

Elizabeth Schott

From: Elizabeth Schott
Sent: Friday, October 21, 2022 5:36 PM
To: Elizabeth Schott; Andrew J. Buck
Cc: Bonnie A. LaFemina; Martin A. McClinton
Subject: Dean's Update - Oct 21st

Greetings everyone,

I hope this message finds everyone settling into some sort of a new “normal” and a work routine that is manageable given all that you have gone through in the last three weeks alone. I just wanted to try and capture some of the news from this week in one email to keep everyone as informed as possible. I normally try to save these for the end of the month, but with all that is going on, I thought a mid-month update would be helpful.

TLDR (Too Long; Didn't Read) Version:

Below are the highlights of emails this week to include the latest H22 guidance, textbook information for students, the link to request hurricane support from the foundation, and where I am on the spring schedule. The schedule is locked for optimizer – but I think I got a decent draft in to start the process – look for my individual email next!

Key Dates

Below are key dates for the next six weeks:

- **Ongoing – Textbook adoptions**
 - Ongoing – Completion of IGCC portfolios
 - Tuesday, October 25 - Spring Schedule Opens for updates
 - Tuesday, October 25 - Attendance Verification Due for Mini-B
- **Monday, October 31 - Open Enrollment Closes**
 - Friday, November 4, 2022 - ARC Grant Proposals Due
 - Friday, November 11, 2022 - COLLEGE OPEN
- **Friday, November 11 2022 - SPAS School/Department meetings as needed**
 - Friday, November 18, 2022 - IGCC Subcommittee's Recommendation Forms Due
- **Wednesday, November 23, 2022 - STUDY DAY - COLLEGE OPEN - NO CLASSES**
- **Thursday, November 24, 2022 - COLLEGE CLOSED - Happy Thanksgiving!**
- **Friday, November 25, 2022 - COLLEGE CLOSED**

Latest Lee Campus clean-up status

Facilities is working as fast as they can to clean up and prepare Lee campus for re-opening. The goal is to be 100% back and ready for the spring semester – with L building being the biggest challenge. The VPAA's office has requested the buildings that are close to ready be opened as soon as possible for essential functions (for us that is hands-on lab classes, zoom rooms and testing centers for students, and office access for faculty). I think we are making good progress towards those possibilities over the course of the next few weeks. The Department chairs should be contacting you for specific lab requests. If you do come to campus, they are requesting all visitors limit access to specific buildings (currently A building for all your technology requests – IT will be operating from there the rest of the semester) and that you use only parking lots 1 and 2 (north and south of A/AA buildings). **To share the latest – most damage to campus came from the wind, and secondary**

damage from broken windows which created flying glass and water damage. Nine building need roof repairs or new roofs, and they have torn down and are in the process of replacing over 50,000 ceiling tiles and over 100,000 sq. ft of dry wall. Challenges include long lead time for some supplies such as doors and windows, but they are actively working with both contractors and our insurance company to bring Lee campus back. L building was the most damaged, and in our footprint, C building is on the list for roof repairs, with H and U fairing among the very best.

Open enrollment extended to Oct 31! Everyone need to re-enroll

Info from Adam Millis emails: If you have not yet completed your benefit elections for 2023, please make sure you do so by the deadline, **Monday, October 31, 2022**. We highly encourage you to [review the benefits Open Enrollment webpage](#) to review all of your benefit options and costs for 2023. You also have the opportunity to [schedule a one-on-one zoom meeting with the FSW benefits team](#) to discuss any questions you have about any of your benefits. When you're ready to complete your enrollment, [click here](#) and follow the attached instructions. If you've forgotten your username/password for the FBMC enrollment site, please see the "Forgot Username and Password" attachment. If you need assistance with logging in to the FBMC enrollment website, please contact FBMC directly by calling 844-334-7848 Monday through Friday between 8:00 a.m. – 7:00 p.m. Please keep in mind that if you're currently enrolled in an FSW health insurance plan and you do not actively make an election during Open Enrollment (through October 31, 2022), you will be enrolled in the Silver PPO plan for 2023.

Hurricane Ian Relief – From HR email

Faculty and staff should apply for financial assistance funds through [this application](#). Eligibility for such funds will be based on the following criteria and be determined on an objective and nondiscriminatory basis. Funds will be distributed in three (3) priority levels (applicants may receive \$\$ based on need). One per household.

