



A Note From the Dean

Dear Colleagues and Friends,

We've almost made it! Just a couple more class meetings, then finals week. And behind the mountain of grading lies winter break. You can do it! As we approach the end of the semester, I wanted to thank each of you for all you do every day to support our students and each other. Whether you are teaching, advising, or supporting behind the scenes, every effort, big and small, truly matters! And it shows in the accomplishments of our students, as they demonstrate what they have learned from you and their classmates, in the labs, classrooms, studio spaces, and in the field over the course of the semester.

I hope you can take a breather this weekend and join us for a fun Arts and Sciences Social at the women's basketball game on Sunday, December 7, at 2pm in the Knapp Center. We have reserved seats in one section so we can sit together, enjoy some snacks and drinks from concessions, and share with each other the best stories of the semester. We'll deliver your tickets and vouchers to your offices today. If you haven't rsvp'd yet and would like to attend, just shoot me an email and we'll make sure to have a ticket and drink voucher for you, too. Let's celebrate the end of the semester together! I look forward to seeing many of you there.

It has been a tremendous honor to work with all of you this semester. Good luck for the final push!

Wishing you all a restful and joyful winter break.
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Upcoming Deadlines and Important Dates

Date	Event/Activity
Thursday, December 4	Last day to submit AOI proposal to University Curriculum Committee for Spring 2026 (first Thursday of last meeting month/semester)
Friday, December 5	Day free for study
Monday, December 8- Friday, December 12	Final evaluation period
Wednesday, December 10	Last day to add a J-term class online
Friday, December 12	End of fall semester
Wednesday, December 17	Fall semester final grades due by 10:00 am
Friday, December 19	Winter Break begins (university closed) at 4:30 PM
Monday, January 5	Campus reopens after winter break
Monday, January 5	J-term courses begin
Thursday, January 15	PARs/PAEs/PAHEs officially due to Department Chairs (work within departments on any alternatives)
Monday, January 19	Martin Luther King, Jr Day (university closed, classes do not meet)
Friday, January 23	End of J-term courses

Access the Full College of A&S and University Calendar 2025-26 [Here](#)

College of Arts & Sciences

Harmon Fine Arts Center
1310 25th Street
Des Moines, IA 50311

Phone: [515-271-3939](tel:515-271-3939)
Email: ask.as@drake.edu



Faculty Development Corner

Open Access Publishing Assistance available through Cowles Library



Cowles Library has negotiated fee-free open access publishing agreements with several publishers of academic journals. If Drake faculty choose to publish in these journals, the article processing fees associated with publishing open-access (often \$1500-6000) are waived. The publishers include Oxford University Press, Cambridge University Press, the Company of Biologists, and the American Chemical Society (ACS). For information on how to publish in these journals under one of these agreements, see the "Fee-Free Publishing for Drake Authors" section at this link. <https://library.drake.edu/teaching-support/publishing/open-access>.

There may be other open access journals in your field that offer fee-free open access publishing to all accepted manuscripts. You can search through these options in the DOAJ database: <https://doaj.org/>

To find your department-specific Cowles liaison for follow-up questions, please visit this page: <https://library.drake.edu/teaching-support/liaisons>.



Global Affairs Opportunities, shared by Annique Kiel, *Chief Global Affairs Officer and Dean of Global Programs*

How You Can Get Involved

Teaching and Learning: Nominate/host inbound visiting researchers, instructors; Lead a J-term travel seminar; Teach on a semester cohort program (DU Spain or DU Harlaxton); Teach on a transnational education program;

Incorporate virtual global projects into classes

Research: Joint research with faculty at partner universities or international organizations; Present at international conferences

Development: Facilitating intercultural learning training programs; Incorporate IDI into classes; Principal Global Citizenship Award (faculty)

Grants for Faculty & Staff to Engage Globally

There are many grants for full-time faculty and staff to apply for funding support for international conferences, J-term scouting trips, international research, global or intercultural training programs, and hosting events an speakers on campus. Proposals are accepted on a rolling basis--get more information here:

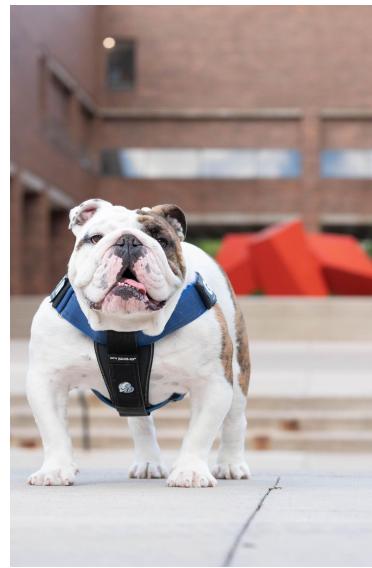
drake.edu/global/partnerships

Global Scholar/Practitioner-in-Residence

Principal Center for Global Citizenship: Nominate talented global individuals from academia or the profession, teach a course, mentor students, give public lectures, work on joint research with faculty, and aid the global capacity-building of the institution through fruitful external collaborations

