

# DEAN'S OFFICE DIGEST

March 27, 2017



It is the season of academic advising. I herald faculty commitment to this critical work. Great advisers make an extraordinary impact upon student learning and efficacy. They do so by building an open, authentic relationship with each of their students. They adapt their style, strategies and methods to each student's needs and circumstance. They see themselves as advocates, helping the student navigate the university's complex systems and resources. They are compassionate and honest, facilitating each advisee's discovery of their own strengths and weaknesses, their own sense of agency and purpose. Advising really matters. In the end, it is the cornerstone of our teacher-scholar ideal.

## TODAY: PROVOST'S ANNUAL ADDRESS

Monday, March 27, 2017, 4:00 pm, Pugh Auditorium

The Faculty Senate invites all Wake Forest students, faculty and staff to attend the Provost's Annual Address. Provost Kersh will speak about University priorities, along with the challenges and opportunities that face our academic mission and programs.



## ANGELA KING: CHAMPION OF CHANGE

Recipient of 2017 Sustainability Award



Angela King, Chemistry Teaching Professor, was honored at Wednesday's Campus Sustainability Awards for her work to make Enno Farms a model of sustainable practices. Established in 2006, Enno Farms raises free range chickens and globally threatened heritage breed sheep for wool.



Last year alone, over 300 dozen eggs from the farm were sold to Wake Forest faculty, staff, and students. Most recently, Enno Farms partnered with North Carolina Soil and Water to permanently fence livestock from natural water sources. These actions prevent erosion and ensure that the local Dan River water basin remains clean. Angela shares her passion for sustainable systems with future farmers and scouting troops in Stokes County, as well as with Wake Forest students through her first-year seminar on the true cost of food.

## SUSAN BORWICK: PRESIDENT, INTERNATIONAL ALLIANCE FOR WOMEN IN MUSIC

American Composers Forum Honors IAWM

Under Professor of Music Susan Borwick's leadership, the **International Alliance for Women in Music** was chosen as one of three Champions of New Music by the American Composers Forum. The International Alliance for Women in Music (IAWM) is a global network of women and men working to increase and enhance musical activities and opportunities and to promote all aspects of the music of women. IAWM activities ensure that the progress women have made in every aspect of musical

life will continue to flourish and multiply. Read the full press release [here](#).



## OFFICE OF ACADEMIC ADVISING

**Advising and Registration begins Monday, March 27, 2017**

Students have assigned dates/times at which they can log onto WIN and register using their PINs.

### Office of Academic Advising's "Lost PIN Policy"

If a student contacts OAA staff during registration claiming he/she has been advised but lost his/her PIN:

1. We direct the student to contact his/her adviser to obtain the PIN. We also inform the student that our staff can release the PIN with written permission from his/her adviser, including confirmation that he/she has been advised.
2. If a student claims his/her adviser is inaccessible in a timely way for registration (e.g., out of the country, not otherwise answering email) but insists he/she has been advised, OAA staff will provide the PIN "on the honor system." We then email the adviser to alert and inform him/her about this situation.



### Registration Assistance for students:

On **March 30 & April 6 from 5:00 - 9:00 pm**, staff from the Office of Academic Advising will provide registration assistance in South Hall and Babcock Hall, respectively by week.

For all students, the Office of the University Registrar staff members will be available in the evenings during registration rounds to answer students' questions using [Google Chat](#).

## LECTURE: THE ART OF THE INCOMPLETE

**Tuesday, March 28, 2017, 5:00 pm, Greene Hall 162**

The Italian Program in collaboration with the Humanities Institute, the Thomas Jack Lynch Philosophy Fund and the Department of Art, would like to invite you to attend a talk by Professor Thomas Harrison, Chair of the Department of Italian at UCLA, on "The Art of the Incomplete." Dr. Harrison specializes in modern European intellectual history, literature, the comparative arts and film. He also researches contemporary Italian critical theory, music, the modernist novel and poetics, and the avant-garde. Please see the attached [flyer](#) for more details.



## PHILOSOPHY FORUM: WHAT DESCARTES READ

**Thursday, March 30, 2017, 5:00 pm, Tribble Hall B316**

Roger Ariew, Chair of the University of South Florida Department of Philosophy, will speak on "What Descartes Read: His Intellectual Contexts." Please see the attached [flyer](#) for additional details.

## SUMMER SCHOOL REGISTRATION

**Open through Tuesday, May 30, 2017**

Summer registration only began one week ago, but some classes are filling up quickly. If you have any questions about summer enrollments, including adding a wait list to your summer courses or opening another section of a filled course, give us a call at 336-758-2330 or shoot us an email at [summer@wfu.edu](mailto:summer@wfu.edu). We are happy to chat about your options! Please keep reminding your students about summer registration. It will remain available through WIN until May 30.



