

9-8-2015

## Minutes, Arts & Sciences Academic Affairs Committee, Tuesday, September 8, 2015

Arts & Sciences Academic Affairs Committee

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Agenda AAC  
September 8, 2015

- I Approve the Minutes from the September 1<sup>st</sup> meeting
- II Sub-Committee announcements or reports
- III Old Business
- IV. New Business:
  - a. Elect/volunteer one AAC representative on the International Programs Advisory Committee (at Giselda's request)
  - b. Proposed changes to the economics major and minor in the day program (Phil Kozel)
  - c. Proposal to attach the (W) writing competency to the Honors Degree Program (Emily Russell)
  - d. Proposed curricular changes to the political science major (Mike Gunter): subject to approval by the Provost's office
- V. Announcements
- VI. Adjourn

## Academic Affairs Committee Minutes 8 Sept. 2015

In attendance: Kasandra Riley, Mario D'Amanto, MacKenzie Moon Ryan, Robin Mateo, Holly Pohlig, Benjamin Balak, Meribeth Huebner, Jill Jones, Gabriel Barreneche, Caleb Archuleta, Jay Pieczynski, Casey Taranella, Emily Russell, Phil Deaver, Mike Gunter, Phil Kozel

Introduction of members and guests. Discussion of quorum requirements – there will be 13 voting members, simple majority required for quorum – a quorum is present (8/13)

**I. Approval of minutes from 1 Sept 2015:** Moved K. Riley, 2<sup>nd</sup> M. Ryan – voted and approved. Minutes Approved

### **II. Subcommittee Reports/Announcements:**

A. New Course (K. Riley): Subcommittee met last week and will meet again this week due to numbers of requests. Nothing to report at this time, however remind colleagues to send new course requests to Karla Knight, not New Course Chair.

B. Academic Appeals (G. Barreneche): Subcommittee met last week and has nothing to report at this time.

### **III. New Business:**

#### **a. Elect/volunteer one AAC member to serve on International Programs Advisory Committee (request by Giselda Beaudin)**

J. Jones: When does this committee meet?

P. Deaver: Tuesday 3:30 – 4:30pm, and I believe these are monthly meetings.

J. Jones volunteered and will represent AAC on the International Programs Advisory Committee.

E. Russell: We also need a volunteer from AAC for the CPS curriculum committee to streamline core principles from both A&S and CPS.

M. D'Amato: Do we know when they meet?

We will contact the CPS curriculum committee, find out meeting times and look for volunteer. B. Balak is open to serving depending on meeting time, J. Jones would consider as well. AAC will contact CPS Curriculum Committee and determine time.

R. Mateo: This week CPS Curriculum Committee meets this Thursday at 12:30, but unsure in future.

#### **b. Proposed changes to the economics major and minor in the day program (A&S Economics Major - Phil Kozel)**

P. Kozel – Changes to be made are outlined in the attached documents. In brief, proposal is to, for the Economics MAJOR to move a 200-level course (ECO204) to 300-level (renamed ECO312) for pedagogical reasons. No new courses will be added, just move placement and prerequisites. ECO442 and 448 will be removed from Major map as these classes have not been offered in recent history. Economics MINOR changes – drop above ECO204 course from requirements and add a 300-level elective core course, still remains a 6 course minor.

M. Ryan: Will all 3 required elective courses for the minor be required at the 300 and 400 level?

P. Kozel: Yes

M. Ryan: What about the 100-level RCC course (line item under elective courses) count as an elective?

P. Kozel: Yes, we will count this course so students can take a lower level course, have it count and stay in the program.

J. Jones: How many minors on campus require 6 courses, 3 at the 300-level or above?

M. D'Amato: Don't have an exact count, but a few do.

B. Balak: This plan keeps the Economics Dept. curriculum principles set. If you look at the major map, the minor would work in a similar fashion.

M. D'Amato: To clarify, use major map for minor, and with the exception of a reduction in one elective course – 4 electives for the major and 3 for the minor. What about students who are already progressing through the current map?

