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**Subject:** Provost's Notes: Week 13  
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Happy Monday-of-the-Week-Before-the-Week-of-Thanksgiving Break! I know we are all ready for it.

A few announcements:

**ENCOURAGE STUDENTS TO REGISTER!** Please use this week to encourage students in your classes to register for spring. Our enrollment is lagging a bit because most of our current students have not yet registered. Please encourage them to register before they leave for the Thanksgiving Break.

**POST-THANKSGIVING INSTRUCTION:** If you are teaching at least one seated class, please check with your dean, department chair, or program director about plans for resuming instruction on November 30.

**PERSONAL COUNSELING FOR ADJUNCT FACULTY AND PART-TIME EMPLOYEES:** OTC is happy to be partnering with Burrell Behavioral Health to offer – free-of-charge – up to five counseling sessions for our adjunct faculty and part-time employees. I don't have details about accessing those services yet, but as soon as I do, I will share them. As a reminder, full-time employees may access personal counseling through the college's [Employee Assistance Program](#).

**PRECAUTIONS OVER THE THANKSGIVING BREAK:** I'll remind you once again to take precautions over the break to avoid the spread of COVID-19. Positivity and hospitalization rates are skyrocketing; this is no joke. Wash your hands, stay away from others, wear a mask. My own family has joined many others by cancelling plans for our traditional Thanksgiving. It's disappointing, but it's the decision we made to ensure we can be together in 2021. Whatever your plans and wherever your travels may take you, please keep these precautions top-of-mind.

Because of the Thanksgiving Break next week, *Provost's Notes* will resume on November 30. As we find ourselves now in Week 13 of the semester and I reflect on the exceptional work you have done in the midst of incredibly difficult circumstances, I'm reminded of a favorite quote by Eleanor Roosevelt:

***We do not have to become heroes overnight. Just a step at a time, meeting each thing that comes up...discovering we have the strength to stare it down.***

To me, this sums up the kind of heroes you have been this semester. I am entering this season of Thanksgiving with a grateful heart – grateful for each of you and a job well-done.

Wishing you all a well-deserved, restful Thanksgiving full of good health and blessings.

Tracy

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