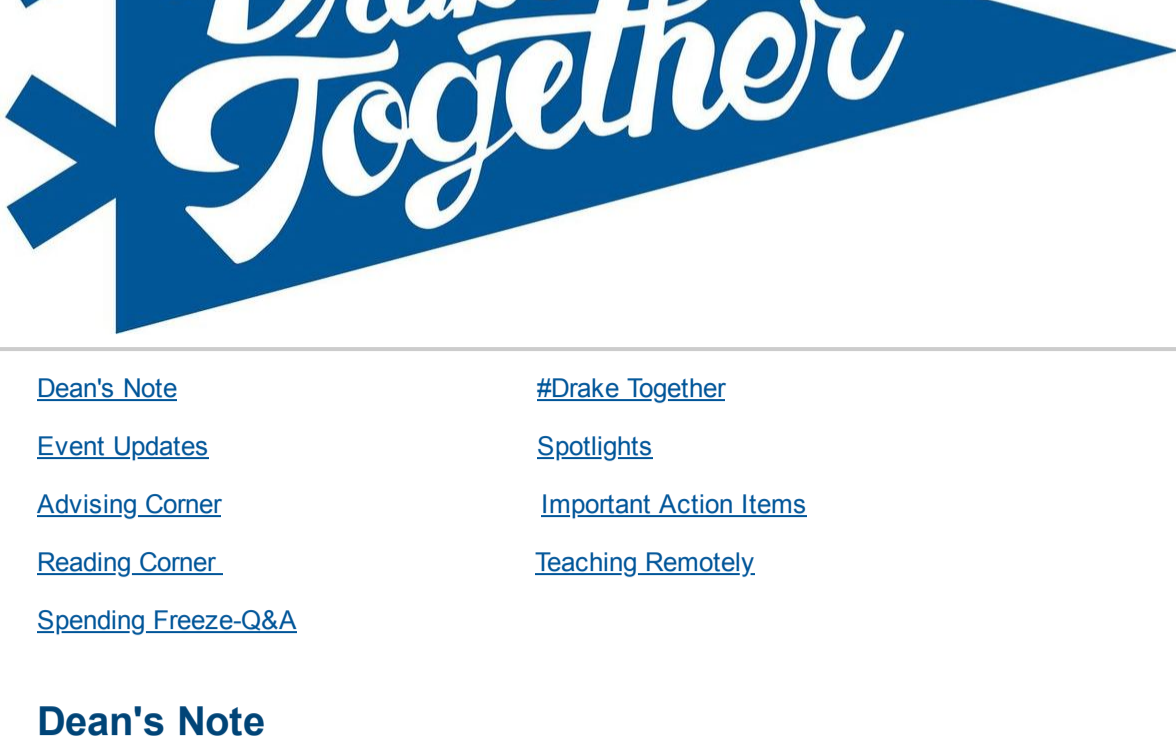


A&S Newsletter

March 30, 2020



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Dean's Note

Dear all,

Well, this newsletter is coming out under quite different circumstances—the last newsletter seems a lifetime ago, doesn't it? Since then, we've all become experts in distant teaching, eloquent participants in virtual meetings, beneficiaries of google hangouts and connoisseurs of meals or glasses of wine shared with friends via zoom. It turns out that what we once thought diminished real social interactions has become our ultimate connection to everyone and everything. Thank you social media! I never thought I would say that...and I have of course lost total credibility with my teenage kids who I always nagged to get off their phones and stop Snapchat-ting, Tik Tok-ing and Minecraft-ing. Oh well!

I want to say a big thank you to you all for not just rolling with the changes, but for making them so meaningful and valuable! You have moved hundreds of courses into the virtual space, including labs, individual lessons and ensembles, and you have literally done this overnight. Bravo! You turned personal meetings with students and colleagues into phone, Zoom, and MS Teams meetings, you created videos that show prospective students and their families the highlights of your programs, and you have responded to any requests for change with good cheer and ambition. Thank you! Thank you! Thank you also to our staff, who is working hard and successfully from their home offices, without a glitch and without missing a heartbeat. On day three of working remotely I felt a little down, lonely and overwhelmed (who knew the amount of emails could increase even further?!) but after meeting with my team and corresponding with many of you I am encouraged and reassured that we can do this, and do it very well. Thank you!

