

# DEAN'S OFFICE DIGEST

January 9, 2017



Welcome back! Can you believe our first classes launch tomorrow in Wake Downtown? What a propitious moment. Read the Digest for all the terrific opportunities for faculty support, from URECA Mentoring to Mellon Funding to the TLC Technology Initiative, as application deadlines loom. Also, make a place on your calendar for these important events: The Annual Martin Luther King Jr.

Celebration, jointly hosted by WFU and WSSU, Monday, January 16, at 7:00 pm at WSSU and the Wake Downtown Open House on Thursday, January 19, at 3:00 pm. I hope to see you at both. Happy Spring Semester!

## NO COLLEGE FACULTY MEETING TODAY

**Rescheduled for Monday, January 23, 2017, 3:30 pm, Pugh Auditorium**

Due to inclement weather, there will be no Faculty Meeting today. Please mark your calendars for Monday, January 23, 2017.



## GLOBAL AWAKENINGS - A FIRST-YEAR ABROAD PROGRAM

**Update from the Study Abroad Committee**

At the January College Faculty meeting, the Study Abroad Committee will propose approval of 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](#).

## OFFICE OF ACADEMIC ADVISING

### **New/Transfer Student Orientation**

**TODAY - Monday, January 9, 2017, from 9:00 am - 5:30 pm**

The University will welcome new and transfer students with an orientation that will address "Academic Success" and "Success and Support Outside of the Classroom." Our newest Demon Deacons will hear from departments across the University and receive a brief campus tour.

Campus Partners & Session guests include representatives from: CARE, Campus Recreation, Chaplain's Office, Counseling Center, Dean of Students / Student Conduct, Intercultural Center, LGBTQ Center, Residence Life and Housing, SAFE, Student Engagement, Student Health, Title IX, Wellbeing and Women's

Should you have any specific questions regarding New/ Transfer Student Orientation, please do not hesitate to contact [Cherise James](#), Associate Director of Orientation and Lower Division Programming.

### Seeking Available Courses? See the Open Course Report

If you have an advisee looking for course openings, show them the Open Course Report on the [Office of Academic Advising's website](#). This is an easy-to-read listing of Spring courses with open seats, updated weekly through the add period.

### Advisers of Seniors Intending to Graduate: Please review DegreeWorks NOW!



Check DegreeWorks on behalf of each graduating senior you advise. The requirement block and individual course requirement 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.

### Reminder on Policy for When Students Can Declare Majors

Students are permitted to declare a major after they have completed 40 hours. Completed hours do not include hours "in progress." See p. 69 of the [2016-2017 Bulletin](#). Thanks for your help in making sure students are advised correctly on this, and are not permitted to declare before completing 40 hours.

### Emergency 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 to help with emergency needs of students who are experiencing financial hardship, especially as related to academics (see posting at [advising.wfu.edu](#)). For example, it can 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 wellbeing 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 (x5123).

## CHAIRS PLEASE NOTE: PROMOTION DOSSIERS DUE

**Deadline: Friday, January 13, 2017**

- Deadline for Non-Tenure Career Teaching Professional Promotions Dossiers
- Deadline for Tenure & Promotion to Associate Dossiers
- Deadline for 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

## FIRST YEAR SEMINAR PROPOSALS DUE

**Deadline: Monday, January 16, 2017**

Proposals for new First Year Seminar courses intended to be taught in Fall 2017 are due on **Monday, January 16, 2017**. This deadline does not impact previously approved FYS courses that may be part of your course/curriculum planning for spring. Details about proposal construction and submission, as well as FYS course guidelines, can be found [here](#).

## DR. MARTIN LUTHER KING, JR. CELEBRATION

Monday, January 16, 2017, 7:00 pm

Winston-Salem State University

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. D.L. Hughley will present the 17th annual Dr. Martin Luther King Jr. Day keynote speech at 7 p.m. in K.R. Williams Auditorium at Winston-Salem State University. The event is free and open to the public.



## URECA STUDENT INFORMATION SESSION

Wednesday, January 18, 2017, 5:00 pm, Annenberg Forum

The URECA Center will be sponsoring a Summer Fellowship Workshop to introduce students to the funding opportunities and provide direction in building their proposals. After a brief discussion on general strategies for seeking grant and fellowship funding, the chairs of the committees that evaluate the proposals will lead workgroups discussing the purpose of each fellowship. They will provide helpful information on writing a successful proposal and answer questions. Please encourage your students to attend. You are welcome to attend as well.

