

# DEAN'S OFFICE DIGEST

December 7, 2015

In the rush to wrap up the end of the semester and conquer all the grading, the holidays may seem far away. In fact they are just around the corner. May you have a wonderful break, plenty of time to savor family and friends, and a terrific New Year.



## IMPORTANT REMINDER:

**Students Should Not Have More Than Two Final Exams in a 24-Hour Period**

Please heed our Finals Policy. Students with more than two exams in 24 hours should be permitted to reschedule one.



## FALL FINAL GRADES

**Due Wednesday, December 16, Noon (12:00 p.m.)**

*It is important that our students receive their final grades in a timely manner so they are aware of their standing for progress toward their degree and for other eligibilities.*

If you have questions or experience difficulty in entering your grades, please call Shemeka Penn (x3725) or email ([pennsc@wfu.edu](mailto:pennsc@wfu.edu))

## NEW!

**Faculty Development Seminar for Mid-Career Teacher-Scholars**  
**Due Monday, December 21**

**Eligibility:** Tenured faculty at the rank of Associate Professor. Limit 12 participants.

**Semester Outline:** All topics will be addressed in group workshops and individual coaching sessions.

1. **The Teacher-Scholar at Mid-Career:** long-term personal and professional goal setting and

- making a semester plan
2. **Professional & Personal Wellbeing:** prioritizing tasks, saying "no", saying "yes", working the plan, accountability
  3. **Daily Writing/Creative Work:** making a plan, overcoming obstacles, peer accountability and support
  4. **Teaching Renewal:** taking stock, aligning priorities, time management
  5. **Mentors at Mid-Career:** value of external feedback and support beyond the pre-tenure career phase
  6. **Capstone and Sustainability:** carrying the plan forward

**Dates and times:**

**Saturday, January 9, 9:00 - 11:00 a.m.**

**Monday, February 1, 3:30 - 5:30 p.m.**

**Monday, February 22, 3:30 - 5:30 p.m.**

**Monday, March 14, 3:30 - 5:30 p.m.**

**Monday, April 4, 3:30 - 5:30 p.m.**

**Monday, April 25, 3:30 - 5:30 p.m.**

**Application Process:** Please submit a 1-2 page narrative explaining why you would like to participate in this program and what you hope to get out of it to Senior Associate Dean of Faculty, Rebecca Thomas (thomasrs@wfu.edu) with a copy to Patty Lanier (lanierpr@wfu.edu) by **Monday, December 21, 2015.**

**Stipend:** It is important that faculty who are accepted into the program commit to attending all of the group workshops and individual coaching sessions and that they complete the capstone exercise at the end. Participants who complete the entire program will receive a stipend of \$1500.

## **DIVERSITY AND INCLUSION WORKSHOP**

**Monday, January 11, 9:00-11:00 a.m.**

In an effort to provide more opportunities for faculty interested in addressing difficult, challenging, and/or controversial conversations in the classroom, please consider registering for the following workshop: "Facilitating Classroom Discussion about Charged Topics." In this workshop, participants will be presented with tools and strategies for moderating and managing difficult conversations around topics such as race, gender, and campus climate. The workshop is scheduled for the last day of winter break, **Monday January 11th from 9-11:00 a.m.** It is open to all faculty on the Reynolda campus, but please make sure to register using this [link](#).

## **CHAIRS' CORNER**

### **IMPORTANT PROMOTION DEADLINES**

**Tuesday, January 15, 2016**

- Deadline for Non-Tenure Track Promotions Dossiers
- Deadline for Tenure & Promotion to Associate Dossiers
- All Dossiers are due to Patty Lanier, Assistant to Rebecca Thomas, Senior Associate Dean of Faculty

- Promotion only dossiers for Full Professors due
- Guidelines for dossier preparation can be found at the Chairs' website <http://college.wfu.edu/chairs/>

## FACULTY RECRUITMENT

### Updated CVs Needed

As you or department administrative assistants submit paperwork and forms to hire part-time, non-permanent instructors, please make sure to request an updated CV from the individuals you plan to hire. It is becoming apparent that we need to specify an individual's credentials and related experience in their selected fields, and an updated CV is the easiest way for our office to demonstrate their suitability for their particular teaching assignment. It's also important to insure that returning faculty list their most current WFU appointments on their CV's.



We understand that this can be redundant, and if there's been nothing to add since their last appointment, then what we have on file is fine. However, at the very least prompt your temporary hires to provide you with a potentially different and updated CV.

