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Minutes, Arts & Sciences Faculty Meeting, Thursday, Sept. 23, 2004

Arts & Sciences Faculty

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**Minutes of the Meeting
Arts and Sciences Faculty
September 23, 2004**

Members Present: M. Anderson; G. Barreneche; E. Blossey; A. Blumenthal; A. Boguslawski; W. Boles; R. Bommelje; D. Boniface; W. Brandon; A. Carpan; B. Carson; R. Carson; R. Casey; J. Chambliss; D. Charles; M. Cheng; E. Cohen; G. Cook; T. Cook; D. Crozier; N. Decker; R. Diaz-Zambrana; L. Duncan; J. Eck; H. Edge; L. Eng-Wilmot; R. Foglesong; L. Glennon; E. Gottlieb; Y. Greenberg; E. Gregory; D. Griffin; M. Gunter; D. Hargrove; P. Harris; J. Hewit; J. Houston; G. Howell; C. Hudspeth; M. Hunt; R. James; P. Jarnigan; J. Jones; D. Y. Jones; S. Klemann; S. Lackman; T. Lairson; P. Lancaster; C. Lauer; E. LeRoy; R. Lima; L. Lines; D. Mays; M. McLaren; G. Meyers; H. Miranda; A. Moe; R. Moore; T. Moore; R. Musgrave; S. Neilson; K. Norsworthy; T. Papay; A. Prieto-Calixto; J. Provost; J. Puhalla; J. Queen; P. Roach; D. Rogers; S. Rubarth; E. Schutz; M. Shafe; R. Simmons; J. Siry; C. Skelley; J. Small; R. Smither; P. Stephenson; M. Stewart; L. Tavernier-Almada; K. Tayalor; M. Throumoulos; G. Valiante; R. Vitray; A. Voicu; D. Wellman; G. Williams; Y. Yao; J. Yellen; W. Zhang.

Guests: Cynthia Wood, David Collis; S. Agee, S. Carrier; S. Fischer, T. Holbrook.

- I. Call to Order:** Yehudit Greenberg called the meeting to order at 12:38 p.m.
- II. Approval of the Minutes:** The minutes from the May 5, 2004, meeting were approved as presented.
- III. Announcements:**
- A.** Thanks to Ed Cohen who served as Parliamentarian last year. Welcome to new Parliamentarian, Rick Foglesong.
 - B. Fall Faculty Party,** Saturday, October 30, 6 p.m. at the Farmers' Market. Details will follow.
 - C. President Duncan comments:**
 - 1. Thanked faculty for their adjustments because of the storms.
 - 2. Holds a weekly forum at the Campus Center, Wednesdays, 12:15 – 1:45; no agenda, all students, faculty, and staff are welcome.
 - 3. Commended the staff for all their work during the storms. There has been compensation for those who contributed extraordinary effort and time.
 - D. Proclamation (Don Griffin):** The following proclamation was formulated by the Finance and Service Committee and unanimously approved by the faculty.

Whereas:

- after hurricane Charley, staff members from Facilities Management made enormous efforts to prepare the College for the opening of classes;
 - shortly after Charley, Facilities Management staff had to prepare the campus to withstand the fury of Frances and then clean up after she finally left;
 - staff members from Campus Safety worked overtime to assure the safety and security of our staff and students;
 - under very difficult conditions, the Food Services staff provided food for the staff, students, and community workers during both hurricanes;
 - RA's and RCC peer mentors called all new and returning students to notify them of changes in the schedule due to hurricane Charley.
 - staff from Residential Life and the RA students did yeoman duty to assure the care and safety of students who were in the residence halls after Hurricane Charley and who had to be moved to Bush during hurricane Frances.
 - staff from IT worked many extra hours to assure that Internet connections were maintained and equipment was protected;
 - and staff from the President's Office, the Treasurer's Office, the Provost's Office, Student Affairs, the Office of the Dean of the Faculty, the Office of Admissions, the Office of the Dean of the Holt School, Campus Safety, Food Services, Residential Life, Information Technology, and Facilities Management, along with a group of dedicated students, combined their talents and worked together with such good spirit and with a sense of community, even though so many of them faced problems at home due to the hurricanes;
- the Arts & Sciences Faculty of Rollins College wishes to express its sincere appreciation and admiration for all staff and students who made such Herculean efforts to get us through these very difficult times in such remarkable shape.

