

2-24-2015

## Minutes, College of Professional Studies Faculty Meeting, Tuesday, February 24, 2015 (Note: Dated January 27, 2015)

College of Professional Studies Faculty  
*Rollins College*

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**College of Professional Studies  
Faculty Meeting  
1/27/15**

Sharon Agee	Danny Arnold, Interim Dean	Lindsey Aloia
Rick Bommelje	Greg Cavanaugh	<del>Susan Easton-Sabbatical</del>
Margot Fadool	Greg Gardner	Ted Gournelos
Scott Hewit	Mattea Garcia	Nick Hondonougbo
Cecilia McInnis-Bowers	Jim McLaughlin	Hesham Mesbah
John Morrison	Denise Parris	Tim Pett
Carolyn Planck	Don Rogers	Michelle Stecker
Jennifer Seitzer (A & S)	Anne Stone	Jie Yu

Guests: Chet Evans, David Richard; Pat Schoknecht, Craig McAllaster, Laura Pfister, Nan Castino, Meribeth Heubner, Nan Castino, Jennifer Queen

Meeting opened at 12:38

**Introductions** -Nan Castino, Development; Jennifer Queen – QEP update

**Approval of January's minutes:**

Moved to approve T. Gournelos, 2<sup>nd</sup> D. Rogers – minutes approved

**QEP presentation**

Jennifer Queen -Career and Life Planning – common theme – faculty advising; Campus- wide colloquium – March 13 at 3:00 p.m., Bush Auditorium.

**Open source discussion** – A. Stone – per J. Miller – A \$3,000 open education resource grant available to all faculty and adjuncts – intent to lower the costs of texts. Deadline is April 22 through TAJ.

**Announcements:** Major/Minor fair – March 12

**SWOT Analysis**

The new president could benefit from a SWOT analysis; departments are working on them; the Exec Committee will develop one for CPS.

**Committee Report**

CC - M. Fadool – no Feb meeting, next meeting in March. Dual Degree program with Spain- postponed for fall.

P&T -Bylaw changes

**Current:**

**4.4 Promotion & Tenure**

The Promotion & Tenure Committee provides consultation, advice, and endorsements to the CPS departments, CPS faculty as a whole, CPS Dean, and VP of Academic Affairs on matters related to reappointments, tenure, promotion, recognitions, merit pay, evaluation criteria and procedures, professional leave, faculty development, and awards for the Faculty of Professional Studies (see

Sections 5.1 & 5.2.).

Membership of the Promotion & Tenure Committee will include two tenured professors from each department in the CPS and one non-voting faculty representative selected by the College of Arts & Sciences. The CPS departmental representatives will be selected by the departments for two year terms. The Dean and Associate Dean of the CPS shall be ex officio (non-voting) members by virtue of office.

Meetings of the Promotion & Tenure Committee shall be closed when the agenda is the review and evaluation of individual candidates for reappointment, promotion, tenure, recognition, or merit pay.

Meetings of Promotion & Tenure Committee shall be open to observation by any employee or student of Rollins College when the agenda is the review and recommendation of policies, procedures, or standards for the committee, department, or CPS. The Promotion & Tenure Committee will elect a chair by majority vote to serve for one year. The right of a non-member to speak at meetings shall ordinarily be granted by the committee chair. The committee will meet as necessary (but at least once per semester).

**Proposed:**

**4.4 Promotion & Tenure**

The Promotion & Tenure Committee provides consultation, advice, and ~~endorsements~~ **recommendations** to the CPS departments, CPS faculty as a whole, CPS Dean, and VP of Academic Affairs on matters related to reappointments, tenure, promotion, ~~recognitions, merit pay~~, evaluation criteria and procedures. ~~professional leave, faculty development, and awards for the Faculty of Professional Studies (see Sections 5.1 & 5.2.).~~ **The Promotion & Tenure Committee will conduct a review of each department's evaluation criteria and procedures every 4 years.**

The Promotion and Tenure Committee will independently evaluate ~~the~~ candidate ~~materials~~ based on departmental criteria, and write a recommendation letter ~~to~~ the Dean, Department Review Committee Chair, and candidate.