P. Kozel: We will have to grandfather students in with these changes in place.

M. D'Amato: These should be made through R. Mateo, is this correct?

R. Mateo: Contact Karla Knight, Mae Fitchett, and Hilary Falcon.

M. D'Amato: How does Phil (or anyone) change their Major map?

R. Mateo: Send all changes to Cindy Pokrywa and Karla Knight and CC Robin Mateo.

J. Jones: What about the minor, why do some 100-levels count as electives and others don't?

P. Kozel: This clause is in so seniors don't fill 100-levels to fill electives to fulfill their requirements.

M. Ryan: Is it possible to make the language more clear on the map so RCC or other advisors will know which courses will count and which ones will not?

P. Kozel: We will strike the clause - "Second semester first year student standing" from both the major and minor map for clarity.

J. Jones: Can't we bar upper level students from taking 100-level courses to having them count for their major?

M. D'Amato: Isn't this more of an advising problem?

P. Kozel: This is difficult with student's studying abroad because courses and their numberings don't always line up. We usually give them 100-level credit at chairs discretion.

M. D'Amato: So this is preferable? Having the chair determine what will count at what level?

P. Kozel: I don't see any reason to change this.

M. D'Amato: Are you sure there aren't any loopholes in this system? How is this regulated?

G. Barreneche: For simplicity, can you put in a departmental exemption clause?

P. Kozel: In essence, this is currently what we do.

B. Balak: How do we decide which 100-levels should receive credit?

J. Jones: I think this needs to be clearer. Maybe we should advise students to talk to Economics Faculty about what courses count as elective credit.

M. D'Amato: Are there certain rules, or should this be left to the chair's discretion to allow for new courses such as rFLAs that might fit into the proposed changes? This request should be made to student records on a case-by-case basis.

M. Ryan: I think if this is limited to one course this is the best decision so students don't find the path of least resistance.

J. Jones: If we vote today, then we need to summarize what changes have been made today.

M. D'Amato: To summarize after discussion: ECONOMICS MAJOR – ECO 202 prerequisite is struck, ECO204 is renamed ECO312 and moved, other, older classes are removed. For the ECONOMICS MINOR changes from documents: 1. Econ 202 prerequisite is struck, 2. List of courses under electives should look like the major map, with the exception of the elimination of the 4<sup>th</sup> slot elective line.

M. Ryan: Call the question – move to accept changes to Economics Major and Minor, 2<sup>nd</sup> – Casey. Voted on and approved. Proposal passes.

B. Balak: Now that the proposal has passed, when do these changes begin?

M. D'Amato: Send changes the changes to Karla Knight, Cindy Pokrywa, and CC Robin Mateo. Changes should take effect soon. Contact Mae Fitchett to make exceptions for students in DegreeWorks.

B. Balak: I was working under the assumption that when this gets approved we'll be on the new schedule.

K. Riley: Once the new map is there, the courses will change and students will be grandfathered into the new map.

Robin: I'll make a course equivalent to make it easier moving forward.

**c. Proposal to attach the (W) writing competency to the Honors Degree Program (Emily Russell)**

E. Russell: (See attached document) – we would like to attach a W to the Honors RCC, HON201. Traditionally the W Competency was waived in the old curriculum, but this was recently changed to keep it in line with rFLA 10 course core. In effect, this change added a course to the Honors Degree Program (HDP), if they didn't get W in HON201, these students would need 11 course instead of 10 for the normal rFLA curriculum guidelines. This proposal is to limit the burden on ENG140 and ease advising by fulfilling competency in a course they are already taking.

M. D'Amato: Will there be any backlash from HDP students who already took ENG140?

E. Russell: This shouldn't be an issue.

M. D'Amato: Will the English Department always have reason and expectation to teach HON201?

E. Russell: The Honor's RCC will be available to all faculty, as long as the professor can teach the required competency guidelines and assess them. The Honor's co-directors will vet candidates for their ability to teach this curriculum. A strong component of Honors is writing.

