

3-26-2015

# Minutes, Arts & Sciences Faculty Meeting, Thursday, March 26, 2015

Arts & Sciences Faculty  
*Rollins College*

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**A&S FACULTY MEETING**

**March 26, 2015**

**Agenda**

Galloway Room from 12:30 to 1:45 PM

**I. Call to Order**

**II. Approval of Minutes from 02/26/2015**

**III. Announcements**

**IV. Reports**

- a. Academic Affairs (Jill Jones)
- b. Finance and Services (Don Davison)
- c. Professional Standards (Fiona Harper)
- d. Student Life (Derrick Paladino)
- e. Executive Committee (Carol Lauer)
- f. Questions from the floor
- g. CFAM upcoming exhibition schedule (Amy Galpin)  
(See Attachment 1, below)

**V. Old Business**

None

**VI. New Business**

- a. Elections  
(for slate see Attachment 2, below)
- b. Proposed amendment to A&S bylaws section VIII  
(See Attachment 3, below) PSC
- c. Proposal to change the CIE delivery structure and modify one question  
(See Attachment 4, below) PSC

**VI. Adjournment**



**A&S FACULTY MEETING**

**March 26, 2015**

**Minutes**

**Approved**

**PRESENT**

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Aggarwal, Vidhu; Anderson Mark; Armenia, Amy; Balak, Benny; Barreneche, Gabriel; Bernal, Pedro; Boniface, Dexter; Brandon, Wendy; Bresnahan, Carol; Carrington, Julie; Cavanaugh, Jennifer; Chambliss, Julian; Charles, David; Cheng, Martha; Cook, Tom; Crozier, Daniel; Cummings, Denise; Davison, Donald; Decker, Nancy; Diaz-Zambrana, Rosana; Dunn, Stacey; Ewing, Hannah; Fleming, Patrick; Foglesong, Richard; Fokidis, Bobby; Foster, Julia; French, Todd; Gunter, Mike; Habgood, Laurel; Hargrove, Dana; Harper, Fiona; Harwell, Jonathan; Homrich, Alicia; Jones, Jill; Kenyon, Erik; Kodzi, Emmanuel; Kozel, Philip; Kypraios, Harry; Lackman, Susan; Lauer, Carol; Libby, Susan; Lines, Lee; Luchner, Andrew; Lee Winters, Anna; Marr, Christa; McAllaster, Craig; McClure, Amy; McLaren, Margaret; Mesavage, Matilde; Montgomery, Susan; Moore, Thomas; Murdaugh, Anne; Musgrave, Ryan; Myers, Daniel; Newcomb, Rachel; Nichter, Matthew; Norris, Jimmy; Norsworthy, Kathryn; O'Sullivan, Maurice; Oxford, Emma; Paladino, Derrick; Park, Ellane; Pieczynski, Jay; Prieto-Calixto, Alberto; Queen, Jennifer; Reich, Paul; Riley, Kasandra; Roos, Joni; Ruiz, Maria; Russell, Emily; Ryan, MacKenzie; Sanabria, Samuel; Sardy, Marc; Schoen, Steven; Sen, Somnath; Simmons, Rachel; Smaw, Eric; Smither, Bob; Stephenson, Bruce; Strom, Claire; Sutherland, Katie; Svitavsky, Bill; Taylor, Ken; Teymuroglu, Zeynep; Tillmann, Lisa; Tome, Patricia; Trentinella, Rose; Vidovic, Martina; Vitray, Rick; Voicu, Anca; Walsh, Susan; Yao, Yusheng; Zhang, Wenxian

**CALL TO ORDER**

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Carol Lauer called the meeting to order.

**APPROVAL OF MINUTES**

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The faculty approved the minutes from the 02/26/2015 meeting.

**ANNOUNCEMENTS**

Bob Smither announced that the Faculty Day of Scholarship will return on Monday, January 11. Dr. Smither announced there will be no merit review for next year. Instead, there will be a 2% across the board increased for all faculty for next year.