Stipend: \$16,000/semester

If interested: Email annique.kiel@drake.edu



Council Notes

This semester the A&S Council approved three changes to Council structure (listed below) in an effort to update structure and streamline service. Per the [College of Arts & Sciences Handbook](#), approval of these changes requires a majority vote of the Arts and Sciences faculty. The Council-approved changes were shared at the November college meeting and will also be shared by email to all faculty before winter break to give faculty time to consider and discuss these changes before a vote early in the spring semester. We encourage you to reach out to our [elected Council members](#) with questions.

- In elections for A&S Council members, at-large faculty representatives must be tenured. Divisional representatives can be tenured or untenured. [This change values input on Council from both pre-tenure and tenured faculty and ensures there are enough tenured faculty on Council who can share institutional knowledge and serve in Council leadership positions.]
- The chair of the Academic Integrity Committee does not need to be a member of Council and does not need to report to Council. [This change will increase the pool of faculty who can serve as chair of the Academic Integrity Committee. Similar to the college's Promotion & Tenure Committee, the Academic Integrity Committee's confidential activities are not reported to Council.]

- Remove the Technology Planning Committee as a standing college committee. [Some of the Technology Committee charges in the handbook are obsolete and there's redundancy between the college and university technology committee. In place of a standing Technology Committee, an as-needed ad hoc committee can tackle college tech-related initiatives.]

A&S Council welcomes your input and participation! If you'd like to share ideas, ask questions, and/or offer suggestions, please reach out to any of our elected A&S Council members. You can also use this link to anonymously submit questions and suggestions for Council to consider.



Celebrating A&S Highlights

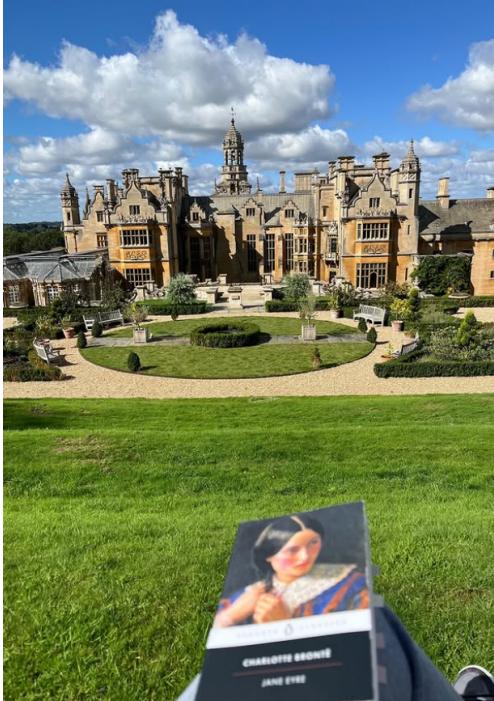


Dr. **Chris Porter**, Associate Professor of Computer Science and Director of Artificial Intelligence and SJMC's Dr. **Chris Snider**, Professor of Digital Media, were recently featured on the November 14 episode of Iowa Press, "Artificial Intelligence and Social Media," to discuss AI in Iowa businesses and in education. You can watch their informative conversation [here](#).



Dr. **Jim Romain** will again join the Chicago Symphony Orchestra on their West Coast tour Jan. 14-25, performing both the tenor and soprano saxophone solos in Maurice Ravel's *Bolero*, under the direction of Music Director Emeritus for Life Riccardo Muti. The tour includes 7 performances: Mesa, AZ and 6 dates throughout California. He looks forward to connecting with Emeritus Professor of Clarinet Clarence Padilla after the concert in Santa Barbara!

You can check out the dates and locations [here!](#) [Chicago Symphony Orchestra On Tour](#)



Dr. Melisa Klimaszewski's DU Harlaxton students wander the moors in search of the Bronte Sisters

The DU England cohort has been enjoying life at Harlaxton Manor and an exciting trip to the Yorkshire moors for some literary-inspired hiking. The group visited the Brontë parsonage museum, where Charlotte Brontë wrote *Jane Eyre* and Emily Brontë wrote *Wuthering Heights*. They then spent a full morning hiking on the moors, enjoying the dramatic landscape, and imagining what it was like for some of the Brontë characters to lie in the heather and call for each other across the fields.