J. Jones: Will this W require multiple revised works?

E. Russell: Yes, it will teach the skills of writing and revising.

M. Ryan: What would happen if the student doesn't get a C in HON201?

E. Russell: They could fall below the required GPA for the HPD, which will be an issue involving academic probation. If the student earns below a C but maintains the required GPA the student will probably have to take an ENG140 after consultation with the Dean's office to receive this competency.

H. Pohling: How is Honors organized?

E. Russell explains how Honor's and rFLA each have 10-courses in their curricula.

M. D'Amato: Doesn't this proposal cause Honors to fewer classes because their first RCC counts as a neighborhood?

E. Russell: Yes, however having fewer required courses is incentive for students to be in Honors – fewer classes and more time to maintain the expected high level of course work, focus on other interests, or work on their thesis work.

J. Jones: move to vote on approving this proposal, K. Riley, 2<sup>nd</sup>. Voted on and approved. Proposal passes

E. Russell: I will contact Robin to update Banner accordingly.

**d. Proposed curricular changes to the political science major (Mike Gunter): subject to approval by the Provost's office**

M. Gunter: Overview of changes to the Pol Sci Major and Minor. (See attached documents) Main change of major is to change intro courses to allow for student choice; students chose POL160 or POL161 and POL100 or POL130, then take 2 required 200-level courses and a senior seminar. Change is to give students options, and then requiring a practicum. Proposed change is from required 12 courses to 11 courses with some choices, plus a practicum experience.

M. Ryan: Is the purpose for this change to increase flexibility?

M. Gunter: At the intro level it will increase flexibility. An external review suggested dropping number of courses. We didn't want to go down to 10, and we liked that students would have a choice. Political Thought is moved to a 200-level (POL240, from POL120) and made a requirement. We did drop 1 course and add the practicum. Required course are 2 intros, 2 theories, 1 senior seminar, 6 electives and the practicum.

Mario: So, just the top, introductory portion of map will change?

M. Gunter: Choices will be apparent and numbers will change to identify required courses.

M. Ryan: How will you document and conduct the practicum?

M. Gunter: Many ways: internship, employment, work, study abroad-these will be documented by the student to the chair. These experiences must be approved by the chair. Provost's office approved this. We can mimic IR if needed and add a requirement for a short, reflective essay as well.

M. Ryan: Is the practicum required to be 4 credits?

M. Gunter: That would be the preference, but it doesn't have to be.

K. Riley: Can Community Engagement be seen as an equivalent?

M. Gunter: that is possible.

K. Riley: Couldn't this been by a student as a way to be "less involved" than another practical experience?

G. Barreneche: Sometimes Community Engagement can be more involved so it is case-by-case.

J. Jones: I think we need to define the practicum more before we can vote

M. Gunter: The practicum isn't a course, it is a flexible requirement. We don't want to require a specific event for the practicum because we don't want to limit students for various reasons such as monetary reasons or other extracurricular activities for example.

M. Ryan: What are the electives for the new major?

M. Gunter: We will keep the same number of 5 of 6 electives at the 300 levels. We want to mimic our old major in this way. We will also eliminate the tracks. Tracks have been used minimally in the past years. The traditional major has strengths but the changes proposed reflect the needs of our student body better. The tracks haven't worked that well and we feel these minors would better serve us instead making our minors more marketable.

M. D'Amato: Point of clarity, an additional 6 electives, and 5 at the 300 level or above will be included.

M. Gunter: We have limited numbers of 200 level courses. This will allow students to take one of these flexible courses as an elective. We are offering a little choice here.

J. Jones: How many majors on campus have less than 12 courses?

M. D'Amato: There are many on campus – 10 course majors are common on many campuses. What about minors? Are these concentrations or new minors?

M. Gunter: These new minors reflect traditional minors in that right now they are 6 courses – 3 intros and 3 electives. We will craft courses around theoretical concepts (see attached documents) – we will get rid of the original Political Science minor and add these 2 specialties minors

R. Mateo: How do we differentiate Political Science majors from these 2 newly named minors that aren't identified as Political Science specifically?

