

## NEWS FROM THE OFFICE OF THE DEAN OF THE FACULTY

### Classroom Emergencies

Should you have an emergency in your classroom, do not call Campus Police or the Counseling and Health Center. Instead, call 911 and Campus Police will automatically be notified.

### Capstone Presentations

See below for information on fall semester capstone presentations. All are welcome!

#### **Business Capstone**, SLC, Prothro Room

Monday, November 23, 10:30 am - 1:00 pm

Dr. Debika Sihi

#### **Education Department Capstone**, MBH Atrium

Wednesday, December 2, 1:30-3:30 pm

Dr. Michael Kamen

#### **English Capstone**, Dorothy Lord Center Community Room

Wednesday, December 2, 5:00 - 7:00 pm

Dr. David Gaines

#### **French Capstone**, FWO 226

Wednesday, December 2, 3:30 - 5:30 pm

Dr. Francis Mathieu

#### **History Capstone**, PRC 147

Wednesday, December 2, 4:30 - 6:30 pm

Dr. Jethro Hernandez Berrones

#### **Mathematics Capstone**, MBH Atrium

Friday, December 4, 5:30 - 8:00 pm

Dr. Therese Shelton

#### **Philosophy Capstone**, KEW 116

Monday and Tuesday, November 23 and 24, 5:30 - 7:30 pm

Dr. Omar Rivera

#### **Physics Capstone**, location tbd

Wednesday, December 2, 5:00 pm

Dr. Steve Alexander

#### **Political Science Capstone**, MBH Atrium

Wednesday, December 2, 4:00 - 7:00 pm

Dr. Shannon Mariotti

#### **Sociology Capstone**, SLC, Prothro Room

Tuesday, December 1, 4:00 - 6:00 pm

Wednesday, December 2, 4:30 - 6:30 pm

Dr. Maria Lowe

### Recognition Ceremony for Summer Graduates and December Candidates for Graduation

The campus community is invited to the Recognition Ceremony for Southwestern's December candidates for graduation on Saturday, December 12, at 2:00 p.m. in the Lois Perkins Chapel. A reception in the Bishops Memorial Lounge will follow the ceremony. A list of candidates is attached to this message.

### Course Evaluations

You should have your end-of-semester course evaluations in-hand by now. If not, check with your building's administrative assistant. Please note the following:

- Course evaluations should be administered during the last two weeks of the semester.
- You are required to absent yourself from the classroom while students are working on the evaluation forms.
- You should allow your students adequate class time to complete course evaluations thoughtfully and without pressure. Typically, students are more likely to provide thoughtful responses if the course evaluations are administered at the beginning of the class period.
- All completed evaluations must be turned in at the same time. If a student is absent on the day of evaluation, s/he may not fill out an evaluation for that class. No exceptions are to be made according to faculty policy. Please do not send students to the Office of the Dean of the Faculty to fill out course evaluations or to turn in late evaluations.
- You must choose a student from your class to return the course evaluation forms to the Office of the Dean of the Faculty. The student should do so on the same day the forms are completed.

### 2016 Digital Fellows Program Announcement and Application

Are you interested in exploring possibilities for a digital scholarship component in your teaching? Consider applying to the Digital Fellows Program for 2016. The Digital Fellows Program is a year-long faculty development initiative to support selected Southwestern University faculty in incorporating a substantive digital scholarship component in their teaching during Fall 2016. Grants from \$500 to \$2000 will be awarded for professional development, course development, and/or digital research needs such as software, hardware, training opportunities, and 3D modeling and printing costs. The goal of the Fellows Program is to identify and support faculty members who are willing to explore and adopt digital scholarly methods. Fellows will play a leadership role in enhancing digital scholarship on campus. Fellowship applications for 2016 are due by Tuesday, December 15. For questions and/or to receive a full program description and application, contact either Mellon Postdoctoral Fellow in Digital Scholarship, Charlotte Nunes ([nunesc@southwestern.edu](mailto:nunesc@southwestern.edu)) or Andrew Rechnitz ([rechnita@southwestern.edu](mailto:rechnita@southwestern.edu)).

### Contracts for Campus Guests - Very Important Reminder

Whenever you wish to engage someone for a lecture or service, a written contractual agreement and tax form are required before services can be performed. Additionally, all contracts also require advance approval from the Dean of Faculty office and the Chief Financial Officer, so you should begin the process well before the date of service. Only the Visitor Agreement forms do not require advance approval, but those are only utilized when there is zero compensation. The faculty administrative assistants can assist you with the proper forms and procedures. You can streamline the process if you utilize their assistance. Note: Non-US citizens require a great deal more documentation, and your guest will need much more time to acquire and submit the necessary forms before they can be paid. Contact Norma Gaines with any contract questions ([gainesn@southwestern.edu](mailto:gainesn@southwestern.edu)). Contact Jennifer Martinka with any contract questions related to paying Non-US citizens ([martinkj@southwestern.edu](mailto:martinkj@southwestern.edu)).

