

DEAN'S OFFICE DIGEST

January 18, 2016

I hope your semester is off to a good start. Spring semester is always a hectic time of year for all of us, as we balance our teaching, scholarship, grant submissions, and committee work with our all-important recruitment of top-notch faculty, and advise our students, especially our seniors. Now is a great time to check *DegreeWorks* to make sure those seniors are on track, and do encourage them, and indeed all your students, to attend the Career Fair on Wednesday afternoon, January 20. Know that employers are seeking all majors (not just business and Economics as rumored). Try to attend yourself, talk to the representatives, and get a sense of the kinds of opportunities you can guide your students towards. Meanwhile, we all know that academic integrity is at the heart of what we do, so please read the advisory about Apple Watches below and come to our next faculty meeting where Jane Caldwell will be speaking on lessons learned from UNC's athletic scandal. In addition, please review the FAQ link below outlining the critical resources we have to meet our legal obligation to accommodate students with learning disabilities. Finally, give yourself a break. Find a colleague, walk over to the Reynolda estate, and enjoy lunch from the food truck now stationed there daily.



DECEMBER FACULTY MEETING RECAP

At the December meeting, faculty approved the December 2015 candidates for the Bachelor of Arts and Bachelor of Science degrees. The first vote on the recommendation from the Committee on Orientation and Lower Division Advising to amend the bylaws to clarify the committee's voting and nonvoting membership passed and the second vote on this bylaws change will take place at the February meeting. Professor Will Fleeson shared the Collegiate Senators report, Professor David Coates reported on a VeriCite anti-plagiarism software pilot and Senior Associate Dean Rebecca Thomas announced a new post-tenure faculty development program. Jim Strodel of CapTrust Financial Advisors presented an update on the retirement plan and Tanya Jachimiak gave an overview on the Title IX process.

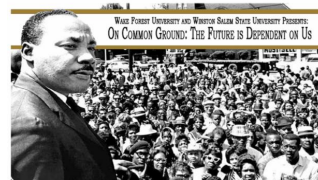
For the complete minutes of the December 14 College Faculty Meeting click [here](#). The next faculty meeting will be on **Monday, February 8** at 3:30 p.m. in Pugh Auditorium.

"ON COMMON GROUND: THE FUTURE IS DEPENDENT ON US"

**Daughters of Malcolm X to speak at WFU on MLK Day
Monday, January 18, 7:00 pm; Wait Chapel**

Each year, Wake Forest University and Winston-Salem State University collaborate to host a major celebration to honor the legacy of Dr. Martin Luther King Jr. The theme of this year's program is "On Common Ground: The Future is Dependent on Us" and highlights the call for the next generation of leaders to help mend historical divides and end systemic injustice.

On Monday, January 18, at 7 p.m. in Wait Chapel at Wake Forest University, Ambassador Attallah Shabazz and Ilyasah Shabazz, daughters of civil rights icons Malcolm X and Betty Shabazz, will join Wake Forest's Dean of the College Michele Gillespie in an exploration of the connection between King and Malcolm X and a discussion on the current racial and political climate in the U.S. This 16th



16th Annual Dr. Martin Luther King Jr. Celebration

Monday, January 18th, 2016
Wake Forest University
Wait Chapel
7:00 pm
Keynote Address
Daughters of
Malcolm X
and
Dr. Betty Shabazz
Free and open to the Public.
Moderated by Dr. Michele Gillespie,
Dean of Wake Forest College

Ambassador
Attallah Shabazz

Ilyasah
Shabazz

Join us tonight at 7:00 pm only at 7:00 pm
at the Wait Chapel & Room 3000 in Pugh

For more information, please contact the Office of Multicultural Affairs | 336-758-5864 | omaw@wfu.edu

annual event honoring Dr. Martin Luther King Jr. is free and open to the public. Wait Chapel doors open at 6:15 p.m. Click [here](#) to view the flyer for the event.

SPRING CAREER FAIR FOR ALL STUDENTS

January 20, 12-4:00 pm - Benson 401

PLEASE ENCOURAGE YOUR STUDENTS TO ATTEND the Annual Spring Semester Career Fair. It is OPEN to ALL CLASS YEARS and ALL MAJORS ARE WELCOME, NOT JUST BUSINESS STUDENTS. Currently there are 53 organizations that will share information on jobs, internships, and programs.



Faculty are also encouraged to drop by to learn about the organizations and what they are seeking in Wake Forest talent! Click [here](#) for a list of organizations that have registered to attend thus far. Questions about the fair can be addressed to Dana Hutchens at hutchens@wfu.edu.

