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THE PRESIDENT

New Format for Performance Appraisals

About this time each year, we begin the annual performance appraisals. I've been thinking about them for a few months, looking for a process that is more helpful for both our employees and for the college.

On November 9, the Board of Administration approved a simplified form for appraising the work we do at DWC. The form is attached; it is intended for all administrative and staff employees. (The faculty have a separate process and form).

The Board of Administration also proposed a timeline for the appraisal process.

- By November 15, the form will be distributed to all supervisors by Mr. Winger.
- By November 30, the supervisors complete their portion of the form and give it to the employees along with a copy of their job descriptions.
- By December 14 (before the Christmas break), the employees return the completed form to the supervisor.
- *From January 2 – 31, the supervisor and employee meet for a conversation about the appraisal.*

Two reasons make the conversations between the supervisors and employees the most important part of the process.

First, there is goal setting. With written, agreed goals, it is possible to exchange useful feedback throughout the whole year. Without specified goals, it is hard to make a fair appraisal.

Second, a review of the job descriptions helps keep us flexible and responsive. Our college continues to grow and adapt to changing needs; and so, our job responsibilities also change somewhat from year to year. Good adjustments to the job descriptions allow for clearer expectations and better teamwork.



Thank you. The annual performance appraisals give me an opportunity to thank each of you for the work

If you have a goal, write it down.
If you do not write it down,
you do not have a goal –
you have a wish.

Steve Maraboli

you do each day. We do small things, but through these daily, modest tasks, we have built up an extraordinary place here at Divine Word College. Together we are reaching out to people of every tribe and tongue, of every race and nation. We keep our eyes on the mission that God gives us, and we help to build a new heaven and a new earth.

Board of Administration Summary

The Board met on Friday, November 9, and discussed/approved the following topics:

- Approved Driver's training through NICC for students approved by the VP for Formation/Dean of Students to obtain an Iowa Driver's license.
- Approved a simplified Employee Evaluation Form to be used for all employees, except faculty.
- Approved the construction and implementation of the X-Drive creating a secure virtual library for finalized documents of the College, a concern raised by the Higher Learning Commission (HLC).
- Approved an audit of personnel files to ensure that all employees completed an I-9 Form when they were hired.
- Reviewed the President's job description.

VICE PRESIDENT FOR ACADEMIC AFFAIRS

ESL Faculty In-Service #2

The IELI faculty will hold another in-service from 12:30-3:30 PM on Wednesday 21 November to revise and norm the rubrics for the English Writing Test (EWT). To accommodate this meeting, ESL writing classes are cancelled for that day. ESL communication classes are offered in normal classrooms but at a different time, 9:00-10:50 AM. ESL reading classes and ESL 099 are offered as originally scheduled, except for ESL 085 which meets in the normal classroom but at 11:00-11:50 AM instead of 1:00-1:50 PM on that day only.

VICE PRESIDENT FOR FORMATION DEAN OF STUDENTS

- Many thanks to the formation group of St. Teresa of Avila for such a delicious cultural dinner and all the hard work that you did to make our evening so enjoyable. Well done!
- A reminder that **Group Ministry Reflection** is scheduled for Wednesday, November 14, at 7:30 P.M. Each formation group will first meet for individual ministry reflection and then gather in room 107 at 8:15 P.M for final thoughts and prayers. Free beverages and snacks will be served in the Pour House.
- Our last **Dean's Forum** for this semester is scheduled for Thursday, November 15, at 1:00 P.M., in room 107. Please come prepared with your ideas and suggestions.

- **Thanksgiving break** is around the corner. It is a time to give thanks to God for all the blessings that God has bestowed upon each one of us and our community. A reminder to those students who are planning to be away during thanksgiving break, please send Fr. Bang Tran your contact number and the place where you will be by noon of November 19th. Have a wonderful thanksgiving and be safe!

FAN Club Students

A reminder to all FAN Club students to be at the front entrance at 1:00 p.m. on Saturday. We will provide transportation for your bowling activity with your FAN Club families in Dyersville.

Drug-Free School And Campuses Regulations Report

The Institute of Higher Education (IHE) requires that all institutions of higher education publish a Drug-Free School and Campuses Report annually. Please read this report published at the end of The LOG.