M. Gunter: We went with new names to offer more practical minors, than say just Political Science minor.

M. Ryan: How will you prevent double dipping then?

M. D'Amato: Interdisciplinary majors can only double dip half their courses. But what about majors and minors in the same department?

K. Riley: We specifically added a clause to the BMB major map so students didn't double dip in BMB and Chemistry minor. There is no specific language that we could find so we specifically added this to our major map.

M. D'Amato: Are all these classes for the new minors Political Science?

G. Barreneche: Who will staff these minor courses?

M. Gunter: These are existing courses that are all set in the regular rotation.

M. D'Amato: What about these names? Don't they insinuate other programs other than Political Science?

B. Balak: Isn't this how we do interdisciplinary programs and classes?

M. D'Amato: Can table the minor issue, but vote on major change?

J. Jones: Since these are new minors, these should have to go through the entire faculty and not just AAC.

M. D'Amato: Mike, can ask department to make broader proposal for new minors? By not calling it Political Science, the department is by nature making them new minors instead of Political Science minors.

M. Ryan: Call question – pass proposed changes to Political Science major only, 2<sup>nd</sup> Caleb-voted and approved. Proposal to change Political Science Major only passes.

M D'Amato: Table minor discussion for next meeting or a later date.

R. Mateo – For reference, students may not have a major and minor in same discipline. (Explicit language for this clause can be found: [http://www.rollins.edu/catalogue/curriculum\\_and\\_curricular\\_requirements.html#major-requirements](http://www.rollins.edu/catalogue/curriculum_and_curricular_requirements.html#major-requirements). (The policy in question is near the bottom of the page.)

M D'Amato: Lastly, has there been any movement on the 3 vs. 4 credit hours, 128 vs. 140 total hours, and what AACs role is in this discussion.

J. Jones: I'm not sure

G. Barreneche: Jenny and Craig have lead. They'll be in touch.

V. Adjournment.

Corrections made in proof:

Removed statement about academic appeals subcommittee meeting this week – they are not meeting this week.

Clarified language from M. Gunter for clarity (M. Gunter)

## **Proposed changes in Economics Major and Minor (Day program).**

1. We are proposing a minor revision of the Economics Minor, essentially changing the core course 'Alternative Economic Perspectives' from ECO 204 into ECO 312. This will impact the prerequisites, with ECO 304 becoming a prerequisite for ECO 312 and drops ECO 204 as a prerequisite for ECO 303 and ECO 304.

**Rationale:** First, ECO 204 (Proposed ECO 312) is a demanding course that after detailed discussion, the Department of Economics feels it is better suited to be a 300 level core course. Secondly, students will take it closer to the senior capstone course, which builds on the material presented in ECO 204 presently; hence, it is better for pedagogical reasons to be taken later in the economics program.

2. We are proposing dropping ECO 442 and 448 as the capstone, leaving ECO 404 as the Senior Seminar in Economics.

**Rationale:** Neither ECO 442 or 448 has been taught in over a decade; these are relics from before we made sweeping changes to the Economics curricula.

3. We are also proposing a minor revision to the Economics Minor, dropping ECO 204 as part of the Minor core and adding a 300-400 level elective.

**Rationale:** We do not require 300 level core courses for the minor, and since ECO 204 will become a 300 level core course, students will not be obligated to take, although they still could as an elective.

# Proposed Major Map: Economics

Effective Fall 2016

The required core curriculum provides economics majors with a foundation to pursue either economic theory or applied economics. Students must take core courses at Rollins, although transfer students may transfer core equivalents at time of enrollment. Potential majors and minors should take a 100-level course in the first year. Some 100-level courses fulfill requirements only if taken prior to ECO 202. Since most economics courses have prerequisites, students should contact a member of the Department of Economics for academic advice in the first year to plan their course of study.

Twelve (12) courses are required: eight (8) core courses including **ECO 404**, a capstone course and four (4) electives.

