

NEWS FROM THE OFFICE OF THE DEAN OF THE FACULTY

Student Absences Related to Illness

As a reminder, according to the faculty-approved Student Attendance and Excused Absences Policy, students who miss class due to illness are expected to communicate that directly to their professors so that arrangements can be made for making up class/work. In the event that a student is diagnosed with an illness that keeps them out of class for more than a few days (i.e. flu, strep throat, mononucleosis), professors will be notified by the Center for Academic Success and Records. With over 4000 student visits per academic year, the Health Center does NOT provide notes for students to document minor illnesses.

Academic Warning System

All faculty are encouraged to participate in the on-line Academic Warning System (AWS) via WebAdvisor that is now available throughout the semester. The goal of the AWS is to identify ALL students (regardless of classification) who demonstrate signs of struggling with one or more courses before it is too late for them to make significant improvements -- the earlier you use the AWS to communicate your concern(s), the better. Students identified in this process are referred to the variety of resources available on campus. Details about the AWS were included in an email to all faculty dated January 25. Questions may be directed to Julie Cowley (cowleyj@southwestern.edu; x1510).

From Every Voice: Undergraduate Research and Creative Works Symposium

The Undergraduate Research and Creative Works Symposium is scheduled in lieu of classes for Tuesday, April 12. The Symposium is a celebration of the work of our students, faculty, and staff. This is a great opportunity for prospective students and Georgetown community members to get to know Southwestern and for first-year and sophomore students to view more advanced student work. Abstracts are due Friday, March 4, and may be submitted by going [here](#). Questions regarding the symposium may be directed to Christine Vasquez (vasquezc@southwestern.edu).

Fall 2016 Registration Dates

Seniors: Mar. 23 - Mar. 25
Fall Sport Athletes: Mar. 24 - Mar. 26
Juniors: Mar. 28 - Mar. 30
Sophomores: Mar. 30 - Apr. 1
First years: Mar. 31 - Apr. 5

Invitation to Join Upcoming Digital Fellows Digital Skills Workshops

Please join the Department of Research and Digital Scholarship for a series of digital skills workshop sessions this spring. The workshops are offered as part of the Digital Fellows Faculty Development Program, and are open to all members of the campus community.

Audio Recording and Editing

Friday, 2/26, 10-12 in the Sandbox (SLC 140)

Learn how to reserve and use the soundbooth in SLC 231 to record interviews for oral history and podcasting projects. Learn how to produce and edit audio files for digital projects.

Content Management Systems for Digital Projects

Friday, 3/4, 10-12 in the Sandbox (SLC 140)

Learn about free e-portfolio and content management systems such as WordPress and Omeka, a platform for curating digital exhibits.

Data Modeling and Visualization

Friday, 4/8, 10-12 in the Sandbox (SLC 140)

Learn techniques for incorporating geographic data tools into teaching. We will also touch on the 3D-modeling tool Sketch-Up and the interactive Tiki-Toki platform for visualizing timelines.

-with Anwar Sounny-Slitine

Video Workshop with Whitney Milam

Friday, 4/15, 10-12, Pirate Studio (Olin 124)

This workshop will cover video recording and editing techniques with an emphasis on creating oral history interview videos.

The workshop sessions are offered by Andrew Rechnitz (rechnita@southwestern.edu) and Charlotte Nunes (nunesc@southwestern.edu). Feel free to contact them with questions.

First Thursday Receptions

First Thursdays are a series of receptions that recognize and celebrate research and professional achievements by colleagues across the campus. They are held the first Thursday of each month during the academic year at 4:00 p.m. in the Periodicals Room of the Library. The next two First Thursday dates are March 3 and April 7. If you have a recent professional achievement, please send information about it to Barbara Jean at jeanb@southwestern.edu. In this email please include brief, yet complete, information about the professional achievement, just as you would in an entry for a CV. It is always a good idea to regularly send information regarding your professional achievements to your department/ program chair. Please also send a copy of your work to the President's Office, including a full citation, so the President can display your work. Questions may be directed to the Office of the Dean of the Faculty at x1567.

