

October 2023 Newsletter Faculty Affairs Department

“Do your little bit of good where you are; it is those little bits of good put together that
overwhelm the world.”
– Archbishop Desmond Tutu



Faculty Monthly Highlights

OCT 25 **Pepperdine Honors**
Malibu Campus, Mullin Town Square, 2:00 - 3:30 PM

[CLICK HERE FOR FULL CALENDAR](#)

REMINDERS!

- **October 2, 2023:** [Peer review](#) forms due for tenure and promotion candidates
- **October 20, 2023:** Course schedule for Spring 2024 available in Wavenet
- **October 30, 2023:** Student registration begins

PGBS Faculty Annual Scheduling Process

The new scheduling process and timeline has been outlined on the Faculty Affairs

[website](#).

As collaborative partners, the Department Chairs, Faculty Affairs, the Program Office, Student Systems, IT, and the Finance department aim to create a sustainable system that will support both faculty and students with course scheduling.

Over this next year, we are committed to continuing our process improvement by collaborating with our IT team to: streamline the creation of the year-long master schedule, improve reporting, and automate tracking/communication.

Emergency Procedures

Are you prepared for an emergency at Pepperdine? Please take a moment to review the [PGBS Emergency Preparedness Plan](#).

Members of the Pepperdine community should be aware of all of the resources the University has made available regarding emergency preparedness. The Office of Emergency Services, the Department of Public Safety, and the University's Emergency Operations Committee (EOC), in cooperation with many other departments, work to ensure that Pepperdine is prepared for emergencies when they impact any of the institution's schools or departments.

Per Diem Guidelines for PGBS Faculty

The PGBS Finance team is excited to roll out the University's new per diem reimbursement policy. Per diem can be applied to out-of-pocket travel expenses for meals, lodging, and incidentals. Take a moment to [review the new policy](#) and access the [Per Diem Reimbursement Form](#).



New University Panopto Retention Policy

[Panopto](#) has ended its practice of free, unlimited video storage for our lecture capture system. Due to this change, new data retention policies have been implemented at the University. All recordings that have not been viewed in over thirteen (13) months have been auto-archived.

An archived video is placed in a long-term storage state. While it can be retrieved, it can take up to 48 hours to restore an archived video. See more information on [restoring an archived video](#).

All Graziadio faculty are encouraged to review their course sites for embedded Panopto content ahead of time to ensure that enough time is allotted for archived videos to be restored to an active state.

If you have any questions, please reach out to eLearning@pepperdine.edu.

Faculty Highlight



2023 Founder's Day

Pepperdine's 87th academic year has begun and to celebrate, our faculty joined their colleagues from all five schools of Pepperdine to ring in the new academic year with pride, enthusiasm, and Waves spirit! Thank you to our amazing faculty who were able to represent on behalf of PGBS.

(L to R: Jim DiLellio, Deborah Crown, Jared Ashworth, Sean Jasso, Charlie Kerns, Donn Kim, Larry Cox, Abraham Park, Erik Krogh, (not pictured) Bernice Ledbetter)

Cheers for Peers

We invite you to submit a "[Cheers for Peers](#)" to acknowledge a colleague that has gone above and beyond the call of duty. In the spirit of "giving each other flowers" continuously, we hope that you consider expressing your gratitude with "cheers"!

We look forward to highlighting these submissions!

[Explore Our Website](#)



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