


MEMORANDUM

Date: August 10, 2023

To: UAH Faculty

From: Dave Puleo 
Provost and Executive Vice President for Academic Affairs

Subject: Fall Semester 2023

As we start welcoming new and returning students to campus, I take this opportunity to share below some notes that you may find useful while preparing for the fall semester.

Classes begin August 14. Prior to the first class, please visit your classrooms and familiarize yourself with the classroom & academic technologies. You'll find helpful information on the [ETLC](#) website, and the ETLC will host open office hours virtually on the first three days of class. Join any of the following sessions using the [ETLC Zoom link](#):

- Monday, August 14, 8-10 a.m. or 2-4 p.m.
- Tuesday, August 15, 8-10 a.m. or 2-4 p.m.
- Wednesday, August 16, 8-10 a.m. or 2-4 p.m.

Check out the revised [Syllabus Template](#) in Canvas. Each class will be prepopulated with a button entitled Important University Information. By clicking on this button, students and instructors can see information that is common to all courses such as information on UAlert, Disability Support Services, Canvas Support, etc. Here you will also find suggested entries for two important topics in for higher education: student mental health and artificial intelligence.

At a minimum, all instructors are **required** to use Canvas to:

1. publish the course,
2. put a syllabus on the Syllabus page, and
3. enter grades in the gradebook.

Faculty are encouraged to continue providing remote access to all course materials and lecture recordings (if the assigned classroom has recording capability) in Canvas. In addition to this access allowing students to stay on track if they (or you) must temporarily be absent because of illness, the ability to review portions of class meetings can enhance learning.

Clearly define for students how you will communicate changes in the delivery of instruction should the course be unexpectedly interrupted, e.g., severe weather, power outage, illness, or injury.

And related to the students' sense of belonging, encourage your students to find their community of peers and engage in meaningful activities, such as student organizations and clubs, internships and co-ops, and undergraduate research. These are powerful ways to connect students with each other and with UAH.

Thanks for all you do for our students. I wish you the best for the upcoming semester.