## FYS PROPOSAL DEADLINES

**Due Tuesday, January 15, Noon (12 p.m.)**

Proposals for new First Year Seminars will be due by noon on the first Friday of each semester. Thus, the next deadline for new FYS proposals (i.e., to be taught in Fall 2016 or beyond) is noon on **January 15, 2016**. Guidelines for new proposals will be available by December 15, 2015, at <http://college.wfu.edu/academics/first-year-seminars/>

## ACADEMIC PLANNING

### SACS-COC News

We have recently received our much anticipated SACSCOC external reviewer report and we are happy to say the College fared extremely well! As expected, we will need to follow up with a handful of faculty concerning credentials, but overall the College has succeeded in meeting their standards. We would like to thank everyone for your assistance and engagement during this process in the past and as we continue down the path to reaffirmation of accreditation.



## OFFICE OF ACADEMIC ADVISING

### *Need to Find Spring Courses with Open Seats?*

Go to the Open Course Report, an easy-to-read listing of Spring courses with open seats, posted

on the Office of Academic Advising's website ([advising.wfu.edu](http://advising.wfu.edu)) and on the OAA Facebook page (<https://www.facebook.com/WFU.OAA>) each semester following registration. This report will be updated periodically through the beginning of the Spring semester.

### **Use DegreeWorks (NOT "Degree Evaluation")**

Advisers in the College are reminded 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!**

### **Reminder: Students Can Not Declare Majors until They Have Completed 40 Hours**

Our policy permits students to declare a major only after they have completed 40 hours. Completed hours do not include hours "in progress". See p. 69 of the 2015-2016 Bulletin (<http://www.wfu.edu/academics/bulletins/>). Thanks for your help in making sure students are advised correctly on this, and are not permitted to declare before completing 40 hours.

## **GREAT READING!**

Check out Professor of Writing Phoebe Zerwick's essay on support for refugees in North Carolina in the latest issue of *The Nation* at <http://www.thenation.com/article/not-everyone-in-north-carolina-wants-to-keep-refugees-out/> and Assistant Teaching Professor of Writing Laura Giovanelli's thoughtful reflections on four generations of family pie makers in the *Washington Post*



at [www.washingtonpost.com/posteverything/wp/2015/11/25/pie-is-my-familys-tradition-im-trying-to-get-better-at-it/](http://www.washingtonpost.com/posteverything/wp/2015/11/25/pie-is-my-familys-tradition-im-trying-to-get-better-at-it/).

See the latest issue of the Association of American College and Universities Newsletter to learn about the long term impact of the deliberative dialogue training Wake Forest freshmen secured in Professors Jill Macmillan and Katy Harriger's First Year Seminar in 2001 at <http://www.aacu.org/diversitydemocracy/2015/fall/harriger>. Recent analysis by Macmillan, Harriger, Christy Buchanan and Stephanie Gusler suggests that learning to deliberate in college generates civic awareness and engagement, and shapes decision-making about navigating work and personal relationships, throughout adulthood.

## **TECH TIP: MAKE IT HARDER TO HACK YOUR GOOGLE ACCOUNT**

**From Rick Matthews, Director of Academic and Instructional Technology**

With so much sensitive information in our mail and Google Docs, getting hacked is a serious concern. Google 2-step verification is a great way to prevent hackers logging into your account even if they have your password. When you log in to Google from a computer or device for the first time, you will receive a code on your phone that will also need to be entered. This code is the second step for verification.

I started using this six months ago, and it is mostly invisible. After my first login from my laptop, I get the prompt for a code only if I try to log into my account from someone else's computer, a hotel

business center, etc. Please try it for a couple of weeks. If you do not like it, it is easy to turn back off. Click [here](#) for instructions, or contact your [Instructional Technologist](#) for help.

## DEPENDENT ELIGIBILITY AUDIT - UPDATE

Thank you for your support of WFU's Dependent Eligibility Audit. Thus far, 28% of our colleagues who have covered dependents have successfully completed the audit process. Reminder letters to colleagues went out to home addresses before Thanksgiving.



More information is available at the [Dependent Eligibility Information Page](#) or Dependent Eligibility Call Center: 866-691-6551.

## Upcoming Events

### Monday, January 11, 1:00 - 3:00 p.m.; 301 Reynolda Hall

***Syllabus Boot Camp: Whip Your Syllabus Into Shape.*** Spend a couple hours before the semester starts consulting with your colleagues and finalizing your syllabus. We'll work together (and also individually) to create a syllabus that invites students to engage in your course and also communicates expectations for success. We will be working on our own syllabi during the session, so please bring a draft of your syllabus and your computer. Participants will also be encouraged to share samples, ideas and suggestions with one another. Register at <http://pdc.wfu.edu/event/p96584Yrc7L/>

### Monday, January 18, 7:00 p.m.; Wait Chapel

***Wake Forest University and Winston-Salem State University Present: On Common Ground: The Future is Dependent on Us.*** This event is free and open to the public.

[MLK Event Flyer](#)

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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 Wednesday, January 13.