



# Fall 2021 Department Newsletter

Volume 7, Issue 1

## A Message from the Department Chair, Professor Suzanne Boyd



Professor Suzanne Boyd

Welcome back. **WELCOME BACK!**

Nearly all of us are finally physically back on campus this semester, so this fall's Welcome Back is larger than normal! The enthusiasm of students and staff at being together again is palpable, and I hope you can harness that enthusiasm.... last year felt a bit like a shadow of a normal year, no one really got what they fully needed out of their classes, so everyone has a bit of catching up to do this year. I hope that the joy we all feel at being together again can provide us with both the patience we will need to help students make up background deficiencies, and with the extra compassion we'll need to handle the continued disruptions caused by the pandemic.

We also welcome back our staff - we will have 4 front office student workers this fall: Marissa Backus is returning and will be in on Thurs. afternoons; Ceceilia Loeschmann, who started last fall (so you might not have met her in person yet), will be in Mon. & Tues.; and two students started this fall - Hailey Huisman who will be in Wed. midday, and Thurs. & Friday mornings, and Matthew Carlsen who will be in Tues., Thurs., & on Fri. afternoons.

### Front Office Hours

Monday-Friday:

8:00 am - 4:30 pm

### Important Dates

**Sept 2:** First day of classes

**Sept 10:** Math Department's last day to add a class

**Oct 1:** Last day to drop without a "W" on record

**Nov 7:** Last day to drop

**Nov 24-27:** Thanksgiving Break

**Dec 14:** Last day of classes

**Dec 15:** Study day

**Dec 16-18, 20-22:** Final examination period

### Door Tag Form

If you would like a new door tag, please be sure to complete the email form.

The information you provide will be included on your door tag (if you so choose) as

However, even after the pandemic calms down - operating nearly completely online as long as we did will have lasting effects, on how we conduct business.

For example - UWM now allows office staff to work partly from home (as instructors have done for many years!). As a result, Richard will be in on Mon., Tues., & Thurs.; Kim will be in on Mon., Wed., & Fri.; and Katie will be in on Mon., Tues., & Wed. Other days, you can contact them by email - or you can try Teams.

In other staff updates: Shelby DeSantis took a position in the Peck School of the Arts, so for now, our permanent office staff are working alongside the students to keep everything running, and we say goodbye to retirees Profs Jay Beder, Hans Volkmer, and Yi Ming Zou.

In addition to more work from home options, we also anticipate more use of electronic media (Canvas, etc) and less use of paper in the future. Since the photocopiers cost us several hundred dollars a month just to sit there.... we will be removing one of the two large copiers from the copy room. There will still be the smaller color copier in the main office as backup. But due to this, please allow more time to make copies in the peak times (between classes).

However, for those of us on campus - we have reserved EMS E424A during MTWR 12:30-1:45 for a social hour (our budget doesn't allow us to provide refreshments but I encourage you to stop by if you want a break from your day!), and please let your students know that EMS E425 is reserved full time for an Open Study Lab - no tutor/proctor provided but they are welcome to use the space and computers. Phys 326 is re-open as the Calculus Workshop, though tutoring is in Bolton 180 we anticipate some instructors having some office hours in there and students using the space to study.

With that, I will let you get to the rest of this newsletter! **PLEASE** read it newsletter carefully - it contains some important dates (like the fall picnic! Oh and other business-related dates) and some important policy/training reminders and links - see below!

Just remember - this semester is going to be different than each one before it. There has been a **LOT** of information shared by campus. When in doubt, try to find an answer online but then **PLEASE** if you are in any doubt or in a new situation, do ask someone for advice/assistance! Depending on your issue, you may ask a staff member, an advisor, a course coordinator, or me! Better to be on the safe side and ask for clarification in this evolving environment - as you'd tell your students, there are **NO** dumb questions!!!!

Best,

well as stored in our internal directory spreadsheet.

If you experience difficulties or have any questions please email [math-staff@uwm.edu](mailto:math-staff@uwm.edu)

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## Spring and Summer 2021 Course Evaluations

Spring and Summer 2021 instructors interested in viewing their course evaluations should email [math-staff@uwm.edu](mailto:math-staff@uwm.edu).

Please include the course and section numbers in your request.

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## Fall 2021 Department Gathering

Please join us for the Fall 2021 Department Gathering at the **Hubbard Park Biergarten from 2 PM to 4 PM on Saturday, 25 September.**

We will again be doing the bag lunch thing in lieu of ordering pizza, so if you plan to eat while you are there, the options are to bring a bag lunch or to purchase something at the gathering. Hope to see you all there, and have a great Fall



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## COVID-19

Please make sure you are up to date on the new policies and procedures regarding the COVID-19 pandemic. The University [website regarding COVID-19](#) contains updated information regarding vaccinations, testing, self-reporting, and more.

In particular, we ask every employee to urge and, if needed, to help already-vaccinated students upload their vaccination documentation so that we can accurately measure vaccination rates across campus. See the instructions below for reporting vaccination through the [Testing Exception/Vaccine Reporting Form](#). Those who are not yet vaccinated have several opportunities this month to get their shots on campus. The vaccination clinic schedule is available online.

Contact [Richard](#) if you are still in need of a clear visor and or mask. For those instructors who have ARC accommodations in their class, you can reach out to the [UWM ARC](#). They were given the “badger (face) shield” style of masks. If still available, please direct your request to ARC directly.

