MONTANATECH WEEKLY UPDATE

April 29, 2024

IN THIS EDITION

Come Cheer on the Students and their Cardboard Boats

Update to Faculty: Canvas Migration

Phase III Heating System Upgrade Update

Summer Work with Facilities

Mini-Workshop: The Crescendo of EML

OSH 10 Construction Course

Lunch & Learn: Kristina Hopkinson

Faculty Software Requests (Due before May 10)

Frequently Asked Questions Regarding Password Resets

UPCOMING CAMPUS EVENTS

4/30:
Pilates (12:00 pm, HPER)
The Crescendo of EML (9:30 am-2:50 pm, Big Butte/Highlands)

5/2: Weights (12:00 pm, HPER)

5/3:
Line Rodeo (9:00 am-12:00 pm, Highlands
Order of the Engineer (5:00 pm, Auditorium)
Chancellor's Reception for Graduates (6:00-8:00 pm, SSC)

5/4:
Nurse Pinning Ceremony (8:00 am, Library)
Commencement (10:00 am & 1:00 pm, HPER)

5/5-6: Track & Field Championships (Butte)

5/6: Phase III Heating System Upgrade Begins

5/7:
Pilates (12:00 pm, HPER)
Advancing Tech Forum (2:00 pm, Copper Lounge)

5/7-8: OSHA 10 Construction Course

5/9:
Lunch & Learn (11:30 am, Copper Lounge)
Weights (12:00 pm, HPER)

5/11: Drag Story Hour (6:00 pm, Copper Lounge)

Cybersecurity Updates
Coming

2024 Fiscal Year-End
Procurement
Information

COME CHEER ON THE STUDENTS AND THEIR CARDBOARD BOATS

You're invited to stop by and cheer on the Introduction to Engineering (EGEN 101) student groups as they put their semester projects, cardboard boats, through the paces in the HPER pool. On Tuesday, April 30, from 3:00 pm to 5:00 pm, the students will be earning points for completing their watercraft, whether or not it floats with two team members on-board, and finally a timed race of two lengths of the pool.

UPDATE TO FACULTY: CANVAS MIGRATION

A message from Kat McCormick:
We are moving along with our Canvas Migration, and the pilot courses have been reviewed and returned. We did catch a few issues, but Canvas is currently working on the revisions, and we will have them back soon to re-review.

Upon final approval of these pilot courses, we will begin the full migration. This is where my request comes in. We need to have the move completed by August of 2024, so we can be teaching in Canvas by January 2025. To do this, we need to compile a list of every course that we want to migrate over into the teachable areas of Canvas. It is possible that this could include some archived classes (anything from Spring of '23 or earlier). It is especially important that we know about the archived courses, as it will take more time to get them back into Moodle to be moved into Canvas. (Note - any courses older than three years will be archived and will not be part of the live migration.)

To complete this list, a form will be shared early next week on which you can populate the required information for migration. Please fill this out carefully, as it will be the basis for our migration.

Again, thank you all. I feel confident about our move to Canvas, and it is largely due to the support and feedback that you are all giving. Remember to check the **Montana Tech LMS Migration webpage** for updates on our progress!

PHASE III HEATING SYSTEM UPGRADE UPDATE

Phase III of Montana Tech's heating system upgrade will begin on Monday, May 6. For this work to happen, Park Street will be closed from the Marcus Daly statue to the west corner of the Student Union Building. Traffic will be detoured to Granite Street at the Montana Tech arch on Park. Fencing will be installed around the project, limiting sidewalk traffic and the crossing of Park Street. Please pay attention to construction fencing and signage. This phase of the project and the closure of Park Street will run through early August. Curb cutting will also occur on Granite Street to allow access to the Prospector Hall parking lot. If you have any questions, please contact Layne Sessions at lsessions@mtech.ed or visit the Facilities webpage here for updates.

SUMMER WORK WITH FACILITIES

The Montana Tech Facilities Department is looking for student workers to help with the grounds work during the summer. If you know of anyone, please encourage them to contact Layne Sessions.

MINI-WORKSHOP: THE CRESCENDO OF EML

All faculty, staff, and Bureau are invited to The Crescendo of EML, a mini-workshop experience designed to delight and surprise, presented by Dr. A. L. Ranen McLanahan on **Tuesday, April 30**. The mini-workshop is about higher education learning and how to create an entrepreneurial mindset in students, increase curiosity, and the science of student attention. The presentation is sponsored by The Kern Family Foundation and will take place in the Big Butte/Highlands Room.

The schedule is as follows:
9:30-10:20 am: Introduction to KEEN with Questions and Answers
Explore the two unique types of curiosity through interactive "experiential learning" activities and try out actional classroom techniques that greatly engage students.

10:30-11:20 am: The Curious Power of Curiosity
Explore the two unique types of curiosity through interactive "experiential learning" activities and try out actional classroom techniques that greatly engage students.

1:00-1:50 pm: The Value Proposition of EML
All are welcome at this interactive session featuring unique perspectives, ideas, and methodology for what EML is and how It is so transformative for students, classrooms, and universities.

