Drake University College of Arts & Sciences

I hope the first week of classes goes well for you. I look forward to the excitement of a new semester, even though it is much harder to grasp through Zoom meetings or socially distant interactions. I trust you all heard that our pay cuts will end on March 1st. That is of course most welcoming news. I imagine that some of you have already registered for summer and fall semester, they can select the format according to their own preferences—online, in-person, or a hybrid format. So…we will schedule classes similar to how it was before. Speaking of planning—it's that time of the year when we schedule our summer and fall conferences. These opportunities offer student collaborators skills and experiences that will set them up for success in their professional lives. If you have something you can share for one of the Front Row episodes, please submit it by February 15. Reviews for Front Row will be completed by March 1st. Performance Evaluations for department chairs, division chairs, and school directors are due on February 8. Full-time faculty are eligible for up to $500 in funds for registration to virtual professional conferences and for materials for preparing those presentations. To request funds for presenting at virtual professional conferences and for materials for preparing those presentations, please review the guidelines on our website and complete the application forms.ITS will be placing boxes in campus buildings to collect old handsets and send them to e-waste recyclers. If you have any old smartphones or computers that you would like to donate, please bring them to one of these locations. To use Teams for calling, you must have the Teams app open on your computer or smartphone. If you don't have Teams open, you can receive voicemail messages but cannot make phone calls. The capability will only be available through Microsoft Teams. To make a call, you will need to open the Teams app and click on Calls on the left-hand menu. Then click on Settings. You will need to enable the audio and video settings to make a call. After you have enabled the audio and video settings, you can make a call by clicking on the contact in your contacts list or by searching for a contact in your phonebook. You can also create a call from a contact in your phonebook by clicking on the contact and then clicking on the call button. Once you have made a call, you can hang up by clicking on the hang up button. The hang up button is located at the bottom of the screen. To avoid accidental hang ups, you can use the mute button to put your microphone on mute. The mute button is located at the top of the screen. If you need to end a call, you can use the end call button. The end call button is located at the top of the screen.