

**From:** [Karen Olmstead](#)  
**To:** [Karen Olmstead](#)  
**Subject:** First Monday Update from the Provost for May, 2020  
**Date:** Monday, May 4, 2020 11:50:53 PM  
**Attachments:** [image001.png](#)

---

Good evening: It's hard to believe it's the first Monday in May. Perhaps after this semester you are thinking, finally the first Monday in May.

Before I dive into our monthly update, I want to extend my most heartfelt appreciation to each of you for your ability to not just carry-on, but to keep our students engaged, learning, and progressing throughout this challenging time. You were not just teaching online (new for many of you), but remotely teaching and mentoring students and in an unprecedented public health crisis. In addition, many of you supported the broader community through sharing your talents and time. I commend you for your commitment, focus, fortitude, and willingness to learn new ways of doing things.

I'd also like to give a special shout-out to our colleagues who are retiring next month. Unfortunately, we need to postpone our annual Retiree Reception where we would have celebrated their accomplishments. We hope hold that event next fall in conjunction with Homecoming. Please join me in congratulating and thanking these wonderful colleagues for their outstanding careers at SU. It's hard to image the place without them.

#### **College of Health & Human Services**

Vonnie Brown, School of Nursing  
Sid Schneider, Applied Health Physiology, School of Health Sciences  
Thea Winter, School of Nursing

#### **Fulton School of Liberal Arts**

Elizabeth Curtin, English  
Pam Olszewski, Art  
Karen Rayne, English  
Haven Simmons, Communication  
Robert Smith, Music, Theatre & Dance

#### **Henson School of Science & Technology**

David Parker, Mathematics & Computer Sciences

#### **Perdue School of Business**

Paula Morris, Management & Marketing

#### **Seidel School of Education**

Laurie Andes, Literary Studies  
Gwen Beegle, Secondary & Physical Education

#### **SU Libraries**

Gaylord Robb, RIS Librarian

### Good News to share:

- Congratulations to Tim Stock (Philosophy) and Michèle Schlehofer (Psychology) for winning a nearly \$35K grant from the National Endowment for the Humanities for their *Re-envisioning Ethics Access and Community Humanities (R.E.A.C.H.)* Initiative. Theirs was the largest grant received in Maryland as part of the NEH's Humanities Connections program.
- Congrats as well to Joe Anderson (Mathematics & Computer Science) for winning a \$174K NSF research award to further our understanding of machine learning.
- Hats off to Catherine Jackson (IDIS Program Specialist) and students who established a SU chapter of Alpha Iota Sigma. Alpha Iota Sigma is an honor society for undergraduate and graduate students enrolled in interdisciplinary academic programs. The first class was inducted last month.
- We were delighted to learn that the Seidel School of Education was able to secure more than \$175K in scholarship funding for 12 SU students to be Maryland Higher Education Commission Teaching Fellows.

### COVID-19 Recovery and Contingency Planning

- My 4/28 Update outlined planning at the State, USM and campus levels including our [COVID-19 Planning Teams](#). The most recent campus-related COVID-19 information can be found on the [University's Coronavirus website](#). We are planning for a safe return to campus, but this will necessitate that we do things differently.
- In order to support faculty development and teaching effectiveness, Melissa Thomas and instructional design colleagues are developing a five-module online teaching certificate. More on this soon, but please be thinking about support you may need to enhance your skills and the learning environment you want to create next academic year in whatever scenario we find ourselves in.
- There is much to learn from a retrospective analysis of Spring 2020 (After Action Report or AAR). For the AAR, it will be important for us to collect feedback from across the campus. A survey has been established for students in MyClasses, questions will be added to the annual Faculty Extra Instruction Productivity (FEIP) report, and a staff survey will be developed and disseminated.
- As mentioned last month, our Eastern Shore Regional GIS Cooperative developed a dashboard for [COVID-19 in Maryland](#). In partnership with PRMC, they have also developed a dashboard for [ventilator utilization](#) in the State (Eastern and Western Shores) and DC. Great collaboration and important information.

### Opportunities/Updates/Deadlines/Other Stuff

- The [Final Exam Schedule](#) remains in place as initially set. Please observe your class time/day.
- The deadline for submitting grades has been extended to 4:30 pm on May 20<sup>th</sup> (see 4/27 email from the Registrar's Office). Thanks in advance for getting your grades in by this time and date.
- Roughly 20% of students opted to change their grading method to P/NP in at least one of their courses. Our thanks to the Registrar's Office staff for all their work to make these changes for students.
- A grade of Incomplete should be awarded to a student only if the student and faculty member agree that it is appropriate and only after a plan is developed for the student to complete their work (including a timeline). Once the student completes the work, the faculty member must complete a grade change. If a grade change is not processed by Friday, December 4, the Incomplete from spring 2020 will change to an F. Faculty can require that students complete their assignments as early as is appropriate. However, the extension to Dec. 4 gives faculty more time to both work with students and grade the work before submitting a grade change.
- In an effort to roll-out Office 365, emails 10 years or older will need to be archived or deleted. Please contact the Office of Information Technology's Helpdesk if you need assistance with this.
- If you need to install software on your University-owned computer, it may be possible to do

this through the [right-click elevation function](#). IT is looking into ways to maximize your flexibility while keeping us in compliance with USM and other security requirements.

Below is an updated calendar. If you want to share information about events/activities of interest to faculty across campus, please send them to [provost@salisbury.edu](mailto:provost@salisbury.edu) at least three days before the first Monday of each month.

Thanks for your heroic efforts and very best regards. I can't wait to see you all in person again,  
Karen

**Upcoming dates of interest (new events and deadlines in bold)** – See the [Registrar's Calendar](#) for important dates for Spring/Summer 2020 academic sessions.

- 5/15 DEADLINE: Chairs complete evaluations of tenured and tenure-track faculty and FT NTT faculty (from 3/15)
- 5/15 DEADLINE: Committee on Promotions recommendations to Provost (from 4/22)
- 5/19 ROTC Commissioning Ceremony 1:30 pm in ZOOM**
- 5/22 Notification of promotion to faculty in writing by President
- 5/22 DEADLINE: [2020-2021 FLC Proposals due](#)**
- 5/22 DEADLINE: Recommendations for promotion to president by provost (from 5/8)
- 6/1 Notification of promotion to faculty in writing by president
- 8/25 New Faculty Orientation
- 8/26 Faculty Development Day, Provost's Welcome Back
- 9/25 Research Day 2020
- 12/4 Last Day to change grade of I awarded in Spring 2020 semester**
- 12/18-12/20 Commencement Exercises for May and December 2020 graduates

Karen L. Olmstead, Ph.D.  
Provost and Senior VP for Academic Affairs  
Salisbury University  
[www.salisbury.edu](http://www.salisbury.edu)  
Voice 410-548-3374

