



A&S Newsletter

December 17, 2019



Happy holidays!

Dean's Note

Dear all,

This is the last A&S Newsletter of 2019! I will use it to just say congratulations on the completion of a great fall semester. Final grades are due tomorrow, and I trust you have plans to celebrate the moment of being done! Things are winding down in the dean's office as well. I am still hoping to finish up a couple of searches this week, get the office ready for our new budget manager, Ashley, who will start on January 6, send out holiday cards on behalf of the college, and tie up any loose ends before we go on break. There is going to be the Town Hall and Drake Social on Wednesday at 3:30pm in Shivers, so if you are around I hope you can stop by.

When you come back in 2020, you will notice that we have moved around some offices on the 2nd floor of FAC. Alina and Mary Beth are now located in FAC 278 and 279, Natalie can be found in 274, Maria in 272, and Ashley in 271. By moving Alina, Mary Beth and Natalie closer together we have created a Student Support Wing that is somewhat easier to find or at least more visible! Down the road we will take out the unused lockers at the end of the hallway and create a student space with tables and comfy seating. Phone numbers will be the same, just point your students in the new direction if they ask!

Thank you all for your wonderful job this semester, for your unwavering commitment to our students, and for your many acts of collegiality. I wish you a good and restful break and a great start of the new year. See you in 2020!

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Advising Corner

- The deadline to enter final grades for the fall semester is 10:00am on Wednesday, December 18. If you know you will not meet this deadline, please contact [Natalie Bayer](#) as soon as possible. The Dean's office will review students' academic records and make decisions on this semester's academic probations and suspensions before the University closes for the holiday break.
- Per [General Catalog](#), there are important differences between the marks of Incomplete ("I") and In Progress ("IP"):

Incomplete: A mark given when the student hasn't submitted all evidence required for a final grade.

a) The student must arrange, with the instructor, a date by which the student will complete the work. This date must occur before the end of the next semester (excluding summer)—i.e., an incomplete given in the spring semester must be completed by the end of the subsequent fall semester.

b) The instructor enters a grade of incomplete ("I") when submitting grades.

c) The instructor also enters a date by which the work must be completed. If no date is entered, the date by which the work is due is the end of the subsequent term (excluding summer terms).

d) The instructor also enters a default grade—i.e., the official/unchangeable grade that will take effect if the work is not completed by the above schedule.

e) Marks of incomplete can be updated (in DUSIS) by the instructor.

f) Students with an I, IP, NC, or non-reported grade (NR) in any coursework under consideration are not eligible for either the President's or Dean's List.

In Progress: Given when special conditions make the grade of Incomplete unrepresentative of the status of the students at the close of the semester—i.e., it is appropriate only when the coursework could not be finished during the semester (e.g., internships, practicums, or courses that do not fit the standard academic calendar, fieldwork or research that may take place after the conclusion of the semester, thesis work that extends beyond the semester, or other special situation where coursework extends beyond one semester.

a) The grade of "IP" must be changed by the instructor (in DUSIS) by the end of the next semester.

b) The instructor must indicate to the Dean's Office in what courses students will be assigned an "IP."

- If you encounter a case of plagiarism, please refer to the procedures outlined [here](#).
- With the start of J-term 2020, please be sure to complete enrollment validation next week. The accurate validation of courses is tied to a variety of financial aid and billing processes. Students have through the end of the second day of the course (Tuesday, January 7) by which to drop (without a W).

Spotlight!

Enes Akbuga, Associate Professor of Mathematics, was selected to be a Mathematical Association of America's Project Next Fellow. Project Next is a competitive and prestigious program for tenure-track mathematicians, with an emphasis on pedagogical development. Project Next fellows attend specific sessions/workshops on how to improve classroom teaching and, in particular, student learning at the undergraduate level facilitated by top researchers/math professors. Congratulations!

Mental Health First Aid Training

Do you know how to help your students when they are having a crisis? Have you ever wondered how you can help them further? Sign up for [Mental Health First Aid in Higher Education](#) training lead by Dr. Christine Urish, Occupational Therapy faculty, taking place on Tuesday, January 21, 8:30-4:30 in the Occupational Therapy Building. Mental Health First Aid is designed to give people the skills to help someone who is developing a mental health problem or experiencing a crisis. The workshop is supported by the Provost office, as well as the College of Arts and Sciences. **To register for the workshop, please email natalie.bayer@drake.edu by TOMORROW, December 18.**

Student Award Opportunities

Encourage your students to submit applications for awards from the International Travel Fund and the Cody and Julie Koch Research Scholars. [Review the Submission Guidelines here](#). Applications are due to ask.as@drake.edu by February 1.

From OnCampus:

- A Budget Town Hall will be held this Wednesday, December 18 at 3:30pm in the Shiver's Hospitality Suite. President Martin will share an update on the budget, followed by the Provost's Drake Social.
- [Sign up](#) to get a flu shot this week from CPHS.
- Eduroam will replace DUFacStaff wireless network on December 31. Log in using your Drake email address. More information can be found [here](#).
- Faculty on continuing appointment may apply for a [Drake Research Grant](#) to receive up to \$3,000 to fund activities and materials necessary to support research. Submit your application to Dean Gerhard by February 7, 2020.

Upcoming Events

These events are on the University Calendar at calendar.drake.edu. You can submit an event to this calendar yourself—please do so to spread the news about all the things we do in A&S!

- December 22: [First Concert of Umeri \(Drake's new alumni choir\)](#), St. Ambrose Cathedral, 3:00pm
- Until February 2: [Carbon019 Project](#), Weeks Gallery.
- Until February 14: [Visual DisObedience: Iowa Artists Dissent, Propose Actualize! Exhibition](#), Anderson Gallery.

A&S Important Dates

All of these dates are located [here](#).

- December 18: Final fall semester grades due by 10:00am
- December 20: University closed for holiday break after 4:30pm
- January 6: University reopens and J-term begins
- January 17: Senior Scholar Status requests due
- January 20: University closed for Martin Luther King Jr. Day
- January 27: Spring term begins and PARs due to Department Chairs

[Submit News](#)