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Report of the Arts & Sciences Student Life Committee, 2012-2013

Arts & Sciences Student Life Committee

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Student Life Committee Report for 2012-2013

Prepared by Daniel Crozier, Chair of Student Life

Committee: Gabe Anderson, Daniel Crozier (chair), Raquel Ells, Larry Eng-Wilmot, Gianna Hernandez, Kelly Krusoe, Gruchenska Moncada, Susan Montgomery, Rachel Newcomb, Jennifer Queen, Zachary Siegelson, Zyenep Teymuroglu, Judith Wolbert. Karen Hater (ex-officio); Brooke Pankau and Breanna Rack also served for a portion of the year on behalf of SGA.

Business Conducted

1. All members of SLC sat on the evaluation committees for Residential Organizations during December and January as prescribed by the offices of Residential Life and OSIL. Spring-Eve Rosado and Jazmine Rodriguez presented the results of these to the committee in April.
2. Designated faculty members of SLC continued to sit on hearing committees for the Office of Community Standards and Responsibility during both semesters.
3. Members of SLC continued to sit on various committees on campus, both standing and ad hoc that included the Food Services Committee (Jude Wolbert), the Campus Center Renovation Committee (Jenny Queen), the High Impact Practices Advisory Committee (Susan Montgomery), a search committee for a new position in the OSIL office (Jenny Queen), a search committee for a new director of the Office of Multicultural Affairs (Daniel Crozier), and the QEP Topic Selection Committee (Daniel Crozier).
4. SLC members participated in the annual Campus Safety walk.
5. The committee's most important new initiative this year was the establishment of a pilot program for "SHIP" grants (Student Scholarships for High Impact Practices) that is to run through the fall semester, 2013. Rachel Newcomb coined the SHIP acronym. During its first several meetings, SLC created the application form for these grants, which went through several iterations within the committee, and then was reviewed by the High Impact Advisory Committee who made several recommendations that were subsequently adopted. After committee discussion of policies and procedures, Susan Montgomery spearheaded work on the production of the application with technical help from Gabe Anderson who got it up and running on the web. (Please see Appendix 1 for the final version of the application.) The SLC chair made appeals to various offices on campus to contribute to the SHIP fund during the year. The deans of the College of Arts and Sciences and the College of Professional Studies contributed, as did the office of the Vice President for Student Affairs, the Office of International Programs, and the Office of Community Engagement and Leadership. We had a total of \$13,500 of pooled funds, maintained by the Office of the Vice President for Student

Affairs, available to distribute this year and spent all of it on grants to students. In fact there were many applications that we were not able to fund, many of them for very worthy projects.

Other SLC committees may decide to do it differently, but the SLC this year arrived at the following procedure. Students would submit applications to Penelope Strater, executive assistant in the Office of the Vice President for Student Affairs, by Thursday of the week prior to each of our meetings from October through April, she would distribute the applications to the committee on Friday, and we would review them at our subsequent meeting the following Tuesday. Then, the chair would notify each applicant and faculty advisor of the committee's decision. Penelope Strater always communicated with the grant recipients and distributed their funds in a very timely manner once decisions were announced.

6. The committee heard a report from Ken Miller on behalf of Campus Safety. Much of the discussion centered around the relationship of Campus Safety to the student and faculty community at Rollins.
7. Brent Turner provided training for SLC members for the upcoming Community Commitment Review process.
8. Pennie Parker delivered her annual report to the committee on the state of the athletics at Rollins. She asked that the committee introduce the idea of limiting the number of courses required for majors that meet after 4:00 PM to make athletic practices more manageable for students. Department Chairs and the faculty reacted negatively to this idea.
9. Ray Rogers presented a detailed report regarding the new initiatives of the Career Services Office at Rollins.
10. Brent Turner and Spring-Eve Rosado provided a report of OSIL's activities and new initiatives for the 2012-2013 academic year.
11. Gabriel Barreneche, Whitney McDonald, and Leon Hayner made a presentation to the committee regarding the status of Living Learning Communities at Rollins and detailed several changes to the program for 2013-2014.
12. Vice President for Student Affairs, Steve Neilson, gave a detailed presentation on the structure and reporting lines of the various offices within the Student Affairs area at Rollins. He detailed five institutional priorities for Student Affairs at Rollins, the primary focus being Student Success.
13. Giselda Beaudin visited SLC to discuss the status of the SHIP grant program, and to determine what adjustments to the program might be helpful.

14. Diane Willingham made her annual presentation of proposed changes to the Code of Conduct to SLC. These were approved with some editorial amendments.
15. Spring-Eve Rosado and Jazmine Rodriguez presented the results of the Community Commitment Reviews for 2012-2013.