VICE PRESIDENT FOR ADMISSIONS

Come and See Visitors

The vocation office is hosting six men for a Come and See visitor this week. Three arrive on Wednesday and stay until Monday and three arrive on Thursday and stay until Sunday. Thank you in advance for welcoming our visitors. Those visiting are:

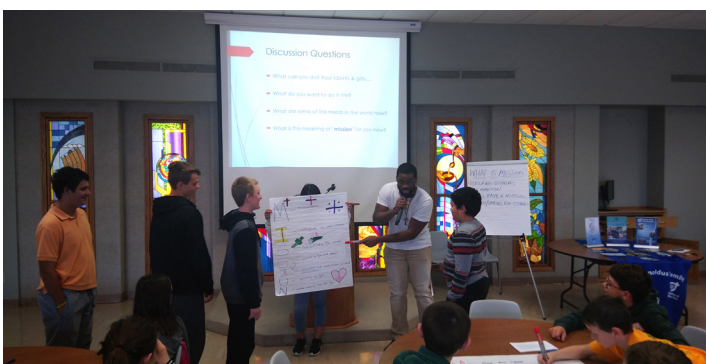
Phuc Loc Nguyen	Denver, CO
Tho Nguyen	Denver, CO
Tuong Nguyen	Denver, CO
Lucien Toussaint	Haiti
Nay Kaw Sho	Ft. Worth, TX
Moo Dah Htoo	Omaha, NE

National Vocation Awareness Week

Thank you to all who joined the vocation office last Friday during our open house in the morning and afternoon. Congratulations to the eight winners at our lunchtime drawing for prizes. We have a few more snacks left over from last week, stop by and say, "Hi" to us on the third floor!

Altar Server Retreat and Recognition Day

On behalf of the vocation office, thank you to the entire DWC community all for helping to make our guests feel welcome this past Saturday! We had almost 20 youth here who are altar servers from local parishes for a Server Retreat/Appreciation Day. Fr. Adam, Sr. Aprilia and Len hosted the event, but could not have done it without everyone's help. Thank you to all students for assisting, especially our table leaders, musicians for the Mass, sacristans, and recreation volunteers in the pool and gym who gave much of their time this weekend to help make the event successful. Thank you, also, to our kitchen staff who prepared the extra meals. We've received some preliminary feedback from the students and parents and everyone seemed to enjoy the event.



Where are they this week?

Fr. Anthony and Bro. Duylinh will be on campus this week hosting our Come and See visitors. Fr. Francis will leave Chicago after visiting St. Joseph the Worker Parish in Wheeling last weekend, and he will visit St. Patrick Parish in Fort Wayne, Indiana. Fr. Adam is on retreat much of this week, but will attend the National African American Youth Congress in Lafayette, Louisiana this weekend. Fr. Emilio departed Florida after visiting SVD parishes in Quincy and Tallahassee and is returning to California. Len will be on campus this week.

Divine Word College Annual Performance Appraisal

Name:

Date:

Job Title:

The objective of the annual performance appraisal is to provide feedback on past performance, develop goals for future performance and offer professional guidance.

- A. Accomplishments** *(Since the last performance appraisal, which goals were met or exceeded and why? What worked well or very well? What improvements were made in employee performance and productivity?)*

Supervisor comments	Employee comments
1.	
2.	
3.	

- B. Areas for Improvement** *(Since the last performance appraisal, what did not work as well as it could or should have? Which goals and standards were not met or could be improved further? Why and how can they be met or further improved in the next year?)*

Supervisor comments	Employee comments
1.	
2.	
3.	

- C. Goals** *(Identify three specific actions, behaviors or goals the employee needs to implement in the upcoming year. At least one goal should involve education, training or learning a new skill. Include indicators of success and activities the employee will undertake in order to achieve goals.)*

Employee & Supervisor collaborate to develop these three goals.
1.
2.
3.

- D. Professional Development** *(List professional development activities (seminars, SafeColleges training, ongoing education, workshops, etc.) completed in the past year.*

Employee Professional Development.
1.
2.
3.

- E. Additional Comments** *(Both the employee and supervisor are encouraged to add relevant additional comments or explanations of job performance or future work expectations.)*

Supervisor comments	Employee comments
1.	
2.	
3.	

☐ The supervisor and employee have reviewed and updated, if necessary, the employee job description.

☐ The supervisor and employee met to discuss this Performance Evaluation on _____.
(date)

Supervisor
Signature _____

Employee
Signature _____

(Approved by the Board of Administration November 9, 2018)

Drug-Free School and Campuses Regulations Report

<u>Name of Report:</u>	Annual Drug-Free School and Campuses Regulations Report
<u>Required by:</u>	Institute of Higher Education (IHE)
<u>Office Responsible:</u>	Dean of Students
<u>Date Due:</u>	October 15
<u>How often submitted:</u>	Annually
<u>Date presented to Students:</u>	August 17, 2018 at orientation for all students
<u>Date Published in <i>The Log</i>:</u>	November 13, 2018

Standard of Conduct

Divine Word College (DWC) is a Catholic educational institution oriented toward religious life and ministry. DWC is a drug free workplace and college. Students enrolling in DWC assume an obligation to behave in a manner compatible with the College's function as a Catholic educational institution.

No employee or student shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules "I" through "V" of Section 202 of the "Controlled Substances Act (21 U.S.C. 812).

