

1-28-2016

# Minutes, Arts & Sciences Faculty Meeting, Thursday, January 28, 2016

Arts & Sciences Faculty  
*Rollins College*

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Arts & Sciences Faculty Meeting  
January 28, 2016  
Agenda

- I. Call to Order
- II. Approval of Minutes from 11/19/15
- III. Announcements:
  - a. CDC groundbreaking (Department of Psychology)
  - b. Title IX disclosure text for syllabi (A&S EC)
  - c. Update on EC+ Governance Reform Process
- IV. New Business
  - a. Policy AC 2007: Course Auditing (AAC, Provost) **Attached**
- V. Committee Reports:
  - a. Academic Affairs
  - b. Finance & Services
  - c. Professional Standards
  - d. Student Life
- VI. Adjournment



**ROLLINS**  
Meeting Minutes  
January 28, 2016

### **Present**

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Allen, Barry; Almond, Joshua; Armenia, Amy; Baranes, Avraham; Barnes, Melissa; Barreneche, Gabriel; Bernal, Pedro; Biery-Hamilton, Gay; Boniface, Dexter; Carnahan, Sharon; Cavanaugh, Jennifer; Chambliss, Julian; Charles, David; Chong, Daniel; Cody-Rapport, Lisa; Cohen, Edward; Cook, J. Thomas; Cooperman, Hilary; Cornwell, Grant; Coyle, Whitney; D'Amato, Mario; Davidson, Alice; Davison, Joan; Decker, Nancy; Dennis, Kimberly; Dunn, Stacey; Ewing, Hannah; Fokidis, H. Bobby; French, Todd; Fuse, Christopher; Gallagher, Erin; Greenberg, Yudit; Griffin, Kevin; Gunter, Michael; Habgood, Laurel; Harper, Fiona; Harris, Paul; Harwell, Jonathan; Homrich, Alicia; Hosburgh, Nathan; Houston, John; Jones, Jill; Kenyon, Eric; Kistler, Ashley; Kozel, Philip; Kypraios, Harry; Lauer, Carol; Libby, Susan; Lines, Lee; Mathews, Jana; Mays, Dorothy; McClure, Amy; Miller, Jonathan; Montgomery, Susan; Moore, Thomas; McAllaster, Craig; Murdaugh, Anne; Musgrave, Ryan; Nichter, Matthew; Nodine, Emily; Norsworthy, Kathryn; O'Sullivan, Maurice; Ouellette, Thomas; Oxford, Emma; Paladino, Derrick; Park, Ellane; Patrone, James; Pieczynski, Jay; Queen, Jennifer; Riley, Cassandra; Roe, Dawn; Roos, Joni; Rubarth, Scott; Russell, Emily; Ryan, MacKenzie; Sanabria, Samuel; Schoen, Steven; Smaw, Eric; Stephenson, Paul; Sutherland, Kathryn; Tatari, Eren; Teymuroglu, Zeynep; Tillman, Lisa; Vander Poppen, Robert; Vitray, Richard; Voicu, Anca; Walsh, Susan; Walton, Rachel; Yao, Yusheng; Yellen, Jay; Rogers, Don; Wellman, Debra

### **Call to Order**

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President Dexter Boniface called the meeting to order at 12:34 pm.

### **Approval of Minutes**

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The assembled faculty approved the minutes from 11/19/15 by electronic vote.

### **Announcements**

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Dexter Boniface for Rollins Action Network: for all intents and purposes Campus Carry is legislatively dead in the State of Florida.

Sharon Carnahan (on behalf of the Department of Psychology and with thanks to the support of Craig McAllaster and the administration). The final plans for the Child Development Center were submitted on 1/28/16. The total square footage is 5500 plus playground and it will be located on the current site of the College Arms apartments. Carnahan showed an exterior elevation to general applause. The Psychology department will return at a future meeting to discuss the curricular implications of opening an additional lab on campus, noting that there will be a full classroom space available.

The Groundbreaking ceremony is on Feb 18, 10am—hard hats for everyone! Carnahan recognized all faculty present who have had children in the CDC, the faculty of the Psychology Department, and the administrators who have helped support the project to date.

Erik Kenyon discussed the current work he's doing with the CDC as a model of engaged learning in the space. Philosophy is the ninth department at Rollins to sponsor a project at the CDC.

