January 17, 2023

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25LIVE

25Live is an integrated academic and events scheduling software used by academic students, faculty, and staff to create and maintain one-time, recurring, or special events by submitting a request. Examples include meetings, presentations, training, research seminars, study jams, demonstrations, and workshops. 25Live enables authorized faculty users to review requests, make changes and corrections, and finally approve or deny requests. Classes take precedence over events so this means that if a class should need

the location you have reserved, your event will be cancelled. It is important to remember that when you are requesting changes to a class schedule that you email enrollment@mtech.edu. This will ensure your request is processed and secured through Banner and automatically updated in 25Live. In order to schedule an event you would like displayed on the webpage and MyMTech, be sure to select the correct calendar option. This is done by searching for All Web Calendars under the Resources section. For more information, please visit this link.

RESPONSIBLE CONDUCT OF RESEARCH TRAINING (RCR)
All Montana Tech employees and students engaged in research activities must attend RCR training every three years. RCR training is now offered online via CITI Programs. Please email grants@mtech.edu for detailed instructions to set up a new user account.

TIKTOK DIRECTIVE
The Office of the Commissioner of Higher Education directs the following:

1. TikTok may not be installed or used on any MUS or university-owned devices, including but not limited to desktop computers, laptops, iPads, or cellular telephones. If TikTok is currently installed on any MUS or university-owned device, the application must be immediately removed from the device.
2. Campus Chief Information Officers (CIOs) shall block access to TikTok on MUS wired and wireless networks.
3. University-administered TikTok accounts must be suspended.
4. Campuses may provide exceptions to this directive for necessary education or research-related purposes upon approval of the campus CIO.

If you have any questions or need assistance, please contact the IT Help Desk at 406-496-4244 or submit a help desk ticket.

PREVENTING DISTRACTED DRIVING COURSE
A Preventing Distracted Driving course will be live online **every Thursday** from 9:00 am to 11:00 am via Zoom. This popular online class teaches State employees the definition of distracted driving, and what behavior modifications we can implement to protect ourselves, our families, and our friends on the roadways. We also help you to realize that you, as a driver, have a choice, to drive safely or to drive distracted. Deciding on this topic may save your life and the lives of others. The goal is to help you make the right decision. There is no charge to attend. Register here.

CAREER CLOSET
This semester, the Career Closet will be open Mondays and Thursdays from 11:00 am-1:00 pm and Wednesdays from 5:00-6:00 pm in the Pintler Room. Please help students pick out nice, gently-used, donated items for the upcoming Career Fair, job interviews, or even class presentations!

IMEG INFORMATION SESSION
IMEG will host a session to learn about civil engineering projects on **Wednesday, January 18** at 5:00 pm in the Copper Lounge.

CAREER LAB SERIES

- **Resume & Cover Letter Career Lab** on **January 18 from** 5:00-6:00 pm in the Big Butte/Highlands room
- **Make the Most of the Career Fair** on **January 24 from** 5:00-6:00 pm in the Big Butte/Highlands room
- **Interview Tips and Strategies** on **January 26 from** 5:00-6:00 pm in the Big Butte/Highlands room

ACADEMIC INTEGRITY WORKSHOP FOR FACULTY
Would you like to explore academic integrity issues with your students, or would you like some practical ideas for encouraging academic integrity in your courses? If so, then please attend this workshop, scheduled for **Thursday, January 19** from 12:30-1:45 p.m. in Engineering Hall room 106, during which Writing Program instructors Dawn Atkinson and Stacey Corbitt will share a variety of tips and techniques that promote the importance of academic honesty in the classroom.

MINERAL MUSEUM OPEN HOUSE
The Mineral Museum will hold an open house on **Thursday, January 19** from 4:00-8:00 pm. The open house will feature a stunning collection of Montana Moss Agates on loan to celebrate the Montana Bureau of Mines & Geology's 2023 calendar. The event will also include presentations, raffles, light snacks, and a cash bar.

LEAD PROFESSIONAL DEVELOPMENT SESSION
Do you have questions about crafting email messages or want to make your email communication more compelling? If so, plan to attend the next LEAD professional development session, scheduled for **Thursday, January 26** from 12:30-1:30 pm in Engineering Hall 106. During the session, Writing Program instructors Dawn Atkinson and Stacey Corbitt will provide practical tips for composing effective emails.

SPRING 2023 CAREER FAIR
Help your students prepare for the Spring 2023 Career Fair on **Tuesday, January 31**! This year's fair will be held in the HPER from 8:00 am–2:30 pm. Students can register ahead of time and receive a pre-printed name tag. Let students know how important it is to connect with employers who will be there. Students can start to make a plan today with the Career Fair + app (from a desktop or mobile device).

ADVANCING TECH FORUM
Mark your calendars for the first Advancing Tech Forum of 2023. The forum will be held on **Wednesday, February 8** at 3:00 pm in the Lance Leadership Hall.

