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Minutes, College of Professional Studies Faculty Meeting, Tuesday, August 20, 2013

College of Professional Studies Faculty
Rollins College

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The College of Professional Studies

August 20, 2013

1:00 p.m.

Debra Wellman, Dean	Jim McLaughlin, President of Faculty	
Sharon Agee	Danny Arnold	Rick Bommelje
Greg Cavanaugh	Sue Easton	Margot Fadool
Greg Gardner	Ted Gournelos	Scott Hewit
Cecilia McInnis-Bowers	Hesham Mesbah	John Morrison
Stacey Passalacqua	Carolyn Planck	Don Rogers
Michelle Stecker	Anne Stone	Gio Valiante
Tonia Warnecke	Jie Yu	

1. D. Wellman opened the meeting at 1:07 p.m.
2. Degree Programs – Reviewed the majors offered by CPS, including Holt.
3. Message from the President of the Faculty, Jim McLaughlin
J. McLaughlin stated that he has created a list of responsibilities and will supply the list by email to those that would like a copy. He reviewed two aspects:
 - Act as a liaison to Rollins college-wide committees
 - Will attend all committee meetings and will report to the group at faculty meetings.
 - Will meet with the A&S faculty president at least three times during the semester.
 - Will attend all CPS Executive meetings, Budget and Planning meetings, President Council meetings.
 - Will confer with the dean about any written or verbal reports
Intends to take leadership in CPS faculty
 - Serves on the SACS committee and would like to see more CPS members on there
 - Will meet with the three departmental SACS representatives
 - Will work with the Executive Committee to develop a Strategic Plan.
 - From G. Cavanaugh, per email to J. McLaughlin: G. Cavanaugh will lead Scholarship and Social Development this year and is soliciting ideas for presentations representing the liberal arts ideal, in search of growth and understanding. Send G. Cavanaugh an email if you wish to present or have an idea for a presentation.
 - J. McLaughlin – serves as the CPS representative on the Internationalization Committee, and he reviewed what is happening with that group.
 - Study abroad program. Currently field studies only attracts a small number of students, therefore there will be a limit of about 15 field study programs approved, in line with the number of students expected to study abroad
 - Two new programs in CPS were approved.
 - Program to Rwanda – S. Hewit
 - Program to Costa Rica – M. Fadool, S. Carnahan (A&S)
 - Faculty workshops on creating study abroad and field studies programs will be held starting in October

- Creating an Assessment committee to hold workshop for those who already hold field studies or those who wish to in an effort to evaluate student learning in assessment of the programs.
4. Review of the Bylaws – faculty evaluation should be discussed
 - Should faculty be evaluated by the dean or the department chair?
 5. Creating a CPS Handbook – identifying CPS’ mission statement, strategic planning, goals, and the roles of different faculty members.
 6. D. Wellman – on PowerPoint – showed possible mission statement; aligning the mission statement with the vision.
 - Objectives:
 - Where we are
 - Setting goals
 - Role clarification
 - D. Wellman’s goals:
 - Improve the quality of professional life
 - Increase quality of teaching and scholarship
 - Improve teaching; keeping CPS out of the bottom 10% of CIE’s
 - Identify meritorious levels of service
 - Raise money for student travel, endowed chairs, and improvement in the quality of professional life
 - Merit:
 - Non-merit – Student complaints, 3 or more courses in the lower 10 %; with student comments to back up complaints.
 - High – 3 or more courses in the upper 10%
 - Review over a 3-year period. Six courses per year.
 - J. McLaughlin encourages a written criteria for merit; differentiating from a non- and high merit.
 - Scholarship
 - What amount should a professor in a small liberal arts college be expected to publish?
 - Non-merit – no peer-reviewed publications in the past three years; no other signs of scholarship over the last three years; presenting at conferences is worth some scholarship
 - High merit – more than two publications over the last three years in peer-reviewed journals.
 - D. Arnold asked if each department should review the publications for peer review per discipline.
 - C. McInnis-Bowers – PTC would like a clarifying identifier that’s more easily transferrable.
 - S. Hewit – to what extent do you want to leave the definition of scholarship up to the departmental level or would it be better to have one standard across the whole college of CPS?
 - D. Arnold – how can we have an adjustable lens to view what is appropriate per discipline?
 - D. Arnold – The new AACSB criterion requires a discussion of the impact of the publications.
 - Service

- What makes up the service component at Rollins?
 - Participate in department meetings, governance committees, other committee work, advising students
- Non-merit – does not contribute in a meaningful way
- High-merit – exceedingly above normal service contributions.

7. Role Clarification for different faculty positions

- How are they alike and how are they different?
- What expectations do you have for those in other ranks?
- What do you expect out of your department chair?
- What do you expect out of your president?
- What do you expect out of your dean?

Faculty met in small groups, by position, to discuss the questions.