

DEAN'S OFFICE DIGEST

December 12, 2016

As this semester concludes, I have never been more appreciative of how much our faculty care about our students. It is all the more important therefore that at today's college faculty meeting, we will update everyone on our institutional efforts to support our students and vote on key initiatives that can shape our students' future experiences and learning opportunities. These discussions underscore the college's ongoing commitment to an open, inclusive campus where all students can live and learn together in mutual respect and cooperation. I am grateful to each of you for your contributions to this powerful community-making. Wishing you a fantastic winter break.



FACULTY MEETING TODAY

December 12, 2016, 3:30 pm, Pugh Auditorium

The December College Faculty meeting will be held today at 3:30 pm in Pugh Auditorium. Agenda items include an update on undocumented student issues by Senior Associate Dean José Villalba and a report by Chief Diversity Officer Barbee Oakes and Vice Provost Lynn Sutton on the work of the Campus Climate Implementation Team. The agenda also includes a proposal to approve December degree candidates, a motion from the Study Abroad Committee to approve the first-year abroad program, two resolutions from Wake Forward for consideration and a proposal regarding the Business 105 course. The meeting agenda can be found [here](#). We look forward to seeing you there.



GLOBAL AWAKENINGS - A FIRST-YEAR ABROAD PROGRAM

Update from the Study Abroad Committee

At today's College Faculty meeting, the Study Abroad Committee will present a mid-year report including the first-year abroad program, Global AWAKEnings. Because this is a non-traditional program, a website has been created that includes details about the program, along with frequently asked questions (FAQs). To learn more about this new opportunity, please visit the [Global AWAKEnings website](#).

CONGRATULATIONS TO NEXT YEAR'S DEPARTMENT CHAIRS

2017-2018 New/Reappointed Chairs effective July 1, 2017

Anthropology - Steve Folmar

Art - Bernadine Barnes

Biology - Susan Fahrback

Chemistry - Mark Welker

Computer Science - Pete Santiago

Health & Exercise Science - Peter Brubaker

History - Monique O'Connell

Music - Peter Kairoff

Physics - Daniel Kim-Shapiro

Politics & International Affairs - Peter Siavelis

DIVERSITY AND INCLUSION

In light of recent campus conversations around undocumented students and the status of becoming a "sanctuary campus," the College has been working with colleagues across the university to provide information to faculty as clearly and efficiently as possible. To this end, the College is partnering with the [Office of Diversity and Inclusion](#) to develop a resource for academic and holistic considerations for working with undocumented students, as well as what the University currently is doing and is planning to do for these students and, by extension, their families. If questions or concerns arise, please do not hesitate to reach out to our offices, as well as encouraging students to contact the [Scholars Office](#), the [University Counseling Center](#), and other [campus climate colleagues](#).

With [Diversity Action Plans](#) due to the Dean's Office in 4 months, please let us know if we can be of service and/or provide guidance as you and your colleagues work on this new initiative. To date, various chairs and department faculty from across the College have met with members of our office, and we value these discussions as they provide important feedback on this process; feedback that can and will contribute to an enriching community. Keep up the important work and let us know how else we can help.

FOCUS PROGRAM CALL FOR APPLICATIONS

Faculty Overseas Collaborating on Undergraduate Seminars

Deadline extended to Friday, December 16, 2016

The goals of this program are to foster intellectual engagement of faculty from across disciplines in the College:

- To expand global mindsets and experiences
- To provide support for writing across the curriculum
- To generate new and creative First Year Seminars
- To support interfaculty relationships and collegiality
- To provide an opportunity for faculty to convene and collaborate in an international setting

This opportunity is open to all permanent full-time faculty in the College. Some of the factors that will be taken into consideration in the selection process include: diversity in rank, diversity in discipline, and former student evaluations. [Attached](#) is a copy of the syllabus from the previous faculty's collaborative FYS.

To apply, please prepare a one-page document addressing the following question: Considering the goals of this unique program, what prompted you to apply and how will you contribute? Also, please have your department chair send an email endorsing your participation in the program. Both your application and the chair's email may be sent to [Kline Harrison](#), Associate Provost for Global Affairs. A more detailed explanation of the program can be found [here](#). The deadline for applications has been extended to Friday, December 16, 2016.

FACULTY DEVELOPMENT PROGRAM FOR MID-CAREER TEACHER-SCHOLARS

Applications due Friday, December 16, 2016, 5:00 pm

Eligibility: Tenured faculty at the rank of Associate Professor

Application Process: Please submit a one-page narrative explaining why you would like to participate in this program to Senior Associate Dean of Faculty, Evaluation, and Inclusivity, José Villalba, directed to [Patty Lanier](#) by **5:00 pm on December 16, 2016**.

