

Date: August 31, 2021

From: Chuck Taber, Provost and Executive Vice President

To: Academic Department Heads and Faculty

RE: Early in the Semester Reminders

Dear Academic Department Heads and Faculty,

Thank you for all the work that went into a successful first week of classes. It was wonderful to see the energizing week of welcome and the campus filled with faculty, staff, and students. We can be proud of our continued efforts to offer an excellent educational experience for all.

As we move into the rest of the semester, I will continue to write with a few reminders to help with checking in with our students.

- **CLASS MATERIALS:** Offer early, low-stakes assessments to help you ascertain any issues your students may have accessing textbooks or other course materials for the semester. If you notice students in financial need, there are opportunities through the Higher Education Emergency Relief Fund (HEERF III). Students in need who have not already received a block grant this semester may apply for aid through the [Office of Student Financial Assistance](#).
- **TECHNOLOGY:** If your students are having challenges accessing technology resources, including software and hardware, please submit a [referral form](#) to the Office of Student Financial Assistance. Some limited resources are available to financially support technology needs. In addition, for more immediate use, Hale library has a [laptop check-out program](#) for students through the Sunderland Innovation Lab.
- **YOU@KSU:** Student Life has an excellent new portal that offers tips and tools for mental and physical health and other wellness opportunities for students as well as faculty and staff. Adding this link to your Canvas pages will help remind students of these resources.
- **PROGRESS REPORTS:** Beginning on September 17, all faculty teaching undergraduate, 4<sup>th</sup> and 5<sup>th</sup> year APDesign, and concurrent degree students will be invited to submit Progress Reports on their students. The reporting window runs through September 27 and is accessed via a link sent to your email. Sharing your insights on who needs additional support to be successful in your classes helps us offer resources in time to make a difference in a full-semester course. Please submit these reports. Be sure to have some indication of student progress by week 5 of the semester via a quiz or in class assignment. This metric combined with observable student behavior can be helpful indicators of progress to inform Progress Reports.
- **OTHER RESOURCES:** Encourage your students to [download the Navigate app](#) and leverage the [Study Buddies](#) feature to connect with classmates.

- ENROLLMENT CENSUS: Faculty may notify the Registrar of any student who has not attended class but still appears on the roster. These students will be administratively dropped. No later than September 7, the Registrar will send faculty a link to an Enrollment Census Report through which faculty can indicate non-attendance. This new process may be used instead of individual forms.

If you have any questions about the notes in this reminder, please contact Tanya González at [tgonzale@ksu.edu](mailto:tgonzale@ksu.edu).

Again, thank you for all you do to provide our students an exceptional learning experience. The excitement on campus is palpable due in large part to your work in the classroom, advising, and in other areas of student life. Please pace yourselves and take care of your well-being during this [Mindful Return](#) to K-State.

With appreciation,

Chuck Taber  
Provost and Executive Vice President