

April 20, 2020 - University Update

MSU Faculty and Staff:

Thank you to each of you for your patience, flexibility, and commitment during this time. In an effort to regularly communicate, the following are some quick announcements from various units:

Fall Semester Courses:

As we think about fall courses, Provost Albert will be working with a number of people to assess what our fall placement and delivery methods should look like. He has begun discussing this with a variety of groups, including academic deans, constituency, and is developing a small working group to determine our best placement. This conversation has already begun in a variety of places, and we will likely have to continue to watch as events unfold throughout the summer.

In order to prepare our faculty and staff who instruct courses, and to make sure we are ready for traditional face-to-face courses, as well as hybrid, or even an increased online presence for some appropriate courses, we would encourage you to discuss this with your Department Chair or Dean so that we have a variety of formats. Dr. Albert will be messaging more on this soon.

During this process we are hopeful to strike a balance of retaining our residential feel, but yet also creating some flexibility in course delivery.

WebEx Training:

With our move to modified operations, many of you are using a variety of communications. If you are interested in using WebEx more, Rick Wagoner with our MSU Office of Information Technology will be providing live training during the following times. Whether you are interested in this for conference calls, or for instructional purposes for this spring, summer, or fall, this might be a good opportunity to learn more of its capabilities and use.

Wednesday, April 22: 1 - 1:30 PM

Tuesday, April 28: 11 - 11:30 AM

Thursday, April 30: 1 - 1:30 PM

The link to join the training session is:

<https://moreheadstate.webex.com/meet/r.wagoner>

Annual Employee Evaluations:

As we near the end of the spring semester and another year is almost behind us, we have a need to nudge forward completion of our annual employee evaluation process. We understand that there are some logistical challenges in various units during this time, but would ask that if you

are responsible for evaluations that you make an effort to complete them by April 30 as planned. This will allow our University to keep the processes on schedule.

During this time feel free to use a variety of formats to talk with employees related to the evaluation – including telephone, email, WebEx, etc. You can have an employee acknowledge the evaluation by attaching an email or signing in person. This process is not only important in our annual calendar, but also for our accrediting process that are underway.

University Supported Travel:

We continue to ask employees to hold on University supported travel until further notice. If you have a need for in-state emergency/urgent travel, please discuss this with your Vice President.

If employees are attending meetings and conferences virtually, that is preferred.

FAFSA (Pell) Filing For Employees and Qualified Dependents:

As our employees think about enrolling into summer or fall courses using tuition waivers, or if you have qualified dependents enrolling, please consider speaking with our MSU Office of Financial Aid to see if you qualify for Pell or other forms of aid. We have tried to encourage all employees and qualified dependents to file the FAFSA if taking courses. This is a ‘win-win’ for the employee and for our University.

Thanks to everyone for continuing to push forward.

Jay Morgan
President