

Academic Year 2019-2020
Diversity and Inclusion Reporting
Northwestern Oklahoma State University

1. Academic Unit/Division/Department/Administrative Office: **Academic Affairs Office-Dr. Hannaford**

2. Faculty and Staff Events, Activities, On-Campus and Off-Campus Conference Attendance and Presentations: **Attended yearly Diversity Training**

3. Special recruitment events and activities for underserved and/or minority populations:

4. Faculty and Staff Supportive Services to underserved and/or minority populations:

5. Alternative Educational Delivery Methods Employed during the Covid-19 Crisis: **Have coordinated efforts of the university academically to meet the needs of our student population and faculty.**

6. Certifications Achieved:

Examples for number 5:

Dear Faculty and Students,

We appreciate your flexibility and innovation as the university works to best serve students' educational needs within guidelines and directives related to COVID-19. Please note that the following May term courses listed below will be taught using alternative educational methods. **Faculty teaching these courses should email students as soon as is practical with information about course structure and expectations.**

AGRI 4453
CJUS 4243
Pub Serv Ldrshp (multiple course codes
EDUC 4203
EDUC 5772
EDUC 5093
EDUC 5782
EDUC 5923
ENGL 1311
HED 5203
TCOM 2413/ HUM 2403
PSYC 4313/ 5313

Because the situation remains fluid, the university is still working to determine the best course of action for summer courses. Information about these courses will be shared as soon as possible.

Respectfully,

Dr. Hannaford



Bo Hannaford, Ed. D.

Executive Vice President

Academic Affairs

Northwestern Oklahoma State University

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Dear Students,

April 24 – Last day to Drop (2nd 8 week courses and 16 week courses)

Below are a few reminders about the P/NP grading policy for spring 2020. Please note that you must request any changes by emailing me between May 12 and May 19.

- Once grades are posted, you may choose to have an assigned grade changed from the letter grade to Pass or No Pass (P/NP).
 - If you choose to keep an assigned grade, no action is needed.
- Neither P nor NP will affect GPA. Course letter grades of A through F will be weighted as usual.
 - Undergraduate students who receive a grade of A, B, C, or D may choose a P. A grade of F may be changed to an NP.
 - Graduate students who receive a grade of A, B, or C may choose a P. Grades of D and F may be changed to an NP.
- A grade of “P” is **NOT** equivalent to a grade of C toward any program retention requirement.

NOTE:

- You are **STRONGLY** encouraged to discuss with their advisor how changes could impact your program of study or plans for graduate school.
- DNP program students are **NOT** eligible for these changes.
- All first 8-week courses are **not** subject to this change.
- **Concurrent** students, please discuss with your counselor/school administrator the implications of your choice.
- Please reference my first email on April 7 for more information.



Bo Hannaford, Ed. D.

Executive Vice President

Academic Affairs

Northwestern Oklahoma State University

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Dear Faculty,

I appreciate your willingness to move forward the next two weeks (and beyond, if necessary) using alternative teaching modalities. We are encouraging each of you to perform your duties (teaching, advising, holding office hours, communicating with students, etc.) from home. If you do not have the technical capability to do so, you may come to the office to perform these duties.

You are likely to encounter students who are not comfortable with these modalities and will require much more of your attention. Also, understand that some students may have poor or no access to technology, and alternative methods should offer opportunities for these students as well to the extent possible. Throughout this difficult process, I know you will work with each individual student in meeting their needs to be successful moving forward.

You will have received an email from Dr. Cunningham. Below are more specific faculty guidelines for the coming weeks:

- Please be sure students have a useful phone number for you. Forwarding university phone calls to a home or cell phone is possible and can be facilitated by IT. You will also receive an email on completing this process.
- Please respond quickly to students' requests for contact via email, telephone or other communication tools. This will require that you check emails consistently throughout the day.
- Please reach out to any concurrent students and remind them of their responsibilities for college work.
- Please use all human resources (athletic staff, administration, Student Services) to reach students who are not responding to coursework or your attempts to communicate.
- The athletics staff have been asked to use email to request and obtain grade checks.
- Anyone who teaches internships, clinicals, student teaching, or other experiential learning should provide to students clear communication of expectations going forward.
- As stated above, student access to technology will vary greatly. To the extent possible, every effort should be made to accommodate students with varying needs and technological capabilities. Faculty may need to think of alternatives to traditional testing as public spaces for accessing Wi-Fi and approved proctoring sites become increasingly limited or simply not available.

Especially in these times of uncertainty, student enrollment remains a high priority. You are expected to use alternative means to work with advisees on summer and fall enrollment. You may enroll students by phone, email, virtual options, or in person, if necessary. If you are an adviser of a student-athlete, please build and archive, within the Self Service system, a proposed schedule. You should then notify Sheri Lahr by email of its availability so that the enrollment may be processed through the registry office. You may also email a proposed schedule to her without constructing it within Self Service.

Finally, anticipate a form from Dr. Bell's office that will guide documentation expectations during this time. Remember also that he is working with Tammy Brown to maintain the Faculty Development Blackboard site with resources for alternative teaching.