Jennifer Queen announced there will be a QEP workshop following the Faculty Day of Scholarship on January 11.

Susan Montgomery announced the library will sponsor the Incredible Edible Book event.

Kathryn Norsworthy invited the faculty to a reception to celebrate Lisa Tillmann's new book.

**REPORTS**

**ACADEMIC AFFAIRS COMMITTEE (AAC)**

Jill Jones

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The Academic Affairs Committee took the following actions in their March 17 meeting chaired by Anca Voicu:

1. Bob Smither requested a Change to the Academic Calendar for 2015-16 to bring back the Faculty Day of Scholarship. The proposal was to start on Tuesday, January 12, 2016, rather than Monday, January 11. (There is no change in total days on calendar).
2. Proposed rFLA policies for transfer students (Claire Strom). Transfer students will take a transfer RCC (as they currently do) for two credits and will take an additional modified neighborhood class for another two credits (in lieu of a four-credit rFLA course).  
Proposal passed unanimously.
3. Proposal for revisions to Religious Studies major and minor (Mario D'Amato)  
Passed unanimously
4. Proposal for new minor in Critical Media and Cultural Studies (Lisa Tillmann) Passed unanimously with a friendly amendment to include interdisciplinary courses on a case-by-case basis.

### **FINANCE & SERVICES COMMITTEE (F&S)**

Paul Reich

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The Finance and Service Committee discussed the faculty retirement policy, per the request of Dean Smither. The Committee agreed to invite Maria Martinez and Bob Smither to the next meeting. The committee will consider if there are alternatives for creating a phased retirement policy.

The Committee also discussed how to regularize the process for reviewing faculty salaries. The committee discussed the possibility of a rolling review of salaries.

Kathryn Norsworthy asked why the retirement plan is under discussion. Reich responded that they are looking at whether it is possible to create incentives for faculty who are past age 70. Socky O'Sullivan recommended that F&S investigate the Florida DROP program that is used in the state university system.

### **PROFESSIONAL STANDARDS COMMITTEE**

Fiona Harper

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PSC reported that we have met once since last A & S faculty meeting and have reviewed and made recommendations on the Summer Student-Faculty Collaborative Scholarship program and the FITI grants. We are continuing to revise the Ashforth/Critchfield/Development grant application guidelines and plan to have it to A&S EC and A&S full faculty in April for approval.

### **STUDENT LIFE COMMITTEE**

Derrick Paladino

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No report

## **EXECUTICE COMMITTEE**

Carol Lauer

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Carol Lauer announced there are missing clickers which is a \$270 loss and will be made up through the 'cookie' budget.

Thomas Ouellette is trying to re-schedule a meeting between select members of the Rollins Board of Trustees, Acting President McAllaster, and tenured faculty.

## **CFAM UPCOMING EXHIBITION SCHEDULE**

Amy Galpin

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See Attachment 1, below.

**NEW BUSINESS**

## **ELECTIONS**

**(Slate attached; see Attachment 2, below)**

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FEC slate: Susan Libby (Art History), Thomas Ouellette (Theatre Arts Dance) and Alberto Prieto Calixto (Modern Languages; replacement for one year). The slate was approved. All College Grievance Committee (Alternate representative): Alicia Hommrich (Graduate Counseling) was approved.

Academic Affairs Committee: Jay Pieczynski (Biology) and Amy Armenia (Sociology) were elected.

Professional Standards: Eric Smaw (Philosophy) and Stacey Dunn (Psychology) were elected.

Student Life: Ellane Park (Chemistry), Matt Nichter (Sociology), and Hannah Ewing (History) were elected.

Finance and Services: Zaochang Peng (Economics), Bobby Fokidis (Biology), Laurel Habgood (Chemistry), Ashley Kistler (Anthropology), Todd French (Religion), and Daniel Myers (Mathematics) were elected.

President of the Faculty: Dexter Boniface (Political Science) was elected by acclamation.

