DATE: September 14, 2005

TO: Administrative and Staff Personnel

FROM: Michael J. McGinniss, F.S.C

SUBJECT: REVISED Holiday Schedule 2005-2006

Please see the revised Holiday Schedule for 2005-2006 below. In recognition of the New Year’s holiday La Salle University will be closed on Monday, January 2, 2006. The University will re-open on Tuesday, January 3, 2006.

2005

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, May 27, 2005</td>
<td>Early departure 12:30 p.m.</td>
</tr>
<tr>
<td>Monday, May 30, 2005</td>
<td>Memorial Day holiday</td>
</tr>
<tr>
<td>Monday, July 4, 2005</td>
<td>Independence holiday</td>
</tr>
<tr>
<td>Monday, September 5, 2005</td>
<td>Labor Day holiday</td>
</tr>
<tr>
<td>Monday, October 24, 2005</td>
<td>Mid-semester holiday (designated offices to be staffed)</td>
</tr>
<tr>
<td>Thursday, November 24, 2005</td>
<td>Thanksgiving holiday</td>
</tr>
<tr>
<td>Friday, November 25, 2005</td>
<td>Thanksgiving holiday</td>
</tr>
<tr>
<td>Tuesday, December 13, 2005</td>
<td>Christmas Reception – 3:00 p.m. to 5:00 p.m.</td>
</tr>
</tbody>
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Friday, December 23, 2005 to and including Monday, January 2, 2006 Christmas and New Year holidays

2006

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 16, 2006</td>
<td>Martin Luther King holiday</td>
</tr>
<tr>
<td>Monday, March 6, 2006</td>
<td>Mid-semester holiday (designated offices to be staffed)</td>
</tr>
<tr>
<td>Friday, April 14, 2006</td>
<td>Easter holiday</td>
</tr>
<tr>
<td>Monday, April 17, 2006</td>
<td>Easter holiday</td>
</tr>
<tr>
<td>Friday, May 26, 2006</td>
<td>Early departure 12:30 p.m.</td>
</tr>
<tr>
<td>Monday, May 29, 2006</td>
<td>Memorial Day holiday</td>
</tr>
</tbody>
</table>
Teaching & Learning Center

Program Schedule Fall 2005

What’s "New and Not-So-New": Making the Most of Learning Support Services for Your Students.
- Thursday, September 29th
- 12:30-2:00 p.m.
- Union Bldg Music Room
- Refreshments provided!
- Register for this session by September 25th (zelley@lasalle.edu)

Today’s student population is more diverse than ever, making it increasingly difficult for professors to meet various students needs. Learn more about some of the new and not-so-new learning support services that La Salle offers and eliminate some popular myths about student support programs.

*This session will focus on peer tutoring, the new Tutortrack system, writing support, and freshman support.

Conducting Research with Human Subjects: IRB Issues, Recruiting Ideas, & Student Researchers
- Wednesday, October 12th
- 3:30-5:00 p.m.
- Union Bldg Music Room
- Refreshments provided!
- Register for this session by October 7th (zelley@lasalle.edu)

There are a myriad of issues surrounding research and data collection with Human Participants. With an increased focus on faculty-student research, many professors and students are unsure where to begin or what legal requirements must be met.

*This roundtable discussion will focus on using the IRB (Institutional Review Board), recruiting and using human participants, and having students conduct research for class projects. Faculty, TA’s, and graduate students are invited to attend.

Reading & Writing Across the Curriculum: Teaching Students Discipline-Specific Literacy (Part 1 in a Two-Part Series)
- Tuesday, November 8th
- 3:30-5:00 p.m.
- Union Bldg Music Room
- Refreshments provided!
- Register for this session by November 3rd (zelley@lasalle.edu)

Do your students truly understand your discipline? Do they know how to read and write in the genre specific to your discipline? Discipline-specific literacy is difficult to achieve. Learn more about why and how instructors can assist student development.

*This program will focus on the intricacies of discipline-specific reading and writing.

Do you have an idea for a TLC session or series? If so, send your suggestions to Elaine D. Zelley, coordinator of faculty development (zelley@lasalle.edu).
Institutional Review Board

Announcing deadlines for Institutional Review Board Meetings, 2005-2006. All applications for Full Review should be submitted by 5 p.m. on the dates listed below. Exempt and Expedited Reviews are done on a rolling basis.

Before submission, please review the application materials and guidelines at:
http://www.lasalle.edu/academ/irb/index.htm

Full Review Submission Deadlines:

September 15, 2005
October 13, 2005
November 17, 2005
January 19, 2006
February 16, 2006
March 16, 2006
April 13, 2006

There will be two summer meetings during Summer 2006, to be announced in mid-Spring.