Professor of English Dr. **Melisa Klimaszewski** and fifteen students have been having the times of their lives on this adventure and are looking forward to decorating Christmas trees at the manor before heading back to the U.S.





Drake President **Marty Martin** visited the Drake cohort in Harlaxton, led by Professor of English Dr. **Melisa Klimaszewski** during his recent travels abroad. President Martin is pictured here with Drake University students in the Harlaxton Great Hall.



Congratulations to Budget Manager **Ashley Rasmussen**, who received the "Called to Be True Blue" award on November 6. Ashley was nominated by Music Department Chair **Ann Cravero**. In her nomination letter, Cravero noted,

"On July 1, I began serving as Chair for the Department of Music. During my first week in this role, the department experienced several transitions. At the same time, we were conducting two faculty searches and beginning another search for a new administrative team member.

Amid all of this change, Ashley Rasmussen stepped in and provided exceptional support. Although I had not worked closely with her before, she made herself available, answered my many questions with patience and clarity, and regularly stopped by my office to check in. Her calm and steady presence was a source of reassurance during a busy and uncertain time.

I am deeply grateful for Ashley's support and dedication. She exemplifies what it means to thrive through collaboration and teamwork, and I am proud to nominate her for this recognition."



Faculty Spotlight: Michael Rothmayer discusses process in Adapting Julius Caesar

Julius Caesar, the final theatre production of the fall 2025 semester, ran this past weekend. The play was adapted and directed by Michael Rothmayer. Michael discussed the challenges of adapting the gender roles to accommodate the makeup of the Drake University Theatre cast, as well as some of the exciting new layers and nuances that the change in these gender roles produced.

I began the process of trying to balance out the genders of characters in the play. This was a case of necessity being the mother of invention and led me to the choice to make the conspirators (of which there are many) women while keeping Caesar and the triumvirate that would replace him (Octavius, Anthony and Lepidus) men in the play. That choice ended up altering the underlying conflict historically. In Shakespeare's original the conspirators fear Caesar's growing power. He has already been named "dictator for life" but he wants to be crowned king so that he can create a dynasty and pass his power to his heirs rather than having it revert back to the Senate after his death. By changing genders, rather than asking women to play men on stage, I added a layer to the production that suggests a patriarchy in Rome that has power and wants more and a matriarchy of

conspirators acting against it. It also contributed to one of the themes for this production, taken from a line Mark Antony delivers at Caesar's funeral: "The evil that men do..."

Congratulations to Michael Rothmayer and the Drake University Theatre Department on a Fantastic Production!



Student Support Corner

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 - Fac Handbook rev February 2023.pdf (drake.edu)).

Final grades are due before 10:00 am on Wednesday, Dec 17. University offices will be closed beginning at 4:30 p.m. Friday, December 19, and will reopen on Monday, Jan 5. It is extremely important to submit final grades

by the deadline. Grades submitted late may affect a student's academic standing, progress towards graduation, pre-requisites check(s), eligibility for financial aid, or, importantly, ability to earn their degree.

Submit grades for **everyone** on your roster(s). If a student appearing on your roster did not validate 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 their transcript 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 > Self Service > Course Grading Card > Grade Changes.

If you are considering issuing an **incomplete** to a student who has disappeared in the last part of the semester, hasn't submitted substantial portions of work, and is not responsive to your outreach, please note that while it may seem friendly to extend an incomplete, in many cases experience (and data) has shown that these students rarely successfully complete the work or earn a high grade. Furthermore, the presence of several incompletes gives the student a false sense of hope. Students who take several incompletes may be in a type of financial aid "limbo," without resolved credits and a clear sense of hours earned. **And, students who obtained books using Course Ready will need to return these books. If the successful resolution of an incomplete requires access to course text(s), please keep this in mind, when issuing an incomplete.**

New Incomplete Policy

But, **most importantly**, note the **NEW INCOMPLETE POLICY**

Beginning with Fall 2025 grading, students issued the mark of an incomplete will have 30 days following the end of the course by which to resolve the incomplete; this is an update from the past policy which allowed for students to have up through the end of the next term (not including j-term or summer terms) by which to resolve an incomplete.

To be eligible for an incomplete, students must meet all criteria below:

- Had active participation in the course
- Successfully completed a significant portion of the course
- Had extenuating circumstances after the midpoint of the course
- Are able to complete remaining requirements independently
- Contact their instructor to request an incomplete prior to the last day of class

By moving the resolution timeline to 30 days, processes tied to academic standing and financial aid can also be more efficiently resolved.

The **incomplete grade request form** is available for instructors on the Course Grading card within Self Service. A full copy of the incomplete guidelines and process can be found at [Microsoft Word - CAAD Incomplete Guidelines and Process Proposal_Faculty Approved 1.docx](#).