SACS UPDATE

PLEASE HELP US WITH FACULTY CREDENTIALS



The College is in the process of responding to points raised by our SACS-COC off-site review team, most notably, faculty credentials. As we predicted, this is the one standard for which all institutions have recently been found "out of compliance". We're working with a small number of departments and faculty to provide the added credentials sought by our reviewers. The on-site campus visit will occur in March. Stay tuned for more information on this process.

PRESTIGIOUS INTERNATIONAL SCHOLARSHIP AWARDED TO SENIOR ADDISON MCLAMB

Senior Addison S. McLamb has been selected as one of 111 Inaugural Schwarzman Scholars to earn a master's degree program at Tsinghua University in Beijing, China. Inspired by the Rhodes Scholarship program, the Schwarzman Scholars consist of students from 32 countries and 71 universities with 44 percent from the United States, 21 percent from China, and 35 percent from the rest of the world. A Lexington, N.C. native, McLamb, who is majoring in Chinese, is also an Army Reserve Officers' Training Corps (ROTC) cadet who recently captured the number 5 spot on the national Order of Merit List. Congratulations to Addison on earning this highly selective award, and to his professors and the Scholarship Office for their invaluable support! Read more about the Scharzman Scholars program in this [New York Times feature](#).



FROM THE OFFICE OF ACADEMIC ADVISING

Emergency Student Financial Fund in the Dean's Office

In 2010, W. David and Susan Gamble Ellis endowed the Ellis Family Emergency Aid Fund in the College. This fund is available to help with emergency needs of students who are experiencing financial hardship, especially as related to academics. For example, it can be used to cover psycho-educational assessment for a suspected learning disability, textbooks or other course materials that are not adequately covered by financial aid, or computer repair or replacement costs not covered by insurance. Emergency needs that are not directly academic but that affect a student's academics or general well-being can also be considered (e.g., short-term needs related to food or shelter; unexpected travel expenses related to a family emergency). If you become aware of a student who might have financial hardship related to these or other emergency needs, please contact Christy Buchanan in the Office of Academic Advising (buchanan@wfu.edu; x5123).

Advisers of Seniors Intending to Graduate: Please review DegreeWorks Now

If you are the major adviser for a student intending to graduate in May, please do a review of

your advisees' DegreeWorks as soon as possible. On DegreeWorks, each their requirement blocks and individual course requirements should have a green check mark beside them or a single squiggly line (if they are currently enrolled in the course requirement). If any of your students have unmet requirements (empty red check boxes), please reach out to them immediately, because their May graduation may be in jeopardy. (Students may participate in commencement if they have 112 hours and a 2.0 GPA overall and in their major(s), but they must apply to participate through the Registrar's office.) You can help them discern if they need to add a class, drop a minor, follow through on transfer credit that has not been applied, correct an error on DegreeWorks, apply to participate in commencement while making a plan to complete remaining requirements, or otherwise resolve the discrepancy.

Remember to always use DegreeWorks to assess advisees' progress toward graduation. Please do NOT use the "Degree Evaluation" link on WIN, as the information at this link is not being updated for students in the College. Unfortunately the link will remain visible until all other schools in the University change over to DegreeWorks. Short story: In the College, use DegreeWorks!

Open-Course Report

The Open Course Report, an easy-to-read listing of Spring courses with open seats, is posted on the Office of Academic Advising's website (advising.wfu.edu) and on the OAA Facebook page (www.facebook.com/WFU.OAA) each semester following registration. This report will be updated periodically through the beginning of the Spring semester.

STUDENTS AND ACADEMIC INTEGRITY

Faculty Governance

The ODOC received an anonymous tip from the father of a Wake Forest student during the final exam period. The unidentified student reported to this gentleman that a number of students were using Apple Watches (or comparable devices) to cheat on an examination.



While the student did not choose to level a specific charge, the notification reminds us that we must remain ever aware and vigilant of the challenges that recent technology presents to academic integrity. Clearly, such abuse of technology violates the existing Student Code of Conduct. I would recommend that individual faculty members make it clear in your syllabi and class policies that the use of any device that connects a student to the Internet or any other unauthorized electronic resource be prohibited while taking an examination. Furthermore, it would be prudent to tell students wearing a device such as an Apple Watch to switch it off and/or remove it from their person.

ACCOMMODATING STUDENTS WITH DISABILITIES IN THE CLASSROOM

Learning Assistance Center

Students are encouraged to schedule an appointment with each faculty member to hand-deliver their letter and to discuss implementation of their accommodation(s). For more information about providing academic accommodations for WFU students with disabilities, please see [Accommodations FAQ 2016](#).