## CRADLE VI PROGRAM: SECURING GRANTS

**Deadline: Friday, March 31, 2017**

The deadline to apply to the Creative and Research Activities Development & Enrichment (CRADLE VI) program is this Friday, March 31, 2017. This is the sixth incarnation of the enormously successful program in which fellows will receive group and individual training with grants consultant, David Bauer, beginning in September. For more information please visit the [ORSP website](#) or call 336-758-5888.

## OFFICE OF RESEARCH AND SPONSORED PROGRAMS

**New Policy Effective April 1, 2017**



Applications for external funds that will be awarded to the university must be circulated for review and approval before submission to sponsoring agencies. The Office of Research and Sponsored Programs (ORSP) is the only department on campus with the authority to submit such proposals on behalf of Wake Forest University. In this role, ORSP is responsible for assuring that all proposals meet sponsor guidelines, and are consistent with federal regulations and university policies. To ensure that ORSP has adequate time to review all proposals prior to submission they are implementing a new policy which is summarized below.

**Effective April 1, 2017** all proposals must be routed and approved in Cayuse SP three (3) business days prior to the sponsor deadline. The PI has until 10:00 am on the sponsor's deadline date to submit the research plan and technical sections, if the proposal is being submitted electronically. Proposals to be submitted via paper (courier) must be completed, routed, and approved 3 business days prior to the sponsor's deadline. Proposals will be reviewed and submitted in the order in which they are received by ORSP. To read the full policy please go to [this link](#).

## RETHINKING COMMUNITY: GRANT APPLICATIONS DUE

**Deadline: Monday, April 3, 2017**

Wake Forest University has launched a campus-wide planning effort to culminate in a yearlong Rethinking Community series of conferences, dialogues, national speakers, performances, and much more. During the 2017-2018 academic year, Wake Forest plans to convene our counterparts across higher education and continue our efforts at building a stronger campus community through a year-long focus that invites us all to understand and grapple with a more virtual, diverse, polarized and global society. Grant applications are now being accepted from students, faculty and staff through **April 3, 2017**. Grants will range from \$250-\$2000 to be used on equipment, marketing, venues, transportation and other materials for symposia, multi-day conferences, speakers, performers, artists, etc. Speaking honorariums are not included and will be considered separately by the steering committee. All proposals should support the stated goals of Rethinking Community. See the [Rethinking Community Website](#) for more information.

**RETHINKING  
COMMUNITY**  
Global. Diverse. Polarized. Virtual.

## JUST BEAT IT: CPR TRAINING DAY

**Monday, April 3, 2017, 9:00 am - 3:00 pm, Sutton Center**



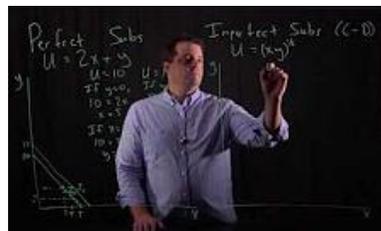
The Student-Athlete Advisory Committee (SAAC) is hosting a new initiative on campus called JUST BEAT IT. It is a CPR training day that was started after a Duke professor last year went into cardiac arrest in a campus library. If EMS students had not resuscitated him, he would have not survived. Wake Forest has similar examples of individuals who have survived cardiac arrests because of the help of those who knew CPR.

CPR Training Day is becoming an ACC-wide event. Wake Forest will be the second school to host this event. Help us save lives. The training takes under an hour and you can sign up using [this link](#) or just drop in.

## TEACHING AND LEARNING COLLABORATIVE WORKSHOP: ENGAGING STUDENTS WITH LIGHTBOARD VIDEOS

**Wednesday, April 5, 2017, 3:30 - 4:45 pm, Tribble A14**

The semester is more than half over, but it's never too late to explore great teaching ideas you might incorporate into your classroom. Join facilitators Sarah McCorkle (ITG) and Todd McFall (Department of Economics) at our April workshop. The Lightboard is a glass surface that lets you create videos of yourself writing or projecting graphics while facing your audience. We will discuss how to plan effective online videos, actively engage students when video content is assigned, and model Lightboard presentation techniques on a small 3'X5' demonstration board. Todd McFall, Assistant Teaching Professor of Economics, will also share his tips and highlights from student video production experiences. To register, click [here](#).



## MARCH FACULTY MEETING RECAP

**Next Meeting: Monday, April 10, 2017, 3:30 pm, Pugh Auditorium**

At the March meeting, faculty approved changing the Jewish Studies Interdisciplinary Minor to program status and the online courses presented by the Online Education Committee. Rick Matthews, Director of Academic and Instructional Technology, and David John, Interim Director, reported on the Information Technology Group and the important ways they can assist faculty. Associate Dean for Research, Scholarship and Creativity Tony Marsh and Associate Dean for Academic Planning Christa Colyer shared their report on the faculty composition in the College. The complete minutes of the March 13 College Faculty Meeting can be found [here](#).

