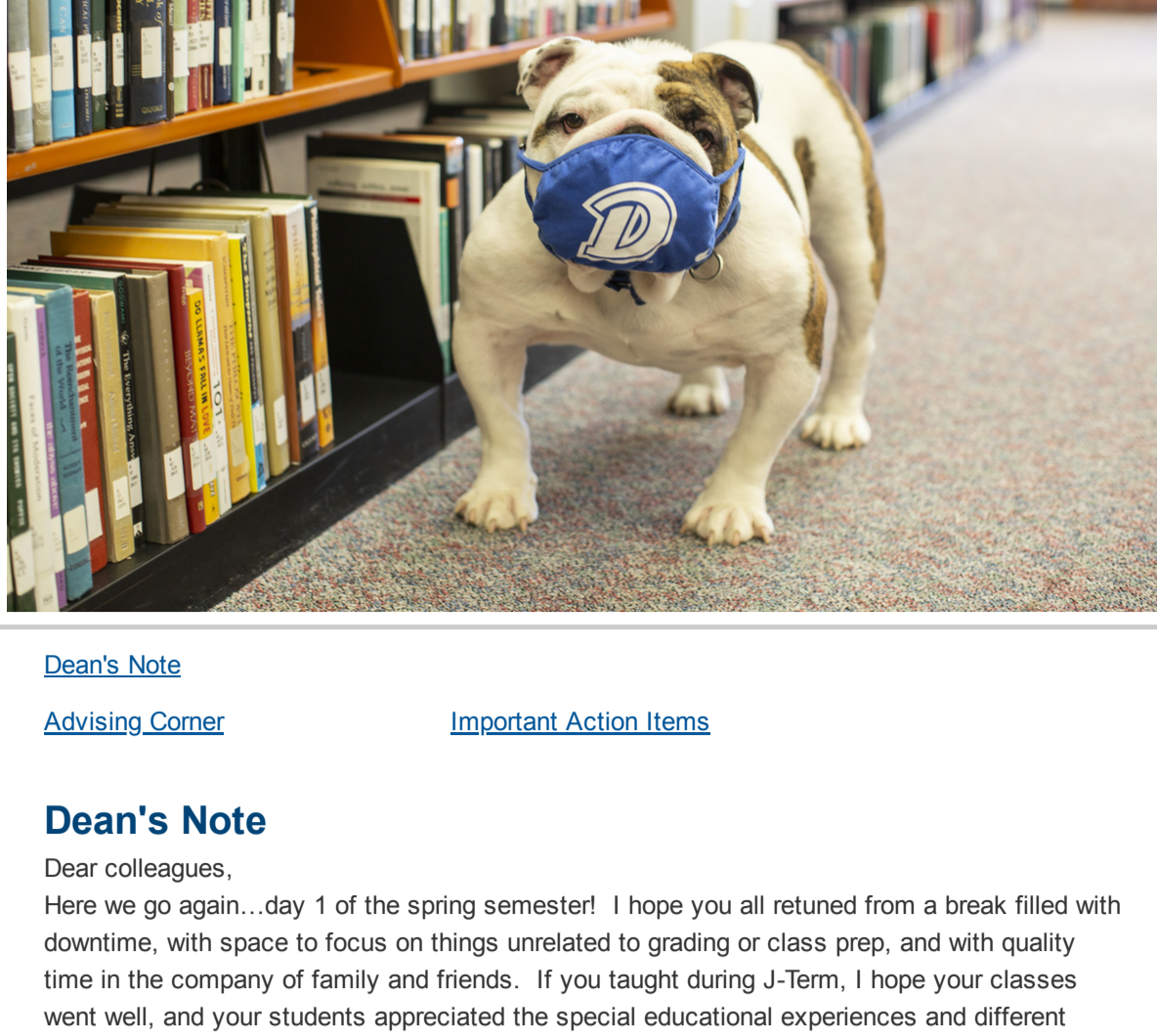


A&S Newsletter

January 24, 2022



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Dean's Note

Dear colleagues,
Here we go again...day 1 of the spring semester! I hope you all returned from a break filled with downtime, with space to focus on things unrelated to grading or class prep, and with quality time in the company of family and friends. If you taught during J-Term, I hope your classes went well, and your students appreciated the special educational experiences and different pace of the course. If you led a travel seminar, I hope you made it back to Des Moines after what I know were hiccups related to the pandemic. I trust it was a memorable experience that the students will always cherish!!