2:00-2:50 pm: The Science of Student Attention with EML
A visual exploration of the neuroscience of human attention with experiential

activities (through art, music) with EML intervention ideas that are applicable to any classroom.

Dr. A. L. Ranen McLanahan is a Program Director and national speaker for the Kern Family Foundation. He started in industry working on a floating factory ship in Alaska in 1999. From there, he's done computational modeling work, micro-electrical mechanical system design, and R&D work through a device prototyping and innovation center that he co-founded in 2013. He has served as a faculty member of general and mechanical engineering for 12 years with the UW-Platteville Engineering Partnership and worked as an industrial consultant and research affiliate through his company Critical Flux LLC. In 2016, Ranen was invited to the Wisconsin State Capitol to give a workshop on Solidarity to the Wisconsin Legislators. Topics from this workshop became his 2019 book, The Science of Solidarity. Over his career, Ranen has earned multiple educational awards and nominations for his teaching, outreach, and innovation.

OSHA 10 CONSTRUCTION COURSE
Montana Tech will be offering a free on-campus OSHA 10 Construction Course for faculty, staff, and students on **May 7-8**. This two-day, 10-hour training course provides fundamental knowledge of common job-related safety and health hazards. The Montana Department of Labor and Industry sponsors the training. Attendees will receive an OSHA-10 card upon successful completion of the course. Contact [Dr. Liping Jiang](#) for more information and to register.

LUNCH & LEARN: KRISTINA HOPKINSON
The next Professional Development Lunch and Learn will be presented by Kristina Hopkinson, certified Master Trainer, on **Thursday, May 9** at 11:30 am in the Copper Lounge. Her presentation is titled "What Ducks and Chickens Can Teach Us About Communication and Conflict in the Workplace." Lunch will be provided.

FACULTY SOFTWARE REQUESTS (DUE BEFORE MAY 10)
If you are teaching a class in Fall 2024 and using a campus classroom or computer lab on the North Campus or Highlands College, software requests for Fall 2024 are due **BEFORE May 10th, 2024**. Please submit a TECH SUPPORT ticket [here](#) to request your software **BEFORE May 10th, 2024**.

FREQUENTLY ASKED QUESTIONS REGARDING PASSWORD RESETS
Q: How often do passwords need to be reset?
A: Once a year

Q: Can I choose what time of year my password expires?
A: Yes, just reset your password at the best time of year for you. Your password will expire one year from that date.

Q: Why is the Montana Tech owned laptop I have at home not updating to the new password I just set?
A: To resolve this, SHUTDOWN your laptop and bring it to campus and log into it on campus. This will allow the laptop to access our domain and get everything in sync.

Q: What is the best practice for resetting your password?
A: Before resetting your password, be sure to log out of all of your apps/programs and close all open windows not related to changing your password. After you are finished resetting your password to a phrase that is at least 14 characters in length, be sure to reboot. Don't forget to sign out of all of your devices (email/Onedrive/Teams on mobile phones and tablets, laptops. Update your Eduroam wireless connection by 'forgetting' the wifi and reconnect

Q: Why am I having trouble with my Office applications after changing my password?
A: When you signed into your computer, you also signed into your Office applications. Rebooting your computer after changing your passwords allows Office to connect using your new password.

CYBERSECURITY UPDATES COMING

May 15

- Administrative privileges will be removed from faculty/staff computers that are connected to our domain.
- Screen Lock after 15 Minutes of inactivity

Effective Immediately

- The use of external storage devices (thumb drives, jump drives, USB drives, etc) are strongly discouraged.

For more information, please click here.

2024 FISCAL YEAR-END PROCUREMENT INFORMATION
Fiscal Year End (June 30, 2024) is rapidly approaching. Your cooperation and timely processing of year-end purchases is important and appreciated in order to

ensure that funds are spent in the appropriate fiscal year and that we have adequate time to process requests.

No later than May 1, 2024: Submit requests for purchase orders for items less than $10,000 to Erica Rude in Accounts Payable. Purchase Orders for next Fiscal Year (FY25) will not be issued until July 1, 2024

No later than June 14, 2024: Complete all Procard transactions for FY24 prior to June 14, 2024. June 15th-June 30th will be a purchasing blackout period (Procards cannot be used Unless you are in travel status)

You can start using your Procard for FY25 expenses on July 1, 2024

No later than June 14, 2024: Submit FY24 Invoices to Accounts Payable by June 14, 2024 at Noon

Please understand that if the above deadlines are not met, we cannot guarantee that we will be able to process requests in this fiscal year, regardless of the source of funding (such as contract and grant funding). If you are planning a request to start or renew a contract or purchase in July or August, please adhere to the deadlines above to ensure timely processing of such requests.

We appreciate your support and look forward to a smooth and successful 2024 Fiscal Year End. For assistance or clarification on any of the above information, please contact:

Kelsey Kerbs: KKerbs@mtech.edu or (406) 496-4376
Carleen Cassidy: CCassidy@mtech.edu or (406) 496-4252
Erica Rude: ERude@mtech.edu or (406) 496-4377