

# QUICK CHEAT SHEET

## FOR NEW FACULTY

### Email

A lot of information re. teaching still comes via email (most is also available on the [TLC website](#)):

Start of term information from the Dean's office will come from your Dean's assistant. You can reach out to the Dean's offices throughout the term for support with course or program resources, too.

- **Jennifer Dickieson** ([jdickieson@ecuad.ca](mailto:jdickieson@ecuad.ca)), Culture + Community
- **April Milne** ([amilne@ecuad.ca](mailto:amilne@ecuad.ca)), Design + Dynamic Media (includes Animation)
- **Chelsea O'Byrne** ([chelseaobyrne@ecuad.ca](mailto:chelseaobyrne@ecuad.ca)), Visual Art (includes Illustration and New Media + Sound Art)

Start of term information about waitlists will come from the VP Academic.

### Collaborative Technologies Support (CTS)

- Room presentations systems
- Video-conferencing (Zoom and Teams)
- CTS phone number: **(604) 630-4559** or use the IT ticketing system (below) to request CTS support

### QUICK LINKS

- [Academic Calendar](#)
- [Campus map](#)
- [Parking, biking + transit info](#)

### IT Support

IT now uses a ticketing system exclusively to manage requests for support.

- If you are able to log into your ECU account, [click here](#).
- If you can't log into your ECU account or are having login issues, [click here](#).

### Shops + Studios

If you are teaching a material- or practice-based class, there is a Shop, Studio or Lab attached to your discipline. Studio techs are a fabulous source of information and can be real assets in your course planning and prep. Find your shop or studio [here](#).

### Course Outlines

All course outlines should be entered in the Course Outline Manager by or before your first week of classes. [This PDF](#) explains how to use the system. If you would like to see previous course outlines, email your Dean's assistant (or Assistant Dean).

### Booking Exhibition or Critique Spaces

Studio classes sometimes need spaces to exhibit or critique student work outside the classroom. Book spaces [here](#).