

WELCOME BACK TO SPRING 2023

Sent: Friday, January 27, 2023 9:11 AM

Dear colleagues,

I hope this letter finds you well as we begin a new semester at Hostos Community College. With the new semester beginning this week, I want to remind you of several important resources and initiatives that are available to you as you prepare your syllabi and begin teaching your classes.

- **Syllabus template** A course syllabus communicates expectations, policies, and resources to students, and sets the tone for a successful and productive semester. I encourage you to utilize our [syllabus template](#). By adhering to this template, you will ensure that all necessary information is included and presented in a professional and organized manner.
- **Blackboard** Every course at Hostos can have a course shell turned on when it ready for students. Please make sure you activate your Blackboard course the first day of the class. The Office of Education Technology provides [step-by-step instructions](#) here. Please double check to make sure students can access your Blackboard site.
- **Succeed@Hostos** Succeed@Hostos is an exceptional tool that allows you to complete progress surveys, display office hours, schedule appointments with students, track class participation, refer students to academic supports, and view student advisor information, all in one central location. To fully utilize the capabilities of Succeed@Hostos, I encourage you to take advantage of the [online tutorials](#). Together, we can empower our students to succeed.
- **Academic Master Plan** We will be starting work on the Academic Master Plan (AMP) this spring. Three working groups will be formed focused on Curriculum Innovation, Teaching Excellence and Student Success, respectively. These groups will be led by Dean Babette Audant, Dean Andrea Fabrizio, and OIERA Director Anders Stachelek, and co-chaired by a faculty member. The AMP will be fully aligned with Hostos' Strategic Plan (still in draft form, and to be vetted by the college this spring) and the Mission pillars. The collaborative planning process will continue into the fall, and will provide an opportunity for faculty and OAA units to identify priorities, roles and start thinking through how we will operationalize the Strategic Planning commitments. It will be a statement of vision and accountability as well as an implementation roadmap. I encourage you to participate in this collaborative process.
- **Student Symposia** I am excited to announce that the first Hostos Student Symposium will be held on Tuesday, April 18 (please note the new date), and will be a celebration of the exceptional work and achievements of our students across a wide range of disciplines. This event provides a unique opportunity for our students to showcase their talents and hard work to the entire college community. An RFP (Request for Proposal) will be distributed, asking for student participants and faculty mentors. I hope that you will take advantage of this opportunity to support and encourage our students to participate. Together, we can continue to foster a culture of excellence and achievement at Hostos.
- **Research Day** I am pleased to announce that the annual Research Day will take place on April 27. This event serves as an excellent opportunity for our faculty to showcase their research

projects and engage with colleagues from a variety of departments across the college. Research Day provides a platform to build community, support faculty research, and promote grant writing.

There's some other information that I think will be helpful.

- [CUNY's latest COVID-19 Academic Continuity Guidance](#)
- **Social Media** As we welcome faculty back to the spring semester, I want to remind you of the various ways in which the Office of Academic Affairs celebrates the achievements of our faculty, staff, and students. One of the ways we do this is by posting on the college's social media accounts. OAA will share information about campus activities, professional development opportunities, and divisional gatherings. We encourage faculty and staff to submit information they would like shared with the community to [Ms. Tanisha Ramirez](#) in the Communications Office to be showcased.
- **Library** Hostos has two libraries that offer a wide range of materials and services to support teaching, learning, and research. The first library is on campus located on the third floor of the A-building near the library pillars. This location offers study spaces, books journals, and librarians to help with research assignments. The second library is the online [Hostos Library Website](#) which offers easy access to the [Research 101 online guide](#) as well as a variety of online databases, journals, articles, other media and online e-resources. The online library is available 24/7 for students, faculty, and staff. All campus members are encouraged to take advantage of these resources and explore the [library's website](#) for more information. Find the [updated library hours here](#).
- **Registrar** Please contact your respective Academic Department for the WN Grade Reversal, Final Grade Correction and Incomplete Grade Change Request forms. Faculty that need to request access for DegreeWorks, please click on the [link](#) and fill out the form. All inquiries to the Registrar Office please send to RegistrarsOffice@hostos.cuny.edu

I want to thank you for your ongoing commitment to student success and academic excellence, and all that you do to make Hostos Community College a great place to learn and grow. I plan to share more details about Academic Affairs' goals and initiatives this semester in a future communication. In the meantime, if you have any questions or concerns, please do not hesitate to email me at Provost@hostos.cuny.edu. If we, or any member of the [Academic Affairs team](#), can be of assistance to you, don't hesitate to reach out. We are here to support you!

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