Meetings of Promotion & Tenure Committee shall be open to observation by any employee or student of Rollins College when the agenda is the review and recommendation of policies, procedures, standards for the committee, department, or CPS. The right of a non-member to speak at meetings shall ordinarily be granted by the committee chair. Meetings of the Promotion & Tenure Committee shall be closed when the agenda is the review and evaluation of individual candidates for reappointment, promotion, and tenure. The committee will meet as necessary (but at least once per semester).

Membership of the Promotion & Tenure Committee will include ~~one two~~ tenured , **full-time, teaching professor from each CPS department and one tenured, full-time, CPS teaching professor selected at large by the CPS faculty.** In a case where a department has no tenured, full-time, teaching professor eligible to serve on the Promotion & Tenure Committee, the full-time, teaching members of the department will elect an eligible faculty member from another department in CPS. ~~and one non-voting faculty representative selected by the College of Arts & Sciences.~~ The CPS departmental representatives **and the at large member** will ~~serve~~ **be selected by the departments** for two year terms. The Dean and Associate Dean of the CPS shall be ex

officio (non-voting) members by virtue of office. The Promotion & Tenure Committee will elect a chair by majority vote to serve for one year.

*Motion to accept – D. Arnold, 2<sup>nd</sup> D. Rogers, call for question? D. Rogers. Motion passes.*

## **Current**

### **4.2 Executive Committee**

The Executive Committee provides consultation, advice, and recommendations to the CPS departments, CPS faculty as a whole, CPS Dean, Vice President for Academic Affairs/Provost, Vice President for Student Affairs and President (if asked) on matters such as the existing programs, accreditations, resource needs (including new faculty), future directions of CPS, new academic programs, new initiatives, and the replacement of departing faculty.

The Executive Committee also provides consultation, advice and recommendations on overlapping issues with the College of Arts & Sciences, Hamilton Holt School, the Crummer Graduate School of Business and the ALL COLLEGE coordinating committees.

The Executive Committee sets the agenda for CPS Faculty meetings, interprets the Bylaws, and interprets the authority of standing committees as set forth in the Bylaws.

The membership of the Executive Committee of the College of Professional Studies includes the Dean and Associate Dean of CPS, President of the CPS Faculty and the Chairs of the Departments. The President, Vice President for Academic Affairs/Provost, Vice President for Student Affairs, Chairs of the standing committees, and Program and Center Directors shall be *ex officio* members.

Meetings of the Executive Committee shall be open to observation by any employee or student of Rollins College. The Executive Committee will elect a Chair by majority vote to serve for one year. The right of a non-member to speak at meetings shall ordinarily be granted by the committee chair. The committee will meet as necessary (but at least once per semester). Minutes of the Executive Committee shall be published and distributed to the entire College community in a timely fashion.

## **Proposed:**

### **4.2 Executive Committee**

The Executive Committee provides consultation, advice, and recommendations to the CPS departments, CPS faculty as a whole, CPS Dean, Vice President for Academic Affairs/Provost, Vice President for Student Affairs and President (if asked) on matters such as the existing programs, accreditations, resource needs (including new faculty), future directions of CPS, new academic programs, new initiatives, **bylaws review, recognitions, merit pay, professional leave, faculty development, awards for the Faculty of Professional Studies (see Sections 5.1 & 5.2.)** and the replacement of departing faculty.

The Executive Committee also provides consultation, advice and recommendations on overlapping issues with the College of Arts & Sciences, Hamilton Holt School, the Crummer Graduate School of Business and the ALL COLLEGE coordinating committees.

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Meetings of the Executive Committee shall be open to observation by any employee or student of Rollins College. The Executive Committee will elect a Chair by majority vote to serve for one year. The right of a non-member to speak at meetings shall ordinarily be granted by the committee chair. The committee will meet as necessary (but at least once per semester). Minutes of the Executive Committee shall be published and distributed to the entire College community in a timely fashion.

*Motion to approve, D. Arnold; 2<sup>nd</sup> D. Rogers. Call to question –G. Cavanaugh. Motion passes.*

## **Current**

### **3.3 Department Chairs**

The Department Chair (DC) coordinates the departmental curriculum, policies, procedures, & resources, with the advice and support of the faculty. The DC also represents the department on the Executive Committee of CPS. The DCs report both to their colleagues and to the Dean.

The appointment of department chairs is made by the Dean of the CPS after consultation with the faculty members of the respective departments. The Dean full-time teaching members of the department.

The Dean issues letters of appointment and confirmation of reappointment of DCs annually, normally in late spring. The standard term of appointment is two years.