Workplace is defined to mean the site for the performance of work including any college building or any college premises; any college owned vehicle used to transport students to and from college or college-sponsored or College approved activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the College. (Student Handbook #917)

Sanctions

The College recognizes that students are adults and are expected to obey the law and take personal responsibility for their conduct; however, students will be disciplined if their use of alcohol creates a public disturbance, danger to themselves and/or others, or property damage.

All students are to obey the laws of the State of Iowa and the regulations of the College concerning the use and/or possession of alcohol, prescription or non prescription drugs, and illegal drugs. The legislation reads in part: "A person shall not sell, give, or otherwise supply alcoholic liquor, wine or beer to any person knowingly or having reasonable cause to believe him to be under the age of eighteen, and a person or persons under the age of eighteen shall not purchase or attempt to purchase, or individually or jointly have alcoholic liquor, wine or beer in their possession or control; except in the case of liquor, wine or beer given or dispensed to a person under the age of eighteen within a private home and with the knowledge, presence, and consent of the parent or guardian for beverage or medicinal purposes or as administered to him by either a physician or dentist for medicinal purposes or and except to the extent that a person under the age of eighteen may handle alcoholic beverages and beer during the regular course of

the person's employment by a liquor control licensee, or wine or beer permittee under this chapter." (Code of Iowa, Section 123.47) (Student Handbook #190 1.1)

In accord with the Iowa Code, students of the legal age (21 years of age and older) may drink alcoholic beverages. To sell or give or otherwise provide a person under the legal age with alcoholic beverages is prohibited. (Student Handbook #190 1.2)

The consumption of alcoholic beverages is limited to the recreation area: Pourhouse, student lounge, TV rooms, Arkfeld House lounge, Megan Hall lounge and TV room. (Student Handbook #190 1.4)

Using or storing alcohol in student dorms is not permitted. Alcohol is not permitted in the kitchen or dining room except during special events when permission has been granted by the Dean of Students (Student Handbook 390.6.). Alcohol is to be kept in the Dean's Offices or in the Pourhouse. (Student Handbook #190 1.5)

Alcohol is not permitted in any other areas unless permission is granted by the Dean of Students. (Student Handbook #190 1.6)

The use of alcoholic beverages does not excuse one from respect towards others, towards the property of others, or towards a general atmosphere of quiet in the dorms. (Student Handbook #190 1.8)

The preceding guidelines are to be considered an integral part of formation for a mature Christian and for someone considering the religious, missionary vocation. They are intended to encourage both responsible enjoyment of alcohol and a gradual self-mastery as well. (Student Handbook #190 1.9)

The College does not allow student drivers to drink alcohol or use illegal drugs and drive College cars. The College may conduct random drug/alcohol tests if a student appears to be under the influence of any kind of drug. (Student Handbook #530.5)

Health Risks Associated with Alcohol and Other Drugs (AOD) Abuse

Drugs are chemicals that affect the body and brain. Different drugs can have different effects. Drugs can change how the brain works and interfere with a person's ability to make choices, leading to intense cravings and compulsive drug use. Consequently, this behavior can turn into a substance dependency, or drug addiction. The risks of drug use can range from changes in appetite, wakefulness, heart rate, blood pressure, heart attack, stroke, psychosis, overdose, mental illness, heart or lung disease, cancer, and even death.

Prevention Programs

The Religious Formation Program offered a curriculum through out the academic year which includes certain topics on the prevention of AOD, namely, Introduction to Addiction, Alcohol, and Drug Addiction.

Besides the curriculum of the Religious Formation Program, the Counseling Center can assist with AOD counseling for students and employees and can make referral as needed. There also are other programs available nearby and nationwide. A number of resources are listed below.

Campus Resource

DWC Counseling Center
Room 220
Phone (563) 876-3353 Ext 270

Off-Campus Resource

Turning Point Treatment Center
250 Mercy Drive Dubuque, IA 52001
Phone: (563) 589-8925

Substance Abuse Services Center
799 Main Street
Dubuque, IA 52001
Phone: (563) 582-3784

National Institute on Drug Abuse
1-800-662-HELP

National Council on Alcoholism
1-800-622-2255

Disciplinary Sanctions for Violations of the Standards of Conduct

Violation of the Student Handbook #190 will be dealt with strictly. Such violations will result in the confiscation of the alcoholic beverage and may result in the revocation, for a specific period, of the student's privilege regarding drinking. It may also result in disciplinary probation. If such violations continue, the student will be brought before the Formation Committee. (Student Handbook 190.1.7)

DUI Policy A student arrested for DUI (Driving Under the Influence) is ordinarily subject to immediate dismissal from the College. A student may appeal a dismissal decision to the Formation Appeals Committee if there are mitigating circumstances warranting consideration. The decision to consider an appeal rests with the Formation Committee. (Student Handbook 190.2)

Drugs The policy of the College in regard to drugs is that anyone possessing and/or using illegal drugs is subject to immediate dismissal by the Dean of Students. (Student Handbook 190.3)

(Reviewed and approved by the Board of Administration, October 24, 2019)