E. Vacancy on Finance and Service Committee: Martha Cheng nominated to replace Bella Galperin.

IV. Fundraising (Cynthia Wood, David Collis): The College priorities are the priorities of Institutional Advancement, designed to serve the College. Shifting focus from capital projects to support for faculty and student projects. Projects include: student-faculty collaborative research (10th year); community initiative foundation; providing smart classrooms on campus; first-year programs; laboratory and equipment renovations in the sciences; Johnson Institute; Mellon Foundation. Raised money for various departments, for international travel for students, library, *et al.* Still focusing on endowed scholarships and endowed faculty chairs. The point of listing the current projects is not only to give the faculty an update, but also to stimulate ideas for possible fundraising. The priority is the Rollins Fund which is the gateway fund, also supports budget. For 2005, Rollins wants to raise \$2,150,000.

V. Reports:

A. Announcement – (New) International Student Services Coordinator (R. Casey): Tracy Partin introduced.

B. Cornell Distinguished Faculty and Junior Faculty Leave Awards (R. Casey, E. Cohen, R. James): Descriptions are available in the Faculty Handbook on line. Deadline for the Distinguished Faculty Award is September 27.

1. Distinguished Faculty (E. Cohen): Update on task force and efforts over the summer. The documents have been distributed. The faculty owns this selection process. Tenured and tenure track faculty in Arts & Sciences are eligible for these awards. The decision will be made at the end of the fall term/beginning of the spring, allowing faculty to make plans if they wish course relief.

2. Junior Faculty Award (R. James): This is available for a non-tenured faculty member who has had a successful mid-course review. The leave would not be eligible the fall term of the fourth year because of scheduling.

B. QEP (Tom Lairson): All are encouraged to attend colloquia and conversations, to participate in development in the QEP, newly mandated from SACS. There is an updated summary version available from Lairson. The next colloquium will be at the Faculty Club, September 30, 12:30 – 1:45. The plan will be submitted in late October. The SACS team will visit the campus in the Spring to evaluate the plan. Foglesong asked if the plan has been updated and changed over time. Lairson: The committee has been trying to synthesize the comments on the plan; specifics and changes will be released in October. Yvonne Jones: will the faculty have a chance to vote on the plan again. Lairson: There will be a new version out in November. R. Vitray – what is the connection between the Strategic Plan development done last year, and the QEP. The QEP is not to answer all the concerns of the Strategic Plan, but is focused, although it includes some facets from many of the Strategic Plan discussions. O’Sullivan: Is there an idea of how SACS will view the plan? Lairson: Our plan is to set a high standard. Lauer: Two of the people who are on the visitation team are experts on the areas of the QEP, and are here to give advice. Greenberg: Attend as many sessions as possible and use these discussions to act as community building.

C. Academic Affairs (Steve Klemann): Committee has met twice this year to set agenda and to start work. The committee will return to the topic of R and T infusion begun last spring. The date for submission is November 1, 2004; Klemann advises all departments to get involved as soon as possible, not to consider which courses will implement the R and T plan, but to address in general how the R and T will be implemented into the major. The second point is the changes that usually arise in the curricular changes in majors and/or minors, to insure action for academic year 2005-6 the proposals should be to the Committee by end of the fall term. Bob Carson is chairing the committee for the redesign of the Health and Wellness program; the report will be made to the AAC by December 1.

D. Professional Standards (N. Decker): The Committee has begun evaluation of the September Critchfield/Ashforth/Cornell Grants. There will be discussion on the course evaluation procedures; Decker invites topics for discussion.

E. Finance and Service (D. Griffin): Have met twice. Maria Martinez reported on the mid-level exempt staff salary study. Don Griffin, Dick James, and Tina Dow are representing F&S at the Budget Subcommittee meetings; this subcommittee has already met once. Dorothy Mays from F&S will work with representative from Campus Safety and Residential Life concerning levels of authority and responsibility regarding incidents in the residential facilities. Joe Siry and Gloria Child will represent F&S on the group headed by Doug Chind developing a faculty salary model. F&S has had a preliminary report from Les Lloyd regarding the network changes made during the summer and being made during the fall; Lloyd also made a preliminary report on the IT Master Plan and will continue that report in November. F&S approved a proclamation for staff and students regarding their work during the hurricane.

F. Student Life (P. Bernal): Working on the document right now about the Honor Code; will soon engage the students on the topic, then bring the document to a faculty colloquium before bringing it to a faculty vote.

G. Steve Neilson had thanks for the faculty for their helpfulness to the students in light of the disruption at the beginning of the term.

VI. Meeting adjourned at 1:37 p.m.

Respectfully submitted,

Susan Cohn Lackman, Vice-President and Secretary