Competitive Funding and Faculty/Student Award Applications

The call for Competitive Funding and Faculty/Student Award Applications was distributed via email by Ken Mello, chair of the Awards Committee, last week. Links to the required documents, as well as the detailed calls for each, can be found [here](#). Please note that, in accordance with the current faculty awards funding model, Competitive funding is now focused primarily on research and associated research funding needs. Funding for fall conference travel is funded via a separate application process, which will take place later in the semester. The specifics of what is covered under Competitive funds are laid out in the documents on the Dean's page, so please make sure to read all of those documents thoroughly before submitting. The deadline for applications for both Competitive and Faculty/Student project funding is Friday, March 25, and all materials must be submitted directly to Christine Vasquez (vasquezc@southwestern.edu) via email. Late or incomplete applications will not be considered. Please make sure that you submit on time, and use the checklist provided on the application cover sheet to ensure you have submitted all required documents. Questions may be directed to Ken Mello (mellok@southwestern.edu) or Alisa Gaunder, Dean of the Faculty (gaundera@southwestern.edu).

Check Your Syllabus!

Spring Break -- begins at 10:00 p.m. Friday, March 11; classes resume Monday, March 21

SU closed (no classes) - Friday, March 25

Last day of classes -- Wednesday, April 27, with finals beginning Monday, May 2

Religious Observance Days

Upcoming spring semester religious observance dates include: Good Friday on March 25; Easter on Sunday, March 27; and Pesach (Passover) that begins at sundown on Friday, April 22, and continues through Saturday, April 30, with the first two days being the most important. The University's Religious Holidays Policy for students follows:

Southwestern University recognizes that it has students from a variety of religious and cultural traditions that have special days of observance or celebration that may take students out of their regular activities on certain days during the school year. Since the academic calendar does not always coincide with these days, the following policy is to be followed in order to facilitate student absences due to cultural and religious observances. Students' classroom responsibilities:

- As far in advance as possible, the student is expected to notify the professor(s) or instructor(s) of the class(es) to be missed
- The student is expected to learn what assignments or exams are due or will be assigned on those dates and negotiate with the professor(s) or instructor(s) alternate times for fulfilling those

requirements. Students should be prepared to fulfill the requirements prior to the class(es) to be missed.

King Creativity Fund Project Exhibits and Presentations

Mark your calendar now for the the King Creativity Symposium on Monday, April 4, from 5:00 to 6:00 p.m. in the Bishops Lounge. Additional information about the King Creativity Fund is available [here](#).

Nominations for the William Carrington Finch Award

The William Carrington Finch Award is made to a full-time faculty member "for conspicuous accomplishment in furthering the aims of Southwestern University...Its purpose is to recognize and encourage faculty who best identify themselves with an attempt to fulfill the objectives and aims of the University, as well as to encourage that combination of ability and achievement which makes for an effective faculty member." The Committee, which is responsible for recommending a slate of nominees to the President, is comprised of the Dean of the Faculty, two faculty members (the two most recent recipients of the William Carrington Finch Award), and two students. If you would like to suggest one (or more) faculty member(s) for consideration, please forward those names, along with a short paragraph stating how you feel the nominee exemplifies the Finch criteria, to Barbara Jean by Friday, March 4. The criteria for selection can be found on p. 71 of the [2015-16 Faculty Handbook](#). Previous recipients of the Finch Award are Walt Herbert (1980), Weldon Crowley (1982), Ellsworth Peterson (1984), Leonard Giesecke (1986), Martha Allen (1988), Jan Dawson (1990), Robert Soulen (1992), Gwen Kennedy Neville (1994), Doug Hooker (1996), Ed Kain (1998), Vicente Villa (2000), Patrick Veerkamp (2002), Dan Hilliard (2004), Jesse Purdy (2006), Laura Hobgood (2008), Kenny Sheppard (2010), Jimmy Smith (2012) and Erika Berroth (2014). Questions may be directed to Barbara Jean (x1567 or jeanb@southwestern.edu).

