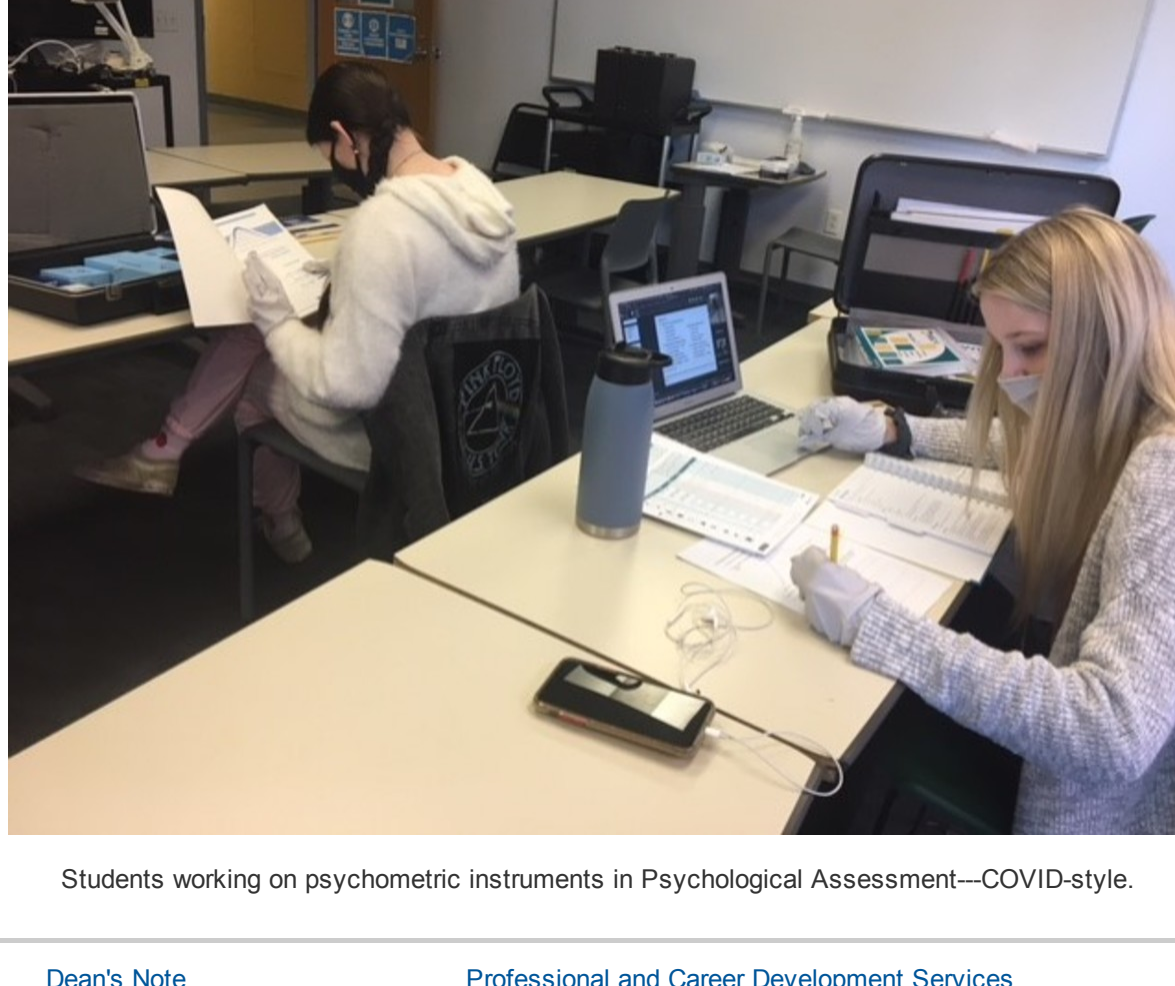




A&S Newsletter

November 30, 2020



Students working on psychometric instruments in Psychological Assessment—COVID-style.

[Dean's Note](#)[Professional and Career Development Services](#)[Advising Corner](#)[Important Action Items](#)

Dean's Note

Dear all,

I hope you all had a peaceful and relaxing Thanksgiving holiday. My favorite American holiday was quieter than usual—and it featured more food, since there were fewer people to share it with (we could have ordered a smaller turkey, I guess). Not necessarily a bad thing! We'll have turkey chili for lunch and turkey enchiladas for dinner today...

