for all instructors of record
1400-1500 QOT 2: Best Practices in Teaching Online – Online via Zoom
[Register in advance for this training](#)
Required training for all online and hybrid course instructors of record

Thursday, 15 August

- 0800-1200 All Faculty on duty for departmental/school assessment meetings
0800-1700 NEW Full-Time Faculty Headshot Photograph Session – Please access the following link to schedule your photo, <https://calendly.com/eportraits/faculty-portraits>
1300-1400 QOT 3: Best Practices in Curriculum Mapping – Online via Zoom
[Register in advance for this training](#)
Required training for all online and hybrid course instructors of record
1400-1500 QOT 4: Best Practices in Assessments and Grading – Online via Zoom
[Register in advance for this training](#)
Required training for all instructors of record

Friday, 16 August

- 1100-1145 Livestreaming with Canvas, Zoom, and SWIVL – Capers Hall, RM 1039
Required training for all instructors of record

Saturday, 17 August**Sunday, 18 August**

- 1230-1900 Knobs to Beach Day at The Citadel Beach Club
1300-1600 Upper-Class Cadets report to campus

Monday, 19 August

- 0800-1700 Department Heads on duty for advising except for mandatory events (General Faculty Meeting)
0900-1000 Turnitin: Originality Checker and AI Detector – Online via Zoom

[Register in advance for this training](#)

Learn how to use the Turnitin Originality Checker to check student submissions for similarity against other pieces of writing, highlighting any areas in the paper that match outside sources. Turnitin's AI detection indicator shows the percentage of text that has likely been generated by an AI writing tool.

- 0800-1700 NEW Full-Time Faculty Headshot Photograph Session – Please access the following link to schedule your photo, <https://calendly.com/eportraits/faculty-portraits>
- 1000-1230 General Faculty Meeting and Luncheon – Buyer Auditorium
- 1230-1300 Active Shooter Training – Buyer Auditorium, Mark Clark Hall
- 1230-1630 NEW Full-Time Faculty Headshot Photograph Session – Please access the following link to schedule your photo, <https://calendly.com/eportraits/faculty-portraits>
- 1300-1400 Adapting Classes and Assignments for the AI Era – Online via Zoom
[Register in advance for this training](#)
Educators have expressed concerns about students outsourcing the labor of learning to generative artificial intelligence (AI) chatbots such as ChatGPT rather than engaging with course learning. Here we discuss strategies to help instructors think through how to adapt their classes and assignments to enhance student learning in the new era of AI.
- 1400-1600 Discover Your Library – Daniel Library
Explore new resources and meet library personnel as you learn about services available to you such as the Makerspace with its Virtual Reality experience, 3D printers and scanner, milling machines, and more. Learn how you can incorporate the Makerspace, Archives, and/or Library Instruction into your curriculum.
- Evening** First 8 weeks classes begin

Tuesday, 20 August

- 0800-1030 Final Academic Advising for First-Year Students and Upper-Class Cadets – All Faculty
- 0800-1030 Department Heads meet with First-Year Majors in designated areas (refreshments provided)
- 1115 Faculty report for line up w/ academic regalia, military report for line up in
service dress uniform with blouse – McAlister Field House
- 1130-1200 Convocation/Class of 2028 - McAlister Field House (Faculty attendance is mandatory)
- 1230-1700 NEW Full-Time Faculty Headshot Photograph Session – Please access the following link to schedule your photo, <https://calendly.com/eportraits/faculty-portraits>
- 1400-1530 First Faculty Senate Meeting of the Year – Jenkins Auditorium
- 1600-1800 Student Information Fair –Deas Hall Basketball Court
Faculty, to include adjuncts, are welcome to attend

Wednesday, 21 August

Day, Evening Undergraduate, Graduate, and Online Classes begin
 College of Charleston joint program classes begin

Thursday, 22 August

- 1230-1330 President’s Address to the Corps of Cadets – McAlister Field House

Friday, 23 August

- 1230-1330 Respondus Lockdown Browser and Monitor- Online via Zoom
[Register in advance for this training](#)
LockDown Browser is a custom browser for online course testing that locks down the testing environment within a learning system. Students cannot print, copy, access other applications, or search the internet during an online exam. Respondus Monitor is a fully automated proctoring solution for online courses. Students use a webcam to record themselves during an online exam. Afterward, flagged events and proctoring results are available to the instructor for further review