There are a lot of changes in deadlines and processes that have been communicated over the last 10 days or so. This newsletter tries to summarize and capture them all in one place. Read on or save for future reference.

I will hold virtual office hours this week Thursday. I look forward to seeing you on MS Teams, if you like to talk.

Gesine

Dean's Office Hours

The Dean will be hosting office hours from 2:30-4:30 on MS Teams on April 2nd. Please sign up for a 15 minute appointment using [this link](#). You will receive a meeting invite with the Teams Meeting link after you sign up.

#DrakeTogether

Thank you, everyone, for all of the work that you have put into making remote teaching a possibility. The University has launched a social media campaign called Drake Together that is to help recognize all of the hard work that everyone is putting into making this work and that we are staying connected as best as we can. [So send Kayla your photos, videos, recordings of your students and you as you go about making the Drake experience still happen!](#) We will share them via Facebook so the world knows that we are still Drake Together.

Virtual Admitted Student Days (March 27 and April 3)

On Friday, Drake launched its first ever [Virtual Admitted Student Day](#). Over 180 admitted students and their families attended the various sessions that were livestreamed or recorded. The highlight of a visit during a traditional admitted student day is meeting with faculty members. Given the current circumstances, faculty engaged with prospective students in the following ways:

- Created videos that describe the highlights of their programs and make a compelling case for why a student would select Drake, what makes us different and valuable as a top choice. We have 18!! videos on the website made by A&S Faculty members. [Check them out here.](#)
- Faculty were available by email and phone to meet with prospective students. Many thanks to the 22!! faculty members from A&S who volunteered their time on March 27th and April 3rd.

Spending Freeze-How does it affect me?

With the university issuing a widespread spending freeze except for essential expenditures, many questions have arisen with how does this affect me and my department?

- What is considered an essential expense? An essential expense for academic units is anything associated with teaching and students. This means any related expenses to online teaching, maintenance of any equipment in labs, etc. However, Zoom is not considered an essential expense, as IT does not support the software. IT asks that you use Teams or Blackboard.
- What if I am unsure if my expense is considered essential or not? Please contact your admin for guidance first. They can elevate to the budget manager if they are unsure.
- If I know my expense is non-essential but would like to go ahead with the purchase what do I need to do? Please send those requests directly to Ashley Rasmussen, Budget Manager of Arts & Sciences. The requests will need to include a justification as to why the expense needs to occur. The dean will review and forward requests weekly to the Provost for approval. Ashley will then contact you once a decision has been made.
- Can I get reimbursed for expenses that occurred before the spending freeze? Yes, reimbursements are allowed for anything that occurred before March 18th.
- I have a funded faculty development grant through the Dean's Office. Can I still use those funds? We have asked the Provost for permission to use those funds. We will notify those that have grants once a decision has been made.
- I have travel grants that occur in May and June. Will I still be able to use those funds? Unfortunately all travel needs to be submitted to the Provost for approval even if travel bans are lifted. Please submit those requests to Ashley Rasmussen.
- Our department is in the process of hiring to adjuncts and full time faculty. How does the spending freeze affect this? As an academic unit, we have to offer classes that are essential to our students. We will be able to hire adjuncts where we need them. The Provost has approved the continuation of some of the VAP and tenure-track positions. Gesine is communicating with department chairs regarding those decisions.
- If you have any other questions regarding the spending freeze or financial expenditures, please contact [Ashley Rasmussen](#).

Event Updates

A&S Honors Convocation

The A&S Honors Convocation will still be held! We are working out the possibilities of how to hold the event virtually; if you have any suggestions on how to make this happen, please feel free to email [Kayla!](#)

