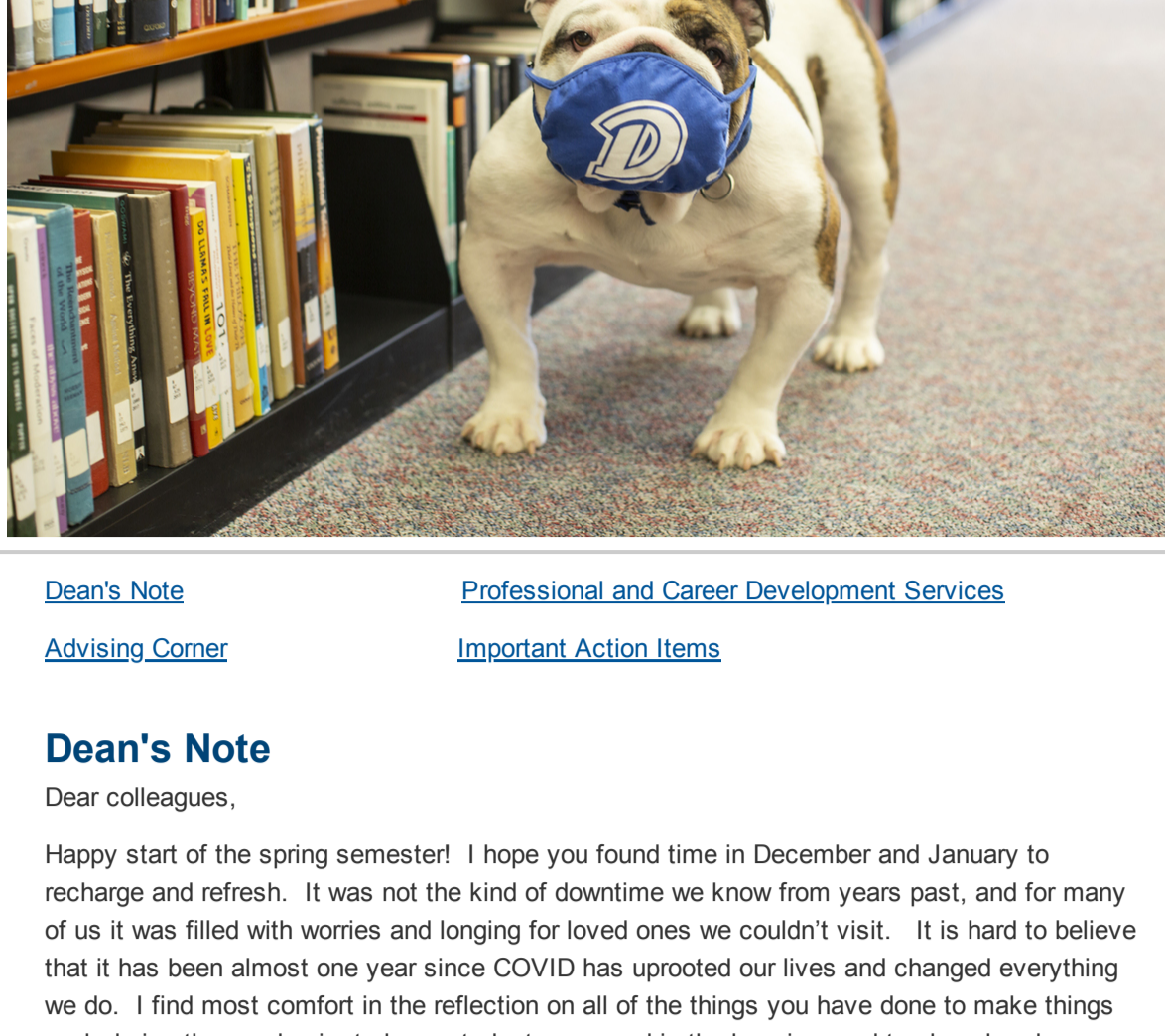




A&S Newsletter

February 1, 2021

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Dean's Note

Dear colleagues,

Happy start of the spring semester! I hope you found time in December and January to recharge and refresh. It was not the kind of downtime we know from years past, and for many of us it was filled with worries and longing for loved ones we couldn't visit. It is hard to believe that it has been almost one year since COVID has uprooted our lives and changed everything we do. I find most comfort in the reflection on all of the things you have done to make things work during the pandemic, to keep students engaged in the learning, and to plan ahead. Speaking of planning—it's that time of the year when we schedule our summer and fall classes. At this point, we are hopeful that the rate of vaccinations will allow us to hold more classes in person and to be on campus, but it is also very likely that we will still need to offer classes online and/or in a hybrid format. So...we will schedule classes similar to how it was done for the spring semester. Please indicate to your chair if you plan to teach online or hybrid/in person, and our administrative staff will code the classes accordingly. As students register for summer and fall semester, they can select the format according to their own preference and comfort level. Please also know that all May travel seminars have been cancelled again, or postponed until 2022. I was looking forward to co-leading a seminar to Holocaust sites in Germany and Poland, and am disappointed that this will have to wait another year.

As I am writing this note, my email inbox alerts me to incoming messages that are upsetting in its own way. These emails are referring to posts from a professor on a personal twitter account that some felt were hurtful and disrespectful. I am not responding to these emails unless they are coming from a current student or parent. Most of these emails do not fall into that category. If they do, I refer to the right to freedom of expression, but also to the responsibilities that come with it. I refer to Drake's statement of principles and to President Martin's email to campus. I do not respond to the personal threats and the hate in these messages. The emails upset me, they demonstrate how fragile our civil discourse has become, and they make me painfully aware of the power of words.

