Hello Everyone,

I was trying to draft an original welcome to this semester; another atypical fall as we co-exist in a virtual and face-to-face teaching environment, attempting to navigate the health and social issues continuing to challenge us. Normally, I try to find a way to share something inspirational as we embark on our teaching journey.  I have been thinking about all the preparation, the PD sessions, the Canvas sites being built and rebuilt, and the schedules being made and shifted again, and again.  All of this work has been to frame WHAT we are doing this semester.  All of the efforts regarding WHAT you do alone are inspiring.  However, what is most inspiring for me is WHY you do it, WHY you continue to dedicate yourself to all of the what. This is not another ad for Simon Sinek.  Focusing on WHY can help us to persevere and excel.  The comedian Michael Jr. shares this example in his video: <https://youtu.be/1ytFB8TrkTo>

When we think of WHY we do this, we probably each picture that student in our mind; you know the one who said, “I would not have made it without you,” or “Because of you, I was able to ….”  We can say that those students are few and far between, but just that one can fuel our WHY and make us see promise in the semester ahead.  So, as we begin, I hope you will remember that student and have compassion for the ones who may not know how to thank you yet, for the ones who are struggling. I hope you will reach out to your colleagues when you need help.  I will do my best to find support, explore resources, and advocate for you and our division.

Here are some administrative (yes still more) considerations for FA 2021:

We all try position our students for success by providing them with **consideration** as well as **clear guidelines and expectations. I know we cannot fix everything, but this information helps**:

* Clear Syllabi - Post a syllabus on Canvas/use the Canvas function. We are not collecting them, but we need to be able to find them.
* Assignment Due Dates- For time management and clarity of workload, students need these.
* Attendance, Title IX, and Academic Honesty Expectations – Our Associate Dean, Elisa , has been working with Chairs and Coordinators on wording of policies and expectations, including how critical attendance is for student success.
* Assessment Criteria – Often the 1st item students look for, grading (or ungrading) measures need to be clear.
* Communication Procedures - HCC email is the official channel for communication; valuable academic/service information is found there. We adhere to privacy and confidentiality practices.
* Careful language - If students appear to be misplaced or you are offering options in dropping/withdrawing from classes, direct them to their academic advisors and/or financial aid counselors before taking action.  In some cases, financial aid may be affected and for some, visa and program eligibility issues arise.

**Registrar Katie Piper** will send **important emails (please save)**explaining late entry and waitlists, as well as explaining **NA (Never Attended) reporting dates and guidelines**. She will include information about how to access records tools in my HCC.  Also, please inform students of the **online resources**.  See <https://www.howardcc.edu/coronavirus/> for college services. Within EGWL, we have a **Composition and Literature** **Center (CLC)**. This writing center serves students enrolled in ENGL- or INFO- courses with free tutoring (some virtual and some in-person). For information contact Laura Yoo at lyoo@howardcc.edu.   The **ESL Pronunciation Lab will also have virtual hours** . Any questions, please contact Nancy Hutchison at nhutchison@howardcc.edu. Some of the **language**s such as Arabic (contact Rahim Salih at asalih@howardcc.edu) and Chinese (contact Yulan Liu at yliu@howardcc.edu) will also have weekly **meetings.**

Thanks in advance for your respect for and attention to our **dedicated and skilled office staff - Erin, Val, Diane, Suzanne and Stephanie**.  They will be in 5 days a week helping to support us.  This team sends **emails from BUCO/**EGWL**Information**. Please read and save the attachments, especially the **Important Faculty Info PowerPoint**.

I will be posting a**newsletter** and sharing a date for a **Division Water Cooler Hangout (ZOOM)**.  Please send me ideas, important information, pictures, or good news for the newsletter.   Speaking of **Water Cooler,** check out the [new EGWL Water Cooler Canvas site](https://howardcc.instructure.com/courses/301957). Thank you, Laura, Elisa, Chairs, and Coordinators, for your help with this.

In closing, the administrative aspects may help us with the WHAT; it’s the students that are our WHY.

Be well and best wishes for the Fall 2021 semester.

Margaret

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