Dates and times:

- Tuesday, January 10, 2017, 5:00 pm - 7:30 pm (kick-off event)
- Monday, February 6, 2017, 3:30 pm - 5:00 pm (on campus)
- Monday, February 20, 2017, 3:30 pm - 5:00 pm (on campus)
- Monday, March 20, 2017, 3:30 pm - 5:00 pm (on campus)
- Monday, April 3, 2017, 3:30 pm - 5:00 pm (on campus)
- Monday, April 17, 2017, 3:30 pm - 5:30 pm (TBD)
- 3 individual coaching sessions to be arranged with individual coach

Semester Outline of Topics to be Discussed:

1. **The Teacher-Scholar at mid-career:** long-term personal and professional goal setting and making a semester plan
2. **Work-Life Balance and Sustainability:** prioritizing tasks, saying "no," saying "yes," working on an accountable plan, and establishing a process of sustainment
3. **Daily Writing/Creative Work:** making a plan, overcoming obstacles, peer accountability and support
4. **Teaching Renewal:** taking stock and aligning priorities with how and what we teach
5. **Mentors at Mid-Career:** value of external feedback and support beyond the pre-tenure career phase

OFFICE OF ACADEMIC ADVISING

First Year Seminar Proposal Deadlines

The next deadline for new First Year Seminars (i.e., to be taught in Fall 2017 or beyond) is **12 noon, Monday, January 16, 2017**. Guidelines for new proposals are available [here](#).

Reminder of Finals Policy

Students should have no more than two exams in a 24-hour period. If they do have more than two exams in 24 hours, they should be permitted to reschedule one.

Inclusive Pedagogy & Advising

Adopt a "strengths" perspective. Professors and advisers are in a great position to affirm and encourage strengths even when students are struggling or faced with challenges. At a recent conference, a keynote speaker pointed out that those students we consider "at-risk" (e.g., low-income, first generation) often had to exhibit especially high persistence and determination to get to college, given structural inequalities they are likely to have faced. Consistent with this point, data collected from WFU students this fall by a psychology class (credit to PSY 312) show that first-generation students at Wake Forest have significantly higher levels of "grit" than do continuing generation students (i.e., students who are not the first in their families to attend college). Encouraging all students regarding their strengths, rather than focusing on deficits - even when guiding students in difficulty or challenge - is an inclusive practice.

CHAIRS' CORNER

Important: Promotion Deadline - Friday, January 13, 2017

- Deadline for Career Teaching Professional Promotions Dossiers
- Deadline for Tenure & Promotion to Associate Dossiers
- Promotion only Dossiers for Full Professors
 - All dossiers are due to Patty Lanier, Assistant to Tony Marsh, Associate Dean for Research, Scholarship, and Creativity.
 - NEW for AY17 -- Refer to the Chairs' site for dossier preparation and submission guidelines for Tenure and Promotion and Teaching Professionals

Merit Evaluations due Friday, January 27, 2017

The merit evaluation period is January 2016 to December 2016. As always, we do expect that the evaluations will be evaluative of the work quality, rather than descriptive. You can expect to receive evaluative comments from the International Office (if faculty members in your department served abroad), Program Chairs (if faculty members served in interdisciplinary programs) and the Chairs of the Committees of the Faculty (if faculty members in your department served on College elected committees) by **January 15**. The deadline for submission of merit evaluations to the Dean's office is **Friday, January 27, 2017**. Please submit the Excel form electronically to [Leigh Anne Wray](#).

WAKE DOWNTOWN

Happy Hour/Open House on Thursday, January 19, 2017

Wake Downtown is ready to launch with classes beginning January 10! Faculty, staff, and students have attended information sessions in recent weeks - if you missed these the presentation is available at wakedowntown.wfu.edu. Links to the shuttle schedule will also be updated during the semester break; the new shuttles will start January 9 (Benson Center Lot C to/from Wake Downtown every 15 minutes beginning at 8 am). A faculty-staff happy hour and open house will be held Thursday, January 19 (invitation to come).



FACULTY RESOURCES FROM THE MENTORING RESOURCE CENTER

The [Mentoring Resource Center](#) is here to support faculty as you engage with students in both formal and informal mentoring relationships. Our website includes a [Faculty Resources](#) page along with tools, worksheets, and information related to mentoring students. You can also download our [Faculty Guide to Mentoring Student Projects](#) to assist you in supporting student research projects, independent studies, and other experiential activities.