A few other things happened over the break that are worth mentioning in this note. The Front Row @ Drake series featured many of our treasures in A&S: jazz and choir music, theatre's production of Othello, "Snow" sang by our musical theatre faculty, and amazing art work by one of our alumni who became a children's book illustrator. Last Thursday's [episode](#) featured soulful cello music by Ashley Sidon—it is absolutely worth tuning in for each and every one of the episodes. They are available on YouTube, if you missed it! We have reached thousands of Bulldogs far and near this way, and if the greater accessibility to Drake's performances is the one good thing that comes out of the pandemic, let's treasure it and keep it going!

Secondly, a note about our recruitment activities. The latest admission funnel from January 29 shows ongoing strong numbers in A&S. The number of prospective students who have committed coming to Drake next fall stands at 194, compared to 173 one year ago to date. 111 out of the 194 are students with majors in Arts & Sciences (compared to 73 one year ago). The good numbers are no doubt due to the successful recruitment activities held by many of you, the skillful leadership of our associate deans, and the fruitful collaboration with admissions. What a team! Thank you all. We can't rest here. We have a long way to go to reach our goal of 390 students in Arts & Sciences. And we don't know what 2021 has in store for us—so let's continue to recruit as many students as we can! Thank you for your commitment and great work.

I trust you all heard that our pay cuts will end on March 1st. That is of course most welcoming news at a time when everybody has been putting in so much extra time and worked so hard. It is also testament to the strength of Drake and the optimism there is going forward.

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 classes. Check out the timely reminders in this newsletter, and let us know if there is anything coming up we can share through the newsletter. I will be holding virtual office hours this week, and as always, I look forward to hearing from you.

With gratitude,
Gesine

Dean's Open Office Hours

The Dean will be available [via Zoom](#) for open office hours on Thursday, February 4 from 2:30-4pm.

Advising Corner

VALIDATION: Complete enrollment validation for all students in the classes you teach. The process of validation removes students who do not attend/validate their enrollment on the first day of class, without making prior arrangements with you. The enrollment validation link is active only for the first seven calendar days from the start date of your class. Failure to validate enrollment may lead to incorrect billing, potential financial aid miscalculations, and inaccurate student records. To submit validation, MyDUSIS > Faculty & Advisors Tab > Enrollment Validation Submittal.

