UCI School of Humanities | Internal newsletter

Ideas that matter

Meet New Staff

New Staff

AJ Libscomb, Assistant: The Departments of Art History and Film & Media Studies welcome AJ Lipscomb as their new Finance and Event Coordinator. AJ has been working for campus temporary services for the past few years, working at the Merage School of Business, Health Advancement, and the Beall Center for Art + Technology. Most recently, AJ has worked in the School of Humanities finance office as an Assistant Analyst.

Shabnam Malek-Cazares, Executive Assistant: Shabnam joined the School of Humanities Dean's Office on November 12, 2019 as the Executive Assistant to Dean Tyrus Miller and Assistant Dean Penny Portillo. Shabnam comes from PIH Health Hospital in Whittier with over 11 years of experience as an Executive Assistant. Shabnam enjoys spending time with family and loves to watch her two daughters play soccer.

Communications

2019 Media Impact

In 2019, the UCI School of Humanities secured more positive traditional and social media reach than it ever had before.

In partnership with Communications, UCI Humanities scholars secured coverage of their research or events in traditional media outlets including, *Los Angeles Times*, *The New York Times*, *Daily Pilot*, *KCRW*, *Orange Coast Magazine*, *C-Span*, *LAist*, *Fox 5 San Diego*, *KIIS FM*, *OC Weekly*, *Spectrum News 1*, *CNN Opinion*, *OC Register and more*.

On social media, the School of Humanities reached millions of people and generated more than 20 million impressions. In collaboration with centers and programs, we devised Twitter strategies to amplify signature event series, including the following:

- The Forum for the Academy and the Public's February climate change conference used #UCIClimate, which generated 18M impressions.
- The UCI Center for Critical Korean Studies's Afro-Korean Hip Hop Festival used #KoreanHipHopUCI, which generated over 1 million impressions.
- The UCI Literary Journalism Program used #UCIStoriesThatMatter as its program hashtag and to promote events, which generated more than 275k impressions.
- The UCI Humanities Center uses #UCIConversationsThatMatter as part of its signature events series and generated more than 103k impressions.

Impressions = total number of views possible.

The top five most-read stories on the SOH website were:

- Designing for play
- Giving to keep a language alive
- Humanity in focus
- Five senate faculty retire from UCI School of Humanities
- Rebel waltzes into the future

Our stories—on social media and on the Humanities website—not only reached millions of people, but also made a tangible impact. They helped steward existing donors as well as bring in new prospective donors to the table. Local coverage of scholarly research and events often catapulted into national media coverage.

Resources

A reminder that the Humanities Communications website has many resources to help you and/or your center/program/department generate event publicity and media coverage. It also has graphic design resources, SOH wordmarks and more.

Annabel Adams
Executive Director of Marketing and Communications

Advancement

I'd like to thank faculty and staff for all that you've done in partnership with our SOH Advancement team this past year. To faculty, thank you for your willingness to learn about development and share your visions and goals with us. To the program and finance staff, thank you for keeping us informed about programs and accomplishments, so can represent the School well to prospective donors and share the impact of donors' gifts with them. And communications, for getting the word out about all we do at UCI Humanities, which helps inspire giving. A special thank you to all our faculty and staff donors – small or large, endowments or current use, payroll deductions, anonymous gifts – it all matters.

Thanks to all this work we've done together, our fundraising totals have been increasing. This chart shows the year-by-year trends in total dollars raised (gifts and grants), number of gifts, total number of donors, and the numbers of donors who have given more than $10,000 each year.

Year	Dollars Raised	Number of Gifts	Number of Donors	Number of Donors $10k+
2016/2017	$2,113,319	510	358	10
2017/2018	$3,313,193	632	426	26
2018/2019	$3,838,117	750	531	36

We are on our way to even greater success in 2020 and beyond. Wishing you all a very happy new year!

Linda Haghi
Executive Director, School of Advancement

Humanities Center

2020 is the 100th anniversary of the 19th Amendment, which granted women the right to vote in the United States. But what is the difference between having the legal right to suffrage (for some women) and the actual practice of political power? Join us on Tuesdays in Winter Quarter for the series "Can a Woman Be Elected President?", part of Conversations that Matter: Borders & Belonging, sponsored by the UCI Humanities Center.

Meet Nell Newman, President and Director of the National Humanities Center
February 6, 2020 | 12:00 PM - 1:00 PM | HG1341

"The Humanities in a Time of Ecological and Constitutional Crises" by Robert Newman
February 6, 2020 | 4:00 PM - 5:30 PM | HG1030
RSVP by Jan. 30: bit.ly/HCNewman

Film Screening: Shirley Chisholm '72: Unbought & Unbossed
Introduced and discussion moderated by Kenan Williams, Women's Hub
January 28, 2020 | 12:00 PM-1:30 PM | HG 1030
Bring your lunches, dessert and drinks provided

Film Screening: Patsy Mink: Ahead of the Majority
Introduced and discussion moderated by Judy Tzu-Chun Wu, UCI Humanities Center
February 11, 2020 | 12:00 PM-1:30 PM | Dr. White Room, UCI Cross-Cultural Center
Bring your lunches, dessert and drinks provided

