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Subject: Provost's Notes: Week 12
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Attachments: [Square promo with info.jpg](#)

Good afternoon, and welcome to Week 12!

This week's updates:

Instructional Media Studio: The Center for Academic Innovation has launched the new [Instructional Media Studio](#) on the Springfield campus. This one-button recording studio features a 66" lightboard and PowerPoint overlay that puts you at the center of your video instruction. Regardless of what modality you teach, recording content is as simple as pressing a button. All the equipment is already setup, and no video software or editing skills are necessary. Center staff are standing by to help you get started. As you begin thinking about your spring courses, consider reserving the studio to develop your own custom content.

Employee Assistance Program: I want to remind you that OTC offers free mental health counseling to full-time employees through the [Employee Assistance Program](#). The college is also working on a parallel **employee assistance program for part-time employees and adjunct faculty**. I hope to be able to provide more details early next week.

Honors Program/Honors Council Mask Fundraiser: Many of you have already discovered the fabulous masks being made by our very own Honors students as this semester's fundraiser. These masks are great! Well made, easy to talk and breathe in, and in lots of great patterns. I visited the Honors Program office (Springfield campus, ICE 352) today, and I'm happy to report they now have **holiday masks available**. Mask cords and hair scrunchies are for sale, too. The details:

- Adult masks are 3-layer and made with CDC and WHO recommended materials. They are made with strong cotton fabric on the inside and outside with a center non-woven filter material in-between.
- Adult masks have an adjustable nose piece and are made in an origami style for greater comfort, especially when talking/lecturing.
- Kid size masks are available, as well as hair scrunchies that are made with matching fabric.
- Adjustable mask cords attach to the strings of any mask and can tighten or loosen the fit of the mask. At its full length, an adjustable cord can be used to drop your mask and wear it as a lanyard. This will ensure that you do not have to touch the mask when taking it off or putting it back on, and can keep your mask clean and readily accessible when momentarily removing it.
- Each mask is sanitized in a UV phone sanitize box before it is individually packaged.
- The attached flyer provides pricing and contact info.

Stay strong. Only two more weeks until we can exhale a bit and enjoy a full week off at Thanksgiving.

Have a good week!

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