Fellowship Opportunity for Graduating Seniors

Please share this information with graduating seniors: The James Robert Andrews Endowed Fellowship was established by family and friends of James Robert Andrews (Class of 2004), in memory of his strength, courage, determination, and intellectual curiosity. This \$2000 fellowship is designed to assist other Southwestern University graduates in their quest to earn a graduate degree. Preference will be given to applicants who are able to provide evidence of a well-rounded education. This might include experiences through internships, research with faculty, and/or study abroad programs. Applicants for the Fellowship must be: a) a senior at Southwestern University or a graduate of Southwestern University within the last two years (no later than May 2014); b) planning to pursue a graduate or professional degree at an accredited college or university; and c) entering their first year of post-graduate study. Applicants do not need to know which graduate/professional school they will be attending at the time of application. There is no restriction on academic discipline. Applications may be obtained by contacting David Gaines (gainesd@southwestern.edu; x1494). Completed applications are due by Friday, March 4. A committee composed of faculty, alumni, staff, and family or friends of James Robert Andrews will review applications. The selected recipient will be notified by April 11.

2016 Commencement

Commencement will take place on Saturday, May 7, at 10:00 a.m. Additional information about Commencement activities is available at <http://southwestern.edu/gateways/seniors/>.

Faculty/Staff Lunches

Mark your calendars for these 2015-16 lunch conversations featuring the following speakers (Mondays at 12:00 noon in the Margaret Shilling Dining Room):

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; x1937).

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, 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 or at x1011.

Congratulations to 2016 Digital Fellows

The Department of Research and Digital Scholarship at the Smith Library Center would like to congratulate Anwar Sounny-Slitine, Alison Kafer, and Laura Senio Blair on becoming Southwestern's first Digital Fellows. As part of this year-long faculty development initiative, the new fellows will work with Mellon Postdocs Charlotte Nunes and Andrew Rechnitz to design and incorporate a substantive digital scholarship component in their teaching.

- Laura Senio Blair's project will combine digital timelines, storyboard creation, and oral histories to create podcasts for a web-based archive focused on Hispanic and Latin American studies.
- Alison Kafer's project will use digital recording technologies and oral history methodologies in order to document and archive examples of activism in her Feminism and Queer Activism course.
- Anwar Sounny-Slitine's project, The SU Drone Program, will create shareable workflows and scripts to process consumer drone data into useful GIS spatial data, which will ultimately allow students to collect their own data for GIS courses (rather than having to rely on data-mining government websites).

Please join us in congratulating the 2016 Digital Fellows. Their work will be showcased during an event that will be scheduled for the end of the Fall 2016 semester.

Info from Information Services RADS Team

If you plan to incorporate assignments entailing library research or digital technologies in any of your courses this semester, consider taking advantage of the services and expertise offered by the Information Services Research and Digital Scholarship (RADS) team. Librarians Carol Fonken, Joan Parks, and Theresa Zelasko can provide sessions focused on research skills and tailored to your needs, during which students learn to select, evaluate, and use quality electronic and print sources for their research. Librarians can also produce custom online guides to library resources for your students, such as the Infoguide Joan Parks created to support this fall's Representing Gender Paideia seminar. The link for a guide like this can easily be embedded in a Moodle site or shared with students via email or social media.

If you want to explore digital scholarship technologies (for example Google Apps, specialized digital applications, mobile and cloud technologies), Instructional Technologist Melanie Hoag or Mellon Fellows Charlotte Nunes or Andrew Rechnitz can provide either in-class presentations and hands-on sessions, or work with you to incorporate technologies into your assignments. The RADS team is also available to meet with students individually for personalized research or digital scholarship consultations.

Please don't hesitate to contact members of the RADS team if you are interested in any of the following:

- [In-class instruction](#)
- Custom infoguides
- Personalized student [research consultations](#)
- Incorporating digital scholarship and technologies into your course

Honor Code Concerns/Violations

Faculty should note that all Honor Code concerns/violations are to be reported to Charlene Buckley, Dean of Students, as stipulated in the Faculty Handbook. Charlene may be contacted at x1624 or at buckleyc@southwestern.edu. Please note that when a student has a pending Honor Code hearing or an unsigned non-judicial resolution pending, the student may not drop the course in question.

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). Contact Jennifer Martinka with any contract questions related to paying Non-US citizens (martinkj@southwestern.edu).

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

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

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.

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) or Julie Cowley (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 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) 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 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 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.