NATIONAL MENTORING MONTH 2016: MENTORING STUDENTS FOR LIFE AFTER COLLEGE

Each January, the [WFU Mentoring Resource Center](#) celebrates National Mentoring Month by highlighting mentoring practices,



programs, and relationships here on the Wake Forest campus. In 2016, we are focusing on mentoring for life after college as part of our month-long celebration. While we know that mentoring relationships add tremendous value to the well-being and success of students during their four years at Wake Forest, we also believe that mentoring plays a large role in making a successful transition from senior year to life post-graduation. Faculty and staff can use this [Mentor's Guide to Mentoring for Life After College](#) to engage students in

conversations around how to build supportive relationships, create and take ownership of their goals and successes, and reflect on their growth experiences for future application; all critical skills for navigating life after college.

Please take a minute to check out all of the [National Mentoring Month 2016 resources](#) on our website, which include:

- [Alumni Advice Videos](#)
- [Information for Students on How to Find a Mentor](#)
- [Five for Your First Five: Tips for the First Five Years Out Post-Graduation](#)

DEAN'S LIST GALA

Friday, February 5

Please join the Dean of the College, Michele Gillespie, along with university faculty and administrators, for an evening honoring our high achieving sophomores, juniors, and seniors. The Dean's List Gala will take place Friday, February 5th, 2016 from 7:00-8:30 pm in ZSR Library Atrium.



STUDENT-ATHLETE SERVICES

At the faculty meeting on February 8, 2016 Jane Caldwell, Associate Athletic Director for Student-Athlete Academic Counseling and Assistant to the Dean of the College, will be speaking about lessons learned from UNC and the book *Cheated*, which was written by a former tutor at Chapel Hill and a history professor at the University. If you have not had a chance to read the book, it is very interesting.

Reminder When Working with Student-Athletes:

Student-athletes should be treated like all of your students and expected to do the same work. Their travel schedules during the semester requires that they miss classes and they will need to make up any missed assignments or tests.

CHAIRS' CORNER

Thursday, February 18, 2016

- Deadline for all Spring College Faculty Funding including Book Development Grants and Summer Research.
- Applications should be submitted to Patty Lanier lanierpr@wfu.edu in the Dean's Office, 104 Reynolda Hall.
- Click on the link for more information and application forms (faculty.college.wfu.edu/funding-awards)

Thursday, March 24, 2016

- Deadline for nominations for Faculty Fellowships.
 - Named faculty fellowships are three-year awards that honor and recognize our most outstanding faculty in the college.
 - Submission Guidelines
 - Nomination letter, no more than 3 pages, submitted by the Dept. Chair.
 - Nominee's current CV.
 - Teaching Evaluations from the last three semesters.

FACULTY RECRUITMENT EXPENDITURES GUIDELINES

With interview season underway please be sure to visit the *Recruitment, Hiring and Appointment* page on our website (<http://college.wfu.edu/chairs/recruitment-hiring-appointment>) and review the Recruitment Expenditure Guidelines.



In all cases, unless prior approval is provided, hiring departments will be responsible for all

expenses exceeding the pre-approved amount covered by the University. Requests for overages (expenditures exceeding the pre-approved limits) must be approved by José Villalba. For documentation purposes all written approvals must be attached to invoice(s) upon submission. If you have any questions, please contact Karen McCormick at mccomk@wfu.edu or 758-5835.

T-CART: TECHNOLOGY-ENGAGED CREATIVE ACTIVITY, RESEARCH, AND TEACHING GRANTS (FORMERLY STEP)

Call for Proposals

The Office of the Provost is pleased to announce the

T-CART grant programs, formerly known as the STEP grants, partnering with three separate campus offices to provide faculty with funding to advance their teaching,

learning, scholarly, and creative work. All applications are due **February 22, 2016**. Recipients will be notified by **March 4, 2016**.



technology @ WFU

Summer Course (Re) Design

For more information about this grant, visit [Call for Proposals for Summer Course \(Re\) Design](#).

Blended Online Learning Development (BOLD)

For more information about this grant, visit [Call for Proposals for Blended and Online Learning Development \(BOLD\)](#).

Summer Technology Exploration Program (STEP)

For more information on the grant including examples of technologies to explore visit [Call for Proposals for Summer Technology Exploration Program \(STEP\)](#).

