

3-31-2015

Minutes, College of Professional Studies Faculty Meeting, Tuesday, March 31, 2015

College of Professional Studies Faculty
Rollins College

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Recommended Citation

College of Professional Studies Faculty, "Minutes, College of Professional Studies Faculty Meeting, Tuesday, March 31, 2015" (2015).
College of Professional Studies Minutes and Reports. Paper 15.
http://scholarship.rollins.edu/cps_fac/15

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|-----------------------------------|---------------------------------------|------------------------------------|
| Sharon Agee | Danny Arnold, Interim Dean | Lindsey Aloia |
| Rick Bommelje | Greg Cavanaugh | Susan Easton-Sabbatical |
| 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 |
| Anne Stone | Jie Yu | |

Guests: Pat Schoknecht, Craig McAllaster, Meribeth Heubner, Carol Bresnahan, Jonathan Miller

Meeting opened at 12:38 p.m. – J. McLaughlin

SACS update – C. Bresnahan

Exit interview – the SACS Chair said we have “cause for celebration”; there were three recommendations, which we have to do. We have until mid-August to submit and respond to the recommendations.

1. Assessment of General Education – expected because our Gen Ed program is new
2. QEP – Career and Life planning fused into academic advising – we need to accelerate the schedule and implement it right away
3. Credit hours – we have to explain why is it that we offer 4 credit hours for courses with 3 contact hours

Action Items

Check-off box - The Curriculum Committee will require that faculty who apply for new course approvals provide a box to check that they have accounted for that fourth hour.

Syllabus inclusion of statement – the following statement needs to be included on all syllabi:

Credit Hour Statement

“Rollins College offers four-credit-hour courses. The value of four credit hours accounts for work expected of enrolled students. Classes typically meet three hours per week. Faculty require that students undertake at least nine hours of outside work per week, averaged over the course’s duration and equaling at least three hours of outside work for every hour of scheduled class time. In this course, the additional outside-of-class expectations are [please fill in what this course requires, e.g., fieldwork, research, experiential education, small-group projects, etc.]”

New Faculty Orientation- would also like to see this included in the new faculty orientation about Rollins offering 4 credit hours for 3-hour courses.

Committee Reports

CC – J. Yu.

Approved minor changes in ABAS and masters approval. Last meeting will be 4/14; proposals due by 4/6 to Margot Fadool.

P & T – R. Bommelje.

No action to report this month; there will be a meeting in April.

PSC – A. Stone.

Revision to CIE proposal; A&S approved the following minor changes modifying the delivery structure and modifying one question; see attachment titled *PSC Proposal to Modify CIE's*.

Motion to approve the changes to the CIE – D. Rogers, 2nd, T. Gournelos. Motion carries.

Concerns about grant guidelines– PSC reviewed the application and will give a written document with changes for approval at next meeting. Relatively minor changes.

AAC - G. Cavanaugh.

New Gen Eds – clarification as far as transfer students; the rules are if the students have less than 30 credit hours, they do the whole Gen Ed; if they transfer with an AA they are done with Gen Eds. Not going to worry whether these rFLA courses transfer to other institutions.

President of the Faculty – J. McLaughlin.

Planning and Budget Committee – budget was approved by the committee and has moved up to higher committees (see attachment)

Office of International Programs Faculty Advisory Committee (see attachment)

Discussion Items

AAUP Statement on faculty appeals was considered by A&S faculty

There was concern about the need for a grievance procedure when a faculty member is dismissed. A vote was held to incorporate the AAUP Statement into the A&S Bylaws, and it was approved. (C. McAllaster)

Discussion of the issue, with faculty questions:

Is it a faculty procedure or administrative procedure to terminate a faculty member?

When a tenured faculty member is discharged, there need to be due process procedures.

Tenure is granted by the College, not by the departments or the school.

Is there a need for CPS to put it in our Bylaws?

No action taken.

Committee elections will be held during the April CPS meeting:

Action Item: All faculty members should review the Committee Membership sheet (attached) and let Janette know if they are still on the committee they are listed for.

Needs include:

The Faculty Appeals Committee

Election for Faculty President

New Website changes - send suggested changes to D. Arnold

Approval of minutes

Motion to approve February minutes – T. Gournelos; 2nd, D. Rogers – motion passes

Announcements

J. Miller – reminder – This is the first year of the Open Educational Resource (OER) grant; the deadline is April 27th. Visit the website to access grant information and to submit an application: <http://www.rollins.edu/library/services/oer.html>

Holdings of videos are going through a process of moving from VHS to DVD. If you still use VHS, see your Librarian.

President McAllaster – Update on transitions –President Cornwell is still well entrenched at Wooster College; he is very committed to Liberal Arts Education and what he found at Rollins. He respects and is committed to all parts of Rollins, including CPS. He has decided to do a search for a VP of Enrollment Management.