The last week of classes has begun. Below are a few important reminders about student evaluations (if you can, give your students time to fill out the online evaluations during your synchronous class meeting this week, or follow other best practices to increase student response rates), about finals week (please don't schedule finals outside of the assigned time slot), and about final grade submissions (grades have to be turned in before 10am on Wednesday, December 16).

This has been a challenging semester for everybody in so many ways, and the exhaustion is real. I hope your classes will end on a high note! Please encourage your students to stay connected over winter break—it's going to be a long three months. To help stay connected, we have partnered with University Communications and Marketing to broadcast a program every Thursday night to all Bulldogs via various social media channels. The weekly virtual presentation will showcase the talents, creativity and expertise of Drake faculty, staff and students. The grand opening of the series called Front Row on Thursday Night is this week, December 3, at 7:00pm. It will feature one of our A&S faculty and his class project. Tune in to find out who it is!

The goal of the programming is to create a feeling of togetherness even though we can't be physically together. We need you to make this happen! If you already have a pre-recorded event, or a planning to do one, or have an idea and want to record one, please let Ashton in UCM (ashton.hockman@drake.edu) know. This can be a performance, a talk or presentation, a song, an art piece, a poetry reading, a student project, you name it! It can be recorded on your cell phone and submitted as a movie file. University Communications and Marketing is taking on the production, will help with setup if needed and will broadcast it to the larger Drake community. All units are invited to submit entries, but I'd say A&S is meant to be a major contributor. For more information, check out the [article](#) in last week's OnCampus, or check in with Ashton in UCM. I can't wait to see how we will showcase the arts & sciences at Drake! The inspiration for this idea came from your classes—the photos and clips you shared, the many things you did this semester. Bravo!

Finally, please join us for our own social gathering, virtual of course, on Friday, December 11 from 2-3pm. It will be good to see each other, share some of the best and worst moments of the semester, ask questions, and simply be together. It is bring-your-own-drink, and you might guess what mine will be!

Gesine

Dean's Open Office Hour

The Dean's Open Office Hour will take place on Tuesday, December 1 from 3:00-4:00 on Zoom. Please stop by or use [this link](#) to join!

Save the Date: A&S Social

Please join us for our A&S Social on December 11, 2-3pm. It's going to be on [Zoom](#), but that does not mean you can't bring your hot chocolate, coffee, cider or other spiced-up drink. Bring a picture of the place you will go first when all of this (aka the pandemic) is over, or bring a picture of the place where you work remotely, or something else you want to share, because it's going to be show-and-tell time. No agenda, absolutely voluntary, but so desperately needed time to be together, somehow.

Advising Corner

End of Term Reminders

- As the end of the semester approaches, please provide your students with an opportunity to complete [student evaluations](#). According to the A&S Handbook, "the College of Arts and Sciences affirms the importance of student course evaluations to both the development of teaching excellence and of evaluation of faculty performance in relation to tenure, promotion and merit reviews." It mandates that "all faculty must provide for student evaluation of each course taught" (section 4.7 of the [Handbook](#)).
- All Fall 2020 [final exams](#) will be administered online. If you are administering final examinations during the finals week of December 7-11 (Mon-Fri), please use the date and the time as assigned by the Office of the Registrar to ensure as few scheduling conflicts as possible. For more, see: <https://www.drake.edu/registrar/finaevaluationschedule/>
- [Final grades are due before 10:00am on Wednesday, Dec 16](#). It is extremely important to submit final grades by the deadline because academic standards (probation/suspension), graduation, transcripts, and scholarship awards are all dependent upon the timely submission of grades. Grades submitted late may affect a student's academic standing, progress towards graduation, pre-requisites checks, eligibility for financial aid, or, importantly, ability to graduate. With two business days between the submission of the final grades and the beginning of the University holiday break, the A&S Dean's office will be busy reconciling these decisions against the submitted final grades.
- Submit grades for everyone on your roster(s). If a student appearing on your roster did not validate his/her/their attendance at the beginning of the semester, or stopped attending, please email marybeth.holtey@drake.edu, so follow-up can be completed. If a student has a non-reported grade on his/her/their transcript, he/she/they cannot be listed on the Dean's List or President's List or earn a degree, as applicable.
- If you enter a grade incorrectly, i.e. you enter a grade of B, but the student earned an A, please complete the following steps: MyDrake > Faculty & Advisors Tab > Change or Grade Request (last option on the page)
- If in a previous term you issued an incomplete (I) or in-progress grade (IP) and the student has now earned a letter grade please enter that grade:
MyDrake > Faculty & Advisors Tab > Update an Incomplete, In Progress, or Not Reported

If you wish to extend the time by which a student has to complete the work in a class currently marked as incomplete or in-progress, please email marybeth.holtey@drake.edu so she can work with the Registrar's Office to create the extension.