Thank you again for your hard work. We recognize that you are working under difficult and uncertain circumstances, and we appreciate your recognition that students face these same uncertainties and difficulties. Though the current environment creates many challenges for faculty and students, we feel confident that you will move forward to ensure student learning and a successful end to the semester.

Dr. Bo Hannaford

Executive Vice President

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Dear Faculty, Staff and Students,

First and foremost, I would like to thank each and every one of you for your patience during this unprecedented and uncertain time. Your willingness to be flexible and adaptable during this challenging time is appreciated and is critical to our continued success. As the Northwestern community, we will work together to continue providing an exceptional education.

We will use our planned alternative instructional delivery methods for the two-week period following spring break. Please be aware that the need to use alternative methods could extend into the rest of the semester. Northwestern is evaluating the COVID-19 situation day-by-day.

Health and safety of our Northwestern community continues to be our highest priority. Therefore, if you traveled to high-risk areas or popular spring break destinations such as ski resorts, beaches or amusement parks, we expect you to self-quarantine for 14 days from date of your return. CDC guidelines for self-quarantine can be found [here](#). High-risk areas are listed below.

- International areas
- Cruise ship
- California
- Connecticut
- Illinois
- Nevada
- New York
- Pennsylvania
- Washington (state)

If you have traveled to any of these locations, faculty and staff should contact their supervisor. If you are a student, you should contact Student Services at (580) 327-8414 or studentservices@nwosu.edu.

Students (including concurrent)

- Courses will resume using alternative instructional delivery methods on March 23.
- We ask that you stay in contact with your adviser and faculty members via phone, email, Blackboard, and virtual options. Do your coursework diligently and turn in your assignments on time. Anticipate challenges since all of us at Northwestern will be adjusting to alternative instructional delivery environments.
- Remember, enrollment is open for both summer and fall semesters. Your advisers are prepared to continue enrolling via email and phone.
- Keep gatherings to 10 or less and observe social distancing and good hygiene.
- On-campus student work will be very limited. Contact your supervisor for your work status.
- Those with clinical rotations, student teaching assignments, or internships, please communicate with your adviser or faculty member to take the best course of action.
- Food service to those who remain on campus will be through Coronado Café. All meals will be carry out only. Please note, there are adjusted hours for each meal. C-Store in the Student Center is closed until further notice.
- Residence Halls will remain open for those in need; however, we strongly encourage you to stay home.

- J.W. Martin Library (Alva) hours will be Monday through Friday 8 a.m. to 8 p.m.
- The Academic Success Center (Alva) will be open Monday through Friday 8 a.m. to 5 p.m.
- Woodward campus, Enid campus and Ponca City University Center computer labs will be available. Please contact the respective campus for specific hours.
 - Woodward campus | (580) 254-2500
 - Enid campus | (580) 213-3101
 - University Center | (580) 718-5600
- For any questions, contact Student Services at (580) 327-8414 or use studentservices@nwosu.edu.
- For University Counseling services, call (580) 327-8547 or use counseling@nwosu.edu.
- Campus Police are available 24 hours a day and can be contacted at (580) 327-8511.
- Continue to check your email and our website for updates regarding this fast-changing environment.

Faculty

Your dedication to Northwestern and its students makes it possible to continue working through this crisis. Thank you for putting students first by using various modalities to deliver instruction.

We encourage you to work from home if you have the technological capability. The expectation is that you will be readily available for students by phone, email and virtual options. This commitment and effort is greatly appreciated.

Staff

Thank you for your patience and adaptability with this situation. As we begin our transition, we need your continued support in this endeavor. We will all work together to operate as normally as possible. All staff work hours will continue as usual as we return to work Monday, March 23.

If you feel that you have compromised immunity or must self-quarantine, please contact your supervisor immediately. If you feel symptomatic, please refrain from coming to work during this time. As you return to work, please practice social distancing and good hygiene, and keep gatherings to 10 people or less.

Faculty, Staff, and Students

We understand there may be faculty, staff and students affected by childcare and public school closings. We ask that you do not bring children of any age to campus. Employees, please contact your supervisor if childcare is an issue for you.

Additional Information

- All events have been cancelled or postponed until further notice. All athletic events have been cancelled for the remainder of the semester.
- The Wellness Center is closed until further notice.
- J.W. Martin Library (Alva) hours will be Monday through Friday 8 a.m. to 8 p.m.
- The Academic Success Center (Alva) will be open Monday through Friday 8 a.m. to 5 p.m.
- Woodward campus, Enid campus and Ponca City University Center resource labs will be available. Please contact the respective campus for specific hours.

Woodward campus | (580) 254-2500

Enid campus | (580) 213-3101

University Center | (580) 718-5600

- Campus Police are available 24 hours a day and can be contacted at (580) 327-8511.
- Continue to check your email and our website for updates regarding this fast-changing environment.

Northwestern will evaluate the situation as it evolves and make future decisions based on guidance from Centers for Disease Control and Prevention, World Health Organization and Oklahoma State Department of Health, and the Regional University System of Oklahoma. We will continue to provide updates regarding events and other items as they occur. Please refer to www.nwosu.edu/coronavirus for the most up-to-date information concerning Northwestern.

Once again, thank you for your commitment to Northwestern. I am grateful for our Ranger family as we work to manage this situation as best we can.