



A&S Newsletter

January 11, 2022

[Dean's Note](#)[Advising Corner](#)[Important Action Items](#)

Dean's Note

Dear colleagues,

I hope you had a restful break and a good start of the new year. It looks like 2022 continues to demand highest flexibility and quick adjustments, and there can be no expectation that anything will go as planned! As you have heard by now, the first two weeks of the semester classes will be held virtually. Back to breakout rooms, Panopto lectures and Zoom lessons! Please plan to meet with your students during the assigned class times (aka synchronously) during those first two weeks, so that students will get used to their schedules. Residential students will be on campus and taking classes from their residence halls and study places. The provost office has sent out some guidance and resources to support the virtual start of classes, to help with Blackboard and online pedagogy. Please let me know how my office can support you at this point and in the weeks ahead. Any questions or needs—please let me know and we will try to make this work. Thank you!

J-Term is in full swing. Keeping fingers crossed for our travel seminars, wherever they are! January is busy for other reasons. Your PARs are due to chairs in a week or so, then chairs will work on the PAEs. Check out these and other deadline reminders below! We are in the midst of reading through the curriculum review documents that you all engaged in and submitted before winter break. Tons of great ideas—feedback will be shared soon. Our faculty searches are going well. We have finalized four new tenure track hires, and are working on the remaining ones in the coming weeks. Our administrative staff searches have resulted in a successful hire for the Fine Arts Coordinator position, interviews for Kayla's position are happening this week.

I know there are lots of questions about the virtual start of our classes. I am working on answers and will keep you posted on the details. Please send all questions and concerns to me, and I will address. Thank you!

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Dean's Open Office Hours

I will hold open office hours on Tuesday, January 18, from 4-5pm in the Olmsted Café or on [Zoom](#). No appointment needed.

Advising Corner

J-term 2022 grades are due by 10 a.m. on February 2. Please remember to update grades for those students for whom you issued an incomplete, if they have since the end of the fall term, submitted work to resolve the incomplete. To update an incomplete grade, please follow these steps: MyDrake > Faculty & Advisors Tab > Update an Incomplete, In Progress or Not Reported.

Please provide your students with an opportunity to complete student evaluations for your J-term course.

Student Spotlight

Three Drake students, Keegan Finger, Daniel Viscarra, and Trevin Detwiler, formed a team and competed in SIMIODE's national challenge in using differential equations to mathematically model a real-world scenario under the guidance of Dr. Andrew Becklin. The team earned an award level of "outstanding" on their submission, which is the highest possible rating and receive by only 30% of teams. Their submission video can be viewed via this link: <https://www.youtube.com/watch?v=V6rkHK2bGY>

A&S Teacher of the Year Nominations

It's time to nominate your colleagues for the A&S Teacher of the Year award! You can use this [online form](#) to nominate your colleague by **March 1st**.

Eligibility for the Award: Nominees must be full-time, continuing faculty in the college of the Arts and Sciences. Nominees must have completed at least three years of service at Drake.

Among the criteria the committee will consider include (i.e., this list is not exhaustive): (1) use of innovative teaching practices, (2) enthusiasm for teaching and/or the subject matter (3) personal commitment to students, and (4) overall effectiveness in facilitating student learning.

ITS Update

Self Service Link

Functions previously accessed from the MyDUSIS link in myDrake, are now available from the [Self Service link](#) and will take you to a new landing page. Student and faculty profile pages have also updated; more information can be found in these Self Service guides.

Additionally, Drake launched a new method for students to grant a parent/guardian access to their academic information—Proxy Access. Students will need to re-enroll parents/guardians by Feb. 1 (see [Authorizing Proxy Access \(How-to\)](#)). Finally, as a reminder, accessing Self Service now requires the use of multi-factor authentication (MFA). Learn more at [Multi-factor Authentication Project \(FAQ\)](#).

Important Action Items:

Travel Grants

If your professional conferences are happening, please submit your travel grant application to [Ashley Rasmussen](#) using [this electronic form](#). Faculty presenting research at a conference are eligible for a travel grant of up to \$1300/\$1,500.

We have funds left in our travel grants, as a lot less travel is taking place. We accept applications for a second conference travel at this point. Please submit your application for the dean's review. Chris Nickell will have to give final approval for all travel. Nickell. Please note that all air travel must be booked through the university travel provider, Direct Travel.

Ron Larson Research Scholarship

The Larson Scholars are designated for student undergraduate research in the sciences. The funds are intended to: enhance and deliver meaningful off-campus research opportunities for students interested in the clinical neuro-medicine and neuroscience (with partners such as Boston University), increase student involvement and success with DUSCI, which is Drake's unique summer research experience for undergraduates, improve access to STEM training with Drake's diverse partners such as ACCI, Mercy Hospital and Blank Children's Hospital, improve access to international research and curricular experience in health care and medicine.

Please encourage your students to apply.

Maximum Funds available: \$5000. **Deadline Feb 1**; for more information, visit this [link](#).

Vaccinations

The University is requesting that all students, faculty, and staff who have received their booster upload a photo of their vaccination card, noting the completion of their booster, through the secure links below.

Students: [Submit proof of your booster vaccine](#)

Faculty/Staff: [Submit proof of your booster vaccine](#)

Note: If you are identified as a contact of someone with a confirmed case of COVID-19 and you have not received your booster or it has been more than five months since your last Pfizer dose (six months for Moderna), you will need to quarantine.

Performance Evaluations

Performance evaluations are due in Spring 2022 for calendar year 2021. Tenure-track faculty in their 1st, 3rd, 4th, or 5th year are due from the departments to the Dean's Office on February 15th. All other faculty are to turn their performance evaluations (and CV's) into their chairs by January 25th (second day of classes). Department chairs have until March 1st to turn the tenured faculty evaluations into the Dean's Office.

PAR form: to be completed by all tenure-track faculty and tenured faculty whose last names start with A-H. Please send the PAR cover sheet, all supporting documentation, and CV to your department chair.

PAHE form: to be completed by tenured faculty with last names starting with I-Z. Please send the PAHE and CV to your department chair. Departments; complete your section of this form and send it to the Dean's Office.

PAE form: to be completed by the department chairs for those who complete the PAR forms. All documentation submitted by the faculty must be sent with the PAE to the Dean's Office.

*Make sure that both the faculty being evaluated and the department chair sign the final form.

Reading Corner

This week's corner is featuring an article from the Chronicle of Higher Education on [How to Create a Syllabus](#).

A&S Important Dates

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

- January 16 Senior Scholar Status requests due
- January 17 Martin Luther King, Jr Day: University closed
- January 21 End of J-Term
- January 24 PARs due to Department Chairs
- January 28 Last day to add a class
- February 2 J-term 2022 final grades due by 10:00 am
- February 4 Last day to drop a class without a "W"
- February 15 First, third, fourth, fifth-year tenure-track faculty reviews due to the Dean
Tenured faculty PAE's due from chairs to Dean
Graduation applications due for May 2022 graduates

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