



## Faculty Resource Guide

### **WELCOME TO CARE/GTU**

We are glad you are here! This is a diverse and dynamic place. We hope you will get to know the other staff and faculty and the students that make up this community.

### **GETTING STARTED**

If you have any questions, please feel free to ask. The CARE Director and Assistant will both be able to help you get headed in the right direction.

### **CARE MISSION STATEMENT**

Located at the Graduate Theological Union in Berkeley, The Center for the Arts, Religion, and Education's mission is to encourage and develop programs, interrelationships, and scholarship reflecting the interface of religion and the arts. To this end, CARE serves graduate students and faculty, practicing artists, religious communities, and lifelong learners through the support of graduate curricula, public education, exhibitions, and funding of projects in the areas of research and publications, creative arts, teaching, professional development, ministry and institutional relationships.

We invite you to learn more about our graduate course offerings, our gallery, or the many facets of our public education offerings, such as

- workshops
- festivals
- conferences
- lectures
- panel discussions

## **A LETTER FROM THE CARE DIRECTOR**

Dear CARE Community,

It is with great enthusiasm and excitement that I write to you as the new Director of the Center for the Arts, Religion and Education. As an affiliate center of the Graduate Theological Union, we continue to provide graduate level course work, research and public programming, to audiences both on and off the GTU campus.

Last fall, we will added an exciting new dimension to our programming, as we opened the Doug Adams Gallery at the Badè Museum. Doug Adams, Professor of Christianity and the Arts at the Pacific School of Religion, founded CARE in 1987. Adams passed away in 2007, and this new gallery is a tribute to his passion and the leading role he played in the field of religion and the arts.

With the continued support of our community, CARE's offerings will grow in the coming year, and you will see more of a public presence as we present conferences at the UC Berkeley Art Museum, work with local congregations to develop new training programs for youth in the arts, and join the North Berkeley gallery walk the second Friday of each month.

CARE's academic courses will continue to represent our collective focus on the theory and practice of visual, performing, literary and media/communication arts, and their role in worship and ministry, while maintaining the high level of scholarship faculty and students have come to expect from CARE and the GTU.

As CARE seeks to explore the complex interface of religion and the arts, we hope you will explore our new website and get to know us better. CARE provides a unique place for artists, clergy, students, faculty and the community to come together around images, ideas and beliefs. The CARE package is here for you, and we appreciate your ongoing engagement and support.

Sincerely,

Carin Jacobs  
Director  
Center for the Arts, Religion and Education

## **CARE CONTACT INFORMATION**

**Visit us at:**  
1798 Scenic Avenue  
Berkeley, CA

**Our mailing address:**  
2400 Ridge Road  
Berkeley, CA 94709

**Phone:** 510.849.8285  
**Email:** [info@care-gtu.org](mailto:info@care-gtu.org)

## **WORKING TOGETHER**

You will find a wide range of diversity at the GTU—race, class, sexual orientation, differing abilities, age, language, ethnicity, theological perspective and religious affiliation among others. Some differences may be easy for you to accept and others may be more difficult for you. However, we have found that when we are open to other ways of being and doing in the world, our own world is enriched.

It takes work to live peacefully in a pluralistic, diverse community. Here are some suggestions for building an inclusive community:

- Don't assume anything about another (for example, don't assume that everyone has a mother and father, that every relationship is heterosexual, etc.)
- Remember to listen as well as to talk
- Share your thoughts and feelings honestly AND tactfully
- Think of differences as valuable; an opportunity to learn
- Be friendly and communicate with others.

## **HANDLING CONFLICT**

Any group is bound to have conflicts. In a diverse community, we need to recognize this and have tools ready for dealing with these conflicts when they occur. After all, we will have to keep working together. Here are some tips to remember:

- Find out the facts before you act. You will avoid misunderstandings and save time in the long run.
- Let others know how their behavior is affecting you. IE: "It's hard for me to work when your music is turned up so loud" is better than "You keep me from working with your loud music."
- Don't let the opinions of others determine how you interact with someone. Get to know the person yourself and decide how to act accordingly.
- Try not to overreact. Focus on the problem at hand and try to remain calm.
- Listen to the other person. Ask to be heard as well.
- Be willing to compromise. Working together requires give and take.
- Get help from your supervisor or the Personnel Director if you are unable to resolve the situation on your own.

## **GTU NETWORK SERVICES**

### **WEB ADVISOR**

The GTU online faculty resource is Web Advisor. Faculty can use Web Advisor to input grades; view class rosters; view class schedules; and view advisee information (transcripts, current course schedule, GPA, credit totals, and admission test scores). To access it, you will require a log-in name and password. To obtain these, contact John Seal, GTU Registrar, at 649-2462 or [jseal@gtu.edu](mailto:jseal@gtu.edu).

### **MOODLE**

Moodle is a software package for producing Internet-based courses and web sites. It is a global development project designed to support a social constructionist framework of education. Here you can communicate with students outside class, upload syllabi, post assignments, and assign grades, among many other features. For an introduction to Moodle for faculty, visit: <http://www.gtu.edu/library/faculty/moodle-help>. For more information on using Moodle here at the GTU, contact Kyle Schiefelbein, GTU Moodle Administrator, at 649-2510 or [moodle@gtu.edu](mailto:moodle@gtu.edu).

### **GTU LIBRARY**

The GTU Library is a valuable resource for all CARE faculty. Visit the GTU Library website at [www.gtu.edu/library](http://www.gtu.edu/library). You can contact John Seal at 649-2462 or [jseal@gtu.edu](mailto:jseal@gtu.edu) to obtain a library card.

## Complaint Policy

GTU Consortial Agreement Concerning Protocols for Responding to Student Complaints  
Approved by the Council of Deans  
April 7, 2010

Cross-registration of students in courses within the consortium is a valuable feature of the Graduate Theological Union. The GTU and all the member schools are committed to ensuring that students have appropriate recourse in the event that they have a complaint about some aspect of their experience while taking courses at a school other than their own. The following protocol is to be followed in any such cases, including but not limited to complaints concerning unfair discrimination, cultural insensitivity, sexual harassment, and disputes over grades and other forms of academic evaluation.

1. Each school of the GTU is committed to giving students from all other schools access to its normal complaint process whenever they are taking courses or studying with faculty at the host school.
2. Students are encouraged to attempt to resolve the complaint directly by raising the issue with the individual at the host school whose conduct is the focus of the complaint.
3. If the matter cannot be resolved directly, the student should bring the complaint to the attention of the dean of the student's own school.
4. The dean of the student's school will then contact the dean of the host school in order to help the student determine which policies and procedures at the host school are relevant in the situation.
5. The normal policies and procedures of the host school will be followed, with the added proviso that the dean of the student's school will be kept informed of the progress made in addressing the complaint.
6. At the conclusion of the complaint resolution process, the dean of the host school will report the outcome in writing to both the student and the dean of the student's school.

## **Plagiarism Policy**

GTU Consortial Agreement Concerning Plagiarism  
Approved by the Council of Deans  
April 7, 2010

When a student from one GTU school is suspected of plagiarism in a course that the student is taking at another GTU school, the following protocol will be followed:

1. The faculty member teaching the course will notify the dean of the faculty member's school that the student has been suspected of plagiarism.
2. The dean of the faculty member's school will notify the dean of the student's school that the student has been suspected of plagiarism.
3. The faculty member will follow the policy of his or her own school in regard to possible consequences within the context of the course (e.g., failing grade on the assignment, failing grade for the course, etc.).
4. The student's school will be responsible for following its own policy in regard to possible consequences beyond the context of the course (e.g., warning, academic probation, expulsion, etc.)