Members of the IRB include:
Marianne Dainton, Ph.D, Communication, Chair
Robert Dobie, Ph.D., Philosophy
Earl Goldberg, M.S.N., Ed.D., Nursing
Prafulla Joglekar, Ph.D., Management
Camillia Keach, Community Representative
Diane Montague, Ph.D., Psychology

Please e-mail dainton@lasalle.edu if the website does not answer your questions.
“CARMELITE SPIRITUALITY”

Presented by Maria Traub

Tuesday – October 11, 2005
12:30 – 1:45 PM
Music Room (2nd floor of Union Building)

Sponsored by LaSalle's Catholic Studies Program. All presentations are open to the LaSalle Community.

For further information, contact Brother Joseph Dougherty
doughery@lasalle.edu
ext. 1347
Redesigned University Web Site Launched

To: The La Salle University Community

As you may have noticed, the University’s redesigned Web site was launched on Wednesday, September 14. At this point, the University’s home page and the links directly off the home page have received the most attention.

The Web Development team’s plan is to partner with each area to continue to work down to additional levels, so that the other sites not only conform to the new look and the University’s graphic standards but also are updated for each area’s needs.

The redesign project was 10 months in the making, and I want to thank the dozens of La Salle faculty, administrators, and students who provided input and feedback during the process of multiple versions and refinements.

Our team members, Greg Fala, Web Manager, and Andy Estroff, Web Coordinator—who completed the task that was begun by their predecessors, Joe Biondo and Regina Hierholzer respectively—are prepared to work with members of the La Salle community in making the most of the Web sites in each area.

I invite you to ask questions, make suggestions, and seek assistance from Greg, ext.1907 (fala@lasalle.edu) and Andy, ext.3656 (estroff@lasalle.edu) as we move forward.

Sincerely,

Joe Donovan
Assistant Vice President for Marketing and Communications
Resistant Staph Infections

In the past year many communities and colleges are finding themselves dealing with increased cases of community acquired MRSA or resistant staph skin infections that are not treatable with regular antibiotics (see the "John Journals") in the dorm bathrooms for further information. MRSA spreads by close contact with infected persons or objects, with college students residing in a dormitory environment considered high risk. The best way to prevent MRSA is through basic hygiene such as: frequent hand washing; not sharing personal grooming items such as towels, sheets, razors, deodorant, soap, etc; laundering sheets and towels at least every one-two weeks; showering immediately after a workout or practice and wiping down gym equipment after use. Students should see the Student Health Center for any concerns and faculty/staff should make an appointment with their family doctor.
General News

Human Resources: How to Identify and Prevent Sexual Harassment

Facilitated by: Paul Roden, Training Manager

Time: 2:30 pm to 4:30 pm

Dates: October 6th

Location: Union, Room 308

What will you learn?
- What is and what isn’t sexual harassment?
- The difference between a hostile work environment and quid pro quo.
- The process and procedure of La Salle Universities Sexual Harassment Policy.

How will you learn?
- Video tape
- Lecture
- Discussion
- Case Studies

Who do I contact to register and for more information?

Paul Roden: ext 3607, E-Mail: roden@lasalle.edu or Box 806, Administration Center 104, Fax 1453.

TRAINING REGISTRATION INFORMATION

Training Session: How to Identify and Prevent Sexual Harassment

Date Offered: 10/06

Time: 2:30 pm to 4:30 pm

Location: Union, 308

Name: __________________________

Department: _____________________
To: All Faculty and Staff

From: Stephen C. Greb
Director of Food Service

RE: Reception to Bid Farewell to Katie Murphy

Dear Colleagues:

Word travels fairly quickly on campus, so I am sure by now most of you have heard that Katie Murphy will be leaving La Salle after five years as Catering Manager.

During her tenure at La Salle, the Catering department realized significant growth and improvement. The number of events handled by Katie and her student staff has grown each consecutive year since her start at LaSalle. Moreover, I am sure many of you recognize the very distinct style and quality approach that Katie infused in every event that she managed. It will be difficult to find someone as committed to not only her position but to La Salle University.

Katie’s last official day is this Sunday September 18th as she manages the President’s Reception that will take place in Treetops. However I have convinced her to return to campus the following day for a brief reception & to provide the opportunity for the campus community to say good bye.

If you are available, please join us to say good bye to Katie on:

Farewell Reception for Katie Murphy

Monday September 19th
3:30 – 5:00 pm
Backstage
To: All Members of the La Salle University Community

From: Helene Holmes and the La Salle University Parents’ Association

Re:  Family Weekend 2005

Family Weekend 2005 will take place September 30-October 2. This exciting weekend is designed to give families a chance to spend some quality time on campus and fully experience all that the La Salle community and Philadelphia have to offer. A variety of special activities have been planned for all students (Undergrad Day, Evening and Graduate Students) and their families to enjoy.