Vice-President and Secretary: Emily Russell (English) was elected by acclamation.

International Programs Advisory Committee: Dan Chong (Political Science) and Emma Oxford (Olin Library) were elected.

Internationalization Committee: Mike Gunter (Political Science), Jonathan Harwell (Olin Library), and Martina Vidovic (Economics) were elected by acclamation.

## **PROPOSED AMENDMENT TO A&S BYLAWS SECTION VIII**

(See Attachment 3, below)

PSC

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Fiona Harper moved the proposed bylaw and it was seconded by Paul Reich. The bylaw makes explicit the process for creating a committee that follows AAUP guidelines in the event a tenured faculty member is dismissed.

Socky O’Sullivan asked if other divisions of Rollins have adopted a similar process. Carol Lauer replied that CPS is aware of this issue and it is under consideration. Claire Strom expressed concern about maintaining the anonymity of the composition of the committee.

The bylaw passed by more than two-thirds.

## **PROPOSAL TO CHANGE THE CIE DELIVERY STRUCTURE AND MODIFY ONE QUESTION**

(See Attachment 4, below)

PSC

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The motion was moved and seconded. Fiona Harper explained that the revisions are in response to a problem that was brought to the attention of PSC regarding the lack of synchronization between the Holt and day division calendars. The closing dates for Holt and day division CIEs are on different days which means some students in cross-listed courses are unable to complete the evaluation. The motion lengthens the window to 14 days for students to complete their evaluation, the daily email reminders to students will be reduced to only 3 during the open window, the faculty continue to have the option to administer the electronic CIE in their class, and faculty must include the CIE evaluation dates on their course syllabi.

Dexter Boniface asked how the evaluation dates will be given to faculty. Harper responded that the Dean’s Office will give the dates prior to the beginning of each semester.

Mark Anderson asked if paper can be used for in-class evaluations. Harper responded that paper evaluations are not possible. Mike Gunter followed-up that paper could be desirable because faculty hear anecdotal stories of students completing the CIEs collectively.

Fiona Harper reported that the response rate for the College is about 70%-75%. The question was called by Emily Russell and the motion carried.

## **ADJOURNMENT**

Carol Lauer

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President Lauer adjourned the meeting.

ATTACHMENT 1

**CFAM UPCOMING EXHIBITION SCHEDULE**

**ATTACHMENT 2**

**SLATE OF CANDIDATES**

**FEC**

(up or down vote with no nominations from the floor)

Susan Libby – Art History

Thomas Ouellette – Theater

Alberto Prieto- Calixto (1 year) – Modern Languages

**Alternative for All College Grievance Comm**

(up or down vote with no nominations from the floor)

Alicia Homrich – Graduate Studies in Counseling

**Academic Affairs Committee : 2 at large reps**

1. Susan Lackman – Music

2. Jay Pieczynski – Biology

3. Sam Sanabria – Graduate Studies in Counseling

4. Amy Armenia – Sociology

**Professional Standards Committee – 2 at large reps**

1. Stacey Dunn – Psychology

2. Eric Smaw – Philosophy and Religion

**Student Life Committee – 3 at large reps**

1. Ellane Park – Chemistry

2. Hannah Ewing – History

3. Erin Gallagher – Olin Library

4. Matt Nichter – Sociology

**Finance & Services – 6 at large reps**

1. Zaochang Peng – Economics

2. Bobby Fokidis – Biology

3. Laurel Habgood – Chemistry

4. Todd French – Religion

5. Daniel Myers – Mathematics and Computer Science

6. Ashley Kistler – Anthropology

**President**

Dexter Boniface – Political Science

**Vice President/Secretary**

Emily Russell – English



**International Programs Advisory Committee**

(approves student international experiences)

(2 A&S at large)

1. Ashley Kistler – Anthropology
  2. Emma Oxford – Olin Library
  3. Dan Chong – Political Science
  4. Maria Ruiz – Psychology
  5. Alberto Prieto-Calixto – Modern languages
- 1 A&S faculty member who teaches in Holt

**Internationalization Committee** (grants for faculty international travel)

(3 A&S at large)

1. Mike Gunter – Political Science
2. Bobby Fokidis – Biology
3. Jonathan Harwell – Olin Library
4. Martina Vidovic - Economics

Only tenure track and tenured faculty may run. The president and vice president of the faculty must have tenure.

