

1-27-2015

Minutes, Arts & Sciences Professional Standards Committee Meeting, Tuesday, January 27, 2015

Arts & Sciences Professional Standards Committee

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Recommended Citation

Arts & Sciences Professional Standards Committee, "Minutes, Arts & Sciences Professional Standards Committee Meeting, Tuesday, January 27, 2015" (2015). *Professional Standards Committee Minutes*. Paper 113.
http://scholarship.rollins.edu/as_ps/113

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Approved Meeting Minutes for January 27, 2015

Meeting of Professional Standards Committee

12:30 -1:45 P.M. in Bush 123

Committee Members Terms and Affiliation

Gay Biery-Hamilton, 2013-2015, Social Sciences

Rosana Diaz-Zambrana, 2014 – 2016, Humanities

Kevin Griffin, 2013-2015, Expressive Arts

Fiona Harper, *Committee Chair*, 2014 – 2016 Science

Julia Maskivker, 2013-2015, At-Large

Anne Murdaugh, 2014-2016, At-Large

Jillian Rondeau, 2014 – 2015, SGA rep

Eric Smaw, 2013-2015, At-Large

Anne Stone, 2014 – 2015 CPS

Eren Tatari, 2014-2016, At-Large

Meghan Wallace, 2014-2015, SGA rep

Committee Members in Attendance

Gay Biery-Hamilton, Rosana Diaz-Zambrana, Kevin Griffin, Fiona Harper, Julia Maskivker, Anne Murdaugh, Jill Rondeau, Eren Tatari, Meghan Wallace, Eric Smaw arrived late

I. Call to order: 12:34

II Approval of Minutes from 1/13/2015: Approved

III Old Business

- Faculty Advisory Committee for International Programs
 - CPS has approved the new language as of the revised committee selection process (attachment #1)
 - It will be presented to the A&S Faculty for approval on Thursday January 29, 2015
- Grants Process
 - Out of concern from faculty regarding how PSC reviewed and ranked Research and IDG grants, Fiona met with Dean Smither. Dean Smither asked the PSC to rank the grants based on merit and not tenured status.
 - In addition, Fiona requested Karla Knight remove identifying information, so blind ranking
 - Eren brought up concerns regarding changing the review process even though guidelines accompanying the grants indicate that sabbatical and non-tenure receive priority consideration
 - Ultimately, PSC makes recommendation to the Dean for funding, and the Dean's request for ranking will be honored.

- It is hoped that this process will result in more funding for the Grants
- The Committee overwhelmingly feels if this review practice continues, new guidelines should be written and brought to the faculty.
- The Committee agreed that the SGA reps should be excused from ranking the grants.
- **Course Instructor Evaluations**
- PSC reviewed the CIE practices of our peer and aspirant schools, please see the attached survey of results (attachment #2)
- PSC has the following observations and recommendations
 - Holt and A&S have different schedules, so offering the CIE's at different times can be problematic. Due to changes in Banner, Holt and cross-listed A & S courses now carry the same CRN number. Since Holt school ends typically a day to several days earlier than A & S, this situation resulted in A & S students having fewer days than expected to complete the CIEs in Fall 2014.
 - Suggestions:
 - Have common start and stop dates for opening and closing CIEs, as dictated by the last day of class for Holt school.
 - Have language in syllabus about CIE and dates
 - Have CIE dates on the academic calendar
 - Penalizing:
 - Currently Rollins emails students incessantly and holds grades to penalize those who have not filled it out
 - PSC recommends email bombardment be removed for three semesters and then compare to data from the previous semesters
 - Grade Release Penalty
 - SGA reps indicated students don't perceive it as a penalty
 - PSC voted 9 to 1 to keep the grade penalty, in order to not change too many variables at once.
 - Grade penalties
 - No faculty member should link student grades to completion of the CIE
 - PSC proposed CIE delivery changes
 - Reminder rate
 - 1 initial email to students when it opens
 - 1 reminder email at midpoint
 - 1 reminder the day before it closes
 - Window size
 - PSC unanimously agreed that 10 days was not a long enough window to allow for completion of the surveys. The majority preferred 21 days window, with 14 days also heavily favored.

- Administration
 - Faculty have the option to administer CIEs in class
 - Faculty must leave the room if they choose to exercise this option
 - This reminder/option will be written into language for the syllabus

- **Diversity Advisory Council**
 - Eren sent an email indicating that DAC had a website, but that there were still questions regarding the council structure and selection procedures (attachment #3)
 - Emily Russell will attend the meeting on the 10th to clarify

Meeting Adjourned at 2:48pm

Attachment #1

International Programs Faculty Advisory Committee

Committee Structure:

- Six members total
- Five representatives from A&S and one from CPS
- Of the A&S Representatives
 - At least one must be an active member of AAC
 - At least one must teach regularly for Holt
- Two year terms
- No more than one member from any department

Committee Member Selection:

- A&S representatives selected through an open call for nominations and vote by A&S faculty
- CPS representatives selected through an open call for nominations and vote by CPS faculty