## CLAUDIA KAIROFF TO GIVE POTEAT LECTURE

**Wednesday, April 12, 2017, 4:00 pm, ZSR Auditorium**



**Dr. Claudia Kairoff**, Professor of English and recipient of the MacDonough Family Faculty Fellowship will give this year's Poteat Lecture. Her talk is titled, "Raising Her Voice: A Critical Edition of The Works of Anne Finch, Countess of Winchilsea." Named in honor of Hubert McNeill Poteat, who taught at Wake Forest University from 1911 to 1956 and was widely known and respected as a Latin scholar, this lecture series is designed to recognize and celebrate the many achievements of our faculty in research, scholarly, and creative work. A reception will follow the lecture. Please see the attached [flyer](#) for additional information.

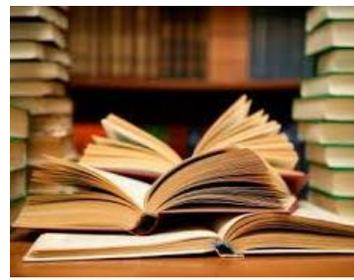
## COURSE MATERIALS FOR FALL 2017

**Requests due Friday, April 14, 2017, 5:00 pm**

Now is the time to submit your materials request for Fall 2017 courses. This request includes any case studies, course readers, custom books or supplies that may be required. Timely submission provides an opportunity for us to discover and communicate to you any issues surrounding materials you need.

It is important that we receive a response for each class being taught, even if the class will not require a book. It is also important to note any cross-listings of a course you are teaching to insure an adequate number of books are shelved.

Your course materials request may be submitted electronically at [wfustores.com](http://wfustores.com) or via email. Regardless of how you submit your order, you will receive a confirmation once we have it. If you have any questions, please contact either [Donna McNeill](mailto:Donna.McNeill@wfu.edu) (336-758-3388) or [Willie Williams](mailto:Willie.Williams@wfu.edu) (336-758-3562). Please read the full information [here](#).



## TECH TIP: SURVEY TOOL TO ASSESS LEARNING

From Rick Matthews, Director of Academic and Instructional Technology



This tech tip comes from Instructional Technologist [Jeff Nichols](#). Qualtrics is a powerful survey tool that is being utilized quite extensively on our campus. In most cases, Qualtrics has been used for course evaluations, research, marketing, and program/scholarship applications. Each of these examples would be considered a suitable use case for a survey building tool. However, if we think a bit more creatively we realize that Qualtrics has possibilities beyond the intended use as a survey tool. With great success, Shannon Mallison, Core Curriculum Preparator for the Biology Department, has used Qualtrics to build a pre-lab quiz that prepares students for their time in the lab. For more information about creating your own assessment see [Qualtrics - Survey Tool to Assess Learning](#).

For other tips and tutorials, visit the [Instructional Technology Group site](#) or contact your [instructional technologist](#).

**Tuesday, March 28, 2017**, 5:00 pm, Green Hall 162 -

[Lecture: "The Art of the Incomplete"](#)

**Thursday, March 30, 2017**, 5:00 - 9:00 pm, South Hall -

[OAA Registration Assistance](#)

**Thursday, March 30, 2017**, 5:00 pm, Tribble Hall B316 -

[Philosophy Forum with Roger Ariew](#)

**Monday, April 3, 2017**, 9:00 am - 3:00 pm, Sutton Center -

[Just Beat It: CPR Training Day](#)

**Wednesday, April 5, 2017**, 3:30 - 4:45 pm, Tribble A14 -

[TLC Panel - Engaging Students with Lightboard Videos](#)

**Thursday, April 6, 2017**, 5:00 - 9:00 pm, Babcock Hall - [OAA Registration Assistance](#)

**Tuesday, April 18, 2017**, 11:00 am - 2:00 pm, Benson 401 - [TechXploration](#)

UPCOMING  
*Events*

UPCOMING  
*Deadlines*

**Friday, March 31, 2017** - [CRADLE VI Program](#)

**Monday, April 3, 2017** - [Rethinking Community Grant Applications](#)

**Friday, April 14, 2017** - [Course Materials for Fall 2017](#)

**Saturday, April 15, 2017** - [Diversity Action Plans](#)

**Monday, April 17, 2017**, 4:00 pm - [Honors and Awards Ceremony submissions](#)

**Thursday, June 1, 2017** - [Wake Washington Internships](#)

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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, April 10, 2017.

Submissions are due on Tuesday, April 4, 2017, by 5:00 pm.

JOIN OUR  
MAILING LIST!  
[CLICK HERE...](#)

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