

# DEAN'S OFFICE DIGEST

November 28, 2016

In this season of thanksgiving, and as the semester and year draw to a close, I write with gratitude to each of you for the inspired contributions you make to our academic community. I am grateful to the college faculty, first and foremost, for your unwavering commitment to the world of ideas and to teaching, advising, and mentoring our students. In the end, the knowledge you create and the teaching you provide is the very heart of this institution, and will always be so. I am grateful to Admissions for ensuring we have such terrific young minds to educate in the first place. I am grateful to Campus Life for embracing the daunting charge of educating the whole student, and to the Office of Diversity and Inclusion for its commitment to building a truly inclusive campus. Finally, I am grateful to the administration for putting our engaged liberal arts at the forefront of the Wake Will Lead campaign to ensure that the exceptional education we offer and the strong academic departments we are building will be available for generations of Wake Forest students to come.



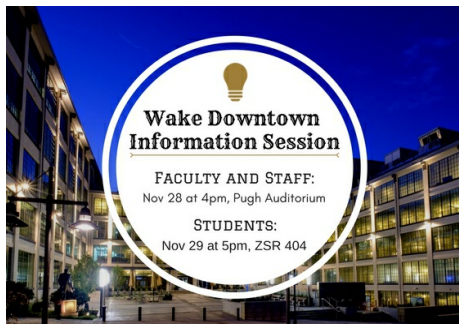
## GLOBAL AWAKENINGS - A FIRST-YEAR ABROAD PROGRAM

### Update from the Study Abroad Committee

At the December 12 College Faculty meeting, the Study Abroad Committee will be presenting a mid-year report which includes the first-year abroad program, Global AWAKEnings. Because this is a non-traditional program, a website has been created which includes details about the program, along with frequently asked questions (FAQs). To learn more about this new opportunity, please visit the [Global Awakenings website](#).

## WAKE DOWNTOWN INFORMATION SESSIONS

**TODAY, Monday, November 28, 2016 at 4:00 pm, Pugh Auditorium**



Two information sessions on Wake Downtown will be held this week. Faculty and staff are invited to join us Monday, November 28 at 4:00 pm in Pugh Auditorium. Students are invited Tuesday, November 29th at 5:00 pm in the ZSR Auditorium (Room 404). We will discuss specific information as it relates to space, classes, transportation and much more. For additional information, please contact [Rebecca Alexander](#) or [Emily Neese](#).

**2017 BUILDING THE DREAM AWARD NOMINATION**

## Nominations due TODAY, Monday, November 28, 2016 at 5:00 pm

Each year brings the opportunity to celebrate the life and legacy of Dr. Martin Luther King Jr. We are honored to acknowledge those whose lives build upon his dream.

Wake Forest and Winston Salem State Universities present the "Building the Dream" award to one professor or administrator and one student from each respective university. This award will be given annually in the celebration of Dr. King's birthday to a person who embodies the qualities epitomized and actively exercises these qualities in his or her community (on and off campus). You can read about last year's winners [here](#).



Please complete the [nomination form](#) by 5:00 pm, Monday, November 28, 2016.

## NOVEMBER COLLEGE FACULTY MEETING RECAP

### Next Meeting: Monday, December 12, 2016 at 3:30 pm

At the November meeting, Sarah Raynor, Chair of the Collegiate Senators, reported on the activities of the Faculty Senate, and Phil Handwerk, Director of Institutional Research, gave a presentation on the methodology of the US News and World Report rankings. The faculty did not approve the proposal from CAP to add language to the Bulletin regarding foreign language requirements. For the complete minutes of the November 14, 2016 College Faculty Meeting click [here](#). The next faculty meeting will be held on Monday, December 12, 2016 at 3:30 pm in Pugh Auditorium.

## WEBINAR: DEVELOPING AN ACADEMIC MENTORING NETWORK

### Thursday, December 1, 2016, at 4:00 pm

The Dean's Office would like to draw your attention to a webinar offered by Academic Coaching and Writing entitled, "Developing an Academic Mentoring Network," presented by Moira Killoran, on December 1, 2016, at 4:00 pm. In this webinar you will learn how to:

- Understand why you need an Academic Mentoring Network
- Identify potential members of your Academic Mentoring Network
- Define the roles of members of your Academic Mentoring Network
- Use a tool to plan and build your Academic Career Mentoring Network
- Develop strategies to learn how to "Make the Ask"

You can find out more about the webinar and register by clicking [here](#).

## CALL FOR PROPOSALS: CIEE AND SIT SEMINARS, SUMMER 2017

### Proposals Due Sunday, December 4, 2016

The Provost Office for Global Affairs invites the submission of proposals for participation in faculty development seminars in Summer 2017 offered by CIEE and SIT. CIEE is offering 16 [International Faculty Development Seminars](#) which typically run for 7-10 days. SIT is offering three [Faculty Seminars Abroad](#) which typically run for 8 days.

