

A&S Newsletter

August 22, 2022



Dean's Note

Dear all,

Welcome Week is upon us, and the campus is buzzing with activities as everyone is getting ready for the big day. We are welcoming new faculty, moving in new students, and meeting new staff who started over the summer. It felt great to reconnect with colleagues at the Learning Symposium last week, some of whom we hadn't seen (in person) in so long, we had to get reacquainted! This is my favorite time of the academic year. I love the anticipation, the good energy, the slight feeling of panic wondering if all will be ready next Monday. I take the long line at the Olmsted Starbucks any time over the almost eerie campus feeling in the midst of July! I hope you all feel recharged and excited for the start of the new semester.

Lots of things to do this week. Please remember to check out your classrooms before the first class meeting, especially if you are in different or reconfigured physical spaces. Check out the many updates in Blackboard Ultra, and make time to meet our five new administrative assistants—almost every department has a new friendly face at the front desk! Jorge, Cati, Jennifer, Naima and Aaron have been onboarded and are ready for the start of the semester. Many aspects of their jobs can only be learned when students and faculty are back and the semester is in full swing. Please help them learn these parts of their job, and be patient and kind at all times! You will also find a new colleague in the dean's hub—Emily Hartmann started in May to provide budgetary support for the college. Emily will be your first point of contact for all things \$\$ (reimbursements for grants, research and conferences funding, hiring of faculty and staff etc.) Please check out this handy office [flowchart](#) for contact information.

We are beginning this fall semester with about 400 first year students. We saw some melt over the summer, and are slightly down from our record number of 416 new students back in May. Orientation sessions were a huge success (thanks to all who participated!), and we hope all of the students will show up on the first day of class. Remember to validate students by the end of the first week, so that we can troubleshoot and make adjustments at the back end. Recruitment for fall 2023 has begun with several Bulldog Days of Summer (thank you to all of you who helped with this!), and there will be more events to come. Please check out the recruitment refresh opportunity listed below.

As you are making plans for the coming year, please submit your travel grant requests and consider applying for a faculty development grant! We have added some funding opportunities to support innovative teaching and research. Hopefully, this coming year will see conference travel restored to full capacity—let me know if you need support. I look forward to visiting your department at one of your early fall meetings to hear your priorities, understand your challenges, and provide support where I can. I have the feeling it's going to be a great year in the College of Arts & Sciences!

Good luck with the beginning of the fall semester!

Take care,
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Faculty Spotlight

Professor **Lisa West** wrote a chapter on language and form in *Approaches to Teaching the Novels of James Fenimore Cooper*. The book is out in print. Check out the table of content [here](#). Congratulations, Lisa!

Assistant professor **Adam Case** and Associate Professor **Chris Porter** (Math/Computer Science) received a NSF grant to fund a three-year summer conference series at Drake sponsored by the Iowa Colloquium on Information, Complexity, and Logic. The conference promotes collaboration among researchers whose interests are related to the theory of computation (ToC) and reinforces Iowa as a hub for ToC research within the national and international scientific communities. This two-day conference will feature invited speakers and contributed talks. Congratulations!

Assistant Professor **Meredith Moore** (Math/Computer Science) published an article in Ed Tech Magazine: [How Universities Can Recruit and Retain Diversity in Tech Fields](#). In the article, Dr. Moore describes Drake's Inclusive Scholars of Digital Proficiency Scholarship program and the importance of mentors in her own technology career path. Congratulations, Meredith!

Recruitment Refresh for Faculty

Dean of Admissions Anne Kremer will be hosting a Recruitment Refresh Session for faculty on Monday, September 19th at 3:00-4:00 pm in Sussman Theatre. We've kicked off the 2022-23 recruitment season and need to continue to move forward out of the pandemic. During this session, Annie will provide data insights on the effectiveness of faculty as a part of the recruitment and visit experience. She will also outline some of the best practices on connecting with students in-person and virtually. Please let [Karia Rincon](#) know if you are able to participate in this session.

Advising Corner

Grades

Summer 2022 grades are due by **10 a.m. on Friday, Aug 26**. Please remember to update grades for those students for whom you issued an **incomplete**, if they have since the end of the spring term, submitted work to resolve the incomplete. The entry of grades is tied to a variety of processes, namely the awarding of financial aid based on earned credit hours. To update an incomplete grade, please follow these steps: MyDrake > SelfService > Teaching & Grading > I/P/NR Grade Updates.

