College of Arts & Sciences

in

December 15, 2020

A&S Newsletter



Watch the December Commencement here! Professional and Career Development Services Dean's Note **Advising Corner Important Action Items**

Dean's Note

Happy end of the semester! Happy holidays! Please check out the notes of appreciation below. They say it all! Thank you for making this most unusual semester a success, for going the many extra miles, and for finishing with a smile. You did it!!

With gratitude,

semester!

Dear colleagues,

Gesine

From your colleagues:

this semester! I appreciate the **Dean's Office Staff** for all they do to keep the college humming. It really made a difference this semester! I appreciate **Sofia Turnbull** for responding to pleas for help so quickly and for working so hard to keep Howard Hall as functional and as safe as possible. It really made a difference this

I appreciate John Gitua for his calm and patience in difficult times. It really made a difference

departure of our previous administrative assistant. She was always easy to work with, timely, upbeat, and effective -- a remarkable combination. It really made a difference this semester! I appreciate Karen MacKinnon, Administrative Assistant, for her consistent responsiveness and assistance as we navigate these challenging times; from tracking down a whiteboard for my outside classroom to arranging countless virtual meetings, she made a real difference this

I appreciate Karen Leroux for making the Department meetings efficient, concise, and lightweight, and she only scheduled them when necessary. It really made a difference this I appreciate Natalie Bayer for her compassionate commitment to student success, her calm

demeanor, and her commitment to solve problems amicably. It really made a difference this semester! I appreciate Leah Kalmanson for her consistent support, creative approach, and positive accommodation to faculty research as the Director of the Humanities Center. It really made a difference this semester!

I appreciate Leslie Marrs for helping me navigate the e-file portion on Blackboard; her assistance helped me be more flexible when giving students options for turning in their final binder. It really made a difference this semester! I appreciate Jim Romain for his constancy, stability, and peaceful leadership as Chair of the Music Department. He should also be lauded (along with Dr. Eric Saylor) for his leadership in

finalizing the lengthy NASM reaccreditation document (this is a monumental and important

I appreciate my colleagues in the **Theatre Arts Dept**. for stepping up and in to carry the work forward when students or faculty became ill. It's great to know we have each other's backs. It

project). It really made a difference this semester!

really made a difference this semester!

I appreciate <u>Tristan Miedema</u> for joining the music theater faculty and requiring excellent work from his students. We ALL feel encouraged by Tristan's positive presence. It really made a difference this semester! I appreciate John Pomeroy for his support and mentorship of the Theatre Department. It

really made a difference this semester! I appreciate Janelle Ausenhus and Marcella Hangen for all the work they did to establish the Blank clinic and for their flexibility and accommodation in working with our students. It really made a difference this semester!

I appreciate Pamela Moore for all the work she has done this semester to keep our students on track and to recruit new students to our program. It really made a difference this semester!

I appreciate Maria Bohorquez for her sense of humor, her amazing use of spreadsheets, and

I appreciate Karen MacKinnon and Claudia Kyalangalilwa for orientation assistance. It

our students. It really made a difference this semester! I appreciate the A&S administrative assistants for always helping me problem solve (whether in person or remotely) and helping me keep my spirits up! It really made a difference this semester!

I appreciate the entire **Department of English** for supporting our students with grace and good

2017, overseeing the biology, BCMB, and kinesiology majors jointly. It really made a difference this semester! I appreciate **Dr. Eric Barnum** for his vision, leadership, inclusivity, and warm welcome to the faculty this fall. He pushed me to challenge myself and my students, which ultimately helped

I appreciate Dani Peters for her tireless care for facilities (FAC!), her professionalism, and her

department to college and university administration. The pandemic, harsh economic times, and

us achieve more in our short time together. He really made a difference this semester!

