

DEAN'S OFFICE DIGEST

OCTOBER 5, 2015

I find it hard to believe we are almost halfway through the semester! I have had the opportunity to talk to many parents and alumni over Homecoming and Parents' Weekends. I am struck by their appreciation for what we do so well, which is to engage our students in that special alchemy of learning, teaching and mentoring that transforms how students understand themselves and the world. And as our



alums are quick to point out, it transforms them for the rest of their lives. Each of us works hard to make this happen for our students every day, but there is nothing like attending URECA's Annual Fall Research Day. Looking around that enormous room in Benson to see all those students explaining their faculty-mentored research projects to a rapt audience of fellow students, parents, faculty, and staff brings home the importance of what we do. It is such an affirmation of the centrality of student-faculty engagement at Wake Forest. May you have a smooth mid-term and a restful Fall break.

A handwritten signature in cursive script, appearing to read "L. Fickel".

DON'T FORGET!

President Hatch's State of the University Address

President Nathan Hatch will deliver his annual State of the University Address, at the invitation of the Faculty Senate and Senate President Wilson Parker, on **Tuesday, October 6** at 4:00 p.m. in Brendle Recital Hall. The Senate invites all faculty, staff and students to attend as President Hatch reflects on the past decade, speaks about Wake Forest today, and anticipates opportunities and challenges ahead.



PLEASE ATTEND!

Faculty Forum on the Cultural Diversity Requirement

The Committee on Academic Planning will hold the first of two forums on the Cultural Diversity requirement on **Wednesday, October 7**, at 4:00 p.m. in DeTamble Auditorium, Tribble. The



Cultural Diversity requirement has been in existence for some fifteen years and was originally

intended to ensure that students be exposed to worldviews and cultural experiences different from their own. In recent years, students and faculty have requested re-evaluation of the CD requirement. It is in this light that the dean of the college has charged CAP to lead a faculty discussion on this critical topic.

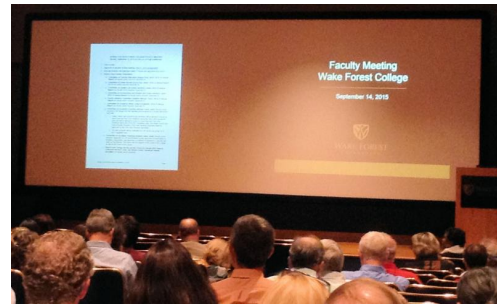
SAVE THE DATE!

Inclusive Pedagogy Workshop

The Office of the Dean of the College, the Pro Humanitate Institute, and the Teaching and Learning Center will be sponsoring a "College Faculty Professional Development Workshop on Inclusive Pedagogy." Please hold **Friday, November 20, 11:30 a.m.- 4:00 p.m.** Lunch will be provided. More details coming soon.

COLLEGE FACULTY MEETING NEWS

Our next college faculty meeting will be Monday, **October 12, 3:30 p.m.**, Pugh Auditorium. Highlights will include a report on the entering class from Dean of Admissions Martha Allman, and an update on Innovation Quarter from Chemistry Professor Rebecca Alexander. For the meeting agenda click [here](#).



At our last faculty meeting, on the recommendation of the Committee on Academic Planning (CAP), we voted to allow law school faculty to teach no more than two First-Year Seminars annually during the 2015-2016 and 2016-2017 academic years. Also on the recommendation of CAP, faculty approved a new minor in Bioethics, Humanities and Medicine. For the complete minutes of the September 14, 2015 meeting see [Faculty Meeting Minutes](#).

CHAIRS'/PROGRAM DIRECTORS' CORNER

ACADEMIC PLANNING

Faculty Hires and Course Coverage

Believe it or not, planning for faculty hires and course coverage for academic year 2016-2017 is already upon us! Recruitment requests for permanent and temporary faculty will be accepted by the Senior Associate Dean of Academic Planning between **October 12 and November 3, 2015**. Temporary faculty requests accepted during this window will be for hire for the 2016-2017 academic year. Permanent faculty requests should be intended for search during the 2016-2017 year and hire for the 2017-2018 academic year. Please check the Chairs/Directors Resources website for updated recruitment request forms and remember to email all requests to both Sr. Associate Dean Randall Rogan (rogan@wfu.edu) and his Administrative Assistant, Anna Henley (brownal@wfu.edu).