Roundtable Discussion: Can a Woman Be Elected President?
Moderated by Vicki Ruiz, Professor Emeritus and Recipient of the National Humanities Medal from President Obama
February 18, 2020 | 11:30 AM-1:00 PM
11:30 Lunch in HG 1010 (Please RSVP by February 11: bit.ly/MsPresident)
12 noon, HG 1030 Roundtable Conversation

Amanda Swain
Executive Director

Undergraduate Study

Please note the following important dates and deadlines for Winter quarter 2020:

- **January 17 (Friday of Week 2)** – Deadline for Departments to complete Spring 2020 schedule proofing. Please see the Office of Undergrad Study's Schedule Checklist and the Faculty/Staff Resources page for additional details and resources. Please also refer to Veronika Zhentieva's email on 12/10/19 (subject: S20 Important Dates) for additional details on the Spring 2020 schedule timeline.
- **January 17 (Friday of Week 2)** – Deadline for undergraduate students to add and drop Winter 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 here.
- **February 14 (Friday of Week 6)** - Deadline for Humanities majors to change the grading option to Pass/No Pass. Please see the Undergrad Study website for complete details on this policy here.

Please refer to the Registrar's Quarterly Academic Calendar for all other important dates and deadlines.

For issues regarding **academic integrity and/or student conduct**, please work with the Office of Academic Integrity & Student Conduct. Their staff and faculty resource page is available here.

Contact Brittney Pinney, Director of Undergraduate Study, with any questions.

Brittney Pinney
Director of Undergraduate Study

Finance

Out of Pocket Purchases/Reimbursement for Unauthorized Purchases

Central Purchasing emphasizes that out of pocket purchases are exceptions to policy and may only be made if the need is urgent and there is no department staff available to make the purchase. An explanation of why the purchase could not be made any other way and the urgent need for the purchase MUST be included in the explanation.

Supplies/materials purchased for a specific event need to be processed on an Entertainment (ENT) document and related to any other ENT documents for that event.

A PURCHASING POLICY CERTIFICATION STATEMENT must be created for all supplies and materials reimbursement.

Services should never be paid for out of pocket and reimbursed on a Disbursement Voucher. They should always be on a Purchase Order.

http://www.policies.uci.edu/policies/procg/707-10.php#section6

https://www.accounting.uci.edu/ap/dv-payment-codes.html

With U • For U app

Go paperless! With U For U is a 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.

http://fa.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 sign in with your UCInetID.
3. Click on "Add New Trip/Event."
4. Enter a descriptive 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 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 www.myreceipts.uci.com/HomeLogin, or
(3) Click on the "With U • For U mobile app" tab within the Scanned Documents section of a TEM reimbursement document.

Staff Recognition

At the December 17th holiday staff event, 24 staff members were recognized with STAR awards. Congratulations to the following staff members receiving departmental STAR awards:

Bindya Baliga	Beth Pace
Suzanne Bolding	Veronica Portal
Cheryth Dai	Zulaikha Sheikh
Cecilia Flanagan	Gloria Simpson
Amy Fujitani	Joo Hoon Sin
Angeline Hernandez	Amanda Swain
Arielle Hinojosa-Garcia	Wylie Visconti
Michelle Hu	Kazumo Washizuka
Dawn Jenison	Stephanie Wijetlileke

The 4-member STAR committee selected one team, the Office of Undergraduate Study (OUS), to receive a schoolwide STAR award.

OUS was selected for its outstanding performance in advising 650 incoming freshman and transfer students this past summer. We had conveyed our interest to Admissions to grow SOH incoming student enrollments, to reverse the decline we have seen in recent years. Our goal is to return to a total enrollment (including new and continuing students) of around 2000 undergraduate Humanities majors. Though the plan was to grow gradually, 280 more students accepted the offer of admission for Fall 2019 than in Fall 2018. Our team of academic advisors had to quickly devise a plan to orient and advise this cohort, adding many more sessions to the summer schedule. This involves evaluating transfer coursework to determine what requirements have been fulfilled, in order to know what courses to take in SOH. They also collaborated with the academic departments with the largest growth to add seats to courses the transfers needed. Thanks to all faculty and staff who pitched in to support this large cohort of new students!



Office of Undergraduate Study Team award:

- Malinda Pang
- Lisa Payne-Miller
- Janelle Persinger
- Brittney Pinney
- Ashlee Walker
- Whitney Young

Staff Engagement

In an effort to create an employee culture of engagement, empowerment, and innovation, over the summer, UCI conducted an enterprise-wide staff engagement survey administered through Gallup, an independent research firm. Gallup defines engagement as a measurement of an employee's emotional commitment to an organization.

When the results came in, we were pleased, though not surprised, to see that our school's staff engagement level again exceeded the campus average, the SOH overall rating was 4.06 out of 5; the UCI average was 3.78. More detailed results are being shared with staff, so that each unit can set a goal in a specific area to build even stronger staff engagement.

Penny Portillo
Assistant Dean

Share this email:

Manage your preferences | Opt out using TrueRemove®
Got this as a forward? Sign up to receive our future emails.
View this email online.

UC Irvine School of Humanities
Irvine, CA | 92697 US

This email was sent to .
To continue receiving our emails, add us to your address book.

emma

Subscribe to our email list.