

9-3-2015

## Minutes, Arts & Sciences Executive Committee Meeting, Thursday, September 3, 2015

Arts & Sciences Executive Committee

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**EXECUTIVE COMMITTEE MEETING**  
**September 3, 2015**  
**Agenda**

**12:30 in CSS 167**  
**Lunch will be served**

- I. Call to order**  
Dexter Boniface
  
- II. Approval of minutes from 4-16-15**  
Dexter Boniface
  
- III. Preliminary Committee Reports**  
AAC (**Attachment #1**)  
F&S  
PSC  
SLC  
SGA
  
- IV. New Business**
  - a. Discussion of A&S faculty retreat and priorities
  - b. Governance vacancies: FEC; FACIP; CPS CC; Parliamentary
  - c. Governance procedures: to click or not to click?
  - d. Anything else
  
- V. Adjournment**



**ROLLINS**  
**EXECUTIVE COMMITTEE MEETING**  
**September 3, 2015**  
**Minutes**

**PRESENT**

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Dexter Boniface, Emily Russell, Craig McAllaster, Gabriel Barreneche, Ashley Kistler, Derrick Paladino, Anca Voicu, Eric Smaw, and Cortlandt (C.J.) Dunn

**CALL TO ORDER**

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Dexter Boniface called the meeting to order at 12:35 PM

**APPROVAL OF MINUTES FROM 4/16/15**

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EC unanimously approved the minutes from the 4/16/15 meeting

**REPORTS**

**PRESIDENT OF A&S**

Dexter Boniface

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Boniface found a dead link and outdated material on our governance web page. He is working with the Provost, I.T., and Marketing to ensure current content is available on the page and will ask standing committee chairs for current lists of members, meeting dates/locations, etc.

All committee meeting minutes should be archived through the Olin Library onto the Rollins Scholarship Online site: [http://scholarship.rollins.edu/as\\_min](http://scholarship.rollins.edu/as_min). E-mail approved minutes and the meeting agenda to [archives@rollins.edu](mailto:archives@rollins.edu).

Boniface reminded the Dean's Office that the next salary study is due October 1<sup>st</sup>.

**AAC**

Anca Voicu

(Attachment #1, see below)

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Old Business:

Concern that an all-undergraduate curriculum committee was never convened. The committee has been called for ever since CPS was created. Currently there is no mechanism for reviewing the undergraduate curriculum as a whole.

Voicu asked about the issue of Physical Education (PE) courses being in violation of the academic policy that states all courses offered for credit must be offered by an academic department. McAllaster said the decision was made that PE faculty would report through the Department of Education. Deans Cavanaugh and Wellman are working with Education to finalize this decision.

**New Business:**

AAC approved the proposed changes to Maymester offering competency courses including PED 101, MCMP, and language 201, and gateway courses in majors. The issue of offering innovative courses that cannot be completed in a regular semester, including hybrid, study abroad, immersion, etc. courses was tabled and will be discussed when Claire Strom returns. Boniface asked if EC believes the proposed Maymester changes need to be brought to the A&S faculty for approval. Voicu stated that Dean Cavanaugh was at this meeting and felt it was okay for AAC to approve the first two items and that the third would require faculty approval.

AAC approved a grade appeal for a CPS student.

**F&S**

Ashley Kistler

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Finance & Service has not yet met this semester, but Kistler has been working on business from last year and potential new business for this year.

**Old Business:**

Kistler and Davison met with Dean Cavanaugh to discuss the results of last year's faculty salary study. They reviewed outcomes and next steps regarding the issues of compression and inversion. They talked about expanding the study to include looking at non-monetary forms of compensation such as, travel money, course releases, etc. Kistler and Davison recommended Cavanaugh develop a policy which states the study will be completed at regular intervals. Cavanaugh will follow up with McAllaster.

F&S will follow up on a resolution passed last year for faculty representation on the Board of Trustees and to determine if it's been beneficial for chairs of standing committees to attend appropriate BOT sub-committee meetings.

F&S will discuss whether or not we would like to schedule another colloquium with the Rollins Retirement Committee to discuss Transamerica performance, and last year's inquiry into faculty compensation in the Rollins Retirement policy.