*Special Note: Arrangements for travel or lodging cannot be made for campus guests until the appropriate contract is completed and approved.*

### Announcements from the Center for Academic Success and Records

As we move closer to the end of the semester, Jennifer Smull, Assistant Director of Academic Success, is asking faculty to pay special attention to the University's exam accommodation policies. Additional information is available [here](#). Questions may be directed to Jennifer at [smullj@southwestern.edu](mailto:smullj@southwestern.edu) or x1536.

The Center for Academic Success and Records (CASAR) testing center is for students with disabilities who have been approved for specific exam accommodations. CASAR is unable to support make-up exams or other types of exams that are not for students with disabilities. As an alternative, you may work with your assigned faculty administrative assistant to schedule space for make-up exams you are administering. Questions may be directed to Kim Morter at [morterk@southwestern.edu](mailto:morterk@southwestern.edu).

#### Hatton Sumners Foundation Scholarship Opportunity

Please direct particularly promising sophomores who, to quote the Sumners Foundation, "demonstrate academic excellence, a sense of civic responsibility and the potential for leadership" first to [www.hattonsumners.org](http://www.hattonsumners.org) to read about the scholarships and then, if such students are interested and qualified, to David Gaines at [gainesd@southwestern.edu](mailto:gainesd@southwestern.edu) or in Prothro 164. Applications will be distributed this month and will be due for the next steps in the process on January 19.

#### Faculty Needed for Admission Visitation Days

The Admission Office hosts a variety of on-campus visit programs for prospective students throughout the academic year. For prospective students, the campus visit is one of the most critical aspects of their college selection process. Spending time on a college campus provides them with the opportunity to experience first-hand what life on campus is like. It is also true that students report a higher degree of satisfaction with their campus visit when they have the opportunity to interact with faculty. Mark your calendars now for spring semester Admission programs: Monday, January 25 (High School Counselor Visit); Monday, February 15 (Pirate Preview); Monday, March 7; (Top Scholar Weekend); Saturday, April 2 (Admitted Student Day); Monday, April 11 (Admitted Student Day); Saturday, April 16 (Southwestern Showcase for Juniors); Saturday, May 14 (Sprog Day); Saturday, June 4 (Sprog Day); and Monday, June 13 (Sprog Day). You may indicate your participation by completing the online form [here](#). Questions may be directed to Rachel Martin at [martinr@southwestern.edu](mailto:martinr@southwestern.edu) or at x1011.

#### Faculty/Staff Lunches

Mark your calendars for these 2015-16 lunch conversations featuring the following speakers (all Mondays at 12:00 noon in the Margaret Shilling Dining Room):  
November 30 - David Gaines, Associate Professor of English  
February 15 - Gabe Gomez, Chief Marketing Officer  
March 28 - Eric Selbin, Professor of Political Science  
April 25 - Spring Breakaway student participants (formerly Destination: Service)

Additional information about the presenter's topic will be shared prior to each lunch. Questions may be directed to Susie Bullock ([bullocks@southwestern.edu](mailto:bullocks@southwestern.edu); x1937).

#### Establishing a Summer Study Abroad Program

If you are thinking about proposing a new summer study abroad program for summer 2017, you should begin planning as soon as possible. Please contact Tisha Temple, Director of Intercultural Learning ([templet@southwestern.edu](mailto:templet@southwestern.edu)), for further information on deadlines, and for the application and related documents. You will need to begin coordinating with the Office of Intercultural Learning no later than January 2016 in order to establish a program for the summer of the following calendar year.

#### Important Message from Institutional Review Board

If you or your students will be conducting research involving human participants, be sure to visit the Institutional Review Board's (IRB's) updated [website](#). There are new proposal forms and new model consent forms, along with a new decision tree for determining whether your project needs IRB approval or not. Questions? Please contact Abby Dings or Kathryn Prater, IRB co-chairs, at [irb@southwestern.edu](mailto:irb@southwestern.edu)

#### Global Citizens Fund

The Global Citizens Fund is available to supplement funding for departmentally sponsored lectures and events, which have an international focus. Requests are evaluated by the Intercultural Programs and Perspectives Committee (IPPC) on a rolling basis throughout the academic year. The IPPC does not sponsor or plan events, so departments must provide some funding and all logistical support. The

maximum award per event is \$300. Requests can be submitted online [here](#). Questions may be directed to Maria Todd at [toddm@southwestern.edu](mailto:toddm@southwestern.edu).

#### Faculty Meeting Schedule

The fall schedule for faculty meetings at 11:30 a.m. in the Ballrooms is as follows:

Tuesday, November 24

#### Committee Meeting Schedule

Curriculum Committee - every other Friday, 10:00 a.m., Cullen 300

Faculty Steering Committee - Fridays, 11:00 a.m., Cullen 320

Strategic Planning and Budget Committee - first and third Tuesdays, 11:30 a.m., Cullen 360

Staff Steering Committee - second Tuesdays, 1:30-3:00 p.m., Prothro 163

Student Government Association - every other Tuesday, SLC Prothro Room

Unless in executive session, these meetings are open to all faculty, staff, and students.