REID-DOYLE EXCELLENCE IN TEACHING AWARD

Call for Nominations

The Office of the Dean of the College is now accepting nominations for the Reid-Doyle Prize for Excellence in Teaching. The deadline for submission is **October 15, 2015**. For the history of the prize click [here](#).



Who is Eligible: Wake Forest College Junior Faculty Members who hold the rank of Assistant Professor or who were promoted from Assistant to Associate Professor in the last academic year.

Nominations: Should be submitted by chairs and program directors. Chairs should consult the senior faculty in their departments to confer about nominations.

For More Information and Description of Nomination Packets see [Reid-Doyle 2015](#).

Please contact Rebecca Thomas, Senior Associate Dean of Faculty (thomasrs@wfu.edu) or Patty Lanier (lanierpr@wfu.edu) if you have any questions.

ENCOURAGE STUDENTS TO APPLY

Mullen Scholarships and Upperclass Carswell Program Deadline Approaching

Once again, the Committee on Scholarships and Student Aid will award Thomas E. and Ruth Mullen Scholarships of the Upperclass Carswell Program. These scholarships provide a \$1,500 annual stipend to superior-achieving students. (Any sophomore, junior, or senior may apply.) The student must write a letter (more of an intellectual and civic autobiography) to the Committee. In addition, the candidate provides two faculty recommendations.

All material must be submitted by **October 15**. Among 60-70 applicants each year, the Committee chooses up to ten recipients in mid-November. Though selection occurs late in the first semester, the award is made for the academic year. Students that are chosen to interview but are currently studying overseas will interview in January. Juniors with financial need who apply to become Mullen Scholars of the Upperclass Carswell program will be considered automatically for the Thomas K. Hearn Scholarship for Leadership as well.



Faculty, please encourage your best students (including your most creative, intellectual, and independent thinkers) to apply. For more information please write to Tom Phillips (phillito@wfu.edu).

SUMMER SCHOOL 2016

Continue to think and plan for your summer 2016 course offerings. If you have questions about Summer School, please contact Anna Henley (brownal@wfu.edu).

Also, watch out for the forthcoming **Online Education Committee Call for Blended and Online Learning Development** grant proposals to support faculty development of high quality online or blended courses.

While these grants provide support for faculty to develop courses to be offered any time during the year, summer is a great time to offer an online course for the first time.



OFFICE OF ACADEMIC ADVISING

Mission

You can find the mission and responsibilities of the Office of Academic Advising at advising.wfu.edu/our-mission. We are eager to partner with you in supporting our students. If you would like to learn more about our office, we invite you to stop by Reynolda 125 sometime. Senior Associate Dean Christy Buchanan, buchanan@wfu.edu, is happy to talk to you about the work of our office.

THE WAKE WASHINGTON PROGRAM

Assessing Student Opportunities in DC

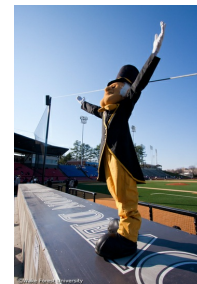
The ten-year-old Wake Washington Program Office has been temporarily suspended by the Office of the Dean of the College and the Provost's Office. We are using this year to evaluate the program to ensure we are delivering outstanding academic, experiential, and engagement opportunities in Washington, DC going forward. For more information see: [Wake Washington](#)



REMINDER ON MISSED CLASS POLICY FOR STUDENT ATHLETES

Student-Athlete Services

All team letters (for "missed classes" as well as the "missed class policy") are online and can be accessed at <http://www.wakeforestsports.com/sass/sass-faculty-resources.html>.



We will email you any changes due to weather or other unforeseen circumstances and update the online link as well.

FOR NEW FACULTY MEMBERS

Relocation Expenses - Unclaimed Allowance

Procedure for requesting reimbursement of relocation expenses:

1. Visit the Financial Services website (<http://finance.wfu.edu/forms>) and download the appropriate form (use either the Travel & Entertainment form or the Expense Voucher). The T&E form is preferred when mileage is submitted.
2. Complete the form and attach all original receipts (not copies).
3. If an invoice is included with your documents, please make sure either there is a zero balance to the invoice, or that you attach a receipt showing that the balance was paid in full.
4. Financial Services requires that all moving companies have a W9 on file before they issue your reimbursement. They suggest prior to submitting your reimbursement that you email ap@wfu.edu and inquire as to whether the moving company used has a current W9 on file. If there is no W9 on file you will be asked to request the form directly from the vendor and attach it to your reimbursement form. (Vendors are familiar with this request and will typically email this form directly to you. If your vendor needs a blank W9 form to complete, you can also find that form on the Financial Services website).
5. Sign the form, attach all pertinent information and forward to Karen McCormick in the Office



of the Dean (104 Reynolda Hall).