TECH TIP: WHAT DO YOU GET WHEN YOU COMBINE EL NIÑO AND A NEGATIVE-GOING ARTIC OSCILLATION? CANCELLED CLASSES (MAYBE)



From Rick Matthews, Director of Academic and Instructional Technology

Forecasters cannot seem to figure out this winter, but with the right Plan B, a campus closing does not mean lost learning time. Check out the [Snow Day Technologies workshops](#). They offer introductions to both live, synchronous virtual class meetings and asynchronous alternatives for those of us who would rather play in the snow. [Check it out!](#)

FOOD TRUCKS AT THE REYNOLDA HOUSE ESTATE

Looking for additional nearby lunch options? Dan Rossow of Reynolda House Estate is bringing back the Food Trucks. Below is a list of food trucks that will be serving lunch this month and are a short walk away from campus:



Monday, Tuesday, Wednesday & Friday: Taqueria

Luciano (serving authentic tacos, burritos, tortas, quesadillas, etc.)

Thursday: La Vie En Rose (Crepes and other French cuisine such as quiche and soup)

These food trucks will be set up along the left side of the front lawn and aim to start serving around 11:30 am and stay until about 2:00 p.m.

Upcoming Events

Wednesday-Friday, February 3-5:00 p.m.; Marriott Downtown W-S

The Wise Conference is for faculty and staff seeking to incorporate more intercultural competency methods into their teaching. The Center for Global Programs & Studies is pleased to host the 8th annual conference focused on intercultural learning for WFU faculty, staff and the international educators across the nation. Wake Forest University faculty and staff are invited to attend the WISE Conference at no cost. Registration is

required for food & event planning purposes. Visit the [WISE](#) website for descriptions of conference sessions and more. Click [here](#) to register via the Eventbrite page for WFU faculty, staff & students.



Wednesday, February 10, 5:00 p.m.; DeTamble Auditorium

"Queer Uncles: Homosexuality and the Family in Modern Britain". As part of the History Department's speakers' series, Professor Deborah Cohen, Peter B. Ritzma Professor of the Humanities at Northwestern University will give a talk, that is co-sponsored by the departments of English and Women's, Gender & Sexuality Studies.

Monday-Wednesday, March 7-10; Wake Forest University Charlotte Center

Winter Institute for Intercultural Communication (WIIC). Looking for some professional development opportunities during Spring 2016? Interested in a "deep dive" into multicultural competence and pedagogy? Then consider taking part in the Winter Institute for Intercultural Communication. This is the third, and last time, Wake Forest will be co-hosting this event. If you have any further questions, please contact The Teaching and Learning Center or the Office of Diversity and Inclusion. In addition, there are funding opportunities to cover the cost of attending. If you're interested in those specific questions, please contact the Teaching and Learning Center. Please see the workshop schedule and descriptions below and register at: <http://intercultural.org/wiic.html>.

Thursday-Friday, March 17-18; Farrell Hall and Bridger Field House

Ageing Re-Imagined Symposium. Faculty, staff, students, and members of the Winston-Salem community gather together to discuss the topic of aging from many perspectives. Leading scholars, artists, medical professionals and researchers whose work focuses on this vital, intersectional topic will share their insight on four key ideas that inform how we age, and how we think and feel about aging: Mobility, Mind (including memory), Mortality, and Meaning.



Registration includes admission to all conference sessions, plus a reception on Thursday evening, a light breakfast, boxed lunch and reception on Friday. Symposium is free for all attending but registration is required. Register using this [link](#). For questions or concerns related to registration, please email Stephanie Reitz or call at 336.758.4256

Deadlines from the Office of the Registrar

Wednesday, February 10- Students with Incompletes should have material turned in to instructor.

Thursday, February 25- Last day for instructors to submit Incomplete/Not Reported grade changes from Fall 2015.

Tuesday, March 8 - Final grades for **first part-of-term** (1A, DV1, ON1) courses due by noon.

Wednesday, March 9 - Mid-term grades for **full part-of-term** courses due by noon. (12:00 pm)

Friday, April 1- Rosters listing graduating seniors distributed via email. *Please use the rosters as an aid when entering grades on those students who are scheduled to graduate on May 16. You do not need to return the rosters.*

Tuesday, May 10- Graduating senior grades due by noon. WIN grading turned off at 12:00 p.m. to process graduating senior grades.

Wednesday, May 11- On-line grading resumes after noon.

Tuesday, May 17- Non-graduating student grades due by noon.

Office of the Dean of the College
104 Reynolda Hall
336.758.5311
deanofthecollege@wfu.edu



To share news or events with the College Faculty, contact Melanie Hylton in the Office of the Dean of the College. Deadline for the next issue is Tuesday, January 26.

[Join Our Mailing List!](#)