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UCI School of Humanities | Internal newsletter

Ideas that matter

Visit from Chancellor Gillman and Provost/EVC Lavernia

April 23, 2019

3:30 - 5:00

HG 1030

Communications

Updated resources

We've made several additions to the SOH Communications website:

- The Conversation page now includes a presentation recently given on campus by Eric Zack, director of university relations for the publication. I encourage you to consider writing for The Conversation and am happy to work with you on crafting a pitch.

- The audience-building presentation I gave to staff is linked here. This is helpful to anyone who seeks to build audiences for events, majors, etc.

- New design templates here including brochures that can be used for departments, centers and programs. Are you looking for a design template that is not there? I'd be happy to have one created for you.

- Additional photography, audio/podcast and live-streaming resources here

- New event resources here, including volunteer student ambassadors who can help with staffing events.

- New UCI image database ("Widen Digital Assets Archive"), which allows you to download high-res photos of students, UCI buildings, etc. for marketing purposes.

- New Zotmail request form - to better meet demand, we now have an intake form for Zotmail requests and ask for two weeks notice. You can access the Zotmail request form here, which can be emailed directly to Val Elwell.

Social media

- Is your department/center/program seeking to elevate its social media presence? Please see our tips here.

Annabel Adams, Director of Marketing & Communications

Advancement

Did you know there is a university-wide campaign in the works? There will be a public launch in October, which will help us raise support for our School. We're preparing for the launch in many ways – developing cases for donor support, and working with the faculty regarding their goals for the departments and centers. We've formed a new Dean's Leadership Council, a group of volunteer leaders who will help us meet our ambitious goals – 14 individuals have signed up so far. And, we've been focused on expanding the number of donors to SOH. We've increased donors by 10% in the past year, and are preparing for Giving Day on April 24. We've launched a new "Friends of Humanities" annual giving program as well, for those donors who give at the $1,000 level. In the past few months, we've brought in several firsts – first endowment for the Shakespeare Center; first endowment for Literary Journalism; first major gift for Film and Media studies. Please let us know anytime if you have questions about fundraising.

Linda Haghi, Executive Director, Advancement

Humanities Commons

April 23 is Shakespeare's Birthday! The UCI Shakespeare Center welcomes everyone to Shakespeare Day at Langson Library, 12-2, April 23. Everyone is welcome to read *The Merchant of Venice* out loud with friends, colleagues and Julia Lupton (Humanities Commons Lobby, April 8, 15, 22, and 29, 5:30-7:00pm). And please join us for a free peak into a New Swan rehearsal, June 13, 4:00pm.

UCI MFA alum Grace Talusan, author of the award-winning *Body Papers*, is returning to UCI as part of the Illuminations Authors Series. Come hear her read on April 25, 6:00pm, HG1030.

Confused by Microsoft Word and its hyper-functionality? Learn how to manage those pesky columns, headers, and tables in a Word-shop by formatting goddess Amanda Swain (May 7, 2-3:30, HG 269).

Julia Lupton, Associate Dean for Research
Amanda Swain, Executive Director

Undergraduate Study

Please note the following important dates and deadlines for Spring quarter 2019:

April 12 – Deadline for undergraduates to add and drop Spring quarter classes. Requests to add or drop that are submitted after this date are reviewed only in cases of extenuating circumstances outside a student's control. Please see the Undergrad Study website for complete details on this policy (www.humanities.uci.edu/under/gradstudents/add_drop.php) and direct any students with questions to the Undergrad Study Office in 143 HIB.

April 17 – Undergraduate Coffee Hour with the Associate Dean from 2:00pm-3:00pm in 143 HIB! Open to all Humanities majors and minors!

April 20 - Celebrate UCI! All Departments are encouraged to participate in this valuable recruitment opportunity. Please contact Whitney Young with any questions.

April 23 – Deadline for departments to enter nominations for all undergraduate awards in the Student Awards System Database.

May 2 – Deadline to submit nominations (to Brittney Pinney) for the School of Humanities Faculty Teaching Award.

