March 24, 2020 - Faculty email

Important Faculty Update

Dear Colleagues,

In an effort to reduce the quantity of emails to the faculty, this one consolidates a number of important updates and announcements. I hope you find this strategy helpful!

**Grading policy:** Students have been notified about the faculty’s decision regarding the grading policy for the rest of the term. Again, that policy states that students may choose to take any of their classes on a P/D/U basis. Students will have until the last day of classes to make the determination of whether to change a grade of A through U to a grade of P/D/U. More guidance for advising – which will be extremely important in helping students think through the impact of their decisions – is being developed and will be shared with faculty and staff advisors no later than April 6.

**On-campus students:** Currently, 87 students plan to remain on campus for the duration of the term, and most are international students with about 20 others. Please note that Young Hall room 134, a computer lab with 24 work stations, will be open for student use from 8:00 a.m. - 10 p.m. daily. Students will gain access to Young with their ID card, and there will be instructions posted for students to maintain social distance, wipe down keyboards, etc. Sodexo continues to make and serve food for on-campus students.

**Student Workers:** Although the details are still being worked out, Centre will not be able to pay student workers who are no longer able to perform their jobs. Please note that most students will be receiving reimbursement (proportional to their contribution) for room and board, which will relieve some financial stress. On-line tutoring may still be possible, and some on-campus students may still be paid if they can continue working. More soon on this.

**Further Update to Annual Course Evaluations:** We are extending the deadline from March 31 to May 1 to “opt in” to having your courses evaluated as part of your 2020 annual review. Next week, Rita will send the link you can use to “opt in.” This extended timeline will allow you to get a better sense of how your on-line courses are unfolding. Remember that we have eliminated the “personal evaluation” option for this term to avoid survey fatigue among students. We plan to ask students to reflect on their overall on-line experience in a single evaluation at the end of the term, and their feedback will inform ways to improve our on-line efforts. This will be especially important if we are still teaching “on-line” this Fall due to COVID-19. Of course, you are welcome to get course feedback from your students through a different mechanism, and CTL is happy to help.

**Revised Syllabi:** Robyn has created some Template Language for Syllabus Updates for On-line Learning, with sample language on attendance, academic honesty, accommodations, and intellectual property. Feel free to add your suggestions to the bottom of the document.
On-line Instruction: The CTL’s guidelines and ideas for on-line teaching are continuously being updated, and this information was posted on the Moodle page and circulated this past Friday. Please contact CTL staff with questions about Moodle, Zoom, instructional technology, or other support. We plan to announce a few other tutorials and learning opportunities, such as the one below, this week. Feel free to post questions or ideas for your colleagues in the Community Forum of our Moodle Resource Guide, and look there for updated resources.

Please join the CTL for a Zoom webinar hosted by Lee Ann Dickerson, an expert on online distance education. She is currently an Academic Systems Coordinator at Wiley Education Services and has two decades of instructional design experience. She has won awards for her online English and technical writing classes. Lee Ann has volunteered to help Centre faculty transition to online teaching. She created a short, research-based guide (posted on Moodle) for us and will be on Zoom this Wednesday, March 25, at 7 PM to answer your questions about effective course design for online learning. Click on this link to join the Zoom session: https://centre.zoom.us/j/145493454.

Library Resources: Although the facility itself is closed to foot traffic, the librarians are busy responding to requests for materials, including ordering films that can be streamed via Kanopy, digitizing print media, and more. Be sure to get your requests to them right away.

Proposed Welcome to Newly-declared Majors: The deadline for students to declare a major is March 27, and we hope each program will find ways to welcome their new majors. We suggest each program produces a single, short “low tech” video welcome (like those you’ve seen at #StayCentred). You can upload your video here: https://video.centre.edu/Dropbox/NewMajorsWelcome. Matt Baker in Communications is willing to help edit, as needed. Links to finished videos will be sent to program chairs to circulate to their students during the week of March 30. Please upload “welcome to the major” video clips by March 26.

Centre Cares: We donated goggles and gloves from our Chemistry and Biology labs to the hospital, and Matthew Hallock has initiated a project to produce face masks for the hospital according to their specifications. If you are interested in helping (e.g., you are handy with a sewing machine), please contact him.

Career Support: CCPD has moved to online scheduling and will still be meeting with students via zoom. Below are the links for each career counselor. If students aren’t sure who they should meet with, they can simply email the CCPD at careers@centre.edu and they will be sent the appropriate link.

Mindy Wilson, Division I – www.picktime.com/mindywilson
Kirk Knott, Division II – www.picktime.com/kirkknott
Joy Asher, Division III – www.picktime.com/joasher

We will also continue to host events and employer information sessions virtually. Some will be live-streamed on Instagram, others posted as videos to all of our social media channels. All videos for all events and information sessions will be posted to our new YouTube channel (available from our website, or directly here):
https://www.youtube.com/channel/UCIn3iq2KbMO-p2WnL_T5DNA.

A weekly schedule of events will, as always, be sent to students on Sunday nights and forwarded to all of you on Mondays. Events will also continue to be posted on our website.

That’s enough for this update. Good luck and good health to all!

Ellen Goldey