

Hi,

I know this week has probably been one of the most challenging of your career. None of us are in our comfort zone right now, and much of what we are doing is not just emotionally and mentally uncomfortable but physically uncomfortable as well. It's hard to teach while wearing a mask and staying socially distant. It's hard to prepare class content while also juggling new technology and ways of interacting with students. While we might be feeling anxious and tired, we should take some comfort in knowing that students are glad to be here with us and with one another, and that our knowledge and skill with our subjects will come through in our teaching.

Although this semester has just begun, I wanted to provide you with some updates.

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Classroom Sanitization

I apologize for the conflicting guidance I sent out last week about cleaning classrooms, and I would like to clarify it now. Please follow the guidance in the video distributed last week that is available here: [Instructional Sanitation Supplies and Procedures](#).

The video recommends that you spray at the end of class before you leave. Let's all agree to do that. If you have doubts, please feel free to communicate with the person who teaches before you in the classroom. If you don't know who that is, please reach out to your departmental administrative assistant, and they can help you.

The video also states that you don't need to use much of the cleaning spray for it to be effective. If you haven't already watch the video, please use it as a guide for how to spray the classroom. When supplies run low, please notify your department administrative assistant and let them know which building and room you're referring to. They will contact the appropriate area coordinator (if it's someone different), who will then reach out to Environmental Health and Safety for refills.

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End of the Fall Semester and Final Exam Schedule

We have added some clarifying language to the final exam schedule [website](#), but also have included the important information here:

- The vast majority of final exams should be planned to be held online, even if the class

was held in-person during the semester. Online exams -- for in-person courses, fully online synchronous, or hybrid courses -- are planned for Wednesday, December 2; Friday, December 4; Monday, December 7; Tuesday, December 8; and Friday, December 11.

- This is to help reduce the population density of returning students to campus after a holiday break.
 - We hope that public health circumstances will permit campus to remain open and accessible to students who need to return for reliable internet access, in-person exams, or other personal reasons, as well as to faculty who can work in their offices.
- Face-to-face exams should be reserved for those classes that require performance-based or in-person activities that cannot be easily replicated in a virtual environment. Face-to-face exams are planned for Thursday, December 3; Wednesday, December 9; Thursday, December 10.
 - Please note that there are two class times for each block. All instructors teaching courses with planned face-to-face final exams should inform their department chair, so that this information can be compiled and any potential room conflicts can be addressed.
- Days for asynchronous online exams are scheduled on the same days as face-to-face exam days. If you are teaching an asynchronous online course, please plan for the exam to be taken over the course of that assigned day.

Other important dates at the end of the semester:

- Tuesday, November 24: Last Day of In-Person classes
- Wednesday, November 25 – Sunday, November 29: Thanksgiving Break
- Monday, November 30: Optional Review day for faculty and students. Faculty can hold optional virtual study sessions or drop-in office hours.
- Tuesday, December 1: Reading Day

On a final note, as departments wrap up their spring scheduling, I want to let you know that we are planning for the spring semester to progress much like the fall. I will send you more information about that early next week.

Congratulations on finishing the first week of the semester. Have a good weekend.

Best wishes,
Lara

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