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**To:** [ProvostNotes](#)  
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Good morning!

Welcome to the final *Provost's Notes* of 2021. Finals Week has arrived, and Winter Break is looming. I wish all of you a smooth end to the Fall 2021 semester.

Here are a few announcements and reminders:

**Final Grades –** **Final grades are due no later than 10 a.m. on Monday, December 20.** *Please meet this deadline.* I can't emphasize the importance of this enough. When final grades are submitted late, it slows down many other processes that must take place in Student Affairs before they can begin their Winter Break. Our colleagues in Student Affairs do a great job of supporting Academic Affairs all year long, and this is the least we can do to honor their efforts.

**Care-Full Teaching:** A reminder that the Center for Academic Innovation (CAI) will be offering a third faculty training course "Care-full Teaching" as a follow-up to "Preparing to Pivot" and "Delivering Flexible Courses." Topics include equity, flexibility, integrating institutional supports, self-care, inclusive and accessible practices, effective communication, syllabus, assessment, and more. This course is being supported with HEERF funding, and faculty that successfully complete the course by the deadline will receive a \$200 stipend. The course is optional. There are some eligibility requirements for participants, but instructors who meet those requirements will be automatically enrolled in the course by December 18. The course will run December 20, 2021-January 14, 2022, is self-paced in Canvas, and staff will be available to assist you over the break. For more information, contact CAI at [facdev@otc.edu](mailto:facdev@otc.edu) or 417-447-4800.

**Innovation Celebration News:** After we return from Winter Break, there will be lot of attention on the upcoming Innovation Celebration on February 22. We'll get to vote for six Trailblazer winners starting on January 7. Then, on January 14, applications for Game Changer Grants and Student Success Mini Grants are due. There's still plenty of time to put together a proposal, and our staff in the Center for Academic Innovation are available to provide guidance.

**Please Vote and Share!** A photo of students from our lineworker program has been submitted in the Rural Electric Magazine contest. The photo was taken by our own Kristina Bridges and if it wins, it will be on the NRECA Member Decal displayed in thousands of co-op offices and on vehicles across the country. A panel will judge the top seven most liked images to decide the winner. The OTC photo shows a group of our lineworker students perched on an electrical pole with an American flag. Click [here](#) to visit the voting page, click on the image, and click the "thumbs up" to "like" – and you've voted.

**Phi Theta Kappa News:** After many years of service as PTK advisors, Jo and Steve Fritts have resigned from their role. We owe them a tremendous "thank you" for all the heart and soul they invested in this great organization and for fostering our own chapter to become recognized as one of

the best in the world. They leave behind big shoes to fill, but I am pleased to share that Todd Yerby has agreed to step in. As you may know, Todd serves as director of the OTC Honors Program, so this is a natural fit. Todd's title will change to Director of Honors to reflect his expanded oversight of both the academic and student organizations focused on honors. I am excited for the future of PTK with Todd at the helm, and I know he will do an exceptional job. If you have any questions about PTK or how to become involved, please contact Todd at [yerbyj@otc.edu](mailto:yerbyj@otc.edu).

As we end another year, I am reflecting on all the ways we have cared for our students and all the lives we have helped change. What an honor to be able to do such meaningful and fulfilling work. Let's do it again next year, shall we?

Wishing you peace and love this holiday season. See you in 2022.

**Tracy M. McGrady, Ed.D**

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