## WAKE DOWNTOWN HAPPY HOUR/OPEN HOUSE

Thursday, January 19, 2017, 3:00 pm - 6:00 pm



Wake Downtown is ready to launch with classes beginning TOMORROW, 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](http://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, 2017 from 3:00 - 6:00 pm.**

## TEACHING AND LEARNING COLLABORATIVE

Spring 2017 Faculty Learning Community: Technology & Multimedia

Application Deadline: Friday, January 20, 2017, 5:00 pm

Are you interested in integrating new technology or developing novel multimedia instruction designed to support student learning? Come explore theories, new tools, and techniques and select, design, and incorporate technology and media that best fits your own specific course and student needs. Six faculty selected to participate will receive a **\$600 stipend** for successfully completing the program during the Spring Semester. Please visit us [online](#) for additional information and application materials.

## IMPORTANT INFORMATION FOR CHAIRS

Merit Evaluations due Friday, January 27, 2017, 5:00 pm

The merit evaluation period is January 2016 to December 2016. As always, we 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**. Please submit the Excel form electronically to [Leigh Anne Wray](#).

## FEMINIST SOLIDARITIES: CHALLENGING SYSTEMS OF

## OPPRESSION AND PRIVILEGE

**Deadline for Student Submissions: January 30, 2017**

On Wednesday, March 15, 2017, Wake Forest University will host its sixth annual student research symposium on gender and sexuality, featuring moderated sessions of scholarly and creative presentations by WFU students. The theme is "Feminist Solidarities: Challenging Systems of Oppression and Privilege." This event will showcase the exciting work that our undergraduates and graduate students are doing on gender-related issues across disciplines. More information can be found [here](#).



## MELLON-FUNDED OPPORTUNITIES

**Deadlines: January 31 and February 1, 2017**



THE HUMANITIES INSTITUTE

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](#).

### 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

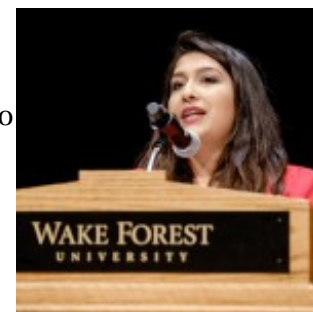
The Reynolda Conference in the Engaged Humanities represents a contemporary revisiting of an intellectual practice in Reynolda House's early history. These intensive, WFU faculty-led interdisciplinary week-long seminars will catalyze research, creative work, and course development in the engaged humanities 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**.

## SENIOR COLLOQUIUM

**Monday, February 6, 2017, 5:00 pm, Kulynych Auditorium**

The Senior Colloquium is a long-standing Wake Forest tradition that dates back to the earliest years of the College. Since 1868, many of our finest seniors have prepared essays for presentation at special gatherings of the University. Join members of the Wake Forest community on Monday, February 6, 2017 at 5:00 pm in the Porter Byrum Welcome Center, as ten of the best and brightest graduating seniors present their essays. A reception will follow in the Conservatory. For the history of this tradition, and examples of past orations, please visit the [Senior Orations webpage](#).



## URECA: FUNDING ALERT FOR SUMMER UNDERGRADUATE MENTORING OPPORTUNITIES

**Application Deadline: Friday, February 10, 2017**

Student applications for [Richter Scholarships](#) (primarily overseas opportunities) and the [Wake Forest Research](#)

[Fellowship](#) (WFRF) and [Wake Forest Arts and Humanities Research Fellowship](#) (both on campus opportunities, including the Schools of Medicine and Business) will be due on Friday, February 10, 2017. Details may be found on the [URECA Center website](#). Please reach out to students you think might be interested and make them aware of these opportunities.

## TLC SPRING 2017 INNOVATIVE TEACHING AWARD

**Application Deadline: Monday, February 13, 2017, 5:00 pm**

Applications for the Innovative Teaching Award are now being accepted. The Spring 2017 award is intended for courses taught in Fall 2015, Spring 2016, Summer 2016, or Fall 2016. This award recognizes the effort put forth by faculty who have redesigned their courses or introduced new courses with innovative, research-based approaches to the practice of teaching. The TLC will recognize up to five faculty members with this award. The recipients of the award will receive \$1,000. Please visit us [online](#) for additional information and application materials.

## WAKE WASHINGTON PROGRAM

**Applications due June 1, 2017 for Spring 2018 semester**

This exciting program will allow students to study and intern in the Capital while taking courses taught by a Wake Forest faculty member. Internships will be available from a variety of disciplines such as Political Science and International Affairs, Communication, Non-profits, NGOs, and Policy. Please advise students to apply early; some internships have early application deadlines. Please view our [website](#) for more information.