Jonathan Miller reminds that the Tutoring and Writing Center is undergoing an external review. The reviewers are currently on campus and there is an open meeting with the faculty in Bush auditorium immediately following the meeting.

Dexter Boniface: The proposed Title IX Disclosure statement was brought by Oriana Jimenez through AAC and EC.

Rollins College is committed to making its campus a safe place for students. If you tell any of your faculty about sexual misconduct involving members of the campus community, your professors are required to report this information to the Title IX Coordinator. Your faculty member can help connect you with the Coordinator, Oriana Jiménez ([TitleIX@rollins.edu](mailto:TitleIX@rollins.edu) or [407.691.1773](tel:407.691.1773)). She will provide you with information, resources and support.

Sexual misconduct includes sexual harassment, stalking, intimate partner violence (such as dating or domestic abuse), sexual assault, and any discrimination based on your sex, gender, gender identity, gender expression or sexual orientation that creates a hostile environment. For information, visit [Rollins.edu/TitleIX](http://Rollins.edu/TitleIX).

Boniface: EC decided to endorse the statement and recommended that the administration include it in the list of syllabi statements given to faculty at the beginning of each semester. Given the legal nature of the disclosure requirement, EC felt it was under administrative purview. EC also recommended that the dean's office attempt to limit the collection of statements to a page. A Title IX statement is considered a best practice to include on syllabi.

Kim Dennis: the statement as written seems to suggest that students need to go through a professor to get to Oriana, which is not the case. The statement should also state that Oriana is confidential.

Socky O'Sullivan: In my years as an advisor, students talk to me about issues that they are currently resolving. When I read this it seems to imply that I must report it. Many among the assembled faculty voiced, "yes, you are legally required to report all disclosures." Socky: do students know that? Boniface: that's the purpose of this statement, to educate both students and faculty about this legal requirement.

Amy McClure: I'm concerned that the statement might read as hostile and seek language that might be more encouraging to students.

Joan Davison: I'm concerned about the expenditure of paper represented by the increasing number of statements required on syllabi. I would endorse a mechanism by which all these statements are electronic and, for example, they can't access Foxlink or similar until they click it. Also wants to add the excused absence policy.

Jill Jones: I just want to clarify that this is a voluntary statement. We would have to vote on a mandatory syllabus statement.

Boniface: The Bylaws don't get down to this level of detail on whether we vote for syllabus language. It was Oriana's own desire to have the statement be included voluntarily by faculty who "want to have a role on educating the student body on this issue." EC passed it along to the administration and brought it to the faculty as an announcement to continue educating the faculty about the requirement.

Boniface: EC+ members have been engaged in thinking about how we might reform our governance structure. We brought several models in the fall. Now we're trying to take the best feedback we got from that process and are trying to actually design the new structure. I want to plant seeds of our current thinking. We might not discuss it today, but we agreed that it is important to represent our work back to the campus.

Our work is largely divided among questions of

- 1) divisional structure and
- 2) committee membership and work

Today I e-mailed you a document that has appeal to EC+ as a possible solution to resolve the issue of divisional structure.

Expressive Arts	Humanities	Social Science (2 rep.'s)	Science	BUS & COM
ART/ARH: 8 MUS: 8 Olin Library: 10 THE/DAN: 10	CMC: 3 ENG: 18 Languages: 15 PHI/REL: 10	ANT: 6 Counseling: 4 ECO: 11 EDU: 7 HLP: 4 (Health Professions) HST: 6 PE: 3 POL: 9 PSY: 11 SOC: 3	BIO: 10 CHM: 9 ENV: 6 MAT/CS: 10 PHY: 5	BUS: 19 COM: 12
36	46	64	40	31

Looking at divisions as ways to group faculty, not to create a new model of powerful division chairs. Department chairs will still have the same responsibilities they do today. Division chairs won't have some "never before seen" authority. Divisions are predominantly about representation. EC+ is struggling with an appropriate balance of

numbers and some coherence in terms of collaboration. The e-mail also included the best information we have about departmental membership.

We want to plant that seed with you to hear your feedback. For example, might psychology move “elsewhere”? does the library still belong in expressive arts? are there arrangements we haven’t considered?