May 3 – Transfer Day! New transfer students will be invited to visit campus. Undergrad Study will host an open house from 11:30am-1pm in 143 HIB.

June 16 – Humanities Honors Convocation at 9am in HIB 100 (robing room opens at 8am).

June 12 – Commencement at the Bren Events Center at 12:30pm! This year's ceremony will be shared with the School of Social Ecology (find out more, here: www.commencement.uci.edu).

Please refer to the Registrar's Quarterly Academic Calendar for all other important dates and deadlines. Contact Brittney Pinney, Director of Undergraduate Study, with any questions.

Brittney Pinney
Director of Undergraduate Study

Graduate Study

- 2019 Graduate Hooding Ceremony will be held on June 15, 2019 at 4:30pm in the Bren Events Center
- OGS Open House: Friday, May 17 from 12pm – 1pm in HG 1002

Amy Fujitani
Director, Office of Graduate Study

Finance

With U • For U app

Go paperless! We are excited to announce a new mobile app that makes it quick and easy to collect, store, and share receipts and other supporting documents for reimbursement of business travel and events. **Download this free app from the App Store (iOS) or Google Play (Android). For other mobile devices or desktop use, please visit the With U • For U web version**. (https://withu.uci.edu/mobile.php)

How to use **My Receipts** tool:

"For Traveler…

Use this tool to take photos of your receipts and store them in one place instead of holding on to paper receipts and remembering to give them to your arranger for reimbursement. Share your receipts by simply sending a notification email to your arranger. The My Receipts tool is available to individuals who have established a TEM profile. Only individuals on UCI's payroll are eligible.

1. Open the **With U • For U** mobile app and click on the My Receipts tile.

2. Select "Upload My Receipts," and login with your UCInetID.

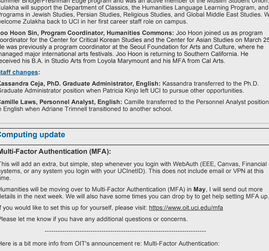
3. Click on "Add New Trip/Event."

4. Enter a trip/event Title, Primary City, Start Date, End Date and optional Business Purpose, and click on "Save & Upload Images."

5. Upload images using your device's camera (images will not be stored locally); or upload images already saved on your device (supported file types include PDF, .gif, .jpg, and .png).

6. After you have uploaded your images, please ensure they are legible.

7. Select the trip or event you want to share, and then click "Notify". This generates an email with a link for you to send to your arranger. Images will be retained in My Receipts for six months after the end date of the trip or event.



"For Arranger…

3 ways to access to a traveler's receipts:
(1) Click on the trip/event link in the notification email you receive from a traveler
(2) Visit the My Receipts website at myreceipts-uci.com/Travelers, or
(3) Click on the **"With U • For U** mobile app" tab within the Scanned Documents section of a TEM reimbursement document.

John Bodenschatz, Director of Finance

2019 Faculty Resources updates

2019-2020 Humanities Executive Committee (HEC) Elections are coming up.

Please consider being part of the shared governance of the School of Humanities by agreeing to run as a member of HEC or as a Humanities representative in the Divisional Senate Assembly. Elections are forthcoming via EEE Survey but in the meantime, if you have questions or would like to place your name on the slate, please contact our Chair, HEC, Glenn Levine at glevine@uci.edu or Donna Luebbe at dluebbe@uci.edu.

STAR Awards - call for Winter/Spring nominations

Please submit any Winter/Spring nominations for schoolwide STAR awards for staff by May 10th. Department-funded award nominations may be submitted any time throughout the year, with a supplemental amount provided by the dean's office. This is a wonderful way to recognize staff, with cash awards up to $500. Click here.

Please let me know if you have any questions.

Penny Portillo, Asst. Dean

Human Resources updates

Staff Appreciation:

The Staff Appreciation Committee organized "Instant Pot Lunch Series: TACOS" on Monday, March 25th. Thanks to those who signed up and brought yummy dishes to make the first event of the many to come a great success. We look forward to Instant Pot chefs to share their masterpiece with us throughout the year. Please look for an announcement for the next lunch series sometime in August.

