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To: [adjunctfaculty](#); [fulltimefaculty](#)
Subject: Provost's Notes: Welcome Back!
Date: Monday, January 11, 2021 9:27:04 AM
Attachments: [Student and Faculty Extended Hours Spring 2021.pdf](#)
[You're Invited! Virtual Panel - Burrell and OTC.pdf](#)

Good morning!

Well, folks, here we go into 2021! While we know this year will continue to be full of challenges, here's hoping it goes more smoothly than 2020. There are reasons to be optimistic, including the promise of vaccinations on the horizon. In the short-term, I'm looking forward to welcoming the faculty back on Wednesday and the beginning of classes on Tuesday of next week. The Winter Break was great for recharging the batteries, but for me, there's something comforting about the resumption of my normal schedule.

This week's topics:

Faculty Development Days: Speaking of welcoming faculty back...the link to the agenda and the virtual meeting can be found on the [Faculty Development Days website](#).

Burrell Behavioral Health Panel: As you're aware, OTC and Burrell have teamed up to offer personal counseling for part-time employees, including adjunct faculty. Burrell has gathered an impressive panel for a discussion with all faculty about stress management, the new partnership, and any other questions you may have. The pandemic isn't over yet, and neither is the stress associated with it, so take a break from your class prep on **Thursday, January 14 at 10 a.m.** to join in this event. Please see the attached flyer for details.

Canvas Student and Faculty Support Extended Hours: Our Center for Academic Innovation folks (who, as we have already established, are awesome) are holding extended support hours for you and your students. Please see the attached flyer for details and hours.

Guidance for Proctored Events for Online Classes: For those of you teaching an online class, please make your proctored event meaningful. If the proctored event is an exam that students must attend in person, be mindful that many of them have to take off work, find a babysitter, figure out transportation, etc. to make it to an OTC location to take the exam. We've had reports of exams consisting of as little as two questions that are not relevant to the course in any way (such as, "What is today's date?"). I understand that the purpose of the proctored event is to verify identity, but please make the experience significant enough that it's not a waste of the student's time.

One idea: Instead of an exam, many instructors have a short, virtual meeting with each student in which the student shows their ID, then the next few minutes are spent chatting and getting to know one another. I have adopted this for some of my classes. It's a great way to develop a deeper connection with your students, which is so important to their success. For me personally, I've had students comment on course evaluations how much they appreciated this opportunity to talk with me one-on-one. It made them much more likely to reach out if they were having a problem with the class.

You will no doubt continue to have questions throughout this semester as you navigate the challenges of COVID and virtual instruction. Please do not hesitate to reach out. My job is to support you, and it's my pleasure to do so.

Welcome back, and have a great semester!

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