Jonathan Harwell: you’re talking about divisions for representation on committees, what about this body? What’s the vision for that?

Boniface: while the possibility of a Senate model has been raised, we’re not currently considering it on EC+ and the assembly of the faculty will remain largely the same.

We’re currently considering 4 standing committees, which is a reduction from the 6 we currently have. The four standing committees would be 1) Executive Committee, 2) Curriculum Committee, 3) Faculty Affairs Committee (that would consolidate the work of finance and services and professional standards), and 4) Tenure and Promotion. We are currently considering moving Student Life Committee from a standing committee of the faculty.

Paul Stephenson: will those committees still have student representation?

Boniface: we are still working out those issues. For some committees we may want it, some we don’t, some might be fewer student representatives (the latter sentiment came from students themselves on at least one standing committee).

Mario D’Amato: Am I to understand that the chairs of the standing committees won’t be on EC at all? Boniface: That’s one model we’re currently considering. D’Amato: That seems to be odd, a bad idea. What about a case where one division might elect a chair for their entire tenure at Rollins? Again, an odd, by which I mean a bad, idea.

Boniface: In terms of process moving forward, we will eventually come to a vote. We want to bring the best “something different that we can” that has the most buy-in from the faculty.

Kim Dennis: Are we discussing this right now? I want to plant a seed. My first reaction to the loss of the student life committee is that my experience is that we have a very deep division between faculty and student life right now. If we dissolve that committee, what is our relationship to student affairs?

Boniface: Our intention is not to dissolve it, [interjection: or demote it?], I can’t argue too strongly with the language of “demote it.”

Kathryn Norsworthy: I want to second Kim’s point. I think the structure puts value on what we think is important. The Student Life Committee has been an important way for us to collaborate with the Student Affairs side of the house.

Fiona Harper: Can you offer clarification of why one division (social sciences) needs to have two representatives besides the argument of that division having a higher population? What will be the ultimate composition of the standing committees if one

division has two representatives relative to others? I'd argue that having an EC without standing committee chairs doesn't make much sense.

Boniface: Indeed, and these are the very issues we're trying to resolve at EC+. Moving forward, nothing has been decided or voted on. This is simply our current thinking. At our meeting in February we anticipate we will meet as an All-Faculty, sans Crummer. The following meeting we will meet in March, which is the time when we're supposed to do elections. EC will likely recommend that we suspend those Bylaws and delay elections pending the completion of this process.

Jenny Queen: Are there any plans, other than the February meeting, to convene as a body and discuss these plans?

Boniface: we don't have specific plans to convene, but that's not because it's not going to happen, we just haven't planned it yet. What we heard during our meeting in December was that the faculty was eager for that opportunity and we want to deliver on that request.

Sharon Carnahan: FEC and FEC chair does a lot of work over the summer. It would not be possible to dissolve at the end of the school year without an FEC.

Boniface: Noted. That's an important point.

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**New Business:** Policy AC 2007: Course Auditing (AAC, Provost) [Attached](#)

Anca Voicu brought the policy before the faculty for vote.

Carol Lauer: Why \$250? The opportunity to audit courses is a valuable community service. Holt students can't pay such a large fee.

Holbrook: In Holt, the audit fee that is currently in place is half of the tuition. That number came out of planning and budget committee. When we went to EC with the recommendation, EC raised this same issue. The Provost agreed that we would move to a flat matriculation fee at a lower rate.

Ashley Kistler: I oppose this motion and I strongly opposed it when it came before EC. This is both an importance service to the community and also a service to our students. I've had community members audit my courses and it's always valuable to the students in the class to get to learn alongside people with a more varied set of experiences and background.

Robert Vander Poppen: I share Ashley's concerns. I also know of current faculty members who are auditing each other's courses. Are we going to eliminate that practice? I'd like to see specific language addressing how faculty and staff will be implicated by this policy.

Boniface: I believe that practice is addressed in the policy that was circulated, but not in the slide here.

Scott Rubarth: I believe that previously we've taken auditors based on professor permission. Is that gone? Holbrook: Not at all. That's one of the core tenets baked into the very beginning of the document. Part of the issue driving this proposal is one of liability. We need to know who are in our classrooms. It will be the registrar's responsibility to work with the professor to determine their permission and make sure that the professor makes the decision. Rubarth: Is there any drop policy? Is there any

way to do a forced drop of an auditor who is not productive to the classroom environment?

