



May 8, 2020

Dear Members of the University Community,

As noted previously, we will send regular updates on Monday and Friday of each week with other notices sent by the President, other members of Cabinet or members of the University community when necessary.

Get Up-to-date Information at www.scranton.edu/covid-19

Recap of Key Information and Communications

- The sixth issue of **Remote Royals** was sent to students with information about virtual Bingo, a virtual Festival of Nations and other events, as well as resiliency tips and other ways to stay connected to campus and others.
- Graduate students were sent a friendly reminder that **applications to serve as representatives for the Graduate Student Association (GSA) for 2020-21** are due by midnight tonight, May 8. Applications should be sent to the GSA administrative liaison, Anitra McShea, Ph.D., Associate Vice President for Student Life, at anitra.mcshea@scranton.edu.

Updates

- Next week, the University will provide information about how graduating students can request a **free Congratulations Class of 2020 lawn sign**. The sign will be printed two sides and will arrive with a lawn stake. The signs will be shipped directly to the address provided through the order form. Additional signs will be available for purchase. More information and a link to the online order form will be provided on Monday, May 11.
- Recently, the Division of Information Technology has noted a **rise in uninvited “guests” joining virtual Zoom classes and meetings** to eavesdrop or disrupt the session. As a reminder, to protect your classes and meetings we recommend the following:
 - All faculty, staff, and students should **sign into their Scranton Zoom account through my.scranton portal**: <https://www.scranton.edu/information-technology/services/zoom.shtml>

- Use the Zoom [Waiting Room](#) feature
- Set a [password](#) for your class or meeting
- Avoid posting the session link publicly through social media or other channels, unless secured with a password and do not reuse your Personal Meeting ID (PMI)
- **Additional and updated Zoom resources** can be found at the [Remote Technology Tools website](#).
- The **University Archives is seeking submissions** from students, faculty, staff and administration to a COVID-19 collection. To contribute materials to the Archives, please visit: www.scranton.edu/library/covid19archive.
- The next **Understanding Your Grief session**, hosted by Campus Ministries and the Counseling Center, will take place on Monday, May 11, at 3 p.m. The one-hour session offers participants information about the grief process, tools to help cope and provides an opportunity to connect with others encountering a loss. For more information visit: <https://scranton.presence.io/event/understanding-your-grief>.
- The cycle and requirements for **departmental Annual Reporting** will be adjusted for this year. The electronic annual reporting system will open June 1, and Department Reports will be due in mid-summer. Submission of other annual reporting components – Department Plans and Resource Requests – will be due at a later date, with revised deadlines to be determined. Academic department chairs and administrative directors will receive additional guidance and instructions shortly. Questions may be directed to Richard Walsh at richard.walsh@scranton.edu or Kate Yerkes at kathryn.yerkes@scranton.edu.
- **Academic program assessment reporting** will likewise be adjusted for this year. Department chairs should use space dedicated in the Department Report to describe program assessments that were planned, any results gathered and potential implications of results. Academic programs are not required to submit OEA's reporting template for the 19-20 academic year but may include attachments of their choice, including any assessment reports. Questions may be directed to Mary Jane DiMattio, Ph.D., at maryjane.dimattio@scranton.edu or Richard Walsh at richard.walsh@scranton.edu.

You should expect your next regular update on Monday.

Have a great weekend.

Sincerely,

Robert W. Davis Jr., Ed.D.
Vice President for Student Life

Jeff Gingerich, Ph.D.
Provost/Senior Vice President for Academic Affairs

Patricia Tetreault
Vice President for Human Resources

