

DEAN'S OFFICE DIGEST

November 7, 2016

As we hold tight in anticipation of tomorrow's elections, I think of Mary Shelley's famous quote from *Frankenstein*: "Nothing contributes so much to tranquilize the mind as a steady purpose—a point on which the soul may fix its intellectual eye." Educating our students and creating knowledge are the steady purposes to which we set ourselves. That is the deep commitment we share with the Board of Trustees in one form or another. [Here](#) is my latest missive to the Trustees. We have much to celebrate at Wake Forest.



CHAIRS' REMINDER

Reappointment Forms due Friday, November 11, 2016

Friday, November 11 is the Chairs' Deadline for Reappointment Forms for Tenure Track Faculty and Career Teaching Professionals. Contact Patty Lanier (lanierpr@wfu.edu) if you are unsure who in your Department needs a reappointment form or if there should be adjustments to a faculty reappointment due to parental or medical leaves.

COLLEGE FACULTY MEETING NEXT WEEK

Monday, November 14, 2016 at 3:30 pm; Pugh Auditorium

The November College Faculty meeting will be held on Monday, November 14 at 3:30 pm in Pugh Auditorium. Agenda items include a report from the Committee on Academic Affairs, a proposal regarding foreign language credits from CAP, and an update on the activities of the University Senate from Collegiate Senators Chair, Sarah Raynor. We will also hear reports from Associate Dean of Research, Scholarship, and Creativity Tony Marsh, and Associate Dean of Academic Planning Christa Colyer. We look forward to seeing you on Monday!

FACULTY AWARDS FOR EXCELLENCE IN MENTORSHIP IN RESEARCH AND CREATIVE WORK

Nominations due Friday, November 25, 2016

To honor faculty members who have distinguished themselves as excellent mentors of Wake Forest undergraduate scholars, the URECA Center has established a faculty [Award for Excellence in Mentorship in Research and Creative Work](#). The award recognizes those faculty who share their passion for scholarship and creative activities and who encourage and inspire their students to work closely with them.



We invite faculty and students to nominate any faculty member who served or continues to serve as a mentor for undergraduate scholarly work. Nominations are accepted in the Fall semester, and the awards are presented at Founders' Day Convocation. Please read the guidelines [here](#) and send your nominations to Tammy Griffin, via email (burketj@wfu.edu) or hand-deliver them to 104 Reynolda Hall. Nominations are due by Friday, November 25, 2016.



2017 BUILDING THE DREAM AWARD NOMINATION

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

Each year brings the opportunity to celebrate the life and legacy of one of America's most inspirational individuals, Dr. Martin Luther King Jr. Unfortunately, some Americans only reflect on Dr. King's accomplishments one day per year. 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 to a person who embodies the qualities Dr. King epitomized and actively exercises these qualities in his or her community (on and off campus). You can read about last year's winners [here](#). This year's award will be announced at the ceremonial banquet in January at Wake Forest University.



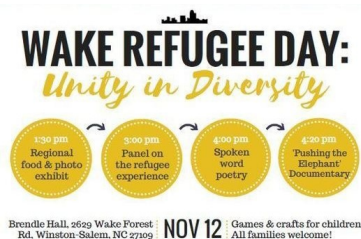
If you know someone who would be a great candidate for the "Building the Dream" award, please complete the [nomination form](#) by 5 pm, Monday, November 28th.

DIVERSITY AND INCLUSION

Wake Refugee Day: Unity in Diversity

Saturday, November 12, 2016 from 1:30 pm to 6:00 pm

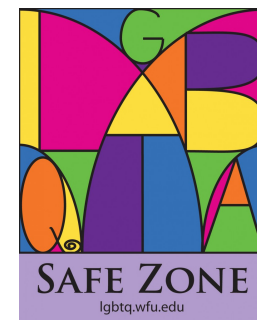
College Faculty, please consider joining the Wake Forest Community in support of local refugees. This free event is open to everyone from our community and throughout Winston-Salem. There will be international food starting at 1:30 pm, followed by a panel of local refugees sharing their experiences at 3 pm, poetry performances, and a film screening. Families welcome - children will be provided crafts and games during the panel and film. For more information, follow this [link](#).



Safe Zone Training

Tuesday, November 15, 2016 from 1:00 pm to 4:30 pm

We encourage faculty and staff to take part in Safe Zone Training. The Safe Zone program is an in-depth, interactive presentation designed to educate Wake Forest faculty, staff, and students about the LGBTQ community. Anti-LGBTQ bias and prejudice affects all members of a community, and we all have the opportunity to work against it. Participants will learn terminology related to LGBTQ identities, discuss the experiences of LGBTQ students, develop skills for building LGBTQ inclusive environments, and leave with a plan of action for moving forward. Follow this [link](#) to register.



MIMA Fall 2016 Workshop Update

On October 20th, over 60 faculty, staff, presenters, and alumni participated in When Realities and Expectations Collide: The Intersectionality of Mental Health Concerns and Learning in Academic Settings. The workshop, part of the MIMA (Maximizing Inclusivity + Minimizing Apathy) series and co-led by partners in the Office of Academic Advising, The Learning Assistance Center and Disability Services, and the University Counseling Center, is part of the Dean's Office continued commitment to valuing all members of our community. Thanks to all who attended, and if you weren't able to attend but would like handouts from the session, please contact Karen McCormick

(mccormk@wfu.edu) in the Dean's Office. Finally, be on the lookout for a "save the date" for Spring 2017's MIMA offering, currently being planned with partners from Global Programs and Studies.