Unfinished Business

1. While the process for reviewing and distributing SHIP grants is well defined and has gone smoothly this year, several issues still need to be addressed, mostly regarding the post-grant phase of the program:
 - a. While grant recipients have been faithful about submitting post-grant materials so far, no one is actually monitoring whether or not they have submitted their required summary and blog entries. Who should do this? Is it something that we should ask the Executive Assistant in the VPSA office to do? Penelope Strater already has a lot of extra work to do because of this program. Should there be a sub-committee of SLC to monitor post-grant reports?
 - b. Post-Grant reports/photos are not yet on the website.
 - c. There are no consequences in place at present for students who do not submit their required post-grant information.
 - d. We need a better system for checking financial aid status of SHIP applicants, directly with the Financial Aid Office.
 - e. This year we did send out an email detailing the dates when SHIP proposals would be reviewed but, ideally, there might also some way of informing applicants about how much funding is still available prior to each meeting of the committee.
 - f. At the conclusion of the pilot (end of fall semester, 2013) it may be necessary to make adjustments to the application to reflect what the grants are actually supporting. We designed the program to support travel primarily because that was the area where we were told the greatest student need exists but they are designated for “High Impact Practices,” presumably of any kind.
2. The SHIP pilot ends at the conclusion of the fall semester, 2013. A final version of the policy should be brought before the faculty for a vote during the spring semester, 2014.

3. Norah Perez, coordinator of the Office of Student Employment should be invited to present at an early SLC meeting during the fall of 2013. She was to make a presentation this year, but the committee's busy schedule prevented it.
4. SLC will continue to work with Residential Life in the evaluation of Residential Organizations on the Rollins Campus.
5. SLC will continue to work with Sedexho regarding any food service issues.
6. SLC will continue to be involved with the directors of Residential Life and the RCC program to further enhance the LLC and RCC programs.
7. SLC will continue to have representation on the committee for the Campus Center Renovation project.
8. SLC will continue to have representation on the High Impact Practices Advisory Committee.
9. The committee should consider having a meeting with representatives from the Office of Student Success and Explorations to evaluate the success of Mapworks at Rollins. We heard a report from them last year but not this year.
10. SHIP rather took over the SLC agenda this year, sometimes forcing the committee to rush over other important discussions about items on the agenda. The committee may need to consider adding some more meetings to the schedule, perhaps increasing the number to an average of two meetings per month rather than one because of the extra time required to evaluate SHIP grants. One monthly meeting might be devoted to regular committee business and the second meeting to evaluation of SHIP grants. In fact, we had to add two meetings to the schedule during the spring semester this year to complete all of the committee's business.

Appendix 1:

SHIP (Scholarship for High-Impact Practices) Proposal Application Guidelines for Rollins Students

GENERAL INFORMATION

Student scholarships are awarded on a competitive basis. The Student Life Committee will review only completed proposals. The committee will advise the Vice-President of Student Affairs to distribute funds in a manner that permits the support of as many projects as possible. Funds are limited and rationed (see below). It is anticipated that the results funded by these grants will enhance the academic life of the student. The student agrees to fulfill the requirements of the grant as listed below. If the student fails to do so, the student will repay the college the amount of the grant awarded. Travel with other students is permitted but each student requesting funds should fill out an application. Applications should list a Rollins faculty member or staff sponsor.

OVERVIEW OF THE APPLICATION PROCESS

I. Review of Grant Proposals

Please remember that while your proposal will be reviewed in a spirit of collegiality, there is no discipline specific review. The Student Life Committee is composed of members of the general faculty, staff and students. Your objectives must be well conceived, clearly stated, and written in a language that can be understood by a general audience.

Applications must include the name of a Rollins faculty member or staff sponsor.

II. Deadlines

- A. The Student Life Committee will review proposals on a rolling basis. The committee meets monthly during the fall and spring semesters and students should submit proposals as soon as possible prior to their expected travel in order to give the committee sufficient time to review proposals.
- B. Students planning travel during the academic year are invited to submit grant proposals in anticipation of travel. Proposals should be submitted no later than 5:00 pm the Thursday prior to the SLC's meeting the following Tuesday. For spring 2013, those Thursday dates are as follows: January 17, February 14, March 7, March 28, and April 18.

APPLICATION GUIDELINES

I. Eligibility

- A. Full-time undergraduate students in the College of Arts & Sciences or College of Professional Studies.
- B. Proposals will be judged on the completeness of the application, the quality of the project, the perceived value of the work, and financial need.
- C. The committee will not fund proposals that have the following characteristics:
 1. Lack clearly stated goals and methodology.
 2. Lack a clear, detailed budget and rationale for all requested funds.
 3. Another funding source is already available for the grant.
- D. The committee will not review proposals:
 1. With missing information, e.g., no trip waiver consent document, no budget, no sponsor information.
 2. With a financial request exceeding \$1,500.
 3. From applicants who have not met expectations of previously awarded grants.
 4. From applicants who have unresolved disciplinary issues.
 5. From applicants who are on academic probation
- E. All proposals deemed acceptable by the committee may be at least partially funded, funds permitting. If there is insufficient money to support fully all acceptable proposals, it will not necessarily be the case that each applicant will receive an equal percentage of the funds requested. Some proposals, for example, may receive 100 percent of what is requested, some at 75 percent and some at 50 percent. In order to successfully allocate partial funding, the committee must have a complete picture of the total expected budget. Please give a detailed accounting of allowed expenditures, even if this projected total exceeds the funding maximum.