If you have any questions on what is reimbursable - see the Business Expense guidelines finance.wfu.edu/policies-and-procedures. As a reminder WFU's Accounts Payable reimbursement policy states expenses should be submitted (within 60 days) to avoid having them added to your taxable income. Please contact Karen McCormick at mccormk@wfu.edu for additional information.

TECH TIP: GOOGLE DRIVE

From Rick Matthews, Director of Academic and Instructional Technology



Did you know that WFU [Google Drive](#) now has unlimited space? Use Drive to securely:

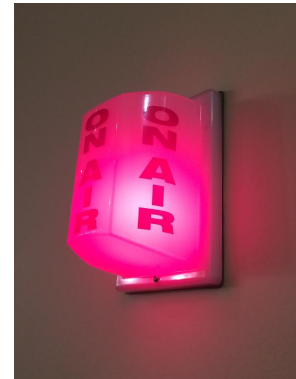
- Store large files.
- Share large files with others (including streaming video!).
- Sync files across all your devices.
- Collaborate.

Are you using Dropbox? Google Drive offers similar capability to Dropbox, but its security has been vetted by the university Information Security team.

Your [Instructional Technologist](#) can tell you more.

NEWS TEAM LAUNCHES BROADCAST TV STUDIO

Faculty experts and campus newsmakers who work with the office of News and Communications soon will have a new resource available to them when it comes to broadcast interviews.



Beginning in mid-October, the news office will operate a fully-equipped, professional television studio that is capable of transmitting broadcast-quality HD video to broadcast news media organizations around the world. Now when media seek commentary on timely or breaking news topics, the news team can help faculty share their expertise for live and pre-recorded interviews in high-definition with the latest technology right here on campus.

The studio is conveniently located in Z. Smith Reynolds Library, behind The Bridge. The studio was made possible as part of a generous donation from the Clark Family Foundation, as part of Wake Will: The Campaign for Wake Forest.

Interested in learning more? The news team invites College faculty to attend a drop-in, behind-the-scenes look at the studio on **Wednesday, October 21** from 3:00-5:00 p.m. Contact Bonnie Davis (davisbl@wfu.edu) for additional information.

NO BAD APPLE



No Bad Apple is a student-run business making it easier for faculty, staff, and students to buy local and organic foods. No Bad Apple has a network of over 15 local farms and artisans as well as two distributors providing the highest quality

no bad apple

local delicacies and grocery staples. Customers order online via www.nobadapple.us and then conveniently pick up your order at Campus Kitchen lounge, saving you time and energy as you skip the crowded grocery store aisles. [No Bad Apple Flyer](#)

Upcoming Events and Deadlines

Monday, October 5, 7:00 pm; Wait Chapel

Transgender actress and advocate, **Laverne Cox**, currently seen in the critically acclaimed Netflix original series *Orange is the New Black*, will lecture at Wake Forest University on Monday, October 5, 2015. Cox is the first transgender person to be featured on the cover of TIME magazine, and the first transgender actress to receive an Emmy nomination. Doors will open at 6:00 pm for students, faculty, and staff - you must show your Wake Forest ID. Doors will open to the general public at 6:30 pm and close at 7:00 pm to avoid disruption of the speaker. The event is free and open to the public. Following her lecture, Cox will answer questions from the audience. For more information, contact the Wake Forest University LGBTQ Center at 336-758-8178. [Lavern Cox Poster](#)

Tuesday, October 6, 4:00 pm; Brendle Recital Hall

State of the University Address. The Faculty Senate and Senate President Wilson Parker invites all faculty, staff and students to attend as President Hatch reflects on the past decade, speaks about Wake Forest today, and anticipates opportunities and challenges ahead. A reception will immediately follow in the lobby of Brendle Recital Hall, to which all are invited.

