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***WE PUT STUDENTS FIRST!***

August 15, 2022

Dear UAA Faculty,

I am so pleased to send you my warmest greetings and heartfelt appreciation as we head into our new academic year. We are planning a year that focuses on how we can support your success, as well as your students' success. You will see a variety of opportunities to engage around this topic throughout the year.

As for the fall semester, we are expecting an increase in enrollment just prior to classes starting. Please be as flexible as you can in the first two weeks of class.

In making your preparations, please refer to the below reminders and general guidance.

**SYLLABI**



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## **DATES AND DEADLINES**

UAA has returned to the regular policies, processes, dates and deadlines for withdrawal, CR/NC, and incompletes.

See the Fall 2022 Dates and Deadlines on the [Registrar's website](#). Note that Add/Drop, Credit/No Credit, and Credit-to-Audit deadlines come quickly, on September 9.

## **ENGAGEMENT**

Whether you are teaching in person or via distance, I want to thank you for your efforts to engage our students as learners and as people. Meaningful engagement is essential to learning, to feeling connected to the institution, and for successful course completion. In fact, there are federal expectations regarding engagement known as Regular and Substantive Interaction (RSI), particularly in asynchronous courses. That said, engagement has been one of the key challenges of the last couple of years. Watch for workshops, recommendations, and resources on engagement strategies from our faculty development team.

## **INTERNSHIPS, PRACTICA, FIELD STUDY, CLINICALS, ETC.**

There are new federal requirements for practical training courses, i.e., internships, practica, field study, clinicals, and other on-the-job training and guided learning opportunities. In particular, there must be weekly communication between the instructor and the student. This communication can be by way of a meeting, but it can also be asynchronous, as long as it is initiated by the instructor and invites some form of two-way communication between the instructor and student. The Faculty Senate Executive Board is preparing a set of FAQs that will provide ideas about how faculty can



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advisors and student success staff to conduct early student interventions that encourage students to access resources, communicate with their instructors, and make informed academic decisions. Faculty are asked to submit progress reports in weeks 2-4 and 7-9, particularly for first year, GER, and “gateway” courses that are required for progress in students’ degrees. Progress reports can be entered by clicking the URL in each invitation email for progress report submissions addressed to the faculty member. The invitation email will be sent from a member of the student success office and will contain instructions, resources, and the desired submission timeframe. Faculty can also send ad hoc alerts at any time by clicking on “Issue Alert” in Navigate.

**Mid-Term Grades:** *Because UAA has shifted to using the EAB Navigate Progress Reports, mid-term grades generally no longer need to be assigned. A few programs and scholarships require midterm grade reporting; faculty who need to report mid-term grades for these specific students will be contacted directly.*

## **ASSESSING LEARNING THROUGH QUIZZES AND EXAMINATIONS**

**Low-Stakes versus High-Stakes Assessments:** Please remember that multiple, scaffolded low-stakes assessments can demonstrate student achievement equally as well as a few high-stakes assessments. Low-stakes assessments are proven to be less stressful for learners, and allow them to demonstrate improvement over time. Our [Center for Advancing Faculty Excellence](#) has several resources on this topic, if you would like to learn more.

**Timing of Quizzes, Examinations, and Other Assessments:** If you are teaching courses that meet on specific days and at specific times, you may require scheduled quizzes, examinations, an



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too. Proctoring in the UAA Testing Center and other community campus locations is available *at no charge to the student* for courses taught at any UAA, UAF, or UAS campus. Students are charged for proctoring of non-UA courses. Testing space may be limited due to social distancing requirements. Students needing to [sign up for a time at the Anchorage location should do so in advance through this link](#). Sign up approaches may vary at community campus locations.



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Documentation can include things like a submitted assignment, participation in a discussion board, an attendance log, or even documentation from outside Blackboard, such as an