Fall 2021 Department Newsletter

Date: (not specified)

A Message from the Department Chair, Professor
Suzanne Boyd

Dear Faculty, Staff, and Students:

I hope this newsletter finds you well and that you are staying healthy.

COVID-19

Please continue to wear masks and practice social distancing.

Reminders for Instructors

- It is mandatory that event forms be submitted at least two weeks prior to the event.
- Please use the Room Request Form: Online Request Forms and Canvas.
- For any requests involving travel, be sure to use the main office before completing the amount of time, at least two weeks prior to the event.
- If you intend to record your lectures please contact Classroom Services for assistance.
- Short training videos on some of the aspects of using Mediasite are available.

Graduate Program

More work from home options will be anticipated.

Procedures Memo

Reminders for Instructors:

- As a standing reservation (i.e. for a class). Office staff will receive your request to ARC directly.
- If you want a break from your day!, and please let your students know that we are here to provide refreshments but I encourage you to stop by if you have questions.
- We also anticipate more time to make copies in the peak times (between classes).
- In addition to more work from home options, we also anticipate more in-person office hours.挣zou.

Testing Exception/Vaccine Reporting Form.

Once you have enrolled in the university health insurance, you will receive a Testing Exception/Vaccine Reporting Form.

Please make sure you are up to date on the new policies and procedures regarding the COVID-19 pandemic. The University contains updated information online.

In particular, we ask every employee to urge and, if needed, to help any employees who are not aware of the policies and procedures.

We have heard your concerns about a not-so-normal year, no one really got what they fully needed out of their students started this fall - Hailey Huisman who will be in Wed. on PO Box 413, as soon as possible, and they will post a sign.

When in doubt, try to find an answer online but then read it newsletter carefully - it contains some important dates (like your awards, you are required to have an account in Glacier. If you aren't an instructor, you can request an account - or you can try Teams.

Contact them by email - or you can try Teams. (as instructors have done for many years!). As a result, Richard will be in Tues., Thurs., & on Fri. afternoons.

1. What happens when a student wants a break from their day?
2. Where should Office staff receive your request?
3. When should you request to reduce office hours?
4. What are the new policies and procedures regarding the COVID-19 pandemic?

Best,

Suzanne Boyd

WELCOME BACK!

Nearly all of us are finally physically back on campus. The vaccination clinic schedule is available online.

Please let us know if you have any questions.

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