

Today is January 22, 2016

## Save the Date

On February 8 around noon we will have a Chinese New Year celebration in the SOE. Stay tuned for food and festivities.

## J term grades

J-term grades are due Wednesday, February 3 at 10 am. Instructors won't be hounded (much) until 8 am Monday, February 1. Plan on getting them in by then or let Catherine Gillespie know you'll be getting yours in closer to the deadline than her blood pressure should be forced to handle.

## Feedback

Thanks to those of you who responded to the request for Feedback for the Associate Dean (in the 1/8/16 SOE Newsletter). Results were shared and discussed last week at the monthly Dean's Advisory Committee meeting. Please know that your comments are taken to heart. If you haven't yet given feedback and are interested in doing so, use this link:

[http://drake.qualtrics.com/SE/?SID=SV\\_42b8FkiIGruKQI](http://drake.qualtrics.com/SE/?SID=SV_42b8FkiIGruKQI)

## Condition of Ed

The Iowa Dept. of Education has just released their annual condition of education report, which contains lots of good information to use all year long. At a whopping 276 pages, you will especially appreciate the Table of Contents next time you are wanting statistics to argue in favor of your next grant, article, or other pet project.

<https://www.educateiowa.gov/documents/annual-condition-education-report-pk-12/2016/01/annual-condition-education-report-2015>

## Spring?

Monday is the first day of the Spring (aka Winter!) semester.

Instructors: Please take attendance and validate your class attendance online using BlueView. We need to know that all students are accounted for. If students are not present and have not contacted you to explain their absence, then please drop them or they will be charged for a class they are not taking. If students are physically present in your class but not on the roster, please make sure they add the class using forms found in the Dean's area (Drake is still using paper add/drop forms after the semester starts - until the semester starts, students can add and drop online). Questions to Aggie Jones or Debbie Dodge or Catherine Gillespie. Ask if you have any questions at all. It's better for us to answer redundant questions than to have students in the wrong classes.

## Online Instructor Handbook

There is a new School of Education resource available in Blackboard designed specifically for adjunct instructors, the *SOE Adjunct Instructor Online Handbook*. This is a site in Blackboard where adjunct instructors can find valuable information ranging from class preparation checklists and supporting information to emergency contact information and policies to grading procedures.

To access this resource, you must be

## Cool tech

Care to listen to your google docs instead of read them? Check out: <http://draftback.com/> (free!)

added to the correct site in Blackboard. Once you have been added to the site, you can access this resource by:

1. Logging into Blackboard at [www.drake.blackboard.com](http://www.drake.blackboard.com) using your 9 digit banner ID# and password. NOTE: You can also log in to Blackboard through blueView.
2. Clicking *Community* along the top of the Blackboard screen that opens
3. In the *My Organizations* box, clicking *SOE Adjunct Instructor Online Handbook*

If you would like to be added to this resource in Blackboard, or if you have questions or would like to suggest any additions or revisions to this site, please email [Kerwin.Dobbins@drake.edu](mailto:Kerwin.Dobbins@drake.edu). To be added to the site, please provide Kerwin with both your name and your banner ID number.

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