Enclosed is a copy of the schedule for the entire weekend. Invitations have already been mailed to the families of our current students and responses have been steadily pouring in. You and your family are welcome to join in the fun! Responses must be received by Wednesday, September 21.

If you would like to RSVP, or your office receives any phone calls regarding Family Weekend, please contact to Helene Holmes in the Office for University Advancement at ext. 1817.

Families can also check out the Parents’ Association website at www.lasalle.edu/parents or e-mail questions to parents@lasalle.edu.

Thank You!
Division of Student Affairs

Student Affairs Committee: September 13, 2005

Members Present: Dr. Joseph Cicala (chair), Luke Bollerman, Dr. Claire Busse, Candace Cannon, Katie Daniels, Br. Robert Kinzler, Chris McKeever, Dr. Lane Neubauer, Erin Oakes, Dr. Patrice Oppliger.

Members Absent: James Brightman.

1. Dr. Cicala led us in a moment of prayer and reflection.

2. Our committee’s charge statement and current membership list were shared. It was noted that one student seat has been reserved, at Students’ Government Association (SGA) request, for an incoming Freshman Senator and will be filled soon after October’s elections. It also was noted that one of the three faculty appointments remains to be made.

3. The dates, times, and locations of the balance of this semester’s meetings were announced: Tuesdays, October 18, November 22, and December 6, 12:30 – 2:00 p.m., Music Room, La Salle Union.

4. Selected materials that were included in new students’ Opening Weekend packets were distributed, including the voter registration form/cover note from Dr. Cicala; information about the new web version of the Student Guide to Resources, Rights, and Responsibilities; and The Affirmation. Parallel information has been distributed to upper division students via mylasalle. Details about the geneses of and future plans for the initiatives behind these materials were shared and discussed.

5. Dr. Cicala apprised the committee of the research project centering on student, faculty, and staff interest and potential student, faculty, and staff involvement in academic/career/other affinity theme-based student residences, or living-learning centers, at La Salle. The project has been commissioned by the Division of Student Affairs and is to be carried out by the firm called StudentVoice. Web-based surveys, participation in which will be solicited via e-mail, have been designed for students, faculty, and staff. The student survey, refined after the pilot participation of student leaders, is ready to go and will soon be made available. Pilot versions of the faculty and staff surveys were made available today to, respectively, the Council of Deans and the faculty members of our committee and the Division of Student Affairs Leadership Team and the staff members of our committee.

6. We made plans to embark upon our committee’s second year of study, utilizing the national Council for the Advancement of Standards (CAS) guidelines, of Division of Student Affairs programs and services. At the request of the divisional Leadership Team, we will study this year the University’s judicial/disciplinary programs and services (fall) and the University’s programs and services for students from underrepresented populations (spring). As was the case last year, members of our committee will focus, in subcommittees, on seven parts of the 13-part self-study, as identified below.

   **Mission, program, leadership**
   Mr. McKeever (chair), Dr. Neubauer, Dr. Oppliger

   **Equity and access, campus and external relations**
   Ms. Daniels (chair), Mr. Bollerman, Ms. Cannon

   **Diversity, ethics**
   Ms. Oakes (chair), Mr. Brightman, Dr. Busse, Br. Kinzler

   The remaining six parts – organization and management; human resources; financial resources; facilities, technology, and equipment; legal responsibilities; and assessment and evaluation – will be undertaken by the division’s Community Development unit, which leads the implementation of our judicial/disciplinary system.

   Dr. Cicala briefly apprised the group of the uses made to date of the information we developed in last year’s studies of Career Services and University Ministry and Service and we will have at a future meeting a more in-depth discussion of progress made.

Respectfully Submitted By: Dr. Joseph J. Cicala
Dean of Students
# La Salle University Football
## 2005 Season Ticket Order Form

### September
- 3: @ Wagner 1:00 PM
- 10: MONMOUTH 1:00 PM
- 17: URSINUS 1:00 PM
- 24: ST. FRANCIS (PA) 1:00 PM

### October
- 1: IONA Family Day 1:00 PM
- 8: @ Marist 1:00 PM
- 15: @ Catholic 1:00 PM
- 22: @ College of New Jersey 1:00 PM
- 29: KEAN Homecoming 1:00 PM

### November
- 5: @ Duquesne 1:00 PM
- 12: ST. PETER'S 1:00 PM

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**Season Ticket Plans**
- Adults - $80.00
- Faculty/Staff - $24.00
- Children - $15.00

**Individual Ticket Prices**
- Adults - $6.00
- Children - $3.00

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**RETURN ORDER FORM TO:**
La Salle University Athletic Ticket Office
1900 West Olney Avenue
Philadelphia, PA 19141-1199

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<table>
<thead>
<tr>
<th>Name</th>
<th>Day Phone</th>
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</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
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</table>

**Season Tickets:**

<table>
<thead>
<tr>
<th>Season Tickets</th>
<th>Quantity</th>
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</thead>
<tbody>
<tr>
<td>Adult @ $80.00</td>
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<td>$80.00</td>
</tr>
<tr>
<td>Faculty/Staff @ $24.00</td>
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<tr>
<td>Children @ $15.00</td>
<td>$</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

(MasterCard/VISA /Amex)
Credit Card # | Exp. Date |
---|----------|
TOTAL | $ |

*For more information please contact the Athletic Ticket Office at (215) 931-1999 or tickets@lasalle.edu*
football gameday

La Salle Explorers vs. St. Francis Red Flash

Time: September 24th at 1:00 PM

Location: McCarthy Stadium

Go Explorers!!!!

