

# School of Education

Today is September 18, 2015

## Moving back to paper course evaluations

At the SOE retreat in August, we voted to move back to paper course evaluations. This is how it's going to happen.

The evaluation process will be moving to Bridget Arrasmith's office. She will oversee the distribution of packets and Julie Yankey will oversee stats/distribution.

The process will run much like before except Bridget will be placing the packets in instructors' mail boxes at the beginning of the semester instead of two weeks prior to class ending. The packet content does not change.

The number of scantron sheets per packet is based on the class number at the time labels were printed plus 5 (in parenthesis on the top line of the label).

Students must use pencils, otherwise their responses will not be recorded. If ink is used, the scantron reader is not able to pick up the answer and the evaluation is not recorded at all. Pencils are located at Bridget's desk as well as Kelly Read's and Molly Shepard-Robinson's desks.

Please have one student collect the forms, seal the envelope, write their name over the seal, and return to Bridget. It would be helpful if you note who was responsible in case the packet is not returned and Bridget needs to follow-up.

Thanks for your patience on the transition!

Bridget Arrasmith

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## Reminders

1. Plan to attend one of the Climate Assessment results presentations on either Monday, September 21 at 7:00 pm or Tuesday, September 22 at 3:30 pm, both in Sussman Theater, Olmsted Center. The SOE faculty meeting will be completed in time to attend the 3:30 pm September 22 meeting.
2. Update your BB bookmarks after September 19, as the web address will change. Consider backing up or printing out what you have on BB in case there are issues with the final migration process.
3. October 7 Fire drill. Details forthcoming.
4. Consider keeping a number of print copy documents related to work off site including class lists, key phone numbers, and this emergency procedural manual:  
<http://www.drake.edu/media/departments/offices/campussecurity/documents/DrakeUniversity-EmergencyProceduresManual-2015.pdf>

## Opportunity for students

Alysa Mozak is conducting another train-the-trainer for students for the Mentors in Violence Prevention bystander program in October, and is in need of student applicants. If you could announce this co-curricular opportunity to your students, she would greatly appreciate it.

More information: <http://www.drake.edu/sexual-assault/programsandgroups/mentorsinviolenceprevention/>

## Plus/Minus Grading

Plus/Minus grading will be implemented in Fall, 2016. Instructors will want to keep this on their radar and start to consider how it will affect grading practices.

## Scholarship

Dr. Kevin Lam published a book entitled Youth Gangs, Racism and Schooling: Vietnamese American Youth in a Postcolonial Context. It's published by Palgrave and available via Amazon. Woo hoo!

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