Derrick Palladino: I also opposed this on EC. I'm concerned about the cost and its uneven application. From my understanding, A&S students do not pay to audit courses, but this policy makes that requirement for Holt students.

Paul Harris: If the issue here is alignment, it seems like we need to kick this back to Holt to understand what the real cost is of auditing. We've talked about 50%, I would be more supportive of a 10% cost. Do we really need this off-budget pool of revenue?

Boniface: I supported this proposal in EC and without EC support it would not have gotten to the faculty. The problem was that we do not currently have a policy. The original proposal had a much higher number, closer to \$900. \$250 lends a seriousness to the endeavor.

Ashley Kistler: A further objection in EC was about the registration application process. There's quite a strenuous process for auditors to apply for this status, including detailed educational background and filing transcripts. This level of rigor seems unnecessary.

O'Sullivan: When I take trips abroad, I am often given a waiver of liability form. Is there no way we could do a waiver of liability to auditors? I understand the concern about liability and the fact that many of our current policies are driven by fear of litigation, but I've heard several good points today and I wonder if there's another solution.

Fiona called the question, seconded by Thomas Ouellette. Motion approved.

Electronic vote: Do you approve the motion on Policy AC 2007: Course Auditing?

Motion failed 69% to 31%

Boniface: thank you all for the vigorous discussion.

## **Academic Affairs Committee Report**

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Anca Voicu delivered the following report. The following issues have been discussed and unanimously approved by the AAC.

**1. Proposed changes and revision of numbering of the ARH major and minor (R. Vander Poppen)**

**2. Proposal to close the following program: Master of Planning in Civil Urbanism (MPCU) Degree, Hamilton Holt School (Evening Undergraduate and Graduate Programs – M. Huebner).**

In 2013 the Holt School stopped accepting applicants into the MPCU program due to lack of interest. The school has not accepted any new students since then and has not closed the program until all students matriculated through. They sought to officially close the program for legal purposes. They do not anticipate any students seeking the program in the future. We will revisit this proposal in EC.

**3. Changes to academic calendar for 2016-2017 (G. Barreneche):**

As announced at the meeting on 19 Jan 2016, changes to the academic calendar for 2016-2017 will need to be approved by AAC (see attached file for revised calendar).

*The changes were made to facilitate the Faculty Day of Scholarship that is schedule for 17 Jan 2017.*

G. Barreneche: *The major changes concern when Martin Luther King Day and Faculty Day of Scholarship fall, which in turn push the first instruction day to Wednesday, Jan*

*18 and the subsequent deadlines for add/drop. This does not change the number of days of instruction.*

#### **4. Approved proposed revisions to CMC major.**

Lisa Tillmann: Regarding the academic calendar and in advance of the next presidential election, I advocate that we close instruction on Election Day on presidential election years.

Norsworthy: I wonder if there will be some mechanism to consult with the Holt side of the house when the academic calendar is constructed. The change this year wreaked havoc on the Holt side of the house.

Jennifer Cavanaugh: You're right; Holt has been consulted about next year and agreed to the changes.

Paul Stephenson: I've heard about upcoming changes to the calendar for 2016-17. I know that graduation date on mother's day is apparently the anchor upon which we schedule everything else in the spring. I'd like to continue with the nautical metaphor and request that we drag that anchor. We're already at the bare bones of instructional time in the spring. We need an additional week in each semester, but if we could move that date, we'd have happy families among the faculty and happier, more well-educated students.

### **Finance and Services Committee Report**

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Ashley Kistler delivered the following report.

**Faculty Salary Study:** No real updates on this, but human resources, the provost's office, and the deans are working on it. We have also been discussing the Merit/Market policy, but have decided to wait to pursue this issue until the faculty governance reform process concludes and our new governance structure is in place.

**Campus Space Issues:** Committee has discussed concerns about the conditions of facilities and the lack of space on campus with Pat Schoknecht, Jeff Eisenbarth, and the Board. Jeff Eisenbarth will come to a future faculty meeting to present this plan and to listen to our concerns. The committee is also working on a survey that we will send out to faculty about space concerns, aimed at figuring out what space needs aren't being met, both in terms of office space and teaching space. We are concerned that academic events and classes need to be given priority in using campus space. We are working on a survey that we will be sending out about concerns over space not being used for academic purposes.