J-TERM 2021 GRADES: J-term 2021 grades are due by 10 a.m. on Wednesday, Feb 3. Please remember to enter grades for any students completing an internship or independent study.

ADD/DROP DEADLINES: Students have through Friday, Feb 5 by which to add a course and through Friday, Feb 12 by which to drop a course (without a W). If a student adds your course to their schedule, you will receive an automated confirmation email. In turn, the student will receive an email detailing that it is their responsibility to follow-up with the faculty member to obtain the syllabus and gather other relevant information. Likewise, if a student drops your course, you will receive an automated confirmation email.

If you are allowing a student to add your course after Feb 5, the student must use the add/drop form to add your course. The add/drop form is available in various college offices and the Office of the Registrar. Once completed, [this online, fillable form](#) should be printed, signed and submitted to the student's college dean's office.

You also will receive an automated message confirming a student(s) drop.

REGISTRATION OVERRIDES: You can set registration overrides for students seeking a seat in your course. Registration overrides can be set by going to MyDUSIS > Faculty & Advisors Tab > Registration Overrides.

In some instances, a student may need more than one override, i.e., a pre-requisite is not met and the course is closed; both overrides need to be set to allow the student's registration. Setting registration overrides helps students to add coursework over weekends and afterhours, so as to have more immediate access to Blackboard materials. Please remember setting the override does not register the student. The student must still take action to register by entering the course CRN.

WAITLISTS: A limited waitlist function will continue through noon on Friday, Feb 5, allowing the student(s) on an existing waitlist to register for an open seat. Students will not be able to waitlist for new sections during the first week. If you have questions on whether you have a course(s) with a waitlist, please contact either [Alina Grimm](#) (science courses) or [Mary Beth Holtey](#) (non-science courses). If you have a course(s) with a waitlist, please be mindful in allowing students into that course as a seat offer(s) may have been extended. You do not wish to exceed the seating capacity in your classroom.

RESPONDING TO STUDENTS OF CONCERN: If you are concerned about a student in your course, please raise a flag in Starfish which will prompt the appropriate office to follow-up. Another option is to complete an [early alert form](#). The form feeds directly to the dean's office and facilitates our proactive outreach to students who need assistance and connections to key college and university resources.

NEW STUDENTS: If you were assigned to an incoming first year or transfer student, you would have received an email. While we encourage new students to reach out to their advisor(s) in the first weeks of the term, an outreach from you, welcoming them to campus and sharing your office hours and location, would also be a great way to welcome these new students. Please also consider welcoming back returning advisees with updated information on office hours and other relevant information.

College Governance Elections

As stated in the A&S Faculty Handbook faculty will receive information today about open positions on elected committees (P&T, Cabinet Council, and Faculty Senate Divisional) and appointed standing committees (Academic Integrity, Curriculum, Diversity, and Technology) for the following year. Current rules and procedures governing elections in our college are briefly described below:

- The election for the P&T Committee will be held first on a separate ballot. A second election will be held to fill all open positions on Council, Cabinet, and Senate.
- Faculty will be asked to indicate their preference for one elected committee and their preference for a standing committee. A survey requesting this information will be sent by Kayla on Monday, February 1st. Committee preferences should be submitted by February 5th at 9:00 am
- If no committee preference is given, we will assume you are willing to serve on any committee to which you are elected or assigned.
- Tentative dates for elections are given below:
 - First election (P&T Committee): February 8th
 - Second election (all other committees): March 8th

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. This spring, there will be one day each month 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 as appropriate and at their discretion.

Upcoming meeting-free dates:

- Wednesday 17 February
- Tuesday 16 March
- Wednesday 13 April
- Tuesday 27 May
- Wednesday 23 June

ITS Update

Phone Calls Through MS TEAMS

Your desktop phone no longer works for calls. Your telephone extension and full calling capability will only be available through Microsoft Teams.