## **Proposed**

### **3.3 Department Chairs**

The Department Chair (DC) coordinates the departmental curriculum, policies, procedures, & resources, with the advice and support of the faculty. **The DC is responsible for the annual evaluation of all faculty in the department and will submit the results to the Dean.** The DC also represents the department on the Executive Committee of CPS. The DCs report both to their colleagues and to the Dean.

The appointment of department chairs is made by the Dean of the CPS after consultation with the faculty members of the respective departments. The Dean may not appoint someone if that person does not receive a majority vote of the full-time teaching members of the department.

*Motion to approve - R. Bommelje, 2<sup>nd</sup> – Cavanaugh. Call for question – G. Cavanaugh motion passes*

## **Current**

### **FACULTY EVALUATIONS**

#### **7.2 Process**

The evaluation process shall be a yearly review of accomplishments in teaching and service for the prior year, in scholarship for the previous five years, and a review of plans for the current academic year.

The basis of the process is an annual written Faculty and Staff Annual Report (FSAR) summary prepared by the Faculty member and reviewed with the Dean early in the fall semester using the criteria developed by the department. Each Faculty member is expected to be active in all three professional service criteria areas (teaching, scholarship, and service) according to their contractual obligations.

All full-time, non-tenured faculty members will be evaluated by the Department Review Committee (DRC, section 7.4) at mid-course and may request an additional review in the year prior to the tenure review using the appropriate departmental criteria. All tenured faculty members will be evaluated by the DRC once every 7 years, using the appropriate departmental criteria.

## **Proposed**

### **7.2 Process**

The evaluation process shall be a yearly review of accomplishments in teaching and service for the prior year, in scholarship for the previous five years, and a review of plans for the current academic year.

The basis of the process is an annual written Faculty and Staff Annual Report (FSAR) summary prepared by the Faculty member and reviewed with the **Dean Department Chair** early in the fall semester using the criteria developed by the department. Each Faculty member is expected to be active in all three professional service criteria areas (teaching, scholarship, and service) according to their contractual obligations.

All full-time, non-tenured faculty members will be evaluated by the Department Review Committee (DRC, section 7.4) at mid-course and may request an additional review in the year prior to the tenure review using the appropriate departmental criteria. All tenured faculty members will be evaluated by the DRC once every 7 years, using the appropriate departmental criteria.

*Motion to approve - R. Bommelje, 2<sup>nd</sup> – Cavanaugh. Call for question – G. Cavanaugh motion passes*

### **President's report** – J. McLaughlin discussed:

Search committee report regarding the president's search

Planning and budget committee

Office of International Programs Faculty Advisory – committee up for vote in the spring.

### **A&S committee reports**

#### **AAC** – G. Cavanaugh discussed

Wait list issue: will be proposing an idea to move forward with wait list issues

Robin Mateo will hopefully be available shortly to address.

AAC motion for study abroad course work; field study report – every 4<sup>th</sup> time you do it you will be asked to submit a complete report, instead of duplicating previous years' forms. Systematic review every 4<sup>th</sup> time to make sure best practices are being applied. This is a motion passed by AAC; this is a Rollins wide issue – J. McLaughlin –decisions about this should come through Giselda's office. Not by A&S. Giselda will attend the next curriculum committee meeting to discuss this. AAC applauds and approves this policy revision.

Discussion regarding 5+ and rFLA - the link between the two, concerning stipends, course releases, and banking courses, etc.

Action – K. Riley – secretary for AAC; comparing AAC and SGA minutes. Student representation from CPS should be on AAC. G. Cavanaugh suggested there be student representatives on certain committees.

Executive Committee will address the issue as to whether we want students to attend this meeting.

**PSC** – proposal to change the CIE delivery structure.

*Motion to approve the delivery move – J. McLaughlin. 2<sup>nd</sup> Mattea Garcia. Motion approved.*

**Craig McAllaster** – recognized J. McLaughlin for his role on the search committee. Best search process in 20+ years at Rollins.

Briefed president on the integration of the two programs. Now working on curriculum process

Communication will move to Cornell Social Science, back to where INB is located

INB will move to 170 W. Fairbanks.

Move will take place in mid-May

Pat needs a listing of who is going to go into which office. Pat to send Rick the floor plan of what is available. Rick to convey who will go into what office.

Meeting adjourned 1:55 p.m.