

# DEAN'S OFFICE DIGEST

OCTOBER 19, 2015

## COMMUNICATION, COMMUNICATION, COMMUNICATION

We created the Dean's Office Digest to help us improve communication by conveying information and deadlines from each of the areas under the Office of the Dean of the College in one single place, distributing it every two weeks, rather than burdening you with multiple e-mails day in and day out. We hope you see



this change as an improvement but we welcome your feedback at [deanofthecollege@wfu.edu](mailto:deanofthecollege@wfu.edu).

A handwritten signature in black ink, appearing to read 'F. Allman', written in a cursive style.

## OCTOBER FACULTY MEETING RECAP

On the recommendation of the Committee on Academic Planning (CAP), faculty approved a new concentration in Medicinal Chemistry and Drug Discovery (CHMC) and endorsed changing the name of the minor in Film Studies to Film and Media Studies (FLM). Dean Martha Allman reported on the entering class, Dean Michele Gillespie on developing goals for the College, Associate Dean José Villalba on outcomes from the Curricular and Faculty Engagement Group, and IQ Faculty Director Rebecca Alexander on the status of the Innovation Quarter Project.

For the complete minutes of the October 12 College Faculty Meeting click [here](#). The next faculty meeting will be on **Monday, November 9 at 3:30 p.m.** in Pugh Auditorium.

## ACADEMIC ADVISING

### Deadlines for second-part-of-term classes

**Second-part-of-term classes** begin the week of October 12!

The deadline to **add** a second-part-of-term course is **October 20**.

The deadline to **drop** a second-part-of-term course is **October 30**.

## Advising and Registration

The **advising period** for Spring 2016 registration is **October 19-30**. During this period, Faculty Advisers should meet with their advisees individually, at which point students should receive their personalized PIN for registration. **Students can receive PINs only from their Faculty Advisers and only after being advised** (see OAAs "Lost PIN Policy" below). **Spring 2016**



**Registration** is **November 2-13**. Students will have assigned dates and times at which they can log onto WIN and register using their PINs.

The Office of Academic Advising will offer **registration assistance** in first-year residence halls for students on the evenings of **November 4, 5, 11 & 12**.

### 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 him/her about this situation.

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## CULTURAL DIVERSITY REQUIREMENT DISCUSSION

The Committee on Academic Planning, chaired by Simone Caron, reports that the first discussion on the Cultural Diversity requirement was quite lively. Faculty brought forth a number of interesting new ideas. The Committee on Academic Planning will hold the second discussion on the Cultural Diversity requirement on **Wednesday, October 21, at 3:00 p.m.** in Greene 308. We hope you will join us with your opinions and suggestions.

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## CHALK UP YOUR CLASS!

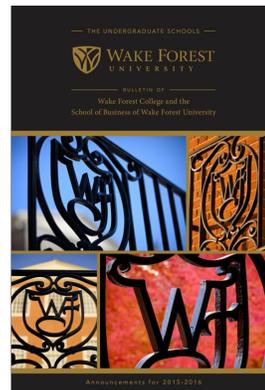
Faculty should enjoy Wake's outdoor spaces as well as students! Come out for some fresh air on Thursday afternoon **October 22 from 4:30-5:30 p.m.** on the Lower Quad (aka: Mag Quad) and we'll take over the sidewalks by chalking advertisements for our courses during advising period. (Bar graphs? Chemical formulas? Music staves?!) Refreshments and chalk will be provided. Bring anyone who'd like to "chalk up their class"-- diversity of subjects is encouraged! Contact Tina Dalton (daltonc@wfu.edu) or Elizabeth Clendinning (clendiea@wfu.edu) for more information.



# UNDERGRADUATE BULLETIN

In an effort to make the 2016-17 Undergraduate Bulletin as accurate as possible, we are asking that all department chairs, program directors, and administrative coordinators and assistants review the faculty listings for accuracy for your department or program beginning on page 277 in the printed version of the 2015-16 Bulletin. You may also access this list from the online version at <http://www.wfu.edu/academics/bulletins/>.

Once you find errors, changes, or omissions, please email these to Karen McCormick (mccormk@wfu.edu) *no later than **Friday, October 30, 2015***. Please bear in mind that at this time we are requesting faculty updates listed at the *back* of the Bulletin only.



## COLLEGE STAFF POSITION REQUESTS

**Due: Monday, November 2**

All College staff position requests are due in the Dean's Office by **Monday, November 2, at 5:00 p.m.** Personnel requests should include new staff positions and additional hours for existing staff positions (please note that this form is for College staff only; faculty lines should not be requested through this process). The staff request form can be accessed via the following link: [College Staff Position Request Form](#). Please contact Seneca Rudd, ruddsf@wfu.edu, or Kim Wieters, wieterks@wfu.edu, in the Office of the Dean of the College if you have any questions.



## FACULTY DEVELOPMENT

**Research Leave Deadlines**

Reminder -- Applications for AY16-17 **Reynolds and Junior Research Leaves** are due **November 3, 2015**. Also, think ahead to **Faculty Development Funding Proposals** due **February 18, 2016** to support your research projects during your leave.



## CONFERENCE FUNDING

**Resources Available**

Did you know that the College can help support conference travel to two or three conferences per academic year? (Typically only one of these conferences would be international.) Use your department funds, apply for Provost travel funds, and look out for reminders twice a year for College Faculty Development Funding opportunities to support your conference travel. For consideration of full funding, the applicant must be a conference participant. Here is your link to available funding opportunities: <http://faculty.college.wfu.edu/funding-awards/>.