Please set up your voicemail and greeting in Teams. If you don't record a new greeting, Teams will revert to a default electronic greeting.

See instructions below for setting up your voicemail and making calls to get started.

How to set up voicemail:

1. Sign into Teams
2. Click on your profile pic in the upper right corner.
3. Click on Settings.
4. Click on Calls
5. From the Configure Voicemail option you can record your greeting.

How to make a call:

1. Sign into Teams.
2. Click on Calls on the left-hand menu.
3. You should see a dial pad or a purple button that says Dial a number.
4. Dial the number you're trying to reach. You don't need to add a 9 or 1.

Smartphone. If you don't, you must have the Teams app open on your computer or telephone. If you don't, have Teams open, you can receive voicemail messages but cannot answer calls. Teams voicemail messages are automatically sent to your Drake email to let you know that you've received a message.

Please see [Using Microsoft Teams for Phone Calls and Voicemail \(How-to\)](#) and [Using Advanced Calling Features in Microsoft Teams \(How-to\)](#) for video instructions and links to Microsoft tutorials.

ITS will be placing boxes in campus buildings to collect old handsets and send them to e-waste. Watch OnCampus for more information in the next few weeks.

Important Action Items:

Undergraduate Assistantship Applications

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 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](#)

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

Performance Evaluations for CY 2020

Performance Evaluations for tenured faculty for Calendar Year 2020 were 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 have turned in their PAR and supplementing 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! Every Thursday night since then, we have had amazing episodes showcasing the talents found across the university. If you have something you are sharing 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 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

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

Student Spotlights

The following students won their divisions in the West Central Region MNTA (Music Teachers National Association) Competition. Both students will compete in the national competition in March and both are students of Leanne Freeman-Miller, professor of music.

- **Lauren Carroll:** Young Artist Voice Division
- **Delaney Downs:** Senior Voice Division

Three Drake students were selected as Fulbright semi-finalists. One of the students is a student in A&S: Elijah Rockhold. Congratulations, Elijah!

Faculty Spotlights

Amahia Mallea, associate professor of history, will be presenting a lecture on world history/Midwestern history for the DCA and State Historical Society on March 9, *The Industrialization and Americanization of Midwesterners' Diets*. [To register to attend the lecture, use this link.](#)

Emily Newman, assistant professor of art, is showcasing her artwork at Simpson College at the Farnham Galleries from Jan 11-Feb 17. Her recent artwork made using only found and recycled packaging. This approach serves as an observed commentary on both environmental impacts and the domestic habits of consumption. [To read more about the exhibit, visit this website.](#)

Maryann Huey and **Eric Manley** were the co-authors on a recent grant from the governor's office to partner with Prairie Lakes Education Agency to build a K-12 computer science teacher workforce.

Professional and Career Development Services

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.](#)

Reading (and Webinar) Corner

This week's corner is featuring a book being hosted by the IOWA Women in Higher Education on **February 12 from 9-10am: *Issues in Higher Education*, presented by Terry Hartle**, one of America's most effective advocates for higher education. At ACE, where he has served for more than 20 years, he directs comprehensive efforts to engage federal policy makers on a broad range of issues including student aid, government regulation, scientific research and tax policy. [To register for the webinar, please use this link.](#)

A&S Important Dates

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

- [Each Thursday Night: Front Row @ Drake, 7p.m.](#)
- Feb. 1 (Mon.)
Spring term begins - classes will be delivered remotely during first two weeks of spring semester
- Feb. 5 (Fri.)
Last day to add a class
- Feb. 12 (Fri.)
Last day to drop a class without a "W"
- February 15
First, third, fourth, fifth-year tenure-track faculty reviews due to the Dean
Graduation applications due for May 2020 graduate
- February 19
Fall & Summer 2021 and J-Term 2022 class schedule entry completed to be reviewed by A&S Dean's Office.

[Submit News](#)