**New Business:**

Kistler met with Schoknecht to discuss renovation plans for the existing bookstore space. Follett's contract expires after this year and the College is looking at converting the building into event/meeting space for the campus and community. Follett may submit a proposal to continue their services in a different location. Kistler expressed concerns from faculty who believe that important financial decisions are being made without input from the Rollins community, such as the discontinuation of summer camps. Schoknecht stated that our mission should drive summer programming and that she did consult with Admissions, Campus Safety, Facilities, and other senior staff before making this decision.

Some faculty have requested that F&S look into the issue of recent compensation changes for the Cornell Distinguished Faculty Award. Barreneche said we are bound by IRS regulations and must change the type and distribution method of the award compensation. Instead of a choice

between research budget, stipend, and/or course release, awardees will receive a stipend distributed over the 36 months they hold the award.

F&S has been asked to conduct a cost/benefit analysis of the College's new programs, particularly the Applied Behavioral Analysis and Healthcare Management Programs in Holt. McAllaster said that both programs received grants that will cover any losses. All new hire appointment letters indicate that these are soft money programs. F&S will discuss whether or not to pursue this task.

**PSC**

Eric Smaw

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PSC will report at next week's EC meeting.

**SLC**

Derrick Paladino

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SLC will report next week after their first meeting where Stephanie Briganty, our Community Standards Coordinator, will present the *Code of Community Standards* revisions, and Micki Meyer will talk about the launching of a strategic plan for Fraternity-Sorority-Life.

**SGA**

C.J. Dunn

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SGA appointed committee representatives who will attend the next meeting of standing committees.

**Provost**

Craig McAllaster

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Russell asked about adding faculty as stakeholders in decisions like allocation of space on campus. McAllaster said the campus master plan was last updated around 2010 and involved a committee that included faculty and staff. When it comes to space on campus, issues surrounding academic space go through the Provost and Deans' Offices and faculty.

The Pioneer (Holt) Building has a bat guano issue. Holt will temporarily move to the Troutman building on Fairbank next to Keke's. We are bringing in a group to look at the Pioneer Building to decide if it's worth saving or if it should be torn down and replaced. One possibility is to turn that space into an additional parking garage.

**NEW BUSINESS**

**Discussion of governance procedures: to click or not to click?**

Dexter Boniface

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Last year, with the help of Fiona Harper, we transitioned to using clickers for voting in faculty meetings. This presents challenges going forward as Harper is no longer available to run this technology. Advantages of using the clickers are more accurate counts, transparency, and giving all faculty, regardless of rank, an equal voice. EC discussed either temporarily going back to a paper ballot system or requesting a volunteer from the faculty to run the clickers. Russell asked

if Karla Knight would be interested in learning to manage the clickers and she agreed. Russell will assist.

**Discussion of governance vacancies: FEC; FACIP; CPS CC; Parliamentarian**

Dexter Boniface

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FEC needs a replacement for spring term when Wenxian Zhang goes on sabbatical. Kistler asked if the person needs to be from a particular division and Boniface said all divisions are currently represented on FEC, so the replacement can be from any division. EC decided to ask someone who just rotated off of FEC to step up for one term.

We need to identify a current AAC member to serve on the Faculty Advisory Council to International Programs (FACIP). Faculty voted last year to make these elected positions, but some existing members are carry-overs from before the policy change. AAC will identify an existing committee member to serve on FACIP and they will be presented for election.

According to CPS Bylaws, we must select an A&S rep to serve on the CPS Curriculum Committee. This is not mandated in the A&S Bylaws, but AAC will identify a current member to serve.

Boniface asked EC members to send him suggestions for the position of parliamentarian.

**ADJOURNMENT**

Dexter Boniface

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Boniface adjourned the meeting at 1:47 PM.

ATTACHMENT 1

## **Maymester**

The original intent of Maymester was to provide general education classes. With the new rFLA curriculum developmental approach, it is impossible to offer sufficient classes and have them fill. Consequently, we are suggesting the following reinvisioning of Maymester.

1. Offering competency classes including PED 101, MCMP, and language 201 classes.
2. Offering required gateway courses in majors that wish to do so.
3. Offering innovative classes that cannot be completed in a regular semester including hybrid on site/study abroad classes, immersion classes, bookend blended learning classes, etc. These classes would need to be approved by the New Course Subcommittee of AAC.

Additionally, the call for Maymester classes should be moved up to October 30, so that students can plan appropriately. We request that the provost determine the compensation rate for Maymester 2016 before the call for classes is issued.