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**To:** [adjunctfaculty](#); [fulltimefaculty](#)  
**Subject:** Provost's Notes: Week 2  
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Good morning! Here we go into Week 2!

**WEAR YOUR MASK!** A reminder that everyone in a classroom must wear their masks – including instructors. We received a student complaint last week that instructors were taking off masks in class. I would venture to say that, if true, these instances are extremely isolated. However, if you're guilty of this, you know who you are. **Masks must be worn at all times** while in class and outside personal office space. Violations of this rule will carry consequences. We absolutely must take seriously our responsibility to protect one another.

**HLC STUDENT SURVEY:** The HLC Student Survey was sent this morning to students' OTC email addresses. Please encourage your students to complete it. I posted the link to the survey in my Canvas course site, emphasizing that the survey is anonymous and voluntary. If you would like to do the same, here is the link:

[https://hlcommission.co1.qualtrics.com/jfe/form/SV\\_8umwj7Lpj3Zkc2V](https://hlcommission.co1.qualtrics.com/jfe/form/SV_8umwj7Lpj3Zkc2V) It is important to state that the survey is **anonymous and voluntary**.

**EAGLE BREAKFAST:** Thank you for helping to make students aware of the Eagle Breakfast pilot program, which offers students a free breakfast each morning from Café 101 on the Springfield campus. In the first four days of the semester last week, **283 breakfasts were served**, which far exceeded expectations. Feel free to continue to remind students about Eagle Breakfast. We know that many of our students come to us hungry, and most of those will not tell us. This is a no-stigma way to provide at least one meal to our students each day.

**OH, COVID VACCINE, WHEREFORE ART THOU?** Unfortunately...not here. In Dr. Higdon's *Notes* yesterday, he encouraged us all to get on the list wherever possible. I've included the registration links for both Mercy and CoxHealth below:

[Registration link for Mercy patients](#)

[Registration link for Cox patients](#)

The good news remains that OTC is ready to vaccinate when supplies arrive. Thank you again to all of our nurses who have volunteered to help. You all are tops!

**COMMENCEMENT PLANS:** Dr. Higdon also mentioned that OTC will likely hold two in-person commencement ceremonies on May 19. Tentative plans are to hold one ceremony at 3 p.m. and the other at 6 p.m., with each ceremony designated for certain degrees. Faculty will not need to attend both ceremonies, but for planning purposes, you'll be assigned to a ceremony to attend. This will a) ensure that you are at the ceremony at which students in your program are graduating, and b) minimize the number of people in attendance.

Questions? Comments? Please let me know!

Have a great second week!

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