#### Religious Holidays Absence Policy

Please familiarize yourself with the Religious Holidays Absence Policy available [here](#).

#### Scheduling Courses and Other Academic Activities

Please make yourself familiar with the guidelines for scheduling courses and other academic activities available [here](#). The document includes important information on class field trips and exams outside of class time, tutorials and other study sessions, and capstone presentations. Scheduling a required class-related activity without following the policies in this document or without prior approval of the Dean of the Faculty will constitute a violation of the stated Academic Rights for Students and will be considered valid grounds for a grade appeal. Questions may be directed to Alisa Gaunder ([gaundera@southwestern.edu](mailto:gaundera@southwestern.edu)) or Julie Cowley ([cowleyj@southwestern.edu](mailto:cowleyj@southwestern.edu)).

#### Video Production Opportunities

Pirate Studios and Video Specialist Whitney Milam are on campus to assist faculty and students with any aspect of video production. Whitney offers weekly workshops and is also available by appointment. He can also come to classes to talk to students about how they can get training on video shooting, producing, talent direction, lighting and editing for class assignments, student functions or anything campus related. Adobe Creative Cloud is available to faculty and students at no cost. Pirate Studios is located in Olin 124 and is available for students and faculty to use. Please contact Whitney Milam at [milamw@southwestern.edu](mailto:milamw@southwestern.edu) for more information.

#### Gold Nametags Available for Faculty

If you are a faculty member who participates regularly in prospective student and/or alumni events and are interested in having a gold nametag, please send an email to Barbara Jean ([jeanb@southwestern.edu](mailto:jeanb@southwestern.edu)) with "nametag" in the subject line. Your name will read as it is printed in the back of the Catalog and with your department/program underneath your name.

#### Student Travel Awards

The Fleming Student Travel Fund supports student presentations at national and regional conferences. Usually, this student work results from student/faculty collaboration. The maximum award per student is \$500. Faculty apply on behalf of students with applications accepted on a rolling basis. Additional information, including the application, is available [here](#). Questions may be directed to Christine Vasquez at [vasquezc@southwestern.edu](mailto:vasquezc@southwestern.edu) or x1752.

#### Purchasing Office/Classroom Electronic Equipment/Software with University Funds

It is important to remember that, as stated in the *Faculty Handbook*, all requests to purchase electronic equipment (computers, digital cameras, audio and visual equipment, software, etc.) with University funds must be submitted to Information Services at [helpdesk@southwestern.edu](mailto:helpdesk@southwestern.edu) PRIOR to purchase.

#### Office Closure

Please note that the Office of the Dean of the Faculty is closed each Monday morning from 8:30 to 9:30 a.m. for a staff meeting.

---

**CANDIDATES FOR GRADUATION- December 12, 2015**

**THE BROWN COLLEGE OF ARTS AND SCIENCES**

Maya Adanne Adighibe  
Sarah Kathryn Allsup  
Guillermo Adame Alvarado  
Shelby Dawn Alvarez  
Thomas Hardeman Beach  
Dayton Lee Blankenship  
Jennifer Michelle Bommer  
Jennifer Suzanne Breaux  
William Hockaday Camfield  
Jessica Marilyn Campos  
Sara Josephine Czarnecki  
Meagan Lee Davenport  
Mary Julia Fowler  
Grace Kathleen Garrigan  
Daryan Isabella Green  
Taylor Dawn Hamilton  
Garrett Michael Holody  
Isabella Victoria Jo  
Iris Patrice Cesura Klotz  
Amanda Ryan Maniet

Krysta Renee Maples  
Nicholas Anderson Mask  
Jered Wells McCorkle  
Erin Elizabeth Putchinski  
Alan Ivan Ramos  
Sabrina Rangel  
Ross Matthew Roach  
Abbie Elizabeth Robb  
Kaitlin Marie Rothfelder  
Johnathan Peter Sandoval  
Katherine Maria Smiley  
Chelsea Ann Sommerfeldt  
Forrest Alexander Stanley-Stevens  
Margaret Shannon Sweeney  
Cody Ray Taylor  
Nicole Monique Turbinton  
Victoria Dolores Vasquez  
Victor Vincent Vicinaiz  
DeAndre' Dior Woods  
Jordan Joseph Yost

**Bachelor of Science**

Audrey Marin Garcia  
Rebecca Lopez  
Maria Virginia Reyes

**Bachelor of Science in Education**

Blythe Delainey Nava

**THE SAROFIM SCHOOL OF FINE ARTS**

**Bachelor of Music**

Rachel Lindsey Childers

**Bachelor of Fine Arts**

Katherine Lea Nave  
Jake Steven Pawelek