A Gentle Reminder, Meeting with Advisees:

If you serve as advisors this semester, please send an email message to welcome your entering first-year advisees, providing them with information about your office location and office hours, and inviting them for a meeting individually or as a cohort.

Send a similar message to continuing advisees, welcoming them back. Sent early in the semester, your messages will hopefully help cultivate a sense of belonging and aid in creating meaningful connections with your advisees for the rest of the academic year.

When you meet with your advisees, please emphasize relevant academic deadlines (see bottom of the page at [www.drake.edu/registrar](#)).

The deadline to add a course is Friday, Sept 2 at 11:59 p.m. Following the end of the drop period, an add/drop form is required for schedule changes. The deadline to drop a course is Monday, Sept 12 at 11:59 p.m. (yes, Monday – students have an extra day due to the Labor Day holiday).

Early Alert: If you have any student concerns, please use Starfish (linked through MyDrake faculty and advising tools) or the [early alert form](#). Whatever method you choose, early alerts help identify at-risk students and share that information with advisors and other student support staff on campus. Allowing for timely intervention, this has proven benefits for retention and graduation rates.

Enrollment validation is the first step in ensuring the accuracy of your course roster. By submitting enrollment validation, you confirm your class roster is accurate or identify the name(s) of those students who did not attend class without first contacting you. After you submit validation, there is still a hands-on-key process completed by Alina Grimm (science courses) or Mary Beth Holtey (non-science courses) that ultimately drops the student from the course. To complete enrollment validation, follow these steps: MyDrake > SelfService > Teaching & Grading > Enrollment Validation.

As you are validating student enrollment, please keep in mind that rosters might change as students are able to add a class until Friday, Sept 2 at 11:59 p.m.

Visit the classroom before the first day and try out the technology. If you have further questions regarding classroom technology, see [here](#). Contact ITS if you need assistance at 515-271-3001 or request assistance [here](#).

COVID protocols: Per President Martin's email from August 8th, students need to report their results through [this form](#) if they test positive for Covid-19. Completing the form will provide more information about the COVID-19 protocols to the student. Instructors will be notified about the situation via Starfish.

Reading Corner

Here's some great advice as you're preparing your course syllabus. [How to create a syllabus: Advice Guide](#).

Thank You!

THANK YOU to A&S faculty/staff for partnering with Drake Admissions to share information about our programs with 145 prospective students and their families during the **Bulldog Days of Summer** academic fairs and program overviews in August: Chinatsu Bachmann, Natalie Bayer, Deb Christensen, Maria Clapham, John Fender, Alice Fynaardt, John Gitua, Erin Horst, Adina Kilpatrick, Chris Kliethermes, Jacob Lemons, Aili Malik, Amahia Mallea, Leslie Marrs, Emily Newman, Josie Poppen, Chris Porter, Karla Rincon, Martin Roth, Michael Rothmayer, Heidi Sleister, Keith Summerville, Kieran Williams. We appreciate you!

Tech Corner

Do you have questions about Blackboard Ultra as you are preparing your fall courses? Please join the last August Ultra Hour on Tuesday, Aug. 23, 1-3pm in Cowles 0045. Bring your computer and questions about course design for hands-on practice with the instructional design team from Drake Online and Continuing Education. An instructional technologist will also be available to discuss specific questions virtually using Collaborate Ultra. [Please sign up for your preferred time](#) and share any particular tools you hope to learn more about or specific questions you have. An instructional technologist will be available to meet virtually for the first hour of this session. [Join this Course Room to connect](#).

PCDS Nesletter

Professional and Career Development Services will hold multiple events throughout the year for Drake students to connect with employers. Please share the [newsletter](#) with your students.

Drake's Center for Teaching Excellence (CTE) is looking for their next Director. The Director of the CTE will work closely with the office of the deputy provost to deliver essential pedagogical support to Drake faculty and staff. Please submit cover letter indicating interest in the position, qualifications for it, evidence of teaching effectiveness, and a vision for the CTE, along with a CV, to [Renee Cramer](#) or [Nicki Kimm](#) by Wednesday, September 14. Please use the subject line: CTE Director Application, on your email. For more information, please read the job descriptions attached [here](#).

A&S Events

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

- August 23 & 24: New, First Year & Transfer Students Move-In
- August 24: A&S Department Chairs' Retreat, 12-3, Turner Jazz Center
- August 24-27: Welcome Week
- August 29: A&S New Faculty Welcome & Orientation: 9-11, Turner Jazz Center

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