Harwell: what about open enrollment for insurance? Is that something F&S can address? Kistler: No. Harwell: I've heard that they will drop all our dependents and spouses if we don't participate in open enrollment.

Pat Schoknecht: I want to reassure the faculty that the process won't be as stark as described. Whether you want to change anything in your coverage or not, you have to

go in and certify who your dependents are. There was another organization in our network that had an incident of a false depending receiving coverage and we need to go through this step to protect against concerns about fraud.

Norsworthy: is it true that our dependents will be dropped?

Schoknecht: Maria Martinez has committed to track every one of us down to make sure that we complete the process.

### **Professional Standards Committee Report**

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Eric Smaw delivered the following report.

PSC met to review grants and have sent recommendations to the Dean's Office. Applicants can expect to hear soon.

Smaw: I've been talking to the Dean's Office about the CIEs and electronic reminders to students. Our reporting numbers dropped to around 42% in the spring. The good news is that we're up to approx. 60% from the fall. Smaw is working with the dean to identify a target number for response rate. You can help in this process by:

- 1) telling students when the evals are open
- 2) carve out time to complete the evaluations in class
- 3) schedule time in the library

If the numbers don't go up, we'll have to go back to bombarding students with e-mails.

Norsworthy: Last year we had lost money to the total grant pool. Smither wanted it to be restored. We understood that this reduction was a result of the overspend of the Cornell funds.

Smaw: The amount of money at the beginning of the year had dropped, but the dean's office made up the gap.

Cavanaugh: we made up the different from rollover. When the dean's office put in a budget request (as other departments did), we requested those funds, which need to be approved by the budget committee.

Smaw: we've also been talking to the Dean's Office about the budget line for the FYRST grant. Those conversations are still ongoing.

Mike Gunter: What was the total grant pool?

Smaw and Cavanaugh conferred and Karla Knight offered that it \$85,000.

### **Student Life Committee Report**

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Derrick Paladino announced that SLC will be bringing forward a social and academic honor code in the future, but has no report at this time.

### **Adjournment**

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Dexter Boniface adjourned the meeting at 1:46.

# ROLLINS POLICY

<b>Title: Course Auditing</b>	<b>Type: Academic</b>
No: AC 2007	Approval Date:
Responsible Office: VPAA/Provost; Deans; Registrars	Approved By: Deans/Registrars, 10-27-15; P&BC Policy Subcommittee, 10-14-15; A&S-AAC, 11-24-15; A&S Exec Comm, 12-3-15; <a href="#">A&amp;S Faculty, X-X-XX</a> ; CPS-CC, <a href="#">X-XX-XX</a> ; CPS-Exec Comm, <a href="#">X-XX-XX</a> P&BC, <a href="#">X-XX-XX</a> ; President's Cabinet, <a href="#">X-XX-XX</a> ; President, <a href="#">X-XX-XX</a>
Next Review:	Revision No:

## I. Purpose/Introduction/Rationale

This policy articulates guidelines for Arts and Sciences (A&S), College of Professional Studies (CPS), Hamilton Holt School (Holt), and Crummer Graduate Business School students (Crummer), alumni, or others, who wish to audit courses at Rollins College.

## II. Definition

An audit is “an educational term for the completion of a course of study for which no grade or assessment is made” and no academic credit is earned. Auditors may be Rollins undergraduate degree-seeking or non-degree seeking (special) students or graduate students (except for Crummer alumni wishing to audit a Crummer course; such alumni are covered by Crummer policy) interested in the subject of a course. Auditors do not need to complete assignments or exams. Audit course registrations may not be converted to academic credit registrations in any program of the College after the end of official schedule change (add-drop) period for the term of enrollment.

## III. Procedure or Application

ALL auditors must contact the appropriate registrar's office prior to auditing a course to be informed of specific audit requirements and be accepted as an auditing student. ALL course audits at Rollins are permitted only with the instructor's permission. Rollins' various schools and colleges have differing processes for audits. These processes are discussed below. Auditors may attend classes, but will not be guaranteed a seat until the week following the close of the schedule change (add-drop) period for degree-seeking students.