On Behalf of the Social  
Committee (Dave, Jonah,  
Panos)

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## Upcoming Math Colloquium Talks

**Sept 24:** Dr. Elaine Chew -  
*"The Heart of Music: From  
Expressivity to  
Neurocardiology"*

View the events on our  
website [here](#).

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## Graduate Student Colloquia

The Graduate Student  
Colloquium will be meeting  
this fall on Friday's from  
12:30pm - 1:30pm.

If you're interested in  
speaking let [Daniel  
Gulbrandsen](#) know!

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## Data Science Club @UWM

The DSC@UWM will meet  
this Fall on several Fridays  
throughout the semester.

This year they have a  
diverse set of presenters  
spanning the fields of

**PANTHERS PROTECT PANTHERS**

**WEAR  
A MASK**



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## Reminders for Instructors

### Fall 2021 Policies and Procedures Instructor Memo

If you haven't done so yet, please take a look at the [Policies & Procedures Memo](#). Located under "Policies and Procedures for Instructors" → "Instructor Memo".

### Lecture Capture

If you intend to record your lectures please contact Classroom Services for more information, using their [web form](#) elect "COVID-19 Online Course Migration" then "Lecture Capture" and include any questions or information in the "Comments/notes" section.

Short training videos on some of the aspects of using Mediasite are available in the linked collection ([Lecture Capture Video Collection](#)).

If you would feel more comfortable with 1 on 1 training or the provided resources are not sufficient, please fill out a request for "AV Assistance" using this [web form](#). A Teams meeting can be setup for this service with one of Classroom Services technicians in the specified classroom, with multiple users viewing remotely.

### Class Coverage Procedure

Mathematics, Statistics, Artificial Intelligence, Public Health, Business, Freshwater Sciences, and Quantitative Ecology.

Reach out to [Andrew Whetten](#) with any questions!

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### Contact

Reach out to [math-staff@uwm.edu](mailto:math-staff@uwm.edu) with any questions or requests!

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### Like us on

### Facebook!

Keep up to date with Department events and information!



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### Join our LinkedIn

### Group!



If you are unable to teach a class session during the semester, you must email your course coordinator or department chair as soon as possible and notify them of your situation and discuss coverage of the material missed and/or having another instructor teach your class

If class will be canceled, email the MathSci office, [math-staff@uwm.edu](mailto:math-staff@uwm.edu), as soon as possible, and they will post a sign outside of your classroom door

You are expected to email your class on any updates to the teaching schedule. You can email your students/class roster through PAWS and Canvas.

## Online Request Forms

### **Room Request Form:**

Please use the [Room Request Form](#) when you need to use a classroom or computer lab on campus and you do not already have a standing reservation (i.e. for a class). Office staff will receive your request and contact you via email with a confirmation.

Please contact [Kim](#) if you have questions.

### **Event Request Form:**

Please use the [Event Request Form](#) for all Departmental sponsored events, talks, etc. This form is required in order for you to receive Departmental funding and/or promotional support for guest speakers, graduate dissertations/theses, seminars, colloquia, and so on

Please note that **it is mandatory that event forms be submitted at least two weeks prior to the event.** Without the proper amount of time, **we will be unable to accomodate your request.**

If you require special use of a Departmental or campus owned classroom or computer lab, you must first complete the [Room Request Form](#) and receive reservation confirmation from the main office before completing the [Event Request Form](#).

Please contact [Kim](#) or [Ceceilia](#) if you have questions.

### **Travel Information Request Form:**

For any requests involving travel, be sure to use the [Travel Information Request Form](#). Please send the link to any guests who are traveling to the university.

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## Travel

Be sure to review the updated travel information email Katie sent on September 7, 2021. Please contact [Katie](#) before any travel and if you have any travel related questions, including reimbursement. For travel approval, go to BPLogix for your [Travel & Miscellaneous Expense Approval \(TMEA\)](#) form. The Travel Approval Request (TAR) paper form has been removed and is no longer accepted. For travel reimbursement: [E-Reimbursement Login](#).

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## Payroll Information

### 2021 Bi-Weekly Pay Schedule

Information on the university transition to [Bi-Weekly Payroll](#).

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## Graduate Students

### Graduate Handbook:

The Department of Mathematical Sciences has created and posted a [Graduate Handbook for Current Graduate Students](#). The updated handbook will be posted soon.

If you have questions, please contact the [Associate Chair for the Graduate Program](#) Jeb Willenbring.

### International Students:

- Be sure to enter your immigration and history information into Glacier's self-service application online. In order to receive your awards, you are required to have an account in Glacier. If you haven't already, you will receive instructional emails from [UWHRAdministration@uwsa.edu](mailto:UWHRAdministration@uwsa.edu) and [support@online-tax.net](mailto:support@online-tax.net). These emails will also contain the web link, login and password you will need to access Glacier. Be sure to check your spam inbox as well!
- If you have not already made an appointment to receive your Social Security card, please do this as soon as possible. Contact [iss@uwm.edu](mailto:iss@uwm.edu) for questions regarding this process.
- Once you have enrolled in the university health insurance, you can contact [CleAngelia Huewitt](mailto:chuewitt@uwm.edu) (chuewitt@uwm.edu) to have the International Health Insurance fee removed from your PAWS account.



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