Do you have good faculty or student mentoring stories to share? Submit your [mentor](#) or [mentee](#) stories to us and we will share them via our website, with your academic department, and with the broader Wake Forest community.

Would you like to know more, or do you have thoughts on how we can be helpful to you? Contact [Allison McWilliams](#) or [Lauren Beam](#).

TECH TIP: PRIVACY MODES IN BROWSERS

From Rick Matthews, Director of Academic and Instructional Technology



This tech tip comes from Instructional Technologist [Jeff Muday](#). They ARE watching you! Tired of websites that appear to know far too much about you? Privacy or Incognito browser modes make your online life a little safer.

[Learn how to turn on browser privacy and why you may want to.](#)

MELLON-FUNDED OPPORTUNITIES

Call for Proposals

The Deans's Office would like to alert faculty to two exciting opportunities made possible by a grant from the Andrew W. Mellon Foundation. The detailed call for proposals for both opportunities can be found [here](#) and [here](#).



THE HUMANITIES INSTITUTE

1) Engaged Humanities (EH) Course Planning and Implementation Grants

This grant will provide new opportunities for 4 teams of two cross-disciplinary faculty to team-teach engaged humanities courses in the curriculum. The planning grant provides \$4000 in support for each faculty member in the EH team. Once the courses are in place, the EH faculty team research funds will provide each team with \$3000 in research funds to support the implementation of class-based research or creative work.

Final proposals are due to [Tony Marsh](#), Associate Dean for Research, Scholarship, and Creativity by or before **January 31, 2017**.

2) Reynolda Conference in the Engaged Humanities - Summer 2018

The Reynolda Conference in the Engaged Humanities represents a contemporary revisiting of an intellectual practice in Reynolda House's early history. These intensive, WFU faculty-led interdisciplinary week-long seminars will catalyze research, creative work, and course development in the engaged humanities and liberal arts at Wake Forest and beyond. In spring of 2017, a grant of \$20,000 will be awarded to a WFU faculty member to plan, implement, and convene a Reynolda Conference at Reynolda House Museum of American Art in June 2018. Funding will cover the cost of hosting local, national, and international participants for a weeklong seminar. The seminar must feature an event (panel discussion, lecture, etc.) that is open to the public.

Final proposals are due to Executive Director of Reynolda House and Associate Provost for Reynolda House and Reynolda Gardens, [Allison Perkins](#) and Director of the WFU Humanities Institute and Professor of English, [Dean Franco](#), by or before March 31, 2017. Applicants are encouraged to submit a full draft of the proposal by February 15, 2017 in order to receive committee feedback and comments. Those intending to submit a draft of the proposal must first submit a completed cover page (only) to Allison Perkins and Dean Franco by **February 1, 2017**.

UPCOMING EVENTS AND DEADLINES

Staff Advisory Council Holiday Giving Campaign

Now through December 16, 2016

Benson University Center



This holiday season, the SAC is partnering with Campus Kitchen and Wake Forest University School of Business Graduate Students to provide groceries for the week of winter break when the Kitchen is not staffed. Any food left over will be donated to the Second Harvest Food Bank as part of the National Hunger and Homelessness Awareness week. Food will be collected through December 16, 2016 in the Benson University Center. Please see the [attached flyer](#) for more information.

SAC is also sponsoring a supply drive for Mineral Springs Elementary School. Mineral Springs is a local Title I school where 100% of the children receive a free breakfast and lunch. We are partnering with this school and asking for donations for playground equipment, school supplies, and positive behavior rewards. Boxes have been distributed throughout campus and collection will be through December 16, 2016. Financial contributions can be brought to the Office of the Dean of the College; checks should be made payable to Mineral Springs Elementary School. More information can be found [here](#).



Faculty/Staff Appreciation at Men's Basketball Game

Thursday, December 22, 2016, 9:00 pm

Free tickets for faculty/staff and their immediate families are available as you arrive at the game vs. LSU. Doors open at 7:30 pm with 9:00 pm game time. Go DEACS!



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To share news or events with the College Faculty, contact [Leigh Anne Wray](#) in the Office of the Dean of the College.

The next issue will be sent on Monday, January 9, 2017.

Submissions are due on Tuesday, January 3, 2017, by 5:00 pm.

JOIN OUR
MAILING LIST!

[CLICK HERE...](#)