
[allusers] Spring 2025 Reminders for Instructors

1 message

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Reply-To: provostatmsu@mail.montclair.edu

To: allusers@lists.montclair.edu

Cc: Provost Academic Affairs Council <provost-academic-affairs-council-group@montclair.edu>, Chairs Council <chairs-council-group@montclair.edu>



OFFICE OF THE PROVOST



Dear Faculty:

Please review this memo for important reminders regarding changes for the Spring 2025 semester.

Montclair Syllabus by Simple Syllabus

This spring semester the Montclair Syllabus by Simple Syllabus will be the only syllabus available to instructors in Canvas. This new template was used in over half of the University's courses this Fall, and has been positively reviewed by instructors.

If you have not used the template, consult the ITDS department's [Simple Syllabus](#) website for additional information, including an FAQ. If Montclair Syllabus is not in your course menu, please consult the [Configure Simple Syllabus in Canvas](#) guide for more information.

Faculty are also encouraged to [attend a workshop](#) and review [OFE guidelines for creating a strong syllabus](#).

Changes to the Calendar: Impact for Spring Terms

Please see the [new academic calendar announcement](#) from August. As you complete your fall courses, consider how you will condense your course to meet the new formats. A few highlights:

- On Friday, January 17, Monday classes will meet for 14 and 7-week sessions.
- The new schedule has two common hours: Mondays and Wednesdays, 2:00-3:30.

- The calendar of university meetings has changed – see [administrative calendar/schedule of meetings](#).
- You can view the [Time Block Grid](#) directly to understand the details of the new schedule.
- For more information, consult [OFE's FAQs](#) on the Spring 2025 calendar.

Student Support Resources

When you observe a student who is not doing well academically or otherwise, consider a conversation and a referral. For an overview of the University's support for students' academic, health, and student life needs, review [Student Support Resources](#).

Twice during the first half of each term you will receive an email requesting feedback on students' success via the **Navigate** tool. Please respond to these requests.

Instructional Support Offices

- [Instructional Technology and Design Service](#)
- [Office for Faculty Excellence](#)

Thank you for your support.

Junius Gonzales, M.D., M.B.A.

Provost and Senior Vice President for Academic Affairs

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