

Subject: [cfaes-all] Dean's Update
Date: Thursday, December 3, 2020 at 12:58:11 PM Eastern Standard Time
From: CFAES Office of the Vice President and Dean via Cfaes-all
To: cfaes-all@lists.osu.edu
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CFAES Community,

I hope you had a good Thanksgiving and found meaningful ways to connect with family and friends. We are almost through the final week of classes with final exams scheduled for next week. I am so proud of all that has been accomplished throughout our college this semester. I want to thank all of you for wearing masks, physical distancing and allowing us to remain in-person through the majority of the semester. We know it's been hard and at times, frustrating. We couldn't have done this without the commitment of our faculty, staff, and students.

This week Provost McPheron announced he will be stepping down at the end of the academic year. Please help me welcome Provost McPheron back to our Cornerstone College as he steps down from his position as executive vice president and provost effective in June of next year and rejoins CFAES. We look forward to having him back in the college.

I am excited to announce that Misty Harmon will be the new Chair of the CFAES Staff Advisory Council beginning December 10, 2020 and Sara Tallmadge will be Past Chair. Please join me in welcoming Misty to her new position and thanking Sara for all she has done over the last year.

Please save the date for our virtual holiday event on December 18, 2020 from 11:00 a.m. to 12:00 p.m. more details can be found below, and an invitation is forthcoming.

Be well.

Dean Cathann Kress

This Update Includes:

- **SAVE THE DATE: Virtual Holiday Event**
- Celebrate World Soil Day and Learn About Soils Research at Ohio State
- Herrick Drive Closure
- Reminder: Multiple Revised HR Policies to go into Effect in December and January
- Important Workday Dates and Deadlines
- PHA Deadline Changed to Dec. 14
- Instructional Breaks Expanded and Academic Calendar Changes for Spring Semester
- Adobe Flash Player to be Removed 12/11
- Upcoming Change to Zoom Cloud
- University Readiness Survey
- Workshop on Teaching Hybrid Courses
- Register for OneDrive and Teams webinars
- Apply Now for an ALX Grant

SAVE THE DATE: Virtual Holiday Event

In lieu of our in-person holiday gatherings, Dean Cathann Kress and the Faculty and Staff Advisory Councils invite you to enjoy a special guest speaker on December 18, 2020 from 11:00 a.m. to 12:00 p.m. This speaker is bound to bring joy and some comedic relief to these stressful times. An invitation is forthcoming.

Celebrate World Soil Day Tomorrow and Learn About Soils Research at Ohio State

Join Ohio State faculty, staff and students in a celebration of World Soil Day on **December 4**. Ohio State Distinguished University Professor of Soil Science and Director of the Carbon Management and Sequestration Center Dr. Rattan Lal – the 2020 World Food Prize Laureate will share the history and importance of World Soil Day. Dr. Andrew Margenot, assistant professor of soil science at the University of Illinois Urbana-Champaign will give the keynote address. Virtual research presentations via Zoom and an online poster gallery will be featured. Read more <https://u.osu.edu/worldsoilday/>.

Herrick Drive Closure starts Tomorrow

Beginning **Friday, December 4, 2020** early morning through Sunday, December 20, 2020 early evening, Herrick Drive, between Woody Hayes Drive and Olentangy River Road, will be closed to accommodate additional roadway work. Additional details, maps and detours are available online. Learn more: https://fod.osu.edu/201201_herrick

Reminder: Multiple Revised HR Policies to go into Effect in December and January

Multiple Human Resources policies have been revised and will go into effect late December 2020 and early January 2021. The policies have been revised to improve employee experience, better align business practices and support Enterprise Project activities. The following policies have been revised and approved: Scheduling Work and Overtime, Holidays, Reduction in Force Classified Staff, Reduction in Force Unclassified Staff, Staff Severance, Staff Employment, Student Employment, Background Check, Military Leave/Reemployment Rights, Paid Time Off, Staff Recruitment and Selection, and Unpaid Leave. A full list of revised policies related to the Enterprise Project and their changes is available on the [Office of University Compliance and Integrity's University Policies website](#).

Important Workday Dates and Deadlines

With the launch of Workday rapidly approaching, please be aware of the following important dates and deadlines:

- **December 4:** Last day to submit life event changes and update benefits coverage outside Open Enrollment.
- **December 6:** Last day to submit job applications.
- **December 7:** Last day to submit eTravel.
- **December 11:** Last day to access Employee Self Service to view pay, update personal information and [more](#).
- **December 14:** Last day to submit eRequests, including eStores and eMaterials.