Based on the evaluation of proposals, up to three WFU faculty members will be chosen to participate. The Provost Office for Global Affairs will cover the program fee, which includes accommodations, two meals daily, and transportation. Funding is also available to cover the cost of an international airline ticket up to \$1500. Faculty who are selected will be responsible for any portion of their airfare over \$1500 as well as passport costs or visa fees, one meal per day, personal expenses, and incidentals.

Proposals are due to Kline Harrison by December 4, 2016. Those selected will then submit their formal application to the CIEE or SIT program for which they have been awarded funding. Your written proposal (1-2 pages) should include an explanation of how the seminar you have chosen will concretely benefit your teaching and research interests. Also, please attach an abbreviated CV (3-5 pages only). Preference will be given to faculty members with less international experience and to those who will use the seminar to branch out beyond their present teaching/research interests. Send your proposal directly to [Kline Harrison](#) or Box 7688. If you have questions, contact Kline Harrison (x4907).

## FOCUS PROGRAM CALL FOR APPLICATIONS

### Faculty Overseas Collaborating on Undergraduate Seminars Applications due Monday, December 5, 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 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](#). Applications are due December 5, 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 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

Things have been busy in the OAA! In September and October alone, OAA logged over 1000 in-person or telephone visits, helping students with matters ranging from requests for part-time status or credit overages to more serious issues affecting academic engagement or performance. In addition to helping students with registration issues during business hours, OAA staff provided on-site registration assistance in the first-year residence halls during evenings when first-year students were registering.

### Open-Course Report

The Open Course Report, an easy-to-read listing of Spring courses with open seats, will be posted on the Office of Academic Advising's [website](#) and on the [OAA Facebook page](#) each semester following registration. This report will be updated periodically through the beginning of the Spring semester.

## First Year Seminar Proposal Deadlines

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

## Summer Session 2017

Summer Session 2017 course information and calendars are finalized and updated on our website. We are offering a variety of courses spanning all divisions and levels. Please encourage your students to visit [www.college.wfu.edu/summer](http://www.college.wfu.edu/summer) over the Thanksgiving break to begin making their summer plans!



## 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.

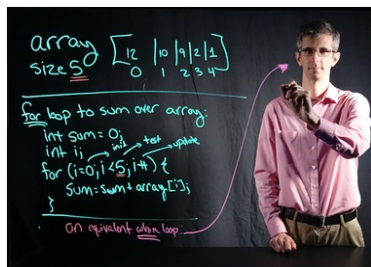
Do you have good faculty or student mentoring stories to share? Submit your [mentor](#) or [mentee](#) stories to us and we will share them via our website, with your academic department, and with the broader Wake Forest community.

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: THE LIGHTBOARD AND GOOGLE CLASSROOM

From [Rick Matthews](#), Director of Academic and Instructional Technology

These Tech Tips come from Instructional Technologist [Sarah McCorkle](#).



Dr. William Turkett, Computer Science

### The Lightboard: Lecture Video Made Easy

The Lightboard is a low technology solution for recording instructional videos using fluorescent markers on glass. Faculty are recorded as they write upon a whiteboard-size glass pane with a camera on the other side. The video is mirror-flipped so handwriting appears correct. Examples: [Todd McFall](#), Department of Economics and [Allen Brown](#), Office of Online Education. Learn more about the Lightboard and how to get started by visiting [go.wfu.edu/Lightboard](http://go.wfu.edu/Lightboard).

### Google Classroom

Google Classroom is a teacher-centered interface to Google Drive (Docs, Sheets, and Slides) and allows you to easily manage student work in the cloud. Google Classroom is not a learning management system. However, Google Classroom is a nice alternative to Sakai's Assignments tool when you need a collaborative, cloud-based file management system for student work. Learn more by joining us for a workshop on November 30, 2016 or December 1, 2016. Please register on the [PDC website](#).

## 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



### Last Lecture Series

**Thursday, December 1, 2016, 6:00 pm, Pugh Auditorium**

Dr. Tom Phillips will speak on the Relation of Fiction to Sense of Self in Pugh Auditorium on Thursday, December 1, 2016, 6:00 pm. Reception will follow.

### Lovefeast Service

**Sunday, December 4, 2016, 4:30 pm and 8:00 pm**

This year, Wake Forest University will hold two Lovefeast services in Wait Chapel on Sunday, December 4, 2016. The Lovefeast has been one of Wake Forest's favorite holiday traditions for more than 50 years.



Recently, the event has been so popular that Wait Chapel has not been large enough to accommodate everyone wanting to attend. The 4:30 pm service offers people of all ages an additional opportunity to come together for fellowship. The new 4:30 pm service will be slightly abbreviated and last about an hour. Rather than a sermon, the Christmas story will be told. The traditional 8 pm service runs approximately 90 minutes.

### 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 will be distributed starting

today 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!



### Office of the Dean of the College

104 Reynolda Hall  
336.758.5311  
[deanofthecollege@wfu.edu](mailto:deanofthecollege@wfu.edu)



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, December 12, 2016. Submissions are due on Tuesday, December 6, 2016 by 5:00 pm.

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