# ADVISING STUDENT ATHLETES

## The Role of Student-Athlete Services

As we head into advising and registration for the spring 2016 semester, please know that the academic counselors in Student-Athlete Services have reminded coaches and student-athletes that they are not

advisers. They are here to ensure student-athlete compliance with all academic rules and regulations for Wake Forest University and the NCAA.



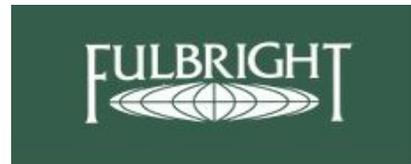
Student-athletes need the advice of their academic advisers and it is very important that they meet with you. If you have any student-athletes who are not meeting with you, please let us know and we will help direct them to you. Contact Jane Caldwell, [caldwejh@wfu.edu](mailto:caldwejh@wfu.edu).

## WAKE FOREST SCHOLARS

### Fulbright Nominees

Please join me in congratulating the 39 seniors, graduate students, and recent alumni/alumnae who have applied for and been nominated by Wake Forest for U S Student Fulbright

Study Scholarships, Research Fellowships, or Teaching Assistantships for 2016-17. Click this [link](#) to see the roster of these fine young adults, each of whom will hear in late January if their dossier is recommended to the host country for final consideration in the spring.



Many thanks to the Campus Fulbright Committee members who worked to read applications, conduct interviews, and evaluate our nominees. These include: Dr. Susan Borwick, Music; Dr. Daniel Canas, Computer Science; Dr. Samuel Cho, Physics; Ms. Nia Evans, Dean of the College Office; Ms. Jessica Francis, Global Programs; Dr. Mary Friedman, Spanish; Dr. Alyssa Howards, German; Ms. Dana Hutchens, OPCD; Dr. Paul Jones, Chemistry; Dr. John Llewellyn, Communication; Dr. Stephen Murphy, French; Dr. Stephanie Pellet, French; Dr. Kendall Tarte, French; Mr. David Taylor, Global Programs; Ms. Amanda Tingle, Scholars Office; Mr. Mike Tyson, Global Programs; Ms. Shan Woolard, OPCD. Special thanks to Amanda Tingle for all her help.

## DIVERSITY AND INCLUSION

### "Personal Awareness and Teaching Inclusively: Addressing Campus Climate Considerations in the Classroom"

On **November 20, from 11:30 a.m.- 4 p.m.**, please join colleagues from the Office of the Dean of the College, The Teaching and Learning Center, and the Pro Humanitate Institute for lunch and a professional development opportunity.



In response to last year's call from College Faculty to learn more about teaching and learning with an ever-diverse Wake Forest student body, this workshop is being offered as the first in a series of bi-annual workshops on the broad topic of diversity and inclusion in the classroom.

The emphasis of this particular event will be to engage in an open dialogue on how one's personal identity development plays a role in fostering inclusive pedagogy in the classroom. Specific skills-

based ideas for teaching, assignment selection, and syllabus design will be shared. The event is scheduled to take place in Farrell Hall, A27/28, and seating is limited. A link to enroll in the workshop will be emailed to all faculty by October 30.

## FACULTY GOVERNANCE

### Faculty Committees

A list of faculty and university committees is now posted on the Office of the Dean of the College website. To access it go to <http://college.wfu.edu/> and click on "Faculty Resources." Then click on "Committees" (you will have to log in at this point). Then click again on "Faculty Committee Rosters." That will bring up a pdf listing all the committees and committee chairs. Some committee chairs are selected by committee members later in the academic year.

Please note that these rosters will be updated from time to time as leave and/or overseas appointment vacancies are brought to my attention. If you find any errors or have any faculty governance issues, please feel free to contact David Levy at [levy@wfu.edu](mailto:levy@wfu.edu).

## CHAIRS'/PROGRAM DIRECTORS' CORNER

### DEADLINE REMINDERS FROM ACADEMIC PLANNING

**Recruitment requests for permanent and temporary faculty** will be accepted by the Senior Associate Dean of Academic Planning until **November 3, 2015**. Temporary faculty requests should 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.

**Summer School:** The preliminary deadline for Summer School 2016 course entry into Banner is Friday, October 23, 2015. The final deadline for course entry is **Wednesday, November 4**. If you have any concerns about meeting the final deadline, please contact Anna Henley ([brownal@wfu.edu](mailto:brownal@wfu.edu)).

## Upcoming Events and Deadlines

### 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.

### **Saturday, October 24, 10:30 am-3:00 pm; Museum of Anthropology**

**Day of the Dead Excursion.** The Museum of Anthropology, in partnership with the Hispanic League and Sawtooth School for Visual Art, will host a Day of the Dead Excursion. The excursion includes a visit to the Museum of Anthropology for presentation and guided tour of the exhibit *Life After Death: The Day of the Dead in Mexico*. The exhibit's centerpiece, a traditional Mexican ofrenda or home altar, serves as the backdrop to teach participants about the celebration's history, observances, and folk art. After an authentic Mexican meal at the Museum over the lunch hour, participants will move to Sawtooth School for a workshop where veteran mask maker Martina Moore will guide them through each step of the creative process to produce a Day of the Dead inspired mask. Participants will have the option of displaying their masks in the Museum of Anthropology's exhibition through early December. The excursion is open to ages 14 and over. The fee is \$50 per person (\$40 for full-time students). Click [here](#) to register. [Life After Death Event Flyer](#)

### **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 César 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](#)

### **Deadlines from the Office of the Registrar**

**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  
336.758.5311  
deanofthecollege@wfu.edu



To share news or events with the College Faculty, contact Melanie Hylton in the Office of the Dean