The grade of "**IP**" (**in-progress**) is appropriate only in the case of internships, practicums, or courses that do not fit the standard academic calendar.

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 > Self Service > Course Grading Card > I/IP/NR Grade Updates.

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.



Career Services Update from Rebecca Muntz, Assistant Director and Liaison to Arts and Sciences



Recommend a Student for Our Career Services Team

Career Services is hiring a Career Services Student Assistant for the spring semester to assist with event planning, resource management, data entry, marketing, and resume/cover letter feedback. This position is perfect for a student who are dependable, organized, and interested in gaining hands-on experience in communication, events, and student support. Please share this link with students who might be interested: [Link to apply on Handshake](#)

Invite Career Services to Your Spring Classes

As you plan for spring semester, I'd love to partner with you to support your students' professional development. I offer interactive presentations on a variety of career topics: résumé and cover letter essentials, networking, job/internship search strategies, interviewing skills, and more. If you'd like to schedule a class visit or customize a session for your course, please reach out and we can have a conversation.

Save the Dates for Spring Events:

- **All-Day Drop-In Resume Reviews**
 - Thurs, Feb 5, 9:00am - 5:30pm, Upper Olmsted
- **Alumni Networking Breakfast**
 - Fri, Feb 6, 8:00 - 9:30am, location TBD
- **Spring University-Wide Career Fair**
 - Thurs, Feb 12, 3:00 – 6:00pm, Upper Olmsted
- **Arts & Sciences Alumni Panel**
 - Thurs, March 26, time and location TBD



Upcoming Events



Drake University Jazz Ensemble Two
Wayne Page, director

Thursday, December 4, 7:30 PM

Patty and Fred Turner Jazz Center



Drake University Honor Band Festival Concert I, featuring the Drake University Symphonic Band and Wind Symphony

Friday, December 5, 7:30 PM

Performing Arts Hall



Comparison Project Meditation Workshop and Dialogue

Sunday, December 6, 9:00 AM - 12:00 PM

Meredith Hall

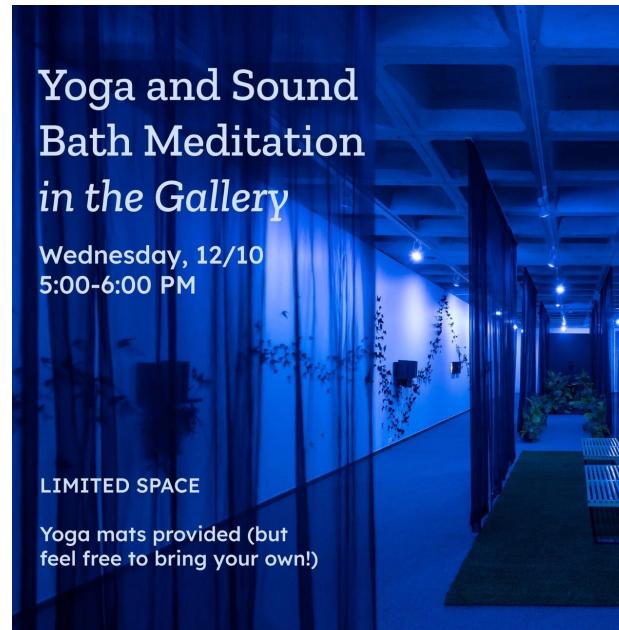


Drake Choirs: Winter Passage

Ted Brimeyer and Steve Woodin, conductors

Sunday, December 7, 3:00 PM

Sheslow Auditorium



Yoga and Sound Bath Meditation in the Gallery

Wed, Dec 10, 5-6pm

Anderson Gallery

Lean into the mindful quality of the immersive installation I AM A MULTITUDE by **Jill Wells** with this mindful yoga session. Somatic yoga is a gentle, tranquil practice that helps you tune into your body's sensations, release tension, and reset the nervous system through slow, intuitive movement. When paired with sound bowl meditation, the body can more deeply absorb the vibrations, enhancing release, relaxation, and rejuvenation. Led by **Jazzmine Brooks**, this session is the perfect way to relax during finals week. Space is limited and will be offered on a first come, first serve basis. Yoga mats are provided but feel free to bring your own.

Tag A&S on Your Social Media!



Please tag Arts & Sciences in your social media posts so we can share what you're up to. When you create your post, add [@DrakeUArtSci](#) to tag us in Facebook, and [@drakeartsci](#) in Instagram.

In partnership with UCM, we would love to spotlight faculty, students, staff, and alumni and feature your programs through the College of A&S accounts: please send your suggestions to jennifer.cooper@drake.edu. Thanks!

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