## CORE COURSES

Semester	Course	Prerequisite	Grade	G.E.*
	ECO 202 Introduction to Economics in Historical Perspective	Second semester first-year student standing	_____	D
	ECO 203 Principles of Micro- and Macroeconomics	ECO 202	_____	S
	ECO <del>204</del> <sup>312</sup> Alternative Economic Perspectives	ECO 202 & ECO 203, <del>ECO 304</del>	_____	_____
	ECO 221 Statistics for Economics	Sophomore Standing & ECO 202	_____	Q
	ECO 303 Intermediate Microeconomics	ECO 202, ECO 203, <del>ECO 204 (or concurrent)</del> , MAT 110	_____	_____
	ECO 304 Intermediate Macroeconomics	ECO 202, ECO 203, <del>ECO 204 (or concurrent)</del>	_____	_____
	<del>442</del> OR <del>448</del> History of Economic Thought OR <del>448</del> Alternative Economic Theories OR 404 Senior Seminar in Economics	ECO 221, ECO 303, & ECO 304 or consent	_____	_____
	MAT 110 or 111 Applied Calculus OR Calculus I	MAT 109	_____	_____

## ELECTIVES

Four (4) courses in economics are required, three (3) of which must be at the 300-400 level and only one (1) of which may be at the 100 level. An economics RCC counts as a 200-level elective. Overseas programs and independent study may count for elective credit with the pre-approval of the department chair. Students finished with the core may develop a one-course independent study to explore special interests or to earn honors in the major.

Semester	Course	Prerequisite	Grade	G.E.*
ECO	_____ Economics course	Check Catalogue	_____	_____
ECO	_____ Economics course at the 300-400 level	Check Catalogue	_____	_____
ECO	_____ Economics course at the 300-400 level	Check Catalogue	_____	_____
ECO	_____ Economics course at the 300-400 level	Check Catalogue	_____	_____

Note: The department recommends the following courses for students preparing for graduate programs in economics:

- ECO 381 Introduction to Econometrics
- MAT 111 / 112 / 211 Calculus I, Calculus II, & Calculus III
- MAT 140 Introduction to Discrete Mathematics
- MAT 219 Probability and Statistics
- MAT 230 Linear Algebra

\*Special Note About General Curriculum: Only one general curriculum requirement from the group A, C, D, L, O, P, S may be double-counted to satisfy both the general curriculum and the major requirements. See the *Rollins College Catalogue* for a comprehensive listing of all requirements.

Name: \_\_\_\_\_

Date: 4-1-15

# Proposed Minor Map: Economics

Effective Fall 2016

The required core curriculum provides economics majors with a foundation to pursue either economic theory or applied economics. Students must take core courses at Rollins, although transfer students may transfer core equivalents at time of enrollment.

Potential majors and minors should take a 100-level course in the first year. Some 100-level courses fulfill requirements only if taken prior to ECO 202.

Since most economics courses have prerequisites, students should contact a member of the Department of Economics for academic advice in the first year to plan their course of study.

Six (6) courses are required.

## CORE COURSES

Semester	Course	Prerequisite	Grade	G.E.*
_____	ECO 202 Introduction to Economics in Historical Perspective	Second semester first-year student standing	____	____
_____	ECO 203 Principles of Micro- and Macroeconomics	ECO 202	____	____
_____	<del>ECO 204 Alternative Economic Perspectives</del>	<del>ECO 202 &amp; ECO 203</del>	<del>____</del>	<del>____</del>
_____	ECO 221 Statistics for Economics	Sophomore Standing and ECO 202	____	____

## ELECTIVES

Two (2) ~~Three (3)~~ **electives** are required, **two of which** must be at the 300-400 level. **A 100 level RCC course** or a course from an overseas or special program may substitute for one elective with pre-approval of the department chair.

Semester	Course	Prerequisite	Grade	G.E.*
_____	_____ (300-400 level)	Check Catalogue	____	____
_____	_____ (300-400 level)	Check Catalogue	____	____
_____	<del>_____ (300-400 level)</del>	<del>Check Catalogue</del>	<del>____</del>	<del>____</del>

See the *Rollins College Catalogue* for a comprehensive listing of all requirements.