Explorer Club Day

Reception begins at 11:30 AM adjacent to McCarthy Stadium

Explorer Club Auction and Reception begins at 6:00 PM

For more information call Melissa Bonkoski at 215-951-1606
FOOTBALL GAMEDAY

LA SALLE EXPLORERS VS. URSINUS BEARS

SEPTEMBER 17th

1:00 PM

McCARTHY STADIUM

GO EXPLORERS!!!

Youth Day

All Youth get in for free!!!
UPCOMING HOME ATHLETIC EVENTS

**Football**
- September 17 vs. Ursinus @ 1 PM
- September 24 vs. St. Francis @ 1 PM

**Men’s Soccer**
- September 16 vs. Drexel @ 3 PM

**Women’s Soccer**
- September 30 vs. George Washington @ 3 PM

**Women’s Tennis**
- September 17 vs. St. Peter’s @ 12 PM
- September 23 vs. Fordham @ 3 PM
- September 24 vs. West Chester @ 1:30 PM

**Men’s Tennis**
- September 18 vs. Lafayette @ 12 PM
- September 24 vs. West Chester @ 11 AM

**Volleyball**
- September 20 vs. Loyola (Md.) @ 7 PM
- September 23 vs. Duquesne @ 7 PM
- September 25 vs. St. Louis @ 1 PM

**Field Hockey**
- September 25 vs. Rider @ 12 PM
Accounting Assistant

Reporting to the Assistant Comptroller for Bursar Operations the Accounting Assistant is responsible for contacting students regarding open accounts receivable invoices and applying payments. Responsible for preparing routine office requisitions for supplies and mail. Responsible for handling the deferred note payment plan, lockbox payments, and preparing journal entries. Responsible for assisting students and parents with tuition and payment questions.

The successful candidate will have minimum accounts receivable experience. In addition, qualified candidates should possess strong interpersonal skills and have a basic knowledge of Microsoft Excel and Word. Compensation package consists of a competitive salary and excellent benefits including tuition remission.

Applicants should submit a detailed resume and salary requirements to:

La Salle University, Office of the Bursar
1900 West Olney Avenue, Philadelphia, PA 19141,
Attn: Assistant Comptroller for Bursar Operations
or by email to: benson@lasalle.edu.

Administrative Assistant II -- School of Business

La Salle University’s School of Business has a full-time opening for an Administrative Assistant II.

Essential Duties and Responsibilities:
- Receptionist functions, including assisting walk-ins, scheduling appointments and answering phones
- Provide ongoing secretarial and administrative support to Assistant and Associate Deans
- Manage and coordinate SBA office workflow and schedules
- Schedule work-study and budget students: hire, schedule and train
- Manage office inventory, order office supplies and oversee maintenance of office equipment
- Assist with general office duties and SBA special events
- Process mail

Skills:
- Proficient in Word, Excel and E-Mail
- Knowledge of Lotus Notes, BANNER, Access, PowerPoint are a “plus”
- Ability to multi-task, take initiative, problem-solve, and work in a team environment
- Ability to communicate effectively and work directly with a variety of people
- Attention to detail
- Student service experience is a “plus”

Send cover letter and resume to:
Susan Mudrick, Assistant Dean
La Salle University, School of Business
Philadelphia, PA 19141
Multimedia Technician

The position of Multimedia Technician will be responsible for general Audio/Visual support and maintenance for the La Salle University main and Bucks campuses with a focus on the instructional areas of the university. This position will report to Director of the Office of Distributed Education under the Office of the Provost.

Minimum qualifications are a Bachelor’s degree in a relevant major or 2 years working experience in a related field. Understanding of AV system design and a good working knowledge of Microsoft Windows and Microsoft Office 2003 is necessary. Familiarity with audio and visual design/editing software is also necessary. Additional skills that are recommended but not required are web design and color / large scale printing experience.

Send letter of application, resume and three current references to:

JoAnne Snarponis
La Salle University
1900 W. Olney Ave.
Box 402, Philadelphia, PA 19141 or
e-mail at snarponi@lasalle.edu

Applications will be accepted until Monday, September 19, 2005.