CENTERING INDIGENOUS KNOWLEDGE WEBINAR SERIES
An eight-part Centering Indigenous Knowledge Webinar Series will run during **February and March 2023** with weekly installments on Wednesdays at noon. Registration is free.

SERVICE ANIMALS
A reminder to all faculty and staff that a service animal (dog or miniature horse) is allowed anywhere on campus, including labs, common spaces, and the residence halls, so long as

it is with the student who owns it, and the area is not dangerous to the animal. Faculty and staff may only ask students with service animals two questions:

1. Is the dog a service animal required because of a disability?
2. What work or task has the dog been trained to perform?

The only time a service animal may be removed from an area is if it is causing major disruptions (ex. destroying property, uncontrollable behavior) or posing a direct threat of physical harm. Faculty and staff may not request the student present documentation for the animal, nor ask the student to have the animal perform the work or tasks it has been trained to do. Services animals are different from assistance/emotional support animals. It is ILLEGAL in the state of Montana for someone to pretend their assistance animal is a service animal. If you have any questions or concerns about testing, service animals, or anything else related to Disability Services, do not hesitate to contact Shauna Goodell.

TESTING
The Academic Center for Excellence (ACE) offers a testing center for accommodated and makeup exams and placement tests. Our operating hours are Monday-Friday from 9:00 am-5:00 pm. If you would like to schedule a student to take an exam at ACE, please fill out the Test Request Form at least three days in advance. For faculty who have used the Test Request Form before, use this new link instead of the old one, which is no longer accessible.

ACCESSIBILITY IN THE CLASSROOM
Please see the Disability Services website for easy steps to create more accessible courses for this upcoming semester. Your students will thank you!

WIRELESS CHANGES
There have been changes to the campus wireless over the winter break. The following is a breakdown of the new names and when to use each wireless network as well as solutions to common issues. Some of the wireless names appear to be the same as they were before the break but due to the upgraded hardware, they have actually all been rebuilt - reconnecting to them may be required.

- **MT-Campus-Laptops (previously MTPodium):** This wireless network is for Montana Tech owned laptops and will not be accessible from a personal mobile device. If you have a campus laptop that will not connect to this network, restart it and it should auto-connect from there.
- **MTDorms:** Best used for student owned devices located in the dorms that won't be carried around campus. It does require an mtech.edu login to function.
- **MTGuest :** The guest network for campus visitors that do not have an mtech.edu account.
- **eduroam:** The wireless network shared among all Montana University System campuses. This will be the primary network for personal laptops in classrooms, personal mobile devices, etc. It does also require an mtech.edu account to login.

Known issues and workarounds:

1. **eduroam:** Due to the hardware change mentioned above, even if you had the *eduroam* network on your devices previously, you may need to "Forget" the network and then sign in again.
2. **Account Lock out:**
   1. If you type in your mtech.edu password incorrectly while connecting and let the device attempt to reconnect over and over, it will lock your account out. Accounts will unlock automatically after 30 minutes of no logins, this means you will need to forget the *eduroam* or *MTDorms* network or disconnect your WiFi for 30 minutes before trying again with the correct password. If you change your password – please shut off your phones and laptops, change the password on the desktop and then turn on one device at a time, updating your passwords as you turn them on to prevent lock out.
   2. If you attempt to log in to any service that requires your mtech.edu credentials (i.e. your desktop, my.mtech.edu, etc) and have 5 failed log in attempts your account will also lock for 30 minutes.
3. How to Forget a Wi-Fi Network
4. Setup Wi-Fi on Various Devices

As always, if you need further assistance, please submit a ticket to Help Desk or call 406-496-4244.

UPCOMING EVENTS

The following wellness classes will take place this semester:
- Pilates at noon every Tuesday in HPER Dance Room 140-141
- Wednesday wellness walks, meet outside SUB at noon
- Yoga at noon every Friday in HPER Dance Studio 140-141

JANUARY

18
Resume & Cover Letter Career Lab │ 5:00 pm │ Big Butte/Highlands

19
Academic Integrity Workshop for Faculty │ 12:30-1:45 pm │ Engineering Hall 106
Mineral Museum Open House │ 4:00-8:00 pm │ Mineral Museum

20-22
Snoflinga (needs volunteers) │ Email snoflingamt@gmail.com

24
Make the Most of the Career Fair │5:00 pm │ Big Butte/Highlands

25
Montana Recovery Resources Symposium │ 8:30 am to 5:00 pm │ Register here

26
Interview Tips and Strategies │ 5:00 pm │ Big Butte/Highlands
Women's basketball vs University of Providence │ 5:00 pm │ HPER
Men's basketball vs University of Providence │ 7:00 pm │ HPER

31
Spring 2023 Career Fair | 8:00 am to 2:30 pm | HPER

FEBRUARY

1
2nd Day Interviews (Career Fair) | SUB

8
Advancing Montana Tech Forum │3:00 pm │ SSC Lance Leadership Hall

20
President's day (holiday)