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To: [adjunctfaculty](#); [fulltimefaculty](#)
Subject: Provost's Notes: Week 14
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Good afternoon – and welcome to Week 14!

I don't know about the rest of you, but I thoroughly – and I mean, *thoroughly* – enjoyed having an entire week of Thanksgiving break. Even though it was disappointing not to have the usual Thanksgiving get-together, I needed the break and took full advantage of the rest it provided. I hope you enjoyed the time off and that you are ready for the last three weeks of the semester.

Because of the time off, I have only a few brief items for today:

ENCOURAGE STUDENTS TO REGISTER - PLEASE: Please continue to encourage your students to register for the spring semester. Enrollment is still lagging by quite a bit. There are still many of our current students who have not yet registered.

STUDENTS WHO ARE IN QUARANTINE NEED TO STAY IN QUARANTINE: ...that is, until they are released by an OTC case manager to return. Apparently, some students have been allowed to return to class before being formally released by a case manager. A reminder: **If a student is quarantined, they may not return to class—for any reason—until they are formally released.**

COMMUNITY TESTING EVENT: Another community testing event will be held at Ozark Empire Fairgrounds on December 3 and 4. Reservations can be made [here](#).

NEW SYLLABUS MANAGEMENT SYSTEM: We are launching our new syllabus management system, Concourse, for spring 2021 courses. In the new system, you will edit the syllabus template directly in your Canvas course. It will be pre-populated with institutional information, which means you will only need to edit your specific course information. In other words, we will no longer have a Word document that you have to edit, convert to PDF, and upload to Canvas! Once the spring syllabi are in Canvas and ready to edit, you'll receive more information and training materials. In the meantime, if you have any questions, you can contact Megan Weaver at weaverm@otc.edu.

PARTNERSHIP WITH BURRELL FOR PART-TIME EMPLOYEES, INCLUDING ADJUNCT FACULTY: For some time now, I've been talking about OTC's efforts to partner with Burrell to provide free personal counseling to part-time employees. You also may have seen some of the great press coverage that we've gotten about this partnership (here's the article that appeared in [Forbes](#)). I'm told that we should have the logistical information (how to access services, etc.) ready to distribute by the end of this week, so watch your inbox.

What questions do you have? How can I help? Please contact me with any questions or concerns.

Have a great week!

Tracy M. McGrady, Ed.D.

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