Day 1 of the semester will see all classes taught remotely, something that we are all quite familiar with at this point. If you need some tips and refreshers on how to start class successfully with dots on the zoom screen, check out Renée Cramer and Christina Trombley's email from January 11. The campus is open for business, students have moved back into residence halls, and some events are still taking place in person. Drake's health and safety guidelines will need to be followed to the t, so that two weeks from today we can meet with our students in the classroom, face-to-face and in real time. When cases surged in January, COVID made its way into my family as well, with 3 out of 5 people testing positive. Thanks to vaccinations and boosters, nobody got sick beyond a runny nose and scratchy throat. I hope you all are healthy and ready to start the spring semester!

Check out the updates, information and reminders in this newsletter. We hired a new Fine Arts Coordinator to fill the position vacated in November. We are currently conducting interviews for Kayla's position and hope to have somebody in place soon. Thanks for your patience as college business continues without the assistant to the dean, and feel free to send me reminders if anything falls through the cracks! Thank you to the staff who stepped up and fills in where needed, thank you to the dean team who took on additional tasks (such as editing this newsletter)! You will read below that MyDusis has been replaced with a new system called Self-Service, which seems to be very user-friendly once you get used to the new look. Note that travel grants can still be submitted, and due to the fewer-than-expected travel occasions we are accepting applications for second conferences. The Advising Corner below summarizes upcoming deadlines, and please help us conduct successful college committee elections without...Kayla! The link for the Qualtrics form is listed below.

Finally, thank you for submitting your PAR's to your chairs, who are now busy writing annual evaluations. Your department chairs will also receive feedback on the curriculum revisions you all engaged in last semester. Provost Council, deans and the dean team made their way through all of them, and I will share the feedback for further discussion, where needed.

That's all for now! I will hold open office hours tomorrow, Tuesday, January 24, from 2-3pm in Olmsted Café and on Zoom. I look forward to seeing you one of these days!

Have a great start of the semester!

Gesine

Dean's Open Office Hours

Gesine will hold open office hours on Tuesday, January 25, 2-3pm, in the Olmsted Café or on [Zoom](#). No appointment needed.

Advising Corner

Validation: 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 accurate validation of courses is tied to a variety of financial aid and billing processes. To submit validation: MyDrake > Self-Service > Teaching and Grading > Enrollment Validation. And, while validation is important, so too is letting our office know if a student disappears post-validation. Students who stop out need to be removed from the term and the University needs to have an accurate accounting of where students are, if they are on campus.

MyDUSIS is now Self-Service

As part of the project to update the former MyDUSIS system these changes were implemented recently:

- On MyDrake:
 - The MyDUSIS link in the Commonly Used Apps section of myDrake was changed to Self-Service and takes you to a new landing page (see navigation guides linked below)
 - The My Information link was removed from the Commonly Used Apps section (it is still in the HR section for faculty/staff and the My Drake Profile section for students)
 - Other former MyDUSIS-related links have been renamed or removed as Self Service has prominent links to access key functions

In Self-Service (formerly MyDUSIS):

- New navigation (see Navigating Self Service [\(How-to\)](#) for details)
- New student profile page (see the [Self Service for Students guides](#))
- New screens for faculty members (see the [Self Service for Faculty & Staff guides](#))

A number of the pages you need in the first weeks to submit J-term grades, view class rosters and complete registration overrides can be found at MyDrake > Self-Service > Teaching and Grading.

Please remember multi-factor authentication (MFA) is now required for accessing Self Service. Learn more about MFA and see links to guides on how to use it at Multi-factor Authentication Project [\(FAQ\)](#).

Start of Term Information:

- J-term 2022 GRADES: Grades for j-term courses are due before 10 a.m. on Wednesday, Feb 2. You can view this due date and other important dates, by visiting www.drake.edu/registrar/.

- ADD/DROP DEADLINES AND REGISTRATION OVERRIDES: Students have through 11:59 p.m. on Friday, Jan 28 by which to add a course and through 11:59 p.m. on Friday, Feb 4 by which to drop a course (without a W). If you wish to extend an override to a student, please follow these steps: MyDUSIS > Faculty & Advisors Tab > Setting Registration Overrides. *Please remind students that to take advantage of an override, he/she/they must take steps to register for the course by entering the CRN. The action of setting an override does not register the student for the course. Please be mindful that in setting an override, you are not taking a seat away from someone on your course's waitlist, should your course(s) still have a waitlist attached.*

Utilizing Starfish to Report Students of Concern: If you are concerned about a student for any reason, please use Starfish to raise a flag. Flags can be raised to alert campus offices about general concerns, academic concerns and transition issues. By raising a flag, your concern is routed to the appropriate campus office who will perform outreach.

If you are not a Starfish user and are concerned about a student, please file [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.

