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Minutes, Arts & Sciences Faculty Meeting, Thursday, Jan. 27, 2011

Arts & Sciences Faculty
Rollins College

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Approved Minutes
Arts & Sciences Faculty Meeting
Thursday, January 27, 2011

Members Present: Joshua Almond, Anna Alon, Ilan Alon, Gabriel Barreneche, Bill Boles, Dexter Boniface, Sharon Carnahan, Jennifer Cavanaugh, Daniel Chong, Edward Cohen, Gloria Cook, Daniel Crozier, Denise Cummings, Alice Davidson, Creston Davis, Joan Davison, Kimberly Dennis, Lewis Duncan, Susan Easton, Hoyt Edge, Marc Fetscherin, Julia Foster, Christopher Fuse, Laurel Goj, Yudit Greenberg, Eileen Gregory, Mike Gunter, Dana Hargrove, Fiona Harper, Paul Harris, Gordie Howell, Jill Jones, Sarah Kistler, Steve Klemann, Philip Kozel, Carol Lauer, Barry Levis, Jana Mathews, Dorothy Mays, Margaret McLaren, Matilde Mesavage, Jonathan Miller, Bob Moore, Thom Moore, Ryan Musgrave Bonomo, Rachel Newcomb, David Noe, Alan Nordstrom, Thomas Ouellette, Twila Papay, Kenneth Pestka, Jennifer Queen, James Ray, Roger Ray, Paul Reich, Dawn Roe, Don Rogers, Maria Ruiz, Emily Russell, Judy Schmalstig, Rachel Simmons, John Sinclair, Joe Siry, Eric Smaw, Steven St. John, Paul Stephenson, Claire Strom, Kathryn Sutherland, Bill Svitavsky, Zeynep Teymuroglu, Patricia Tome, Robert Vander Poppen, Martina Vidovic, Anca Voicu, Susan Walsh, Jonathan Walz, Tonia Warnecke, Yusheng Yao, Jay Yellen, Wenxian Zhang

Guests:

Sharon Agee

Annamarie Carlson (Sandspur)

- I. Call to Order—Vice President Joan Davison called the meeting to order at 12:35 PM She asked for a moment of silence in memory of Socky O’Sullivan’s mother and Nancy Decker’s husband.

- II. Approval of the minutes from the November 18 faculty meeting—Paul Harris moved the approval of the minutes as distributed. Dexter Boniface seconded. The motion was approved.

- III. Committee reports
 - a. Provost Search Committee—Ed Cohen reported that the search firm had made 900 telephone calls and contacts to narrow the field of applicants. The search firm reviewed 80 applications and sent by 30 names to the search committee. The committee has narrowed list to 12. After they hold video conferences, the committee will invite four finalists to campus. The A&S faculty members on the committee include Gloria Cook, Emily Russell, Nancy Decker, Chris Fuse, Dorothy Mays, Bob Moore, and Bruce

Stephenson. Ed requested the faculty to respect the confidentiality of the process. Claire Strom asked if there would be an evaluation form for each visit. Cohen replied that the forms would probably be on line. He replied that the search committee would host a community conversation about the finalists. The committee will forward four and no fewer than two acceptable but unranked candidates to the president. Joan Davison countered that during the last provost search, the A&S faculty ranked the finalists, and the A&S faculty may decide to do the same again.

- b. Professional Standards—Claire Strom indicated that the committee had been very busy but not yet ready to bring anything to the faculty yet. Evaluation of administrators will begin shortly which Marc Fetscherin will lead. The positions to be evaluated are Dean of Student Affairs and the President. Jill Jones is in the process of developing a new method for evaluating teaching effectiveness. PSC will also examine all overload and adjunct pay including Holt and Maymester. The committee has asked FEC to review proposed bylaw changes in Article VIII dealing with tenure and promotion. She also announced that the spring round of grant proposals would be completed shortly. The number of applications far exceeded the dollar amount available.
- c. AAC—Levis stated that AAC will have two pieces of legislation to present to the next faculty meeting: the establishment of Maymester as a permanent part of the curriculum and a proposal for a pre-matriculation program for first year students. He also reported that AAC had turned down a request to establish a Chinese minor because of concerns about accreditation issues. Finally the committee had just received a major proposal from International Business to revamp their curriculum.
- d. Finance and Services--Sue Easton announced that Charlie Rock had been appointed as a new member of committee to fill a vacancy. She suggested that he would be an exciting addition to the committee. She reported that Jeff Eisenbarth met with students about tuition issues. The Budget and Planning Committee has set budget parameters and the committee is now discussing how to work through those parameters. Joe Siry asked about whether anyone is looking into the issue of erosion of staff salaries, especially with increasing in health care costs. Strom asked if it was true that some staff have been able to get higher education costs covered by the college at other institutions. Easton said that she was no aware of it and would look into it,
- e. Student Life—Bill Boles reported that during December and January Residential Organizations made their annual presentations. In December the three ROs on probation for 2010 made their presentations. Those on probation were TKE, NCM and ROC. TKE and NCM were returned to

good status. ROC was notified that they would be losing their house at the end of the Spring 2011 semester. ROC can accept the decision or appeal. Currently, it is believed that ROC will appeal.

