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To: [adjunctfaculty](#); [fulltimefaculty](#)
Subject: Provost's Notes: Week 15
Date: Monday, December 7, 2020 8:27:03 AM
Attachments: [Annual Planning Highlights 2020.pdf](#)

Good morning! Here we are at Week 15!

One more week of classes, then finals – then we can all stick a very big fork in Fall 2020! I have just a few quick things to tell you:

STRATEGIC PLANNING COUNCIL – As Dr. Higdon shared in Notes, we had a great Strategic Planning Council meeting on Friday. We voted to keep the college's existing institutional goal, which is focused on student retention from admission through completion. We also reviewed the Annual Planning Highlights document, which Dr. Higdon shared and that I've also attached here in case you missed it. I love a lot of things about OTC, but one of the best is that we don't rest on our laurels. This has been a hard, hard year, but rather than use that as a reason to put important projects on hold, we pushed forward. As a result, we've done some exceptional work – and every bit of it has benefited our students.

LAST DAY FOR ADMINISTRATIVE WITHDRAWAL – Your final day to withdraw a non-attending or non-participating student is TODAY. Run through your attendance records and make sure you're not accidentally overlooking anyone. Any student whose last date of attendance was November 15 or before should be withdrawn and a last date of attendance (LDA) entered.

CONCOURSE SYLLABUS – IT'S ALIVE! - Concourse is in Canvas! You can find your course syllabus in Canvas under the menu item labeled **Course Syllabus** (not **Syllabus**). Training materials will be rolling out tomorrow. In addition to demonstrating how to edit your course syllabus, we'll show you how to handle certain issues (e.g., how to copy your syllabus into another course with a few clicks and how to move Course Syllabus up in the menu list). In the meantime, Concourse is hosting two trainings for instructors that any OTC faculty member can attend. We'll also ask for a recording of these to send out later. Please note these are not specific to OTC, but are for anyone with the instructor role.

- **Tuesday, December 8, 1 PM EST:** [Concourse for Instructors](#)
- **Friday, December 11, 11 AM EST:** [Concourse for Instructors](#)

For questions, please contact Megan Weaver at weaverm@otc.edu.

PERSONAL COUNSELING FOR PART-TIME EMPLOYEES – Burrell is putting the final touches on a flyer with information about our partnership with them and how part-time employees can access counseling services. I hope to have it this week. Some of you have inquired about this, and I'm thrilled to hear there's interest. As soon as the flyer hits my inbox, we will get it to you.

Questions? Please let me know. Have a great week!

Tracy M. McGrady, Ed.D.

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