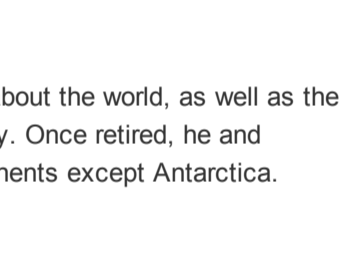
Changes in Proxy Access for Students:

With the move to self-service, students can now easily establish proxies, giving information on billing and grading to parents/guardians and other non-Drake individuals. See Authorizing Proxy Access [\(How-to\)](#) for set-up details). There will be a transition period through Feb 1 to provide sufficient time for students to re-enroll parents/guardians and determine their appropriate level of access.

With students' ability to give proxy access to non-Drake individuals, please understand this is not explicit permission for Drake faculty or staff to share any academic information with parents or guardians. If a student wishes for you to speak to their parent or guardian, please have them fill out a release of information form at drake.edu/registrar > Forms > Authorization for Information Release. If you want to see if a student has a FERPA form completed on file, please see if the document is uploaded in Starfish, or email our office for clarification.

A variety of COVID resources are linked at drake.edu/coronavirus/.

In Memoriam: Harold Dueker Swanson



Harold D. Swanson, Professor Emeritus of Biology, died at the age of 91. Dr. Swanson taught at Drake University for 35 years.

Harold was born in 1930 on a farm near Wichita, Kansas, to Simon and Ottilia (Dueker) Swanson, and grew up there. He died Jan. 1, 2022, and is survived by his wife, Wanda; children Kristin (Alan Hecht), Mark (Nancy Schoenberg) and Celia Swanson; and grandchildren.

Harold received his bachelor's degree from Friends University, Wichita, his master's degree from the University of Kansas, and his doctorate from the University of Tennessee. He also spent a year in Norway studying on a Fulbright scholarship, where he and Wanda spent the first year of their marriage.

One of his defining characteristics was his insatiable curiosity about the world, as well as the desire to share his fascinations with students, friends and family. Once retired, he and Wanda traveled the world, visiting all 50 states and all the continents except Antarctica.

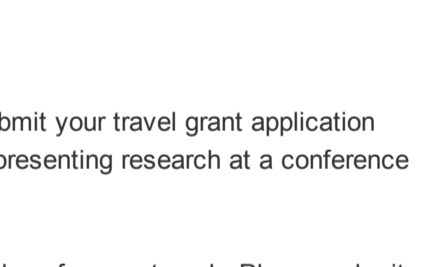
Find Harold's complete obituary here: <https://www.desmoinesregister.com/obituaries/dmr119380>.

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.

Welcome To Our New Fine Arts Coordinator, Jacob Lemons



Jacob Lemons is an Iowa native who loves collaborating with others to achieve common goals. A Drake alum himself, Lemons earned his Bachelor of Music from Drake University in 2018 and his Masters in Saxophone Performance from the University of Cincinnati in 2020.

After graduating from Cincinnati, he decided it was time to move back to Iowa to be close to friends and family.

Lemons is looking forward to returning to Drake to give back to the music department that provided him numerous formative experiences, many of which later inspired him to apply to his new position at Drake. In his free time, Jacob likes spending time outdoors, playing board games with friends and family, and wedding planning with his fiancée.

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.

At this point in the year, we accept applications for second conference travel. Please submit your application for the dean's review. Chris Nickell will have to give final approval for all travel. Please note that all air travel must be booked through the university travel provider, Direct Travel.

Elections

In the spring semester, the College will conduct elections and make appointments to faculty committees for the 2022-2023 academic year

Please use the following [Qualtrics link](#) to indicate your preference for one of the four elected committees (P&T, Cabinet, Council, and Faculty Senate) in the College of Arts & Sciences. You will appear on the ballot for the committee that you select as your preference. You must select at least one committee.

If you are planning to be a Sabbatical in 2022-23, you are already exempt from all committees. Other handbook restrictions on service apply.

If you are requesting an exemption from service on any of the A&S Committees, please also complete the Qualtrics form and provide a reason for your request.

Those who are already elected to serve for 2022-23 year in an elected committee are not eligible to be elected to another committee.

Please also indicate your preferences for the various standing committees (Academic Integrity, Curriculum, Diversity, and Technology). Appointments to these bodies are recommended by Cabinet and approved by Council based on your preferences.

Ron Larson Research Scholarship

The Larson Scholars supports 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 asking 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](#)

Check out the Drake's [website](#) for COVID isolation and quarantine guidelines.

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 Give Our Students the Grace We All Need](#).

A&S Important Dates

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

- 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 grade 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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