ATTACHMENT 3

**PROPOSED ADDITION TO THE A&S COLLEGE BY-LAWS**

In cases concerning the fitness and possible dismissal of a tenured faculty member, Arts and Sciences shall follow the 1958 AAUP Statement on Procedural Standards in Faculty Dismissal Proceedings. The ad hoc Hearing Committee in charge of these procedures shall consist of four tenured faculty members with the rank of Professor. To select the committee The Executive Committee of the Arts and Sciences will present a slate of faculty names to the Faculty of Arts and Sciences for approval. The committee will be convened for the duration of the procedures.

Suggested location of this statement

**Article VIII Faculty Evaluations** Section G (at end)

## ATTACHMENT 4

### PROPOSAL FROM PSC SPRING 2015 TO CHANGE THE CIE DELIVERY STRUCTURE AND MODIFY ONE QUESTION

Following a series of discussions with faculty, staff and students, and a survey of best practices at peer and aspirant institutions, PSC proposes the following changes to the delivery of the Course Instructor Evaluations. While many of the components can be modified upon further discussion, due to a requirement in Banner, all CIEs in Holt, A & S and CPS courses must be completed by the same deadline to avoid situations where students in one school have their CIE period end prior to their courses in another school. Hence the requirement of clearly stated CIE evaluations dates in the syllabus and on Foxlink.

#### **Specific items in the Proposal:**

1. **Requirement for common open and close dates for CIE evaluation periods.** Holt and cross-listed A & S and CPS courses now carry the same CRN number. Since Holt typically ends 1 – 3 days prior to A & S and CPS, this situation resulted in non-Holt school student having fewer days than expected to complete the CIEs in the Fall 2014.
2. **CIE evaluation period extended to 14 days (2 weeks).** PSC unanimously agreed that 10 days was not sufficient to allow for completion of surveys. The majority preferred a 21 day window.
3. **Removal of daily email reminders.** Currently Rollins College emails the students who have not completed their CIEs at a rate of one email per day per class. PSC recommends ceasing this practice for a 3 semester period and re-evaluation the completion rates of the CIEs to determine whether the daily emails were effective.
4. **Remind students by email three times during the CIE period.** PSC recommends that students receive one email reminder about CIEs on the first day of opening, one email reminder at 7 days, one final email reminder on the day before the CIEs close.
5. **Grade release penalty.** PSC voted to keep the 10 day penalty for release of final grades for students that do not complete the CIEs.
6. **Faculty have to option to administer CIEs in class.** Faculty have always had this option, but are reminded that they can administer CIEs in class. If they choose to do exercise this option, faculty must remove themselves from the room.
7. **Required inclusion of CIE evaluation dates in course syllabi. Evaluation Dates:**  
<<Dates of evaluations included here for each term.>>

#### **Additional proposal to modify Question #3 in the CIEs**

Several faculty members have experienced CIEs in which students answer “Yes” to Question 3, but do not explain their answer as instructed in Question 7.

Question 3 currently reads: *Did you experience or observe any discrimination or breach of professional ethics by the instructor? (If Yes, explain in question 7).*

Following discussion with the Deans' offices as well as with Dr. Paul Harris in the Psychology Department, PSC proposes to modify Question 3 such that it will be an open-ended question:

*If you experienced or observed any discrimination or breach of professional ethics by the instructor during this course, please describe your experience/observation:*

According to Dr. Harris, changing this question will not disrupt the reporting system as it "is not involved in computing any of the scales".

*Version approved by A & S EC: March 19, 2015*