UC Path:

UCPath is the University of California's priority program to implement a comprehensive payroll, benefits, human resources and academic personnel solution for all UC employees. The deployment of UCPath at UCI is scheduled for December 2019, with first paychecks produced by UCPath in January 2020.

New Staff:

Jasmin Diaz, Finance and Schedule of Classes Coordinator, English Department: Jasmine joins our team from the Division of Finance & Administration Department, where she served as a Human Resources Coordinator. She is a UCI graduate who worked as a student assistant in the School of Engineering's Purchasing and Reimbursement Department from 2015 until she graduated in 2018. Jasmine brings a lively energy, a great attitude and spirit of teamwork, and we are excited to have her joining our staff.

Zulaikha Sheikh, Department Coordinator, Classics Department: Zulaikha is a recent UCI graduate with a double major in Sociology and Education Sciences. During her time at UCI, she worked as a Peer Educator with Student Success Initiatives as well as a discussion leader for UCI's Summer Bridge/Freshman Edge program and was an active member of the Muslim Student Union. Zulaikha will support the Department of Classics, the Humanities Language Learning Program, and Programs in Jewish Studies, Persian Studies, Religious Studies, and Global Middle East Studies. We welcome Zulaika back to UCI in her first career staff role on campus.

Joo Hoon Sin, Program Coordinator, Humanities Commons: Joo Hoon joined us as program coordinator for the Center for Critical Korean Studies and the Center for Asian Studies on March 25. He was previously a program coordinator at the Second Foundation for Arts and Culture, where he managed major international arts festivals. Joo Hoon is returning to Southern California. He received his B.A. in Studio Arts from Loyola Marymount and his MFA from Cal Arts.

Staff changes:

Kassandra Ceja, PhD. Graduate Administrator (English): Kassandra transferred to the Ph.D. Graduate Administrator position when Patricia Kinlo left UCI to pursue other opportunities.

Camille Laws, Personnel Analyst, English: Camille transferred to the Personnel Analyst position in English when Adriane Thinnsel transitioned to another school.

Computing update

Multi-Factor Authentication (MFA):

This will add an extra, but simple, step whenever you login with WebAuth (EEE, Canvas, Financial systems, or any system you login with your UCInetID). This does not include email or VPN at this time.

Humanities will be moving over to Multi-Factor Authentication (MFA) in **May**. I will send out more details in the next week. We will also have some times you can drop by to get help setting MFA up.

If you would like to set this up for yourself, please visit: https://www.oit.uci.edu/mfa

Please let me know if you have any additional questions or concerns.

Here is a bit more info from OIT's announcement re: Multi-Factor Authentication:

The use of passwords alone is no longer sufficient in preventing unauthorized access of individual and institutional resources. Passwords are routinely compromised through malware, brute force attacks, phishing, and other exploits.

What is Multi-Factor Authentication and why do we need it?

Multi-Factor Authentication (MFA), also known as two-step or 2-factor authentication, adds a second layer of protection to your UCI account in addition to your UCInetID and password. It adds something you have (a MFA device) to something you know (a password) to verify it is you and grant you access. This extra layer prevents anyone but you from logging in to your account, even if they know your password.

What's changing?

UCI is joining our sister UC campuses in taking meaningful action to help student employees, faculty, and staff safeguard themselves against cybercrime.

What is UCI Using for MFA?

UCI will be using Duo Security. Setting up Duo MFA for your UCInetID (WebAuth (EEE, Canvas, Financial systems, anytime you login with your UCInetID)) logins is a simple process, and our MFA system has been designed to be as modest an inconvenience as possible. Once you have enrolled, you simply need to confirm it is you on your smartphone or device using the Duo app when logging in to WebAuth. You can take advantage of the "Remember me for 24 Hours" feature. For those who do not have a smartphone, the campus has funded independent Duo tokens for your use.

Dwayne Pack, Director of Computing

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