I appreciate Nancy Berns for her tireless work this fall representing the needs of the

dedication to make things work. It really made a difference this semester!

reduced faculty positions have made that job especially difficult. It really made a difference this teaching & learning, the intellectual & emotional growth of students & instructors, & our shared

I appreciate John Pomeroy, for his leadership and support this semester and every year. His passion for teaching and learning is admirable. He is always someone I can trust and rely on for mentorship and consider him a dear friend. It really makes a difference in my experience here at Drake. It really made a difference this semester!

difference this semester! I appreciate Adina Kilpatrick for steering our department through these very challenging times. This undoubtedly turned out much harder than she had expected when becoming department chair. Thank you, Adina — you did a great job! It really made a difference this semester!

I appreciate Chrystal Stanley for helping students find their strengths, find internships and career opportunities. And for always being such a cheerful presence! ! It really made a

made a difference this semester! I appreciate Megan Brown, Marc Bush, Michael Renner, Yasmina Madden, and Deb **DeLaet** for well-timed text messages during meetings and Megan especially for her purple hair (as well as the intelligence, systems-thinking, and compassion of each of those folks!). It really made a difference this semester!

I appreciate Maria B for working so hard to help us accomplish our admissions goals. It really

I appreciate **Gesine** for bringing people together and supporting us through difficulty times. It really made a difference this semester! I appreciate <u>Jen H</u>. for her work with Crew Scholars. It really made a difference this semester! I appreciate Mary Beth for all the work she does to help our students succeed - and our faculty understand how we can be an important part of that success via advising. It really made a

I appreciate Inbal for her compassionate honesty with the students we share and her

dedication to them as humans. It really made a difference this semester!

I appreciate the whole **Dean's Office team and A&S staff** for being great colleagues! It really made a difference this semester! I appreciate Alina for providing much-needed support to science students this semester. It really made a difference!

I appreciate Inbal Mazar for going above and beyond to support and care for her students and

Levitt Teacher/Mentor of the Year Nominations Nominations for both the Levitt Teacher of the Year and the Levitt Mentor of the Year are due to the Associate Provost by February 8. 2021. Nominees for both awards must be a faculty or staff member in at least her/his fourth academic year of service and cannot have won this

prepare them to advance in their education or chosen professions, while also offering administrative staff and faculty the chance to work closely with student assistants. Student Financial Planning provides a 2-to-1 match with department, program, or unit funds. A maximum of \$1,100 is awarded per project (for proposals whose total assistantship budget is \$1,650 or more). Application form

The Undergraduate Assistantship Program involves students in project-based collaboration with faculty and/or administrative staff in order to create significant experiential learning opportunities. These opportunities offer student collaborators skills and experiences that will

Mark your calendar now for the Drake Spring 2021 Virtual Career Conference, February 19, 2021! Be Unstoppable: Flexible & Fearless! More Information to Come. Flyer located here.

I appreciate Alice Fynaardt for her excellent support of the Chemistry Department in lieu of the

I appreciate all that **Kayla Jenkins** does for A/S to keep us informed and working together. It really made a difference this semester! really made a difference this semester! I appreciate **Ashley Rasmussen** for her great handling of budgets, her balanced approach and quick follow-up. It really made a difference this semester!

I appreciate the Musical Theatre Faculty (Erin, Tristan, Rebecca, Sonya, Francine, Flint, Ling and Amelia) for being inspirations to the students and me. It really made a difference this

I appreciate Nicole Gaughan, ABA adjunct, for the supervision and mentorship she's provided

her thoughtful application of data. It really made a difference this semester!

humor. It really made a difference this semester!

It really made a difference this semester!

this semester!

difference this semester!

difference this semester!

difference this semester!

difference this semester!

Advising Corner **End of Term Reminders**

semester! I appreciate <u>JMC</u>, you keep it real & never lose the plot. You are attuned to the truth of humanity. It really made a difference this semester!

I appreciate having an epidemiologist as provost and that good, difficult decisions about the health of students, staff, and faculty were made by the administration throughout the semester.

