

Date: March 25, 2020

From: Chuck Taber, Provost and Executive Vice President

To: Faculty and University Leadership

RE: Message from the Provost to Faculty Regarding Efforts to Communicate with Students

Dear Faculty,

The past few weeks have been a whirlwind of activity, from emergency planning to shifting thousands of classes to remote teaching. As classes start up again, our next concern is assuring that all of our students have re-engaged with our classes.

Faculty are a critical part of K-State's communication link to students. In the past week, faculty prepared and distributed adjusted course syllabi to students to outline any new expectations. We know that many of you also communicated with students via email and/or Canvas to let them know what to expect this week. There are also links to the [Student Checklist](#) and [Keep Learning](#) websites on every Canvas page.

Even though we are using remote instruction, we can maintain our usual attention to student retention and success. As classes resume this week, we will now need to monitor if there are students who are not re-engaging with their classes, and to reach out to those who have not to offer assistance. This process will require efforts from all of us. Some colleges have already begun to identify these students and I appreciate their outreach efforts.

Here are three steps that we need you to take that will be helpful in determining the students who are engaging course material and those who will need further assistance and outreach:

1. Use [Canvas Analytics](#) to see which students have logged into the class. Instructions for using this function were published in K-State Today [this morning](#). Please check the analytics in the next week.
2. Reach out to students who have not logged into the class. You can do this via the email function in Canvas. If you are comfortable doing so, you can also call or text students using the phone numbers provided in Canvas.
3. Refer students who don't respond to the [Student of Concern](#) process. Student Life personnel will then try to reach out to those students to see how we can assist them.

This is an all-campus effort. We are also exploring the feasibility of using Progress Reports in SSC-Navigate across campus to solicit insight from faculty about student behaviors that may require intervention to support student success. Athletics and the College of Business Administration are already using this feature successfully. Stay tuned for more information from Jeannie Brown Leonard, Vice Provost for Student Success.

If you have questions, please contact Brian Niehoff at niehoff@ksu.edu.

Thank you for your assistance in this student retention effort. We appreciate all you continue to do to Keep Teaching.