

Sent on behalf of Laura Woodworth-Ney:

Dear Colleagues,

Deans and chairs are responsible for requiring teaching faculty members to **complete the [program assessment form](#) by March 20 at noon**. This also applies to faculty teaching current online sections as they may need to transition face-to-face elements within those courses.

This needs assessment will help deans and Academic Affairs identify faculty members that require additional support and to ensure that program student learning outcomes are achieved. The form will populate a [Google Sheet](#) and deans will be able to view the roll-up for your college. This will give both you and Academic Affairs staff the ability to identify programs that may need additional support to ensure we are ready to begin classes on March 30.

**Incomplete Grades:** The expectation is that all students will have the opportunity to complete their coursework and have a final grade issued in a distance-based learning environment. A new incomplete process will be communicated prior to the final grade submission opening. The Provost's Office will implement a secondary evaluation process for the approval of incomplete grades.

Thank you all for your patience and support as we move forward.

Laura