I appreciate the extraordinary efforts of the administrative assistants and all of the college

constantly working to better himself as an educator and theatre artist. I can always count on his support. I am lucky to work with someone so collaborative. It makes a difference every semester! I really appreciate Andrew Becklin and Sara Chari, who kept me company on campus this

semester and worked very hard to deliver excellent math instruction. It really made a difference

I appreciate Adam Yankowy, for his friendship, support, and passion for teaching. Adam is

I appreciate Karen MacKinnon for always being knowledgeable, efficient, and friendly. I am happy when I need her assistance, knowing every interaction with her always is pleasant! It really made a difference this semester! I appreciate Kayla Jenkins for her assistance in understanding the P&T process, and her quick (almost instant!) and reliable replies. It really made a difference this semester!

I appreciate Natalie for caring so much about our students this semester. It really made a

scholarly work. It really made a difference this semester! I appreciate Mary Beth and Alina for their unending commitment to help students make good choices, for their advocacy on behalf of students for their suggestions to improve processes! It really made a difference this semester! I appreciate Craig for his work with Bright College - and I appreciate all the A&S faculty (and

others) who have been part of that good group. It really made a difference this semester!

I appreciate Keith because he is both deputy provost for enrollment management AND a

fantastic teacher. It really made a difference this semester!

I appreciate **RPC** for all the work we get to do together to build a Center for Public Democracy while enrolling terrific students who are interested in politics and law. It really made a difference this semester! I appreciate <u>Janelle Ausenhus</u> for all of her assistance with learning the ropes of my new role this semester. Thank you for your endless support, always being a team player, and always

being willing to share your materials with me. It really made a difference this semester!

I appreciate Maria Valdovinos for all your support and ensuring that I always had the resources to be successful this semester. It is obvious that you care about the students,

I appreciate Alice Fynaardt for working tirelessly to cover a staff vacancy while still always

I appreciate Chrystal Stanley for her contagious smile and good humor! It really made a

faculty, and the growth of the program. It really made a difference this semester!

being willing to lend a listening ear! It really made a difference this semester!

for being so much fun to work with! It really made a difference this semester!

1. Final grades are due before 10:00am on Wednesday, Dec 16.

List or President's List or earn a degree, as applicable.

has now earned a letter grade please enter that grade:

she can work with the Registrar's Office to create the extension.

Request (last option on the page)

(I) and In Progress (IP).

(without a W).

Upcoming meeting-free dates:

Wednesday 17 February

Tuesday 12 January

 Tuesday 16 March Wednesday 13 April Tuesday 27 May Wednesday 23 June

ITS Update

extensive.

View.

I appreciate **Gesine** for being an advocate for A&S. It really made a difference this semester! I appreciate Ashley for her professionalism and willingness to help. It really made a difference this semester!

2. 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

3. 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

4. If in a previous term you issued an incomplete (I) or in-progress grade (IP) and the student

MyDrake > Faculty & Advisors Tab > Update an Incomplete, In Progress, or Not Reported

currently marked as incomplete or in-progress, please email marybeth.holtey@drake.edu so

If you wish to extend the time by which a student has to complete the work in a class

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

7. If you encounter a case of plagiarism, please refer to the procedures outlined here.

6. If you are considering granting an Incomplete (I), please refer to the Academic Regulations in the General Catalog for the procedures and note the differences between an incomplete

8. If you teach J-Term 2021, please be sure to complete enrollment validation. The accurate validation of courses is tied to a variety of financial aid and billing processes. Students have through the end of the second day of the course (Tuesday, January 5th) by which to drop

award within the past five years. Details about the nomination requirements are located in the links above.