H22 Updates

After much debate and back and forth, the latest guidance (which I do agree with for a variety of reasons) is that even students with a 0 for attendance verification can request the H22, but we are going with the general guidance of ending the option if they take the final exam. So if they have not participated or if they stop participating at anytime prior to the final exam, just assign a grade of H22. If they take the final exam, assign them the grade they earn, and if they fail and feel is due to current circumstances, they can petition for a late drop (under the normal procedure which requires a form and documentation). Although there might be a few who take advantage of the situation, with all that is going on in everyone's world right now, we are striving to keep education as accessible as possible to all.

Textbook relief for Students – will be the same process for the spring semester too!

Also posted as a global announcement in Canvas, many people have been working with the bookstore and publishers to replace lost textbooks and to provide free access for those moving online. If you have students now in need, please have them fill out the below form or call the bookstore number listed. Student taking the H22 will use the same form in the next semester to request textbooks at no cost as they re-register for classes too. Below is the Canvas announcement.

FSW is Here to Help! Did you lose course materials such as textbooks, lab and study materials, uniforms, etc. due to Hurricane Ian? Let us know! Please complete the Hurricane Ian Textbook Assistance as soon as possible so we can assist you in replacing these items.

<https://fsw.teamdynamix.com/TDClient/2031/Portal/Requests/TicketRequests/NewForm?ID=d4groiqnQRE & RequestorType=Service>

Building the Spring Schedule – where we are now

I was in the process of building the spring schedule when Ian distracted me for a few weeks – I have tried my best to gather my notes and memory to submit all the requests I could for classes, dates, times and total credit hours requested and input them into the system over the course of the last three days. What you see in the system now is the **current draft** as they run the optimizer to de-conflict rooms as many, many schedules include a T/Th 10 AM class and rooms and labs get tight. I will be sending out the draft schedule to everyone in separate email next – please read the email in detail to make sure I at least have the course and modality correct as well as your requested dates and time and send me any changes required. Once the schedule comes online next week I will work in as many updates as possible and re-send with confirmed rooms, days, and times. *Please bear with me on this one – I know I did not get to talk to everyone personally and I am famous for typos etc. but I think we have a good start on a spring plan. It will also be my first mail merge attempt with the schedule so keep your fingers crossed for me and don't laugh too hard if it goes terribly wrong!*

Textbook Adoptions for Spring

Textbook adoptions were 1 Oct, **so please work with Andy as they scramble to get the system back online and he starts the tedious input process**. If you have textbook changes from fall to spring please send them to Andy ASAP. Finally, please note that the system limits us to one official textbook per campus per course, with the only exceptions being for OER or official course pilots.

Upcoming Events – See Fliers in Teams (Under General, Files, Current Event Fliers folder)

Almost all Lee campus events have been cancelled so watch for re-scheduled events, but the other campuses invite all to join in their activities.

Faculty Events:

- The Community of Practice in Instructional Technology is open to all faculty to either join their forum or attend to any events – you can self-enroll with this [link](#). Planned events include:
 - Simple Syllabus (currently schedule for a SUMMER implantation with training in spring) – rescheduled to: 12/12 @ 2:30:
<https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/can-syllabi-creation-be-simple-and-accessible-yes-simple-syllabus-to-the-rescue-sponsored-by-the-cop-in-instructional-technology>
- FSW Parent Support Group is open to all and meets on the second Wednesday of every month @11:30. Email TLC@FSW.edu to join.

Community and Student Events: <https://fsw.presence.io/events>

- **TONIGHT – Oct 21st Observatory Viewing - Come see the stars! See the stars at the James & Barbara Moore Observatory on the FSW Charlotte Campus. Viewing begins 30-45 minutes after sunset. Feel free to bring anything to make the event more enjoyable (blankets, refreshments, cameras)! The exhibition lasts as long as the stargazers linger to enjoy the magnificent view.**

As always, comments, questions, or concerns, please let me know!

Best Regards,

Pibby

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Bad Joke of the Day: I saw my math teacher with a piece of graph paper yesterday. I think he must be plotting something.

Or from one of my favorite sites: <https://xkcd.com/2529/>