**General Requirements.** ALL auditors must communicate with appropriate admissions offices and program registrars to initiate enrollment in courses on an audit basis. Once admission is made, registrars will determine space availability and contact instructors to obtain consent to enroll an auditor. Once enrolled, auditors must contact the instructor before the course begins to determine the instructor's expectations for classroom participation and whether the instructor is able to provide feedback to auditors on their performance. Instructors have the right to refuse an individual the permission to audit a course, even if space is available.

In no case may auditors displace a particular program's matriculated students taking the class for credit. Auditors should remember that the instructor's prime responsibility is teaching matriculated students, and that auditors are guests in the classroom.

In no case may students or others, including alumni, on bursar hold or otherwise not in good standing with the College, be allowed to audit a course until holds and other issues are resolved.

**A&S|CPS.** A&S|CPS courses may be audited by full-time A&S|CPS students and those with special student status (part-time students), based on space availability and instructor approval. All students requesting to audit a course are responsible for any class fees or books. Full-time A&S|CPS students are not charged extra tuition; those with special student status (part-time students) are charged a \$250 matriculation fee per course audited. Degree-seeking students from other programs of the College (e.g., Holt or Crummer) may audit courses on a space-available basis under the guidelines for cross-enrollment articulated in the College catalog and/or handbook of the auditor. Audited courses will be noted on the academic transcript with the grade “AU.” Full-time students not originally enrolled as auditors who wish to change their status to that of auditor must do so in writing before the end of the published schedule change (add-drop) period; they will not receive a tuition discount. Audit course registrations may not be converted to academic credit registrations in any program of the College after the end of official schedule change (add-drop) period for the term of enrollment.

Non-student auditors must seek admission to A&S|CPS as special students and must submit a completed Special Student Application for Admission, official transcripts from all high school and college-level study, scores from all standardized tests (SAT or ACT) if the tests have been taken, and an essay explaining their reasons for study in the special student category to the College’s Office of Admissions. Special Students may audit a maximum of two courses per term on a space-available basis and must make a formal request for readmission for each consecutive term. Once admitted to Special Student status, candidates must consult the Office of Student Records to complete official enrollment(s) and the course instructor to determine classroom expectations.

**Holt.** Degree-seeking Holt students who wish to audit a course may register once the degree-seeking student registration period is complete, provided there are available seats. Audited courses are noted on the academic transcript with the grade of “AU” for “audit” that is assigned during the registration process. Degree-seeking Holt students who register as auditors in Holt will be charged a \$250 matriculation fee per course audited. Degree-seeking students from other programs of the College (e.g., A&S|CPS or Crummer) may audit courses on a space-available basis at no cost under the guidelines for cross-enrollment articulated in the College catalog and/or handbook or the auditor. Non-degree seeking, special students registering to audit courses in Holt will be charged a \$250 matriculation fee per course audited. Students not originally enrolled as auditors who wish to change their status to that of auditor must do so in writing before the last published date to withdraw without penalty; they will not receive a tuition discount. Audit course registrations may not be converted to academic credit registrations in any program of the College after the end of official schedule change (add-drop) period for the term of enrollment.

**Crummer:** Alumni of the Crummer School of Business may audit courses based on seating availability and prior instructor approval. There is no charge for tuition if alumni choose not to receive credit, but there may be costs associated with books and fees.

#### IV. Related Policies or Applicable Publications

Extract from *Hamilton Holt School Catalog 2014-2015*, “AUDITORS: Audit registrations are accepted on a space-available basis. At the discretion of the instructor, some courses may be closed to auditors. Students who register as auditors will be charged 50 percent of the tuition for the course. Although regular attendance is expected of auditors, they are not liable for quizzes, examinations, and other assigned work, and they receive no credit for the course. Students not originally enrolled as auditors who wish to change their status to that of auditor must do so in writing before the last published date to withdraw without penalty. They will not receive a tuition discount.”

Crummer Graduate School of Business Courses for Life Policy: <http://www.rollins.edu/business/why-rollins/courses-for-life.html>.

## **V. Appendices/Supplemental Materials**

*Not Applicable.*

## **VI. Rationale for Revision**

*Not Applicable.*