- If you oversaw an independent study or internship, please remember to enter a grade.

In Memoriam: Emerti Professor Bob Weast

Robert "Bob" Donald Weast, age 91, passed away peacefully on November 18, 2020 in Overland Park, Kansas. He was a well-known trumpet player in the Des Moines community. As a Professor of Music for 36 years starting in 1956, he led and supported the Drake jazz band, marching band, and Annual Jazz Spectacular. His obituary can be found [here](#).

Important Action Items:

Course Release Application

To apply for a course release per Provost Mattison's announcement on 9/28/20, you must fill out the FY22 Course Release Application ([linked here](#) and on the [faculty resources page](#)).

Full-time faculty (tenure-track and tenured) may request two course releases over the next seven years. The two course releases cannot be taken during the same academic year. The application requires a short description of the plan for scholarship during the time of the course release. The application requires approval by the department chair. For dean approval, please submit the signed application form to the Dean's Office (due by **December 1, 2020** to [Kayla Jenkins](#)).

Performance Evaluations for CY 2020

Performance Evaluations for **tenured faculty** for Semester (January 25th). **Those whose last names end in Q-Z** should turn in a [PAR](#) with supplementing documents. All others should complete the [PAHE](#). Please include a current CV with your evaluation.

Tenure-track faculty who are undergoing their 1st, 3rd, 4th, or 5th year review should turn in their PAR and supplementing documents by **January 15**.

Note to **department chairs**: tenure-track faculty reviews are due to the Dean's Office by February 15, reviews for tenured faculty by March 1st.

Budget Requests

To request funds for presenting at virtual professional conferences and for materials for teaching blended and/or virtual classes, please fill out the [following form](#) and return to [Ashley Rasmussen](#). Full-time faculty are eligible for up to \$500 in funds for registration to virtual conferences for which they are presenters. Requests for teaching materials will be reviewed on a case-by-case basis. The dean's office will submit requests to the provost's office for final approval.

COVID-19: University Updates Page

Department Recognition

Congratulations to the Applied Behavior Analysis program for receiving the Society for the Advancement of Behavior Analysis's (SABA) Award for Enduring Programmatic Contributions in Behavior Analysis.

[Submit News](#)

Professional and Career Development Services

Career Information for A&S Majors

Sneak Peek of Opportunities During Winter Break & J-Term

Take part and earn prizes in True Blue Bingo

The @drakecareer Instagram account is featuring a contest to help you gain the [True Blue Skills](#) employers and graduate schools desire and tips to stay healthy at the same time.

Details will also be available on the [Professional & Career Development Services webpage](#). Participants will be entered to win prizes, including a \$50 Amazon gift card.

Network with Alumni on LinkedIn

Professional & Career Development Services, in collaboration with Alumni Relations, is creating a hashtag campaign on LinkedIn. You will be able to search LinkedIn using a hashtag to locate alumni willing and eager to connect with students. Students will receive more information during break. Follow Drake University on LinkedIn and watch for a campaign kick-off during winter break.

Fellowship Opportunity

Second Day is looking for its next cohorts of Spring Fellows and Community Scholars that are interested in jumpstarting careers in social impact. Both programs are available to any college senior in the US and are fully remote. The [Impact Fellowship](#) program includes access to paid internships at a nonprofit or social enterprise in the Spring semester, while the [Community Scholars](#) program focuses on industry exploration and job-search support. The [general application](#) to apply for one or both programs is open now and due soon!

The Tragedy of Othello: The Moor of Venice

Drake Theatre's production of Othello, directed by Michael Rothmayer, is available on Youtube (as Act One and Act Two) until December 3rd. [Go online to check it out!](#)

A&S Important Dates

The full fall calendar is located [here](#).

- December 1: FY22 Course Release Applications Due
- December 4: Free day of study
- December 7-11: Final evaluation period
- December 11: Fall 2020 term ends
- December 12: December Commencement
- December 16: Fall semester grades due by 10 a.m.
- December 18: University closed after 4:30pm.