Ben

[**Weekly Relays User Guide**](https://ispace.utmb.edu/xythoswfs/webview/_xy-12470404_1)

**TOPICS LEGEND**

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| C:\Users\krhensle\Desktop\SMALL LOGO (2).jpg | | WEEKLY RELAYS | | **January 31, 2019** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| **OEA**  The new School of Medicine academic calendar has been approved and will be posted shortly. The new first year students will begin with orientation on July 8th, which will be followed by an introductory course on July 15th. This new 5-week-long course is in the planning stages but will be designed to introduce students to clinical and communication skills and provide a more structured entry into the foundational sciences. Stay tuned for updates as they come!  **Employee Spotlight**  **Cheryl Cunningham**  Clinical Skills Training Coordinator  Instruction Management Office  **What are some of your work responsibilities?**  I am the Coordinator of the GIN course, co-Coordinator of Practice of Medicine Year 2, I assist other coordinators and I proctor NBME exams and  clinical exams (OSCE's).  **Tell us something personal about yourself.**  I will have worked at UTMB 17 years in 2019. I am from Arlington, Texas. I have two children and five grandchildren.  **Fun Fact**  I'm a Marvel Studios fan. | | | **UTMB earns CDC recognition as a Diabetes Prevention Program Provider:** UTMB has earned a spot on the CDC’s national registry of recognized diabetes prevention programs, making it the only institution in the Greater Houston area to be listed. To view the full list, visit <https://nccd.cdc.gov/DDT_DPRP/Registry.aspx>.  **Larger mailbox size to come with transition to Microsoft’s Office 365 Exchange Online:** Beginning in February, Information Services will begin transitioning faculty and staff mailboxes to Exchange Online, a component of Microsoft’s Office 365. The current 600MB mailbox size standard will increase to 100GB. Information Services is excited to bring the features of Office 365 to the UTMB community. Visit the O365 website at [www.utmb.edu/o365](http://www.utmb.edu/o365) for more information and be sure to review the Employee FAQs. Seven days prior to your mailbox move, Information Services will email you with additional information—the emails will come from [O365.Rollout@utmb.edu](mailto:O365.Rollout@utmb.edu). The entire transition of all mailboxes to Exchange Online will take many months, and your patience is appreciated to accomplish. If you have any questions or feedback about the Office 365 migration, please email [O365.Rollout@utmb.edu](mailto:O365.Rollout@utmb.edu).  **DUO Security Features to be Enabled:**  Effective Feb. 4, 2019, DUO, UTMB’s two-factor authentication tool, will notify users if important software on the computers they are using to access UTMB’s systems/networks from remote locations is dangerously outdated. Initially, this check and notification will be for operating systems (outlined below) only.     * Windows – Below version 7 * Mac OS – Below version 10.11 * iOS – Below version 10.0 * Android – Below version 7.0     The notifications are designed to inform users and encourage them to update these critical software components, but **WILL NOT** block or prevent computers with outdated software from remotely accessing UTMB’s networks. In addition, DUO’s Mobile Security Checkup feature will be enabled on iOS and Android devices using the DUO Mobile app. This feature empowers users to maintain the security of their mobile devices. Security Checkup **WILL NOT**block authentications. It only notifies users about potential issues with their device’s security. Attributes checked include:  operating system is up to date, DUO Mobile app is up to date, screen lock is enabled, device is not jailbroken/rooted, and Touch ID/Face ID/Fingerprint is enabled. Questions should be directed to The Office of Information Security at [CIRT@utmb.edu](mailto:CIRT@utmb.edu) or (409) 266-1448 (ext. 61448). | |
| TOPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **In case you missed it—Town Hall:** If you missed the Jan. 18 President’s Town Hall, all materials, including the full video, are now available online at [www.utmb.edu/townhall](http://www.utmb.edu/townhall).  **Check out the latest installment of Ben’s Blog, covering the 86th Texas Legislature:** Dr. Ben Raimer, UTMB’s Senior Vice President for Health Policy & Legislative Affairs, has released his latest blog entry, covering the 86th Texas Legislature. To stay up to date on the latest, visit Ben’s blog at <https://utmb.us/2e>.  **NEW!** REDUCE YOUR USE SUSTAINABILITY INFO SERIES  **Recycling and RecycleMania at UTMB:** For the 13th year, UTMB will be participating in RecycleMania—a friendly eight-week competition that pits hundreds of colleges and universities across the country against each other to see which institution can recycle the most. Running from Feb. 3 until March 30, the competition complements the UTMB Sustainability Department’s mission to encourage overall waste reduction and conservation efforts across the institution. To participate, members of the UTMB community are encouraged to recycle paper\*, cardboard, plastic bags/wrap, bottles, cans and more. A full list of accepted items and how to recycle them is available at <https://utmb.us/35r>. To keep the momentum going for the duration of the competition, Weekly Relays will feature a sustainability tip or note each week, highlighting ways people can not only recycle but also reduce their overall environmental impacts.    \**Please review Records Management policies and contact your department records coordinator if you are unsure what can be discarded.* | | | REMINDER  **My Road Ahead:** The institutional deadline for completing at least one activity related to your My Road Ahead development plan for the FY19 performance review cycle is Feb. 28. The My Road Ahead initiative aims to improve the knowledge, skills and behaviors needed to contribute effectively to UTMB’s mission, and a development plan with three activities is required for all employees. You may document your development plan using the [Individual Planning Template](https://ispace.utmb.edu/xythoswfs/webview/_xy-11880252_1) (<https://utmb.us/2ij>) until the ePerformance system is available for creating annual performance review documents. For questions or guidance with your development plan, please talk with your manager. (Note: Faculty and staff in the Academic Enterprise have until Aug. 31 to complete all My Road Ahead activities.)  **Learn how to become a member of UTMB’s Academy of Master Teachers at upcoming classroom session:**  UTMB’s Academy of Master Teachers (AMT) is an honorary service organization that recognizes outstanding educators and provides development opportunities available to all UTMB faculty members. The AMT Advocacy Team invites faculty members who are not part of the academy to learn what makes a “master teacher.” The classroom session “So You Want to Join the Academy of Master Teachers?” will feature a panel of AMT members who will discuss what it means to be a master teacher as well as what qualities are sought in AMT members, expectations for membership and benefits of participation. The session will be held March 26 from noon to 1 p.m. in Research Building 6, 1.108. Learn more about AMT and register to attend at <https://www.utmb.edu/amt>.  . | |
| **DID YOU KNOW?**  UTMB’s Courier Services employees travel 1,951 miles a day, a distance that’s equivalent to a trip from Galveston to San Francisco. Servicing all UTMB campuses, 39 off-campus clinics, 11 TDCJ medical units and two mammography buses, UTMB couriers boast a 98 percent on-time delivery rate and are active 365 days a year, transporting materials such as campus mail, vaccines, medications, surgical instruments and more. The group recently earned an Always Award from Ambulatory Operations for the role they play in supporting exemplary patient care. For more information about this honor and the group, visit <https://utmb.us/35t>. | |