Name: \_\_\_\_\_

Date: 4-1-15

## **Proposal: Attach the (W) Writing Competency to the Honors Degree Program RCC, HON 201.**

Oversight and Assessment: The Honors (co)director will be responsible for educating instructors on the learning outcomes and requirements (below) of the writing competency. The students' learning outcomes will be assessed by the 140 Coordinator. Dr. Martha Cheng supports this proposal and we have agreed to work together to make the unified assessment process as seamless as possible.

Background: Traditionally (pre-2014), Honors students fulfilled the W requirement through their honors coursework and completion of their senior thesis. When the program changed its curriculum in the fall of 2014, we agreed that honors students would more closely parallel the rFLA program and would pursue the same competency requirements. Currently about 60% of the students in the HDP are exempt from taking a W course because of test scores or transfer courses. Introducing 16-20 additional students into the 140 population would require the equivalent of an additional section in the program. An Honors-specific W course would allow us to more effectively prepare all HDP students for success in their future honors coursework and to introduce the more specialized skills required to write an honors thesis. Fulfilling the requirements through an existing course would also bring the total courses required in each Gen Ed track to 10.

### Learning Outcomes for Writing Competency (based on Milestone 2 of VALUE Rubrics)

#### *Context and Purpose for Writing*

Demonstrates awareness of context, audience, purpose to the assigned task(s) (e.g. begins to show awareness of audience's perceptions and assumptions).

#### *Content Development*

Uses appropriate and relevant content to develop and explore ideas through most of the work.

#### *Sources and Evidence*

Demonstrates an ability to use credible and/or relevant sources to support ideas that are appropriate for the discipline and genre of the writing.

#### *Control of Syntax and Mechanics*

Uses language that conveys meaning to readers with clarity. Writing has few errors.

Students must learn at least a C in their Writing Competency Course to achieve the competency.

#### *Additional Qualities of a Writing Competency Course:*

- Writing assignments focus on academic/scholarly argument
- Emphasis on the process of writing

## **Curricular Changes**

Department will move to a new model for the major requiring 11 courses, plus an additional practicum emphasizing practical experience in the field. The required politics practicum can be met by the following options subject to approval by the department chair:

- internship
- political/policy employment experience
- study abroad
- course field study
- student-faculty collaborative summer research
- community engagement component attached to a course (we remained undecided?)

New major will require two intros (either 160 or 161...and either 100 or 130) as well as both 220: Political Thought (current version of 120) and 240: Quantitative Analysis (current 240 but renamed, per Dan's external review suggestions, from Data Analysis). Also, in their senior year, department will continue to require a senior seminar. After these five required courses, an additional six electives are required for a total of 11 courses. Only 3 from the total 11 courses may come from outside the college, including AP, transfer courses, and study abroad courses (defined as non-affiliated?).

Department will also eliminate existing concentrations and offer two minors instead. These will be Law and Policy as well as Civic Engagement. Each will total six courses described below (any additional courses to add beyond my additions?):

***Law & Policy:*** This minor requires 6 courses, three of which must be at the 300-400 level, and one of which can be an appropriate internship or practicum. Students may transfer up to two courses into the minor with prior approval. All minors must complete either POL 160, Introduction to American Politics, POL 161, Issues in American Politics, or PPE 119, Introduction to Public Policy. Other courses available to complete the minor are: POL240A Public Policy Analysis, POL 252 American Civil Rights Law and Policy, POL 270 Ethics and Public Policy, POL 333 Case Studies in Sustainable Development, POL 327 Urban Policy Analysis, POL 332 International Human Rights, POL 351 International Security, POL 352 International Law, POL 353 Foreign Policy of the US, POL 368 Comparative Public Policy, POL 363 American Social Policy, Pol 381 Congress, POL 382 Constitutional Law, POL 387 Constitutional Law: Civil Rights and Liberties.