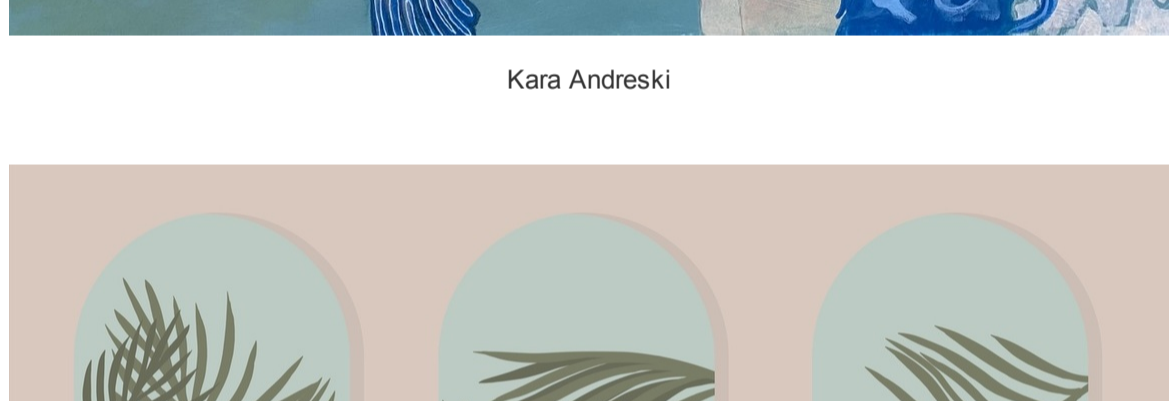
132nd Annual Iowa Academy of Science meeting and DUCURS Cancelled

Due to health concerns, any events involving groups of people have been cancelled. This includes the Annual Iowa Academy of Science meeting and DUCURS, as well as concerts, theatre performances, and guest speakers.

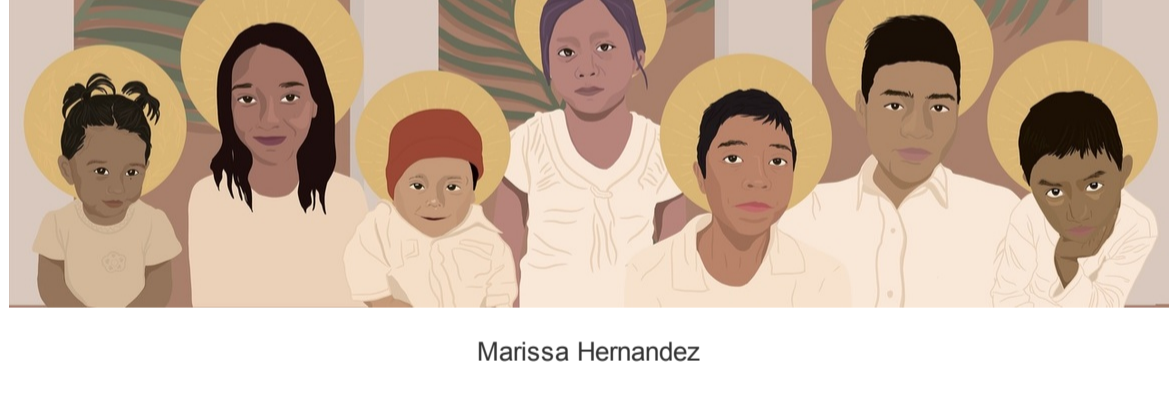
Teaching Remotely-A Sample of Approaches

Murals

Students in one of [Angela Battle's](#) classes are working on murals. Students send photos of their work in progress to the professor, they receive feedback, and continue to work on them. See below photos of their beautiful work at different stages.



Kara Andreski



Marissa Hernandez

Together Online

Nate Holden has been holding his classes in real-time on Blackboard Collaborate. Several Students mentioned that they are enjoying a "sense of normal" as he is running his class as similarly to how it normally operates as possible.

Walking Through the Hands-On

John Pomeroy has been hosting his stagecraft class from the scene shop where he oversees himself walking through the steps of how to create sets. The students have stated that it's helpful to see someone working with the materials and be able to ask questions as they go along.

Faculty Spotlights!

Amahia Mallea, professor of history, spoke with WhoTV to answer some questions on the history of social distancing and why it is so important to follow. [The full video can be found here.](#)

Alumni Spotlight!

Manisha Paudel, IR alumna, was featured in the [Iowa Staring Line](#) as an up-and-coming important person in Iowa politics; the equity coordinator for the state. Paudel recently visited with Drake students to discuss her success.