Tuesday, October 6, 7:00 pm to 8:30 pm; ZSR Library Auditorium

Syrian Refugee Crisis Panel. As the Syrian conflict forces record numbers of refugees to flee and Europe's border crisis grows, Wake Forest University will weigh in and examine the humanitarian and policy challenges facing the international community. A panel of Wake Forest professors will discuss the impact refugee migrations has on the economy and politics in host countries, and the mechanisms put in place to protect refugees. Panelists will consider the implications on territorial borders, identity, and wider regional security as well as examine the response of European countries and discuss responsibilities. Please join us for a terrific discussion moderated by Dr. Michaelle Browers.

Sunday, October 11, 3:00 pm; Brendle Recital Hall

Recital: **Flute Fest**, Kathryn Levy, director. This concert will feature the WFU Flute Choir, solo performances by WFU flute students, and the Silver Wind Flute Choir of Winston Salem. Free and open to the public. For more information call 758-5026.

Wednesday, October 14, 6:00 pm; Kulynych Auditorium

2015 Anna Julia Cooper Center Ida B. Wells lecture by Joy Reid. Author and MSNBC national correspondent Joy-Ann Reid will deliver the lecture "The Myth Of Objectivity: How The Media Quest For 'Fairness' And 'Balance' Biases Coverage Against Out-Groups." Her lecture will discuss bias and objectivity in journalism, media coverage of police-involved violence against civilians, and the rise of citizen journalism. Click [here](#) for more information.

Thursday, October 22, 7:30 pm; Wait Chapel

Secret Artists Series presents "Mariza" - A reigning diva in World Music, [Mariza](#) brings her

bewitching renditions of fado - the haunting torch songs of old Portugal rooted in folk poetry, Arabic cadences and African and Brazilian rhythms. Mariza is a Grammy nominee, and winner of the BBC Radio 3's award for Best European Artist in World Music. She performed a duet with Sting in the opening ceremonies of the Athens Olympic Games, and was featured in Carlos Saura's film Fado. With her newly released recording "Mundo," Mariza will visit Europe and North America for a tour that will spread from Winston-Salem to New York to Berlin. [Press release](#) and [poster](#).

Friday-Saturday, October 23-24

Rising Voices: A Wake Forest LGBTQA Alumni Conference, will bring together students, faculty staff and alumni to discuss current work in LGBTQ scholarship, arts and public policy, provide mentorship to students and create an oral history documentary project. Contact Angela Mazaris at mazarise@wfu.edu for more info.

Thursday, October 29, 6:00 pm; Annenberg Forum, Carswell Hall

Journeys to Success Speaker Series Featuring Dolores Huerta. Feminist, civil rights activist, and labor leader, Dolores Huerta, is one of the most influential leaders of this country. Early in life, Dolores realized her lifelong journey towards working to correct economic injustice. As a labor leader and civil rights activist, Dolores Huerta, along with colleague Cèsar Chávez of the National Farmworkers Association, which later became the United Farm Workers (UFW) fought to correct economic injustice and advocate for the lives of immigrant workers. Huerta has received numerous awards for her community service and advocacy for workers', immigrants', and women's rights, including the most prestigious award that a person can receive, the Presidential Medal of Freedom. At 83, Dolores Huerta continues to work tirelessly developing leaders and advocates for the working poor, women, and children.

The speaking series is free to students, faculty and staff, and the general public. For more information, contact The Office of Multicultural Affairs at 336-758-5864. [Huerta Flyer](#)

Wednesday, November 18, 7:00 pm; Wait Chapel

Ta-Nehisi Coates will offer a keynote address for our annual Voices of Our Time event. Coates has been at the top of the *NY Times* bestseller list for *Between the World and Me* (2015). Some of you may also be familiar with his seminal work: "The Case for Reparations", which appeared last year in *The Atlantic*. In view of his perspectives and experiences, as well as our University's continued commitment to a sustained dialogue on inclusivity and community, the President's office has supported the College's request to bring Mr. Coates to campus under the *Voices of Our Time Speaker Series*. Please consider how this visit may enhance your classroom experience. Contact José Villalba at villalba@wfu.edu for more information.

Deadlines from the Office of the Registrar

Thursday, October 8 - Last day for instructors to submit Incomplete/Not Reported grade changes from Spring & Summer 2015. Please send to Shemeka Penn (pennsc@wfu.edu).

Monday, October 19 - Final grades for first part-of-term courses due by noon (12:00 pm).

Wednesday, October 21- Mid-term grades for full part-of-term courses due by noon (12:00 pm).

Wednesday, December 16 - All fall final grades due by noon (12:00 pm)

Office of the Dean of the College

104 Reynolda Hall

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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, October 14.