

From: [Summers, Greg](#)
Subject: Academic Affairs Update, 08-21-20
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Colleagues,

As the beginning of the fall semester approaches, it remains clear that communication will be among the biggest challenges we face in operating the university during a pandemic. So, I'm writing today to share a few reminders.

- Among the issues causing the greatest anxiety and communication challenges will be those instances in which students or employees test positive for COVID-19 or are contacted by county health and informed they are close contacts of someone who has tested positive. The university will require both students and employees who have been on campus to disclose this information. Employees will be instructed to inform their supervisor, who will then submit a COVID-19 Reporting Form that can be found on the COVID-19 web page. The COVID-19 Reporting Form submits to HR for employees and to the Dean of Students office for students. This will help to preserve confidentiality. Utilizing this form will ensure that we gather information from multiple sources efficiently and in a centralized fashion, while at the same time facilitating our ability to provide the appropriate follow-up and support. (See [this communication flow chart](#) that helps explain this process.)
- For faculty and instructors, please note the following as the semester approaches:
 - Connecting with your students: If you have not already done so, please email your students and welcome them to your class and provide any additional course and meeting information in this email. Several students have already inquired "What is Canvas?" so a line or two about what Canvas is (more below), how you will use it, and how to access it are useful topics for students. As you email your students, it is prudent to use the Outlook course section email list (as opposed to emailing them through Canvas) because there is a lag period between when a student registers for a section and when that student is uploaded into the Canvas module for that section. The Outlook course distribution list is more up to date. Instructions on how to email using the course distribution list in Outlook may be found here: <https://www.uwsp.edu/infotech/Pages/Email/Distribution-List-Course.aspx>
 - Introduce students to Canvas: First-year students especially may not be familiar with Canvas. As you connect with your students, explain that Canvas is a learning management software that you and they will use for the conduct of the course. Please direct them to the student resources links regarding Canvas here: <https://www.uwsp.edu/canvas/Pages/default.aspx> Of particular use is this student training/orientation course for students regarding Canvas:

<https://uwstp.instructure.com/enroll/36GKLY>. You may also provide them the link to access Canvas directly here:

<https://www.uwsp.edu/canvas/Pages/default.aspx>

- Cohort Scheduling: If you are teaching a class that is offered as Cohort Attendance in the schedule of classes, the instructors are responsible for determining which students will be in each cohort, and communicating those cohorts to your students.
- As you know, all contact tracing will be performed by the county health offices in our respective campus locations. As a reminder to all faculty and instructors, to help facilitate this tracing, the university will require that you take attendance in class using the Roll Call and Seating Chart tools available in Canvas. Sean Ruppert in CITL has created a [video](#) to explain how to set these tools up. There is no need to report this information proactively. Rather, we simply want this data to be available in case our county health offices need to utilize it.
- Finally, as I have mentioned before, our Student Health Service exists primarily to serve student needs, and they do not have staff available to assist with employee concerns. Consequently, while students should be encouraged to call SHS (715-346-4646) with questions regarding COVID-19 or other health-related issues, UWSP employees should utilize their own health care providers, including the COVID hotlines noted below:
 - Ascension COVID-19 Hotline (24/7) 1-833-981-0711
 - Marshfield Clinic COVID-19 Helpline (24/7) 1-877-998-0880
 - Aspirus COVID-19 Hotline (Monday-Friday 7am-7pm & Saturday-Sunday 8am-5pm) 1-844-568-0701

The resources and reminders above are helpful, but I know that many uncertainties remain, and you are sure to have questions. Please email to ask, whatever the question, and we will do our best to help clarify issues that arise.

Take care,
Greg

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(This message is being sent to the Academic Affairs Faculty/Staff list.)