

From: Office of the MSU Provost <provost@montana.edu>
Sent: Tuesday, November 14, 2023 1:48 PM
Subject: Provost's Message, November 2023



Office of the Provost

Dear Faculty Colleagues,

As we enjoy the beautiful fall season, I am thankful for the outstanding semester we've experienced at Montana State. The ongoing improvements we are seeing with student persistence, the new initiatives in your departments and colleges focused on faculty and student engagement, and the many extraordinary scholarly achievements of students and faculty continue to propel our university to new heights. Your impactful contributions to student success and the overall enhancement of our campus are truly appreciated. Thank you for your many contributions to making our campus an exceptional place to work.

Registration

Students value and appreciate your being available to meet during office hours and registration advising to discuss career opportunities, degree plans and their overall wellbeing. Your commitment to these discussions makes a difference. While registrations for spring semester are robust, there are still students who have not yet registered. I encourage you to announce the importance of registration in your classes, reinforcing the message that you care about their future success.

Accreditation

Looking ahead, maintaining our institutional accreditation through the [Northwest Commission on Colleges and Universities](#) is vital for MSU's continued progress. Our 7-year accreditation site visit is less than a year away, scheduled for October 2024. As we collectively work on the institution's Year 7 report, your assistance in *showing and sharing our work* is crucial. Here are three steps to initiate your involvement:

- 1) **Show your work:** Ensure your Annual Program Assessments and Program Learning Outcomes are available on your departmental website. Transparency about our processes for continuous improvement is a key element of this review.

- 2) **Share your work:** Send your active program assessment website link to Deb Blanchard (Deborah.blanchard@montana.edu). Links are being incorporated into a publicly available [access point](#). For every academic program at MSU.
- 3) **Learn more:** Stay tuned for *Showing Our Work: Accreditation 101* emails from Vice Provost Tracy Dougher explaining the accreditation process and additional ways faculty can contribute to the report and site visit.

Grade Submission Process

Following are several important details about grade submissions:

- Effective this semester, you no longer need to submit a supplemental form when entering an Incomplete “I” grade; you can now simply enter the required makeup work when submitting the grade through MyInfo.
- In accordance with federal policy, a last date of attendance must be recorded for all W and F grades. Further details can be found on the [Grading Instructions](#) webpage.
- **Please ensure all grades are submitted by 8:00 a.m., Tuesday, Dec. 19,** to assist the Registrar Office staff and avoid delays, which can negatively impact students. Meeting this deadline is especially helpful and appreciated.

4th Quarter Countdown!

A final reminder as we approach Thanksgiving-week break: **be sure to make use of the [Final Week](#) class period that was specifically scheduled for your class.**

Accreditation and federal financial aid eligibility hinge on a minimum number of instructional weeks and instructional hours during the semester; consequently, utilization of your Final Week classes is important to our teaching and learning mission. Instructors may use Final Week classes for instructional activities as they deem appropriate (e.g., final exam or other summative assessment, project presentations, semester debriefs, etc.). Please remind your students of the [Final Week Schedule](#) and help them finish the semester on a strong note.

In this season of Thanksgiving, I hope you take some time to reflect on those people and experiences for which you are most thankful. May the upcoming holiday provide you an opportunity for gratitude and reflection.

Best regards,



Dr. Robert L. Mokwa | Executive Vice President and Provost

Montana State University
Tel. 406-994-4371

Upcoming Events

Nov. 14, 7:00 pm: Michelle Miley, Provost's Distinguished Lecture, MOR.

Nov. 15: Last day for students to withdraw from a course with a 'W'.

Nov. 18: **Cats** can the *griz* in resounding fashion, once again!

Dec. 15: [Fall Commencement](#), Brick Breeden Fieldhouse.

Jan. 17: Start of Spring 2024 classes.

Office of the Executive Vice President for Academic Affairs and Provost
Montana Hall | P.O. Box 172560 | Bozeman, MT 59717-2560
www.montana.edu | provost@montana.edu | 406-994-4371