Committee Responsibilities:

- Three-four meetings per semester
- Some discussion/feedback via email, particularly over the summer months
- Advise and assist the Director of International Programs in the following areas:
 - Strategic planning for study abroad/away
 - Development of new semester and summer programs
 - Review and selection of field study/summer programs for the following academic year

- NOTE: if any committee members are proposing a program, they are recused from this process and IP will replace that member with a past committee member for the review and selection process.
- Curriculum integration
- Selection of Shanghai semester program faculty
- Academic policies involving or affecting study abroad/away
- Training for faculty program leaders
- Workshops on the pedagogy of field experiences and intercultural learning
- Broad assessment of student learning on study abroad/away
- Policies or processes that impact or involve faculty such as compensation for study abroad, proposal process for new programs etc.

2014-2015 Membership:

- Holt/A&S: Jana Matthews (through 7/15)
- CPS: Jim McLaughlin (through 7/15)
- A&S: Jonathan Walz (through 7/16)
- A&S: Martina Vidovic (through 7/16)
- A&S/AAC: Phil Deaver (through 7/17)
- A&S/AAC: Anca Voicu (through 7/17)

2013-2014 Membership:

- A&S: Pedro Bernal (through 7/14)
- A&S: Nancy Decker (through 7/14)
- Holt/A&S: Jana Matthews (through 7/15)
- CPS: Jim McLaughlin (through 7/15)
- A&S: Jonathan Walz (through 7/16)
- A&S: Martina Vidovic (through 7/16)

There should be a statement on the website indicating that these are open meetings, and the schedule should be available in accordance with open meeting policy.

Email from Eren regarding structure of DAC

Hi everyone,

Apparently DAC has a pretty up to date website: <http://www.rollins.edu/diversity/index.html>

However the website does not specify:

1. Council structure:
 1. how many members total;
 2. how many from A&S, Holt, Crummer, CPS;
 3. term limits;
 4. limits on multiple members from the same department or division
2. Selection procedures: How are members selected
 1. Nomination process
 2. Voting procedures

Fiona, maybe you could contact Emily Russell and request this information if it exists?

Thank you

Eren

PSC review of CIE delivery system, Spring 2015

School Centre	Electronic or paper electronic	When are they given? When do they open? Close? week before last day classes last day exam week	Rewarded? How? grades early	Penalized? How? no	Class time allocated? at discretion
Elon University	Paper process/electronic "class climate program"	last three weeks of semester	No.	No, because response rate is high	Given in classroom
University of Richmond	Both. Professors can choose to use paper or online evaluations	Paper evaluation is given in class. Online is done in student's free-time.	No.	No.	Yes, when professor uses paper eval. No, when professor uses online evaluation.
Bates College	Electronic online	After the last class and beyond finals week.	No.	Yes. Students will not be able to access their grades until late into the semester.	No. During students free-times.
Colby College	Electronic online	Before Finals and close during finals	No.	Yes, they cannot assess their grades for two weeks after finals weeks.	No. Students can take them at anytime.
Birmingham Southern	Quantitative scan sheet and narrative	3-week span sometime after midterms and before finals	no	, they have no way of knowing	yes

Trinity	Both It's up to faculty member.	Last two weeks of classes for paper; online from last of classes until grades are reported by Registrar.	No	Can't see grades before grades are printed by Registrar's Office.	
Randolf Macon College	paper	last two weeks of classes	No	No	In class
Davidson College	paper	last two weeks of classes	No	No	In class
Furman	electronic	2nd to last of class, close last of exams	no	hold grades 2 weeks	no in class

Final Comments separated for printing ease.

School	Final comments?
Centre	short and sweet, students don't hate the process
Elon University	Head of Elon's taskforce that looked at online evaluations and they decided against it Blank questions for content information specific to course
University of Richmond	Online is more efficient but paper is more effective.
Bates College	Bates College thinks there are pluses and minues of paper and online evaluations.
Colby Colege	
Birmingham Southern	They have a 2-, 4-, and 6-year review; They have a 4-1-4 term schedule and do the January terms, electronically. They have trouble obtaining enough evaluations from students, as a result. Also, the narrative forms are given back to the faculty after each term is over, which they keep and may submit as part of their own evaluations. The administrators keep the standardized statistical student evaluations, and those have to be submitted as part of faculty evaluation for tenure and promotion.
Trinity	"Fall 2014, 96% students completed some or all of online evaluations (only 19 of 2118 students completed some but not all of their evaluations)." ?

Randolf Macon College	Non-tenured professors are evaluated in every class each semester; however, tenured professors are only required to be evaluated one semester every two years. The thinking is that the evaluations are not read or used for tenured professors. They may request to be evaluated more often, however.
Davidson College	Qualitative; thinking about obtaining the expertise of a consultancy group because they're not happy with the "antiquated" form that's over 30 years old. Tried to re-evaluate the form a few years ago, with wide-spread focus groups across campus, but decided not to change the form. Junior faculty, in particular, are not happy with the form.
Furman	Committee decided against required offering in class
