

## December Faculty Newsletter!

With winter break right around the corner DFI is here to assist you with wrapping up your fall courses and assisting with the spring. Below is all of the information you will need to get a head start on your Spring 2026 courses and any information you might need in wrapping up your current courses to prepare for both a nice winter rest and a productive spring semester ahead.

We also have some exciting workshops and webinars coming up that you definitely don't want to miss.

We hope you have a wonderful month, and thank you for reading!



## What's New

## 1. Wrap up your Fall 2025 Semester with Help from DFI

Utilize DFI's resources so that you can finish up the Fall semester smoothly.

## On-Demand Resources:

When wrapping up your fall semester take a look at our many on-demand resources that can assist you with:

- [Creating a Canvas assignment using Turnitin](#) to help you assess student writing.
- If AI is on your mind, read through [recommendations for generative AI use for teaching at TC](#) or [TC's recommendations for developing a generative AI policy for your course](#).
- Lastly, and probably the most important, remember to [Submit your End of the Semester Grades](#) to Banner before taking off to enjoy your winter break!

## Individual assistance from DFI:

If you need assistance with anything remember that you can always [Contact DFI](#).

## 2. Support for your Spring 2026 Courses

## Individual assistance from DFI:

If you would like assistance setting up your Canvas course please [fill out our Canvas course support form](#) and one of our Instructional Support Associates (ISAs) will contact you to assist. We can assist with:

- Importing content from last spring
- Utilizing [one of the TC templates](#)
- Answering any questions you might have about adding content to your Canvas course

## Do-it-yourself:

This simple [10-step Canvas Quickstart guide](#) is a great resource for faculty who would like to set up Canvas courses on their own.

## 3. Classroom Technology Support for your Courses

## Open a Media Services Request:

Media Services can come and assist you with getting started at the beginning of each class session. Complete a request early to make sure you are on their schedule by filling out a [Media Services request form](#).

## Classroom Specific Questions:

If you have a classroom specific technology question, [open a ticket](#) and Media Services will work with you to find an answer.

## Upcoming Faculty PD



## Immersive Experience Club

**Wednesday 12/3: 12:00 PM - 1:30 PM**  
**Smith Learning Theater, 4th Floor Russell Hall**

This workshop series invites all TC community members to delve deep into the Virtual Reality (VR) world to explore its transformative potentials through hands-on experiences with various VR applications for education and engage in discussions of its implications for teaching and learning. The club will meet three times in the Fall semester on a monthly basis and you can register for as many sessions as you would like to attend. However, since we only have a limited number of VR headsets we ask that you cancel your registration to make room for others if you are unable to attend a meeting.

[Register](#)

## Open Faculty Seminar: AI at TC

**Thursday 12/4: 10:00 AM - 11:00 AM**  
**Grace Dodge 535**

As generative AI continues to reshape our teaching, research, and service, many of us are grappling with complex questions that don't have easy answers. To address this, we are introducing the Faculty Forum on AI, a series of conversations designed exclusively for faculty to engage in open, peer-to-peer dialogue.

Unlike a formal presentation or a training workshop, this forum provides a space for small groups of faculty to have candid, unrecorded conversations where you can raise questions, share concerns, and workshop ideas in a collegial environment.

[Register](#)

## Syllabus Sandbox: Experimenting with AI Policies

**Tuesday 12/9: 10:00 AM - 11:00 AM**  
**Online via Zoom**

With Google Gemini rolling out to all students in January, the upcoming spring semester requires clear classroom policies on AI. This hands-on workshop offers a practical and collaborative space for instructional staff to develop their approach. This is not a lecture, but a working session dedicated to preparation and peer exchange.

In this session, you will:

- Explore a spectrum of sample AI policies, from restrictive to collaborative.
- Discuss specific challenges and pedagogical goals with peers.
- Draft a clear and effective AI policy statement for your course syllabus.
- Connect your policy to practice by defining the specific AI expectations for one of your spring assignments.

[Register](#)

## Smart Start for Students: Using Gemini Effectively and Ethically at TC

**Thursday 12/11: 11:00 AM - 11:30 AM**  
**Online via Zoom**

Beginning in January 2026, all TC students will have access to Google Gemini through their university account. As this generative AI tool presents new considerations for academic work, this practical, 30-minute webinar will help you navigate its use effectively and ethically from day one.

Join this session for a guide that covers what Gemini can do, how to use it responsibly, and what you need to know as a TC student.

In this webinar, you will:

- See a walkthrough on how to access your TC account and use Gemini's basic functions for tasks like summarizing text and brainstorming ideas.
- Learn the key advantages of using your university account over a personal one, especially regarding data privacy.
- Understand the most important rule for academic AI use: navigating your professors' specific course policies found in the syllabus.
- Discover essential strategies for using AI critically, from fact-checking its output to being mindful of bias and its environmental impact.

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