In January the remaining ROs (all in good status for 2010) made their presentations. Two organizations received recognition for excellence: Alpha Omicron Pi and Delta Zeta. Six organizations were placed on probation. Four were on-campus organizations: X-Club, Kappa Kappa Gamma, Chi Omega, and Pinehurst. The other two are off campus: Sigma Gamma Rho and Phi Delta Theta. The office of Student Affairs has worked hard with these groups to establish standards for them.

The SLC be making an annual review of changes to the Code of Conduct, looking into alternative programming for students on Thursday, Friday, and Saturday nights; discussing how many times an RO can be on probation before losing their house; and making changes to the attendance policy based on comments from AAC.

Sharon Carnahan asked why groups were placed on probation. Boles replied that bed space issue and also social issues were the chief cause. Jill Jones said that there should be a clear differentiation between those placed on probation for low numbers and those for social violations. Siry asked about the status of rush. Boles said that it is just about complete and perhaps faculty should expect some students to be a little more tired. Fetscherin pointed out that those who belong to organizations are more likely to remain at Rollins.

- f. Other Announcements—Tonia Warnecke and Diane Willingham reported activities of the Ethical Production Committee. Rollins had joined Workers Rights Consortium, and the production code was approved by the Executive Committee. The Committee monitors compliance with the production code and ensures that all Rollins branded products are produced in factories that meet standards established by Workers Right Consortium.

Carol Lauer asked for assistance with a Winter Park Institute resident

IV. Old Business

- A. Statement of Honor – See Appendix 1
Boles said that Student Life Committee had a very limited purview because they could not touch Code of Conduct or the Honor Code. The committee made some clarifications of

language and have used language that has previously been approved by the faculty. Jay Yellen remarked that he approved combining academic and social standards, but he believe that the wording of the document was very problematic. Boles said that the committee could not change wording because would have to go to Marvin Newman who supervises the Honor Code. SGA could accept changes as friendly amendment, however. Joe Siry called questioned; Paul Harris seconded. The question was called and the motion to approve the Statement of Honor was carried

V. New Business

A. Dean of Student Affairs Articulation Report—see Attachment 2

Boles reminded the faculty that last fall the faculty had requested the establishment of a committee to examine the reporting lines for the Dean of Student Affairs. The Committee appointed to the task, chaired by Steve Nielson, has sent its report to the Executive Committee. Now the Executive Committee needs to know what the faculty wants done with the report. The report contains a number of unanswered questions, such as problems regarding reporting lines and also the relation of Student Affairs to Crummer. Boles asked what was the faculty's pleasure. The committee recommended that the dean should report directly to the President but not change of the title because that is under the purview of the president. Ilan Alon asked how many institutions with the dean reporting to president also have a provost. Boles could not answer the question since he was not part of the process and leaders of the committee were not at the current meeting. Davison reminded the faculty that they believed there needed to be this study, but it would take too long before need to hire new Dean. At that meeting last year, other faculty pointed out that most institutions have a Vice President for Student Affairs. Davison said that this discussion should take now before a new dean is needed when such a study would be too late. She also thought the report did not address the linkages to Holt, Crummer, and the dean of the faculty. Paul Harris argued that the faculty should return the document to the committee to complete the task that it had been asked to do. Don Rogers agreed, observing that most of the colleges we compare ourselves with have a greater number of VPs than Rollins. Lewis Duncan pointed out that the report would be sent to the

president as a recommendation. He commented the dean of student affairs does not sit on the president's cabinet but does meet in an extended body of administrators. The provost search also makes this issue complex because the person accepting the position would want input on any changes as well. Siry felt that raising the student presence in the administrative structure would be a good idea. Jennifer Queen rose to explain that she had joined the committee late because the chair had forgotten her. The committee thought the integration of student services was already taking place; for instance CAPS and Career Services are open to Crummer and Holt students. Claire Strom argued that the committee should be instructed to have a much stronger connection to the groups involved. Jill Jones said the members of the committee need to explain their rationale clearly to the faculty. Fetscherin saw the need to look at the entire institutional structure before making changes. Jonathan Miller suggested that one solution would be for the dean of student affairs should report to dean of the faculty. Carol Lauer felt that the faculty should become a committee of the whole. Siry seconded and the motion passed.

