

# FACULTY FOCUS

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Dear Faculty,

As we near the end of the semester it is my hope that you are all able to take a much-deserved break this week to focus on yourself and your loved ones. I am enormously thankful to all of you for your ongoing dedication to your teaching and all of the support you have shown your students during the COVID-19 global pandemic. You have my deepest respect and admiration.

For those who were able to attend the Faculty and Staff forum today, thank you for your questions and for sharing some of your experiences in the classroom with your students. It is vital for all of us to hear both the challenges and triumphs as we begin to turn our attention to the spring semester.

You should have received the email this afternoon with updates to our facility access--all of those details can be found [here](#).

May you all have a wonderful break.

All of my best,  
Robert

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## Announcements

### Thanksgiving Break

Several campus offices will be closed or have reduced hours during the break. You can learn more about these changes [here](#). Also, due to the safety of our community and limiting the spread of COVID-19, students who return home for Thanksgiving break are advised to not return to the MCAD campus for the final two weeks of the term. Faculty are to construct their syllabus to allow for the completion of student work remotely during the final two weeks of the term. Information on pre-Thanksgiving COVID-19 testing can be found [here](#).

### COVID-19 Reporting Protocol

All members of the MCAD Community who are working, living, learning, or spending time on campus are required to notify MCAD if they are diagnosed with COVID-19. If someone is experiencing any symptoms of COVID-19, or believe they have had close contact with someone who has COVID-19, this person must:

1. Stay at home or in the campus apartment unit to isolate from others. Do not come to campus. Work or attend classes virtually if able to do so.
2. Call a primary health-care provider for further advice.
3. Students should notify [staysafestudents@mcad.edu](mailto:staysafestudents@mcad.edu), which will email both Student Affairs and the COVID Coordinator. Students, with the assistance of Student Affairs if necessary, must notify their instructors to let them know that they are unable to attend an onsite class and/or feel unwell enough to complete online coursework.
4. Faculty and staff should report your absence as soon as is practicable to your supervisor and notify [staysafestaff@mcad.edu](mailto:staysafestaff@mcad.edu).
5. Your health care provider and the Minnesota Department of Health will inform you of when you can safely return to campus. Once able to return to campus, you must seek final clearance from the Human Resources Case Manager for staff/faculty and Student Affairs Case Manager for students.
6. In all cases, confidentiality will be preserved in accordance with the law.
7. Protocols have been developed to make general notifications to areas responsible for sanitation, communication with impacted areas and modification of building access.

For more information, please visit the [MCAD Preparedness Plan](#).

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## Upcoming Events & Key Dates

### December Commencement

This December's Commencement will be pre-recorded ceremony and streamed online at 6 pm on Friday, December 11. Students were asked to submit their creative work, videos, and photos to be included in the ceremony. Many of the faculty were also asked to participate by reading the student names. We hope to have family and friends from around the world join us for the viewing! More info will be posted [here](#).

### Small Group Gatherings with MCAD President, Sanjit Sethi

Upon arriving at MCAD, President Sethi started a series of small informal group meetings with all faculty and staff meant to build relationships and hear the hopes, concerns and aspirations people have about MCAD. As we round the arc of the Fall 2020 semester, he would like to continue these conversations with all of you. There are

two remaining opportunities: December 3 from 1-2pm and December 15 from 12-1pm. If you're interested in attending, please email [Sarah Harding](#). If these dates don't work for you, there will be additional opportunities scheduled during the Spring 2021 semester.

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## Resources

### The Spring 2021 Syllabus Form is Live

The form to generate your syllabus(i) for next semester is ready to use. Some important things to keep in mind:

- Double check your course number. This is what generates the syllabus so if it's off, it'll have to be submitted again with the corrected number.
- As tempting as it is, avoid naming your Faculty Office Hour or Class Google Meet links. Naming them breaks the link after a while, so you'll have to recreate them and repost them.
- Syllabi are due the Friday before your class(es) begin.

Check out the Academic Affairs [Knowledge Base Article](#) for instructions on how to create your syllabus. Feel free to email [Eleanor Fuchs](#) with any questions you have.

### Course Evals and Exit Surveys are Open

Fall course evaluations are open for all students and the Exit Surveys are open for those slated to graduate this December. These are important ways for all of us to learn about students' satisfaction in their classes and at MCAD as a whole. Please encourage your students to participate!

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***Have something to contribute?*** [Submit content for Faculty Focus.](#)

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