***Civic Engagement:*** This minor requires 6 courses, three of which must be at the 300-400 level, and one of which must be an approved internship or practicum. Students may transfer up to two courses into the minor with prior approval. All minors must complete either POL 160, Introduction to American Politics, POL 161, Issues in American Politics, or PPE 119, Introduction to Public Policy. Other courses available to the minor are: POL 252 American Civil Rights Law and Policy, POL 309 Global Democratization, POL 316 Social and Political Applied Ethics, POL 332 International Human Rights, POL 333 Case Studies in Sustainable Development, POL 343 American Presidency, POL 346 Voting and Elections, POL 358 European Government and Politics, POL 375 American Political Thought, POL 381 Congress, POL 382 Constitutional Law, POL 387 Constitutional Law: Civil Rights and Liberties.

**From:** Jay Pieczynski JPIECZYNSKI@Rollins.edu  
**Subject:** Re: Quorums  
**Date:** September 5, 2015 at 12:07 PM  
**To:** Mario D'Amato MD'Amato@Rollins.edu  
**Cc:** Anca Voicu AVOICU@Rollins.edu

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Mario

Thank you for doing the research. I will save and archive.

Jay

On Sep 5, 2015, at 12:01 PM, Mario D'Amato <[MD'Amato@Rollins.edu](mailto:MD'Amato@Rollins.edu)> wrote:

Hi Anca and Jay,

I received a reply from Dexter re. quorums.

Jay: I think it might be a good idea to save this email as a brief appendix to our notes for the upcoming Sep. 8 meeting.

Grazie,

Mario

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**From:** Dexter Boniface  
**Sent:** Saturday, September 5, 2015 10:48 AM  
**To:** Mario D'Amato  
**Cc:** Emily Russell  
**Subject:** RE: Quorums

Mario,

As always, the bylaws are clear as mud on this point. My first reaction would be that the all-faculty and trustee bylaws (and CPS bylaws) have no direct bearing on how AAC should conduct itself, other than to indicate what a reasonable procedure might be. The A&S bylaws alone should dictate AAC procedures.

The A&S bylaws set a low threshold of one-third. This no doubt reflects a practical reality that routinely assembling a majority of the faculty can be cumbersome and that business needs to be conducted.

So I would stay there is a little ambiguity here. As you say, a reasonable (and logical) interpretation might be 50%. But if AAC routinely fails to meet this threshold, it seems to me that one-third is appropriate in the interest of conducting necessary business.

I am copying Emily in case she has an opinion.

Dexter

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**From:** Mario D'Amato  
**Sent:** Saturday, September 05, 2015 9:36 AM  
**To:** Dexter Boniface <[DBONIFACE@Rollins.edu](mailto:DBONIFACE@Rollins.edu)>; Anca Voicu <[AVOICU@Rollins.edu](mailto:AVOICU@Rollins.edu)>; Eric Smaw <[ESMAW@Rollins.edu](mailto:ESMAW@Rollins.edu)>

**Subject:** Quorums

Dear All,

At our first AAC meeting the question of what constitutes a quorum for our committee meeting came up. That led me to do a word-search of all the various Bylaws or Rollins College. Here are my results:

**ALL FACULTY OF ROLLINS COLLEGE  
SECTION III-BYLAWS  
ARTICLE III  
MEETINGS OF THE FACULTY OF ROLLINS COLLEGE  
Section 1.**

A quorum for conducting business at meetings of the faculty of Rollins College shall consist of a simple majority of the voting members of the faculty for any given term.

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**FACULTY OF ARTS AND SCIENCES SECTION V-BYLAWS  
Article IV  
Section 4. Quorum**

The quorum for regular meetings shall consist of one-third of the voting members of the Faculty. The Dean of Arts and Sciences shall supply this number to the President of the Faculty of Arts and Sciences at the beginning of each regular or special meeting.

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[Although it doesn't apply to us, the **Trustee Bylaws** state: "Quorum. A majority (at least one-half) of the board of trustees shall constitute a quorum for the transaction of business; and a less number may adjourn from time to time."

And "A majority of the members of the Executive Committee shall be necessary to constitute a quorum..." Note that this last quote is the only thing I could locate through word-searching \*all\* the Bylaws re. a quorum for any committee meeting.]

My sense from all this is that it would be reasonable to say that a quorum for a committee meeting would be a simple majority of all voting members.

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