When the faculty reassembled, Strom moved to dissolve the Student Affairs Articulation Committee. Jonathan Miller seconded. Maria Ruiz felt should also thank the committee for its work. Queen felt the study should not focus on just this one office but structural change as a whole. Ruiz suggested that the Executive Committee should take a look more carefully at the process. She felt it would be capricious just to end it now. Miller observed cynically that it would not be the first time. As major changes are about to occur, this is not the place to start the discussion. The motion failed because of the lack of a quorum.

VI. Adjournment—the meeting was adjourned because of the loss of a quorum.

Respectfully submitted,

Barry Levis
Interim Secretary

Attachment 1

SLC'S PROPOSED STATEMENT OF HONOR a few words

A word of explanation about the following proposal from SLC: A few years ago the Academic Honor Code (crafted by SLC) was passed. However, there was no charge of that committee to create a Social Honor Code. Shortly after the approval of the Academic Honor Code, the SLC began working on a Social Honor Code with various stops and starts along the way. In the Fall of 2009 (following on actions of the SLC and SGA over the past few years) the SLC created a subcommittee to craft a Social Honor Code. The committee was composed of two faculty members: Creston Davis and William Boles; two Student Affairs staff members: Brent Turner and Diane Willingham; and two SGA members: Alex Brown and Allison Wallrapp.

The subcommittee soon realized that in the approved Academic Honor Code there was already a proviso in the matriculation pledge that covered some aspects of social behavior —“*by behaving responsibly, respectfully and honorably in my social life and in my relationships with others.*” In addition, the subcommittee acknowledged that we already have a mechanism in place via the Office of Community Standards and Responsibility that deals with issues of social infractions, just as we have a mechanism to deal with academic infractions. It was not our charge to challenge the framework or change the dynamics of either system. (If there are issues, then that is for a different committee to explore.)

Instead, we limited our pursuit to two points: 1.) creating an umbrella statement of Honor that would cover academic and social elements at Rollins College and 2.) tweaking the matriculation pledge to address a few more social elements.

In addition, we did not feel it was within our subcommittee's purview to define what the specific values of the college are, especially since there is an ongoing discussion of what it is that we actually want to stand for as an academic institution. Hence, we opted for more general terms of honor rather than specifics. (If the faculty or college wants to pursue more specific language, then SLC will gladly take up the issue, but we believe our current Statement of Honor is a solid first step in providing a statement about our institution's commitment to Honor in general.)

Our Statement of Honor was drawn from language that the faculty and SGA had already accepted when they approved the Academic Honor Code.

If approved, Student Life proposes that the Statement of Honor become part of the fabric of our community just as the Academic Honor Pledge currently is. It could be placed prominently on our web page, in Residence Halls, in the Campus Center, on admission documents, and on banners displayed on the light posts that dot the campus (once the campus turns 126 years old).

On the following pages, you will first find the current description of our Academic Honor Code, taken from the web site.

You then will find our proposal. All the changes we propose are in bold.

CURRENT DOCUMENTATION ON WEB SITE FOR ACADEMIC HONOR CODE

The Philosophy of the Academic Honor Code

Integrity and honor are central to the Rollins College mission to educate its students for responsible citizenship and ethical leadership. Rollins College requires adherence to a code of behavior that is essential for building an academic community committed to excellence and scholarship with integrity and honor. Students, faculty, staff, and administration share the responsibility for building and sustaining this community.

Each student matriculating into Rollins College must become familiar with the Academic Honor System. The College requires that students be able and willing to accept the rights and responsibilities of honorable conduct, both as a matter of personal integrity and as a commitment to the values to which the College community commits itself. It is the responsibility of instructors to set clear guidelines for authorized and unauthorized aid in their courses. It is the responsibility of students to honor those guidelines and to obtain additional clarification if and when questions arise about possible violations of the Honor Code.

