

2-10-2015

Minutes, Arts & Sciences Professional Standards Committee Meeting, Tuesday, February 10, 2015

Arts & Sciences Professional Standards Committee

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Meeting Minutes for February 10, 2015

Meeting of Professional Standards Committee

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

Approved February 24, 2015

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, Eren Tatari, Meghan Wallace

- I. Call to order: 12:35
- II. Approval of Minutes from 1/27/2015: minutes were approved
- III. Old Business
 - **Course Instructor Evaluations**
 - Laura Pfister, Registrar for Holt School has crafted an initial draft of language to potentially include in syllabus regarding Course Instructor Evaluations (see attachment #1).
 - While a very good start, the committee had some changes and tweaks to the language. Committee members will examine the statement and present changes at their next meeting.
- IV. New Business
 - **Diversity Advisory Council.**
 - Emily Russell, Chair of DAC, summarized the history and make up of DAC.
 - Selection procedure
 - Voluntary membership
 - Open call in spring
 - Attempt to balance fields, backgrounds
 - Generally don't turn people away
 - Council structure:
 - DAC consists of both faculty and staff members
 - There are two chairs, one staff and one faculty

- Several Ex officio members
- Variety of directors with standing status
 - Full list is available on website.
- No fixed slots to be filled, so number is variable
 - Currently: 25 members, 2 students, 10 ex officio who do not attend
- Recruitment occurs to attempt to have wide representation across Rollins College.
- Typically faculty serve 2 years, but not limited to that
- Currently advisory board to provost at the preference of the previous president
 - Emily would prefer to report to the president.
- Since both staff and faculty, not good to be under faculty governance structure
 - There is a con, in that junior faculty often do not serve since there is a sentiment that FEC will not consider this service as “legitimate” service.
 - Russell - There are no policy decisions, so formalizing the structure isn’t as necessary. Strict membership might hurt, since passion and viewpoint is more important than originating school/office/department.
- Some voting, but generally consensus building model
- Function has radically change in pass year. 70% + reduction in budget. Provost provided money.
 - Used to fund awards presidential awards for diversity and inclusion
 - Award money to support diversity and inclusion initiatives
- DAC had a hard line budget, but that was cut in the most recent budget cut
- Russell would like PSC to assist in grant application development
 - Have \$30,000 roll over
 - Award grants for diversity and infusion faculty and staff faculty and staff can apply for lasting changes (look on website)
 - Eren will act as a liaison
- Fiona and PSC requests that some language appear on the website further clarifying the membership selection and term limits (or lack thereof)

Meeting Adjourned at 1:50

Attachment #1

Course and Instructor Evaluations (CIE)

At the end of each semester, students are asked to evaluate the course and instructor. These evaluations are extremely valuable in the teaching and learning process on our campus. Student evaluations help assess student perceptions of classroom learning and often lead to

improved teaching. Your feedback is important and Rollins students are encouraged to be honest, fair, and reflective in the evaluation process.

Confidentiality:

Rollins faculty have designed the online evaluative survey to be anonymous. Students are not identified as the respondent. Instead, each student's comments is assigned a random number. You will be asked to rate your course and instructor on a numerical scale and through narrative comments. In an effort to receive better feedback from students, we require you to write something in the comment boxes. If you do not wish to elaborate the numerical evaluation with a comment, please type "none" or "no comment." Your narrative comments are the best source of information that enables faculty to evaluate the effectiveness of their courses. Please take the time to write comments for your courses.

Evaluation Dates:

<<Dates of evaluations included here for each term.>>

The online Course and Instructor Evaluation (CIE) process opens at 8:00 a.m. on the first scheduled date. It remains open until 12:00 a.m. on the final scheduled date. We are obligated by institutional policy to close the evaluation period prior to the start of final examinations.

Evaluations are term specific – students will not be able to access evaluations for courses offered outside of the specific evaluation period. For example during the summer, twelve and second six-week courses will not be available during first six-week evaluation period. Likewise, first six-week courses will not be an option during the second six-week evaluation period.

Students will receive daily email reminders until all courses are complete or until the deadline is reached.

Course Exclusions:

Please note that independent studies, internships, and applied music courses (MUA) are excluded from the online process. Also excluded for confidentiality reasons are courses with enrollments of three or fewer students.

Grade Viewing Penalty:

There is a ten-day grade viewing penalty imposed in the fall and spring terms for students who fail to complete an evaluation form for all required courses. There is no penalty in the summer. Student participation is crucial and much appreciated.

Attachment #2

Email from Laura Pfister (Holt Registrar) to Fiona Harper (Chair of PSC) on 2/5/2015

Fiona,

I wanted to pass this along to you for your discussions on the evaluation process. The comment was made as part of something else. I know that let the students know that evaluations are not available to instructors until after grades are entered. But, maybe it could be emphasized in the syllabus burb.

Laura

From: David Telleria
Sent: Wednesday, February 04, 2015 3:15 PM
To: Meribeth Huebner
Cc: Laura Pfister; Connie Holt
Subject: Professor Evals

A student comment I received:

Another issue is the understanding that the teacher evaluations are not read until months after a semester. Students are often afraid to write down their true feelings in case the teacher see them before the finals are given.

Yes I know they are told otherwise but they there is an area that makes it not 100%. Just a blurb on fox-link saying what the process is may relieve some concerns. It should tell when and what the Professor sees . A concern has been that the teachers can see your personal writing still in the remarks.

I was wondering if any of you knew the specifics regarding professor evaluations.

Thanks!

David Telleria
Director of Student Services
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