Advising Corner

- Registration:**
 - Summer 2020, Fall 2020, and J-Term 2021 registration will begin on Monday, April 13. The registration has been moved one week back to allow for more time for advising. See adjusted registration times [here](#).
 - With the move to online teaching for the rest of the semester and many of the changes communicated to them last week, many students feel overwhelmed. Please reach out to your advisees and offer to discuss the registration, as well as extended options for Credit/No Credit and implications of the potential late drops with a "W." Provide clear instructions on how to connect with you and when, whether you rely on video conferencing via Skype, Zoom, Microsoft Teams or offer a phone conversation in lieu of an advising appointment. [Here](#) you can find information on how to create a virtual office location for your appointments in Starfish. ITS also just produced a new guide on [Facilitating Teams Meetings](#) that you might find helpful.
 - In addition to clearly indicating how to connect with you and when you are available for advising appointments, please include [a link](#) to the registration page as a resource and explain how you expect students to be prepared for their advising appointment with you. For instance, you can direct your advisees to review their degree audit on DUSIS; create a draft course schedule based on the requirements of their majors/minors/concentrations, Drake graduation requirements, and elective courses that they would like to explore; identify alternate sections and alternate courses in case their first-choice courses are full or conflict with required courses; check course pre-requisites; identify whether they have any holds that would prevent their registration, etc.
- Midterm grades submission and outreach:**
 - If you have advisees with two or more low midterm grades, you received an email notification about it from Assistant Dean Holtey on Friday. Do reach out to your advisees to direct them to appropriate resource and have conversations about the ways of moving forward in the rest of the semester. If you haven't submitted midterm grades for your classes, you can still request an extension by contacting Natalie.bayer@drake.edu with an indication of how long of an extension you would need and for which classes. It is extremely important to provide students with midterm grades so that they can make informed decisions on whether they need to withdraw or not from the course. For students staying in a course, providing feedback gives them a sense of how they are doing and lets them know where they may need to make adjustments while they still have time to do so.
- Students have until 4:30 pm on Friday, April 10 to **drop a course with a "W"** using the Add/Drop Form [available here](#). After this date, a student may drop a course only if the instructor and/or dean's office find extenuating circumstances that would make the drop appropriate.
- Credit/No Credit Requests:** Students now have until April 10th to convert any or all of their courses to credit-no credit grading using [this form](#). Please advise your students with the consideration of possible ramifications of converting to credit/no credit (CR/NC). Students must earn a C- or higher to receive a credit grade. CR/NC grades are not included in a student's cumulative GPA. This could affect students who are on academic probation or on return from suspension, as well as those students who are re-taking a class to raise their GPA (CR/NC cannot be used to replace an existing letter grade), and those students who are considering professional/graduate schools. For FAQ's related to CR/NC grading, visit the Academic section of the [COVID-19 website](#).
- Summer Class Registration:** While it is still difficult to predict at this point whether in-person classes will be affected in the summer, our online summer classes are very much a go! As you are advising students, please encourage your advisees to make the most of summer break by taking summer classes at Drake.
- J-Term Travel Registration:** With the J-term still 9 months away, the University will be reviewing J-term 2021 in the near future on how to proceed with the application process.

Important Action Items:

Faculty Development Grants

Faculty Development Grant applications for the 2020-2021 fiscal year are now due by **April 15th!** Please use [this form](#) to submit your proposal to [Kayla Jenkins](#).

Student Evaluations For Spring 2020

Student evaluations will be conducted at the end of the semester, but each faculty member can decide whether they want to include the evaluations in annual performance and P&T reviews. Instead of including student evaluations, faculty can include a written reflection on the evaluations in their file.

Tenure-Track Clock

Tenure-track faculty can choose to pause their tenure clock by one year. Faculty have one year to request this change and can withdraw the request at a later time. Please email Gesine and Sue with the request. Please cc Kayla Jenkins and your department chair.

Waiver for One-on-One Teaching

While classes are being taught remotely, under certain circumstances, professors can ask for permission for one-on-one teaching situations (applied lessons, individual work in research labs, etc). To request permission, please fill out this [waiver form](#).

Reading Corner:

[Check out this article](#) discussing the importance of remaining connected as a community as best we can. Let's practice "distant socializing" rather than social distancing.

Another useful article on how faculty members can support students in traumatic times can be found here: [Coping with Coronavirus](#).

A&S Important Dates

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

- April 1st: Departmental Award Forms due
- April 15th: Faculty Development Grant applications for 2020-2021 year due

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