The Honor Pledge and Reaffirmation

Membership in the student body of Rollins College carries with it an obligation, and requires a commitment, to act with honor in all things. The student commitment to uphold the values of honor - honesty, trust, respect, fairness, and responsibility - particularly manifests itself in two public aspects of student life. First, as part of the admission process to the College, students agree to commit themselves to the Honor Code. Then, as part of the matriculation process during Orientation, students sign a more detailed pledge to uphold the Honor Code and to conduct themselves honorably in all their activities, both academic and social, as a Rollins student. A student signature on the following pledge is a binding commitment by the student that lasts for his or her entire tenure at Rollins College:

The development of the virtues of Honor and Integrity are integral to a Rollins College education and to membership in the Rollins College community. Therefore, I, a student of Rollins College, pledge to show my commitment to these virtues by abstaining from any lying, cheating, or plagiarism in my academic endeavors and by behaving responsibly, respectfully and honorably in my social life and in my relationships with others.

This pledge is reinforced every time a student submits work for academic credit as his/her own. Students shall add to the paper, quiz, test, lab report, etc., the handwritten signed statement

“On my honor, I have not given, nor received, nor witnessed any unauthorized assistance on this work.”

Material submitted electronically should contain the pledge; submission implies signing the pledge.

The Student Life Committee Proposed Change (all changes in bold)

Rollins College Statement of Honor

In order to preserve a community of trust and respect, we are actively committed to honesty, fairness, and responsibility.

Rollins Philosophy of Honor

Integrity and honor are central to the Rollins College mission to educate its students for responsible citizenship and ethical leadership. Rollins College requires adherence to a code of behavior that is essential for building an academic community committed to excellence and scholarship with integrity and honor. Students, faculty, staff, and administration share the responsibility for building and sustaining this community.

Each student matriculating into Rollins College must become familiar with the Honor System. The College requires that students be able and willing to accept the rights and responsibilities of honorable conduct both as a matter of personal integrity and as a commitment to the values to which the College community commits itself. It is the responsibility of instructors to set clear guidelines for authorized and unauthorized aid in their courses. It is the responsibility of students to honor those guidelines and to obtain additional clarification if and when questions arise about possible violations of the **Academic Honor Code. Alleged infractions of the Academic Honor Code will be handled by the Academic Honor Council, while alleged infractions of the Code of Community Standards will be handled by the Office of Community Standards and Responsibility. When an alleged infraction overlaps with the Academic Honor Code and the Code of Community Standards, the Faculty Advisor of the Academic Honor Council and the director of the Office of Community Standards and Responsibility will decide together how to address the overlap.**

The Honor Pledge

Membership in the student body of Rollins College carries with it an obligation, and requires a commitment, to act with honor in all things. The student commitment to uphold the values of honor - honesty, trust, respect, fairness, and responsibility - particularly manifests itself in two public aspects of student life. First, as part of the admission process to the College, students agree to commit themselves to the **Philosophy of Honor**. Then, as part of the matriculation process during Orientation, students sign a more detailed pledge to uphold the **Academic Honor Code and the Code of Community Standards** and to conduct themselves honorably in all their activities, both academic and social, as a Rollins student. A student signature on the following pledge is a binding commitment by the student that lasts for his or her entire tenure at Rollins College:

The development of the virtues of Honor and Integrity is integral to a Rollins College education and to membership in the Rollins College community. Therefore, I, a student of Rollins College, pledge to show my commitment to these virtues by abstaining from any lying, cheating, or plagiarism in my academic endeavor, by behaving responsibly, respectfully and honorably in my social life and in my relationships with others, and by respecting the campus environment and the property of all members of the college community.

The academic component of this pledge is reinforced every time a student submits work for academic credit as his/her own. Students shall add to the paper, quiz, test, lab report, etc., the handwritten signed statement

“On my honor, I have not given, nor received, nor witnessed any unauthorized assistance on this work.”

Material submitted electronically should contain the pledge; submission implies signing the pledge.

Attachment 2

Report of the Student Affairs Articulation Committee

December, 2010

In October 2009, the A&S Faculty adopted a motion to form a Student Affairs Articulation Committee. The charge of the committee was:

...to study the structural relationship of the Dean of Student Affairs Office to the rest of the institution, including the Holt School, the Dean of Faculty office, and the Crummer School. This task will entail answering the following questions: What is the mission of the DoSA Office? How do the mission and operations of the DoSA Office articulate with other College offices? and "Does Rollins have the optimal structure to support the educational mission of the College?" In addressing these questions, the Committee will (1) learn about what the DoSA Office does, (2) examine its articulation with other College offices, (3) conduct extensive conversations with the campus community (students, faculty, and staff) about perceived issues in this regard, and (4) examine alternative models for housing Student Affairs in a college such as ours. With the permission of the Executive Committee, the Committee may expand or contract the scope of its investigation. The Executive Committee seeks feedback from the Committee during the 2009-10 academic year. Therefore, the Committee will offer its findings and recommendations, even if tentative, by April 1, 2010.