Global Engagement Grant Applications Full-time faculty and staff members are eligible to apply for Global Partnership Grants for activities taking place during FY22. Preference will be given to proposals that identify activities with a partner institution, demonstrate impact on Drake curriculum, advance Drake's

Deadline: February 8 (Submission to the Dean via Kayla Jenkins)

Undergraduate Assistantship Applications

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

helping FYS writing instruction. He efficiently organized three meetings for two sets of faculty via Zoom and offered feedback on our various issues with student writing. It really made a difference this semester! I appreciate Marc Busch for his tireless service to the Biology Department as Chair since

I appreciate Jody Swilky, who ran a wonderful Faculty Writing Workshop that focused on

staff, for picking up added responsibilities, particularly during what were already difficult times. It really made a difference this semester! I appreciate the <u>custodial staff</u> for their continuous efforts to keep the classrooms and office spaces Covid-free. It really made a difference this semester! I appreciate Kayla Jenkins for keeping things going through thick and thin, for taking care of

tasks quickly, and for her amazing tech skills! It really made a difference this semester!

I appreciate <u>Julia Franklin</u> who has worked tirelessly to maintain the vibrancy of the Anderson Gallery -- facilitating the Threads Laid Bare exhibition (in both physical and virtual forms) as well as a range of artist talks. It really made a difference this semester!

I appreciate Mary Beth Holtey for all she does for our students have the best opportunities to develop their skills. She is always quick and careful with each case. I have learned a lot about how to efficiently support our students from her. It really made a difference this semester!

I appreciate all of the <u>A&S Chairs</u> for how we've worked together this semester to reduce faculty stress and workload and build on our mutual strengths. It really made a difference this semester! I appreciate Melisa K. for her really good questions and continual justice-lensed focus. It really made a difference this semester!

I appreciate Nate and Will and Ali for being tremendously good LPS colleagues, for how they

care for our students and stay on top of things, and for the way they engage our mutual

I appreciate Karen L for being such a good university-citizen and fabulous cross-campus colleague. It really made a difference this semester! I appreciate Matt Z for the work he is doing on Faculty Senate - and his preparations for next year! It really made a difference this semester!

I appreciate Claudia K. for all she does to support our department/building. It really made a

I appreciate Matt Bruinekool for his continued service as an outside chair of the Dept of Political Science. It's a tough job that he does well. It really made a difference this semester!

Meeting Free Days The day off from meetings that was scheduled this past November 3rd was a welcome break, and enhanced the mental and emotional well-being of students, staff, and faculty. Because of the resounding success, one day each month will be designated as meeting-free. Note – only three of these days occur during the spring academic semester. Faculty are encouraged to lighten the load for students on these days, and may choose to cancel class

Learn More About the Big Changes Coming with Blackboard Learn Ultra

course structures will translate into the Ultra Course View.

Important Action Items:

Throughout November, we've released training modules covering the new navigation and the new look and feel for the Ultra Course View. In addition, we've provided all instructors with sandbox courses where you can practice using new functions and see how your current

Communication and training will continue to be provided throughout Spring of 2021 to support your preparedness for your Fall 2021 courses in the Ultra Course View. It is important to be engaged with the training offered as the changes in workflows and functionality will be

You can learn more about the coming changes by watching this preview of the Ultra Course

as appropriate within accreditation requirements, and at their discretion.

global engagement. Deadline: December 18 using this Qualtrics link.

Professional and Career Development Services

Submit News

A&S Important Dates The full fall calendar is located here. January 4 J-Term begins · January 22 End of J-Term

 Each Thursday Night; Front Row @ Drake, 7p.m. • December 16: Fall semester grades due by 10 a.m. · December 18: University closed after 4:30pm. • January 4 Campus reopens after holiday break

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 January 17 Senior Scholar Status requests due · January 18 Martin Luther King, Jr Day: University closed • January 25 Spring 2021 term begins, Spring Break Begins PARs due to Department Chairs

Performance Evaluations for CY 2020 Performance Evaluations for **tenured faculty** for Calendar Year 2020 are due to your department chair by the first day of the spring 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 supplimenting 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. Front Row @ Drake Submissions Front Row @ Drake premiered December 3 at 7pm with Andy Classen's Jazz Ensemble One. We had over 1,000 views in the first hour of posting the video! Join every Thursday night at 7pm to stay connected at a distance. If you have something you can share for one of the Front Row episodes, please send your idea to ashton.hockman@drake.edu in UCM. **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