A full list of important dates is posted on the Workday calendar. [Read more](#).

PHA Deadline Changed to Dec. 14

To reduce your cost for health care and receive the full premium credit for 2021, complete a Personal Health and Well-Being Assessment (PHA) by Dec. 14 at 11:59 p.m. The PHA will not be available for completion starting Dec. 15 to prepare for the transition from PeopleSoft to Workday. The PHA should be available again in early January. Premium credit for 2021 is \$25/month for enrolled faculty and staff or \$40/month for enrolled spouses. Complete the PHA in the Your Plan for Health Virgin Pulse [portal](#) or mobile app. [Read more](#).

Instructional Breaks Expanded and Academic Calendar Changes for Spring Semester

The university will expand instructional breaks during the spring semester. The first of these two-day breaks from classes will take place Feb. 23-24. The second will be March 31-April 1. These will replace the previously announced single-day instructional breaks. The hope is that students can use these days to relieve some stress, and the university is re-emphasizing the importance of following COVID-19 safeguards – particularly limiting travel – should current conditions continue. Several other adjustments will be made to the academic calendar related to adding these instructional breaks for wellness. On April 2, Wednesday classes will meet

instead of Friday classes. April 23 will now be the final day of spring classes and final exams will take place from April 26-30. The full academic calendar is posted on the [University Registrar website](#).

Adobe Flash Player to be Removed 12/11

In 2017, Adobe announced they were removing [Adobe Flash Player\(link is external\)](#) from their application suite at the end of 2020. Flash has been gradually phased out of most use cases since that time and several [improved, more secure options\(link is external\)](#) have become available.

In preparation for the discontinuation of Flash on December 31, 2020, **we will be removing the software from all OCIO-managed devices on December 11, 2020**. While most people will not be impacted by this change, some faculty and staff may still be using Flash. If you are still using Adobe Flash, please contact the [IT Service Desk\(link is external\)](#) as soon as possible to discuss your use case and the other options available to you. [Learn more](#).

Upcoming Change to Zoom Cloud - Limit on Storage of Recordings

As a result of COVID-19 and a shift to online and hybrid learning, Ohio State's use of Zoom has grown exponentially over the past several months and use of the Zoom cloud is quickly approaching the university storage limit. **To address this, beginning December 18, recordings saved to the Zoom cloud will be retained for 120 days, down from the current 270 days**. ODEE has decided to make this change between semesters to prepare for continued Zoom use in spring without affecting recordings from the current term. When this change goes into effect, all existing recordings that have been in the Zoom cloud for more than 120 days will be deleted as well.

To continue utilizing videos for long term use that have been recorded with Zoom, please [see the section](#) on "Where should I store recordings long-term?", and [visit the Teaching and Learning Resource Center](#) to learn more about saving and sharing Zoom cloud recordings. If you have additional questions, please reach out to the [IT Service Desk](#). [Learn more](#).

University Readiness Survey

Please complete the university's Workday [Readiness Survey](#) before December 10, 2020 to share how you are feeling about the Workday resources you have received and how prepared you are for the transition to Workday.

Workshop on Teaching Hybrid Courses

Explore design principles for hybrid courses that help students meet learning outcomes in effective and engaging ways at Instructional Approaches to Hybrid Courses, a free online workshop from the Office of Distance Education and eLearning (ODEE) from **11 a.m.-12:30 p.m. on December 11, 2020**. Examine tools for supporting rich synchronous and asynchronous learning experiences in both face-to-face and online components of a course. Work with fellow participants to share ideas on teaching hybrid courses and strategize potential approaches. [Read more](#).

Register for OneDrive and Teams webinars

With Buckeye Box being retired, you may be interested in learning more about OneDrive and Teams. IT@OSU has three new webinars you can attend in December: File Management in OneDrive for Business, Managing Teams and Channels, and Sharing and Working with Files in Microsoft Teams. If you cannot take part in the live webinars, you can access recordings at a later date. [Read more](#).

Apply Now for an ALX Grant

The Affordable Learning Exchange (ALX) is requesting proposals to participate in its next cohort. ALX awards grants to instructors who want to transform their courses using open and affordable materials. This year, ALX is offering its traditional high and low support grants and syllabus review grants in partnership with University Libraries, plus our new Racial Justice and Content Camp grants. [Learn more and apply](#).

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