The Committee met initially on April 2, 2010, making it clear that we would not meet the deadline set by the faculty. The Committee asked for, and subsequently received an extension until January 2011 and also requested that the membership be broadened. Before the conclusion of the spring term, the Committee defined a research agenda and this work was completed during the summer 2010.

The Committee met monthly through the fall term 2010. We studied the nature of student affairs work here and elsewhere in higher education. We reviewed best practices in the field, and studied organizational structures of over 30 institutions on the College's "Peer Institutions", "Benchmarking Institutions", and Associated College of the South lists. (Summary attached). We also had informal discussions with other faculty and staff.

The Committee makes the following observations and offers one recommendation:

Observation One: The mission of the division is clearly defined and was developed by a committee comprised of administrators, faculty, student affairs staff, and a student representative. The mission statement was ratified as follows by the faculty at its meeting on April 29, 2009:

"The Division of Student Affairs at Rollins College advances the mission of the College of Arts & Sciences by collaborating with the Faculty in creating and maintaining an environment that fosters intellectual, social, and personal learning and growth for our students.

Our vision is to foster and promote a healthy and caring environment that focuses on essential learning outcomes with an emphasis on personal and social responsibility."

This mission is consistent with best practices in student affairs and reflects the scholarship and research within student affairs and academic affairs to create an

integrated student learning centered institution. The division's goals have largely been articulated and focused on student learning outcomes.

Observation Two: A review of 36 peer and aspirant institutions found only 3 institutions (including Rollins) that do not have the Chief Student Affairs Officer (CSAO) report to the President. Those three institutions have the CSAO report to the Provost. In two of those cases (Rhodes and Bucknell) the CSAO sits on a senior, President's Leadership Cabinet and is involved in all decision making policies of the institution.

Recommendation: The Committee recommends that the CSAO of Rollins College, currently the Dean of Student Affairs, should report directly to the President. While it might be argued that the title of the position should also be changed to Vice President for Student Affairs, the Committee acknowledges this addresses a larger set of organizational structure issues that is under the purview of the President.

The Committee believes the change in reporting lines brings clarity not just to the position of Dean of Student Affairs but Provost (Vice President of Academic Affairs) as well. We recognize that this change may require a revision to the Student Affairs mission statement to reflect the involvement of other Rollins programs as being under the purview of student affairs.

Respectfully submitted,

The Student Affairs Articulation Committee:

Alice Davidson, Assistant Professor of Psychology, Member Student Life Committee (10-12)

Larry Eng-Wilmot, Professor of Chemistry

Lee Lines, Professor of Environmental Studies, Member Student Life Committee from (01-03) Chair Student Life Committee (02-03)

Steve Neilson, Professor of Theatre, Special Assistant to the President

Derrick Paladino, Assistant Professor of Counseling, Member Student Life Committee (08-10)

Jennifer Queen, Associate Professor of Psychology, Member Student Life Committee (05-09)

Brent Turner, Director of Student Involvement and Leadership and the Cornell Campus Center

Senior Student Officer Comparison on Title and Reporting Line

Associated Colleges of the South

Institution	Reporting	Title
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Richmond	President	VP
University of the South	President	Dean
Rhodes	Provost (sits on President's Council)	Dean
Centenary	President	VP
Hendrix	President	VP
Centre	President	VP & Dean
Millsaps	President	VP & Dean
Southwestern	President	VP
Birmingham Southern	President	VP
Trinity	President	VP
Davidson	President	VP & Dean
Furman	President	VP
Washington and Lee	President	VP & Dean
Rollins	Provost	Dean

Peer Institutions

Institution	Reporting	Title
Colorado College	President	VP & Dean
Elon University	President	VP & Dean
Furman University	President	VP
Gettysburg College	President	Dean & VP
Rhodes College	President	Dean
Southwestern University	President	VP
Stetson University	President	VP & Dean
Trinity University	President	VP
University of the South	President	Dean
Villanova University	President	VP
Willamette University	President	Dean

Benchmarking Institutions

Institution	Reporting	Title
Bowdoin College	President	Dean
Bucknell University	Provost (sits on President's Council)	Dean
Carleton College	President	Dean
Colby College	President	Dean
Colgate University	President	VP

Davidson College	President	VP & Dean
Macalester College	President	VP
Middlebury College	President	Dean
Oberlin College	President	Dean
University of Richmond	President	VP
Washington and Lee	President	VP & Dean