II. Permitted Expenditures

Expenditures must be justified in terms of their relationship to the project. The budget parameters for current college rates for travel are available from the Finance Department. Applicants should consult the Office of International Programs for international travel.

Grants may be funded for a maximum of \$1500, if the budget and number of proposals permits.

Funding parameters include:

- A. Participation in academic conferences.
- B. Participation in co-curricular conferences.
- C. Participation in non-Rollins study abroad- when an approved program that meets the same needs does not exist. Applicants must confirm support from the Office of International Programs.
- D. Participation in internships. Applicants must confirm support from the Office of Career Services.
- E. Participation in volunteer/service experiences. Applicants must confirm support from the Office of Community Engagement.

**STUDENT SHIP APPLICATION FORM
(SCHOLARSHIPS FOR HIGH-IMPACT PRACTICES)**

Applicant Information:

Student Name:
Academic Year:
Department:
Phone Number:
E-Mail Address:
RNumber:

Travel Grant Proposal

Title of Proposal:
Proposed Start Date:
Proposed End Date:

Description of Grant Proposal:

Objectives of grant proposal:

Please list objectives that are clear, specific, concrete, and measurable.

- 1.
- 2.
- 3.

Describe the expected outcome(s) for this project.

Describe how this project relates to your current course of study at Rollins.

Describe the relationship of this project to your long term learning goals.

Describe the contribution this project makes to your academic interests and to the academic community.

Describe the contribution this project will make to Rollins College.

Proposed Budget:

Be specific about what costs will be incurred for travel. Please provide sources for estimates where available (e.g. international travel should consult the Office of International Programs). Your proposed budget should reflect your actual anticipated permitted expenditures for the project, even if this figure exceeds the allowed award maximum of \$1500. Please also reflect other sources of revenue.

<u>Item</u>	<u>Justification</u>	<u>Amount</u>
Housing		\$
Tuition		\$
Travel		\$
Food		\$
Other costs		
Total		\$
TOTAL Requested Funds	(May not exceed \$1500)	\$

Other Support for Current Proposal

1. Have you applied for or been granted any external or other internal sources of funding for this proposal? **YES** **NO**

If yes, clearly identify all other requests that duplicate this proposal, indicating the periods and amounts of all support requested and/or received, along with the status of the support.

2. Please explain any extenuating circumstances the committee should consider when reviewing your proposal.

Sponsor Approval Name: _____ **Date** _____

(Name of faculty or department sponsor is required for all proposals. The proposal must be approved by the sponsor. The committee will contact the sponsor prior to awarding any funds.)

Student Name _____ **Date** _____

By checking this box, you are authorizing the committee to review your financial, academic and disciplinary records for consideration of your proposal.

Include with this application (if needed):

Students traveling on college academic approved programs must complete the Rollins College Trip/Event Informed Consent Form. You and your sponsor are responsible for confirming you have the appropriate documents completed.

http://www.rollins.edu/hr/services/risk_management/documents/consent-form.pdf

Send completed application via email to Penelope Strater, pstrater@rollins.edu in the Office of the Vice-President of Student Affairs.

**STUDENT SHIP REPORT FORM
(SCHOLARSHIPS FOR HIGH-IMPACT PRACTICES)**

Each grant recipient is required to file a report on his or her accomplishments with the Student Life Committee. Your application and report are considered to be matters of public record. If you do not wish either to be made public, explain why in the application. Future funding for your travel is contingent on completion and transmission of a progress report to the Student Life Committee by the dates listed below. Please use this form for final synopsis reports. Students are also expected to submit a minimum of two journal entries on blog at the Vice President of Student Affairs website.

Students who fail to meet these requirements will reimburse the college the amount of the travel award received.

Due Dates:

Synopsis is due

Journal entry 1 submitted on

Journal entry 2 submitted on

Synopsis:

Please describe below in detail how the travel met your learning outcomes for the experience. Please discuss other skills and knowledge you gained from the experience. Also include the impact of the travel on your academic or professional goals.

Budget Activity:

Approved Budget:		\$
Itemized List of Expenditures:		\$

Signature of Student _____ Date _____

Send this report electronically to Penelope Strater, pstrater@rollins.edu, in the Office of the Vice-President of Student Affairs. If possible, please submit file as a pdf.