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 FOR CIEE AND SIT INTERNATIONAL FACULTY DEVELOPMENT SEMINARS FOR 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 (harrisjk@wfu.edu) or Box 7688. If you have questions, contact Kline Harrison (x4907).

OFFICE OF ACADEMIC ADVISING

Inclusive Pedagogy & Advising

For inclusivity in advising and mentoring students, consider sharing from your own personal experiences concerning struggles you have faced and how you have overcome disappointments or failures. Sharing such personal experience can communicate empathy. In doing so, communicate recognition that experiences, struggles, and challenges differ for different individuals by acknowledging that your experiences might or might not be similar to those the student experiences (e.g., "I don't know about you, but in my experience this was a challenge ...").

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.

Advising and Registration

THANK YOU for your great work advising our students over the past two weeks! Whew! It does take a village! As we proceed through registration, keep in mind that students have assigned dates and times at which they can log onto WIN and register using their PINs. The following registration assistance is available for students:

Registration Assistance for all students: On Thursday, November 10 and Thursday, November 17, from 5:00 pm to 9:00 pm, staff from the Office of Academic Advising will provide registration assistance in a designated first-year residence hall. Closer to the start of registration rounds, students will receive information about which residence hall will be staffed each night.

Google Chat Registration Support for all students: Staff members from the Office of the University Registrar will be available in the evenings during registration rounds to answer students' questions using Google Chat. For more information, follow this [link](#).

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 (mcwillae@wfu.edu) or Lauren Beam (beamlr@wfu.edu).

TECH TIP: THOUSANDS OF TUTORIALS AT LYNDA

From Rick Matthews, Director of Academic and Instructional Technology

This Tech Tip comes from Instructional Technologist Scott Claybrook.

We all now have WFU accounts to [Lynda.com](#), a "leading online learning platform that helps anyone learn business, software, technology and creative skills to achieve personal and professional goals." For example, if you wish to brush up on your Google Apps usage, there is a course called "[What is Google Apps for Education?](#)"



To access Lynda's services with your WFU account:

1. Log into your WFU Gmail account.
2. Click the Google Apps launcher (9 square tic-tac-toe box) in the upper right.
3. Click the "More" link at the bottom. (You also may need to click "Even More" further down.)
4. Click the Lynda icon to go to the WFU web portal for [Lynda.com](#). Note: if you have multiple google accounts logged in, be sure to choose the WFU google account.

There are over 4,000 tutorials on Lynda. I encourage you to log in and take a look around. As always, if you have questions, don't hesitate to contact [your instructional technologist](#).

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](#).



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 (marshap@wfu.edu), 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 (perkinac@wfu.edu) and Director of the WFU Humanities Institute and Professor of English, Dean Franco (francodj@wfu.edu), 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

WFU Theater Presents: Honk!, Jr.

November 10-12 at 7:30 pm and November 13 at 2:00 pm; Scales Fine Arts Center, Tedford Stage, Mainstage Theatre

The next production of the WFU Theatre is the children's musical Honk! Jr., a heartwarming celebration of being different and a moving tale of self-discovery. Based on Hans Christian Andersen's "The Ugly Duckling," it is sure to delight audiences of all ages with its sparkling wit, unique charm and delightful score. Directed by Cindy Gendrich

Tickets are \$15 adults, \$12 senior citizens, and \$7 students. We are offering a special promotion exclusively to Winston-Salem/Forsyth County elementary students and our Wake Forest University community: a discount price of \$17 for one adult AND one child for any performance of Honk! Jr. Additional children's tickets can be purchased for \$3 each (children 12 and under, children must be accompanied by an adult). To take advantage of this offer, call 336-758-5295 or come by the Theatre & Dance Box Office located in the lower lobby of the Scales Fine Arts Center (open Tuesday through Friday from 1:00 to 5:00 pm). Offer is NOT available online.



President's 2016 State of the University Address

Thursday, November 10 at 3:00 pm; Scales Fine Arts Center, Brendle Recital Hall

Join President Hatch for his State of the University Address as he reflects on the year that has passed and anticipates the opportunities that are ahead.

Rolling Stones' Chuck Leavell: An Evening of Songs and Stories

Thursday, November 10 at 5:30 pm; Scales Fine Arts Center; Brendle Recital Hall

Chuck Leavell has become one of the most respected keyboardists in the world of rock'n'roll. In addition to being a well-established pianist and artist in the music industry, Leavell is also a published author, long time tree farmer, and co-founder of the popular website The Mother Nature Network. His work at Charlane Plantation, the award winning tree farm that he and his wife, Rose Lane, have created near Macon, Georgia, has earned Leavell a fast growing reputation as one of our country's foremost conservationists. Twice named Outstanding Tree Farmer for Georgia, and National Outstanding Tree Farmer in 1999, he has also been recognized by the National Arbor Day Foundation, the Georgia Conservancy, and many other conservation organizations.



Join us for an evening of songs and stories with Chuck Leavell and Amazon Conservationist, Miles Silman. The event will take place in the Brendle Recital Hall from 5:30 until 7:00 pm on November 10. Following the panel will be a reception for CEES faculty and Wake Forest Magnolia Curriculum participants.

Office of the Dean of the College
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deanofthecollege@wfu.edu



To share news or events with the College Faculty, contact Brian Hart (hartbt12@wfu.edu) in the Office of the Dean of the College. The next issue will be sent on Monday, November 21. Submissions are due on Tuesday, November 15 by 5:00 pm.

[Join Our Mailing List!](#)