Fall 2017: [Dr. Katy Harriger](#), Politics and International Affairs

Spring 2018: [Dr. Allan Loudon](#), Communication

Fall 2018: [Dr. Bernadine Barnes](#), Art

Spring 2019: [Dr. Tom Brister](#), Politics and International Affairs



## CHAIRS/DIRECTORS RESOURCES

**Updated Forms Now Available**

In order to provide the most current information and instructions on our processes, the Office of the Dean of the College strives to update our [Chairs/Directors Resources website](#) frequently. Please be sure to visit this site at the beginning of each semester to check for policy changes and download updated forms. Several of our forms have been updated over the last year for your ease of use.

## CONGRATULATIONS TO MADDIE ARNEL ('19)

**Winner: National Italian American Foundation Photo Contest**



Student Maddie Arnel won First Place in the National Italian American Foundation photo contest with her photo "Speaking Hands: How Tradition Molds Modernity". The photo was chosen over 100 applicants and 24 finalists from all over the United States. As the winner, Maddie attended the annual NIAF Gala in Washington, DC this past October. Maddie collaborated with Dr. Silvia Tiboni-Craft as a minor in Italian through the Department of Romance Languages. The project is on exhibit in the ZSR Library lobby through January 10, 2017.

## DEPARTMENT OF EDUCATION RECEIVES ACCREDITATION

**Council for the Accreditation of Teacher Preparation**

As of October 2016, the Department of Education has been officially accredited by the Council for the Accreditation of Teacher Preparation (CAEP). Educator accreditation is a seal of approval that assures quality in educator preparation. Accreditation makes sure that educator programs prepare new teachers to know their subjects, their students, and have the clinical training that allows them to enter the classroom ready to teach effectively. Accreditation provides a framework that has pushed educator preparation programs to continually self-assess and conduct evidence-based analysis of their programs and their efficacy. These evidence-based shifts, rooted in continuous improvement, are helping to ensure that preparation programs are more likely to

## GRADUATE SCHOOL ANNOUNCEMENT

### New Associate Dean Appointed

Congratulations to **Debbie Newsome**, Associate Professor in the Department of Counseling. She has been appointed the Associate Dean for Students in the Graduate School of Arts and Sciences. Her three-year appointment began on January 1, 2017.

Debbie has been with Wake Forest since August 1999. Her research and teaching special interests include career development, wellness models of counseling, empathy, assessment in counseling, counseling skill development, and statistics.



## TECH TIP: GOOGLE ADDS EASY BASIC CITATIONS TO GOOGLE DOCS

From Rick Matthews, Director of Academic and Instructional Technology

This tech tip comes from Instructional Technologist [Scott Claybrook](#).

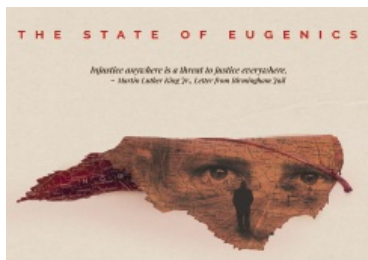
Google has released a new feature in Google Docs that lets the user insert citations (MLA, APA, or Chicago style) for websites from the Explore tool. The Explore tool is a part of Google Docs found in its menu under Tools > Explore. For more information, see the [Google Blog Announcement](#) and the [Google Help Page for Explore and Suggested Content](#).

## UPCOMING EVENTS

### The State of Eugenics

Thursday, January 12, 2017, 5:00 pm

Kulynych Auditorium - Byrum Welcome Center



For much of the 20th century, eugenics was a widely-accepted practice in the US, endorsed by the Supreme Court of the United States in the 1927 *Buck v. Bell* decision. Thirty states (including New York) sterilized citizens with the aim of reducing poverty and getting rid of "the unfit". North Carolina ran one of the most aggressive eugenics programs, sterilizing more than 7,600 men, women and children between 1933 and 1974. "The State of Eugenics" follows the journey of survivors, legislators, and journalists working together to obtain compensation for the survivors of these injustices. Following the screening, we will host a panel discussion featuring the film's Director/Producer, Dawn Sinclair Shapiro.

### WISE Conference

Wednesday, February 8 - Friday, February 10, 2017

The Workshop on Intercultural Skills Enhancement and Conference (WISE) is the premier conference for faculty leaders, program coordinators, and administrators to develop the knowledge and skills needed to help students advance their intercultural skills and awareness during their abroad experiences. This nationally-recognized conference is offered at no cost to WFU personnel; however, registration is required. Additional Pre-Conference Workshops are offered on February 8, 2017 and require a registration fee. Workshops are facilitated by well-known intercultural faculty and trainers, including our own Steve Folmar, Associate Professor of Anthropology.



Please visit the [Center for Global Programs & Studies](#) for registration and session details. Contact [Leigh Hatchett Stanfield](#) with any questions (x4117).

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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 out on Monday, January 23, 2017

Submissions are due on Tuesday, January 17, 2017, by 5:00 pm

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MAILING LIST!  
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