

# A&S Newsletter

November 26, 2018



## Note from the Dean

Dear colleagues,

I hope you all had a relaxing and peaceful Thanksgiving break. I feel recharged for the final push of the semester! Please don't miss our second all-faculty meeting this Friday from 3-5pm. We'll have hot cider, snacks and other drinks while we can chat with those we haven't seen in a while (or those we see every day but have no time to talk to!), and to discuss some of the things, small and big, that are going on in the college. We'll have a few guests, will launch the "big idea" campaign, talk about marketing improvements, and share achievements and news. I look forward to seeing you all on Friday!

## RSVP's

There are two events to RSVP to!

### **Join us for the all-faculty meeting on November 30th from 3-5pm in Levitt Hall:**

There will be food & drinks, updates from marketing and advancement, discussion of new initiatives in the college, and time to catch up with colleagues. *Please RSVP by responding to the Outlook invite that you should have received shortly before this email.*

**December Commencement, December 15th, 10am:** *Please RSVP to [Kayla Jenkins via email](#) by December 12th if you plan on attending the December Commencement.*

## Dean's Mobile Office Hours

Dean Gerhard will be in the Cowles Cafe on Wednesday, November 28th from 2:30-4pm.

## Course Evaluations

The A&S Handbook mandates that "all faculty must provide for student evaluation of each course taught" (4.7.1.2). Course evaluations forms can be "standard" - that is, available for use by all members of a program - or individually designed; if the latter, the form must be approved by the department chair and must conform to college guidelines (4.7.1.1). If you have questions about the form you are using, please consult with your department chair.

Quick Reminders:

- It is suggested that the form be administered at the beginning of a class period
- Faculty must leave the room while they are completing in-class evaluations
- Results should not be available to the faculty until after the grades are submitted
- **Evaluations should not be administered on the date of the final exam**

## Mandatory Online Training Program Deadline

Reminder that there are two mandatory online training programs that have to be completed by all faculty and staff prior to **December 7th**:

- Prevent Sexual Violence Together – We need to understand how sexual violence, interpersonal violence, and stalking impact our work and educational environment. This program examines these types of misconduct and appropriate responses to such, to include reporting requirements. (45 minutes)
- Drake University Online Information Security Awareness – Attacks on and risks to information technology continue to evolve. This program highlights our responsibility to safeguard Drake's information technology assets and strengthen our defenses against cyber-attacks. (20 minutes)

Both of these trainings are available on Blackboard underneath "My Courses."

## Upcoming Events

All of these events can be found on our new University Calendar at [calendar.drake.edu](#). Any person on campus can submit an event to this calendar.

### November/December

- November 26: 7:30pm in Sheslow, Faculty Recital: Nicholas Roth
- November 27: 5pm in Meredith 103, China and the World - Public Program Led by Students
- November 28: 7:30pm in Tum Jazz Center: Jazz Combo Night
- December 1-2: 7:30 and 3pm in Parents Hall: Christmas Madrigal Dinners (tickets purchasable through [drake.edu/madrigaldinners](#))
- December 3: 7:30 in Sheslow Auditorium: Student Chamber Recital
- December 4: 7:30pm in Turner Jazz Center: Jazz II Ensemble
- December 5: 7:30pm in Sheslow: Drake Symphony Orchestra Concert
- December 6: 7:30pm in Sheslow: Saxophone Studio Concert
- December 6: 7pm in Sussman Theatre, The Comparison Project: Firsthand Accounts of a Miracle Investigator
- December 15, 7pm in Drake Observatory: Guitar under the Stars!

## Meet the New Faculty

### Kevin Carlson, Assistant Professor of Kinesiology

Dr. Kevin Carlson earned a B.A. from Central College in Pella, IA; an M.A. from the University of Nebraska at Omaha and an Ed.D. from Kansas University. His academic appointments have been at Bridgewater College, Wheaton College (IL), Central College and Taylor University. Kevin's areas of academic interest are human biomechanics related to efficient movement patterns throughout the lifespan. Outside of his academic career he has spent time as a business owner and utilizing his training in the manufacturing sector. Kevin and his wife Kelly live in Pella with their two children Samuel and Lucy.



## Upcoming Important Dates

December 7	Day free for study
December 10-14	Final evaluation period
December 14	Fall 2018 term ends
December 15	December Commencement Ceremony
December 19	Fall semester grades due by 10 a.m.
December 21	Begin winter break; University closed after 4:30pm
January 3	Campus reopens after holiday break; J-Term begins
January 14	Martin Luther King, Jr. Day; University closed
January 18	Senior Scholar Status requests due
January 25	End of J-Term
January 28	Spring 2019 term begins
January 28	PARs due to Dept. Chairs (for last names A-H)
January 30	College elections begin
January 31	Sabbatical Leave Reports due (calendar-year sab)

[Submit News](#)

## A&S Newsletters Update

While we can compile some of this information from reports and official Drake news, we want to be able to share what everyone is doing! Please share your ideas on how to make the newsletter better as well as news around campus. If you or your students are doing something really exciting, SUBMIT YOUR NEWS!