11-7-2013

Minutes, Arts & Sciences Executive Committee Meeting, Thursday, November 7, 2013

Arts & Sciences Executive Committee

ROLLINS

EXECUTIVE COMMITTEE MEETING
NOVEMBER 07, 2013
Agenda

I.   **Call to order**

II.   **Approval of minutes from 10/17/13**

III.   **Reports**

IV.   **Old Business**
           Policy on policy and Policy on Credit Hours
           Carol Bresnahan and Toni Holbrook

VI.   **New Business**
           INB change in required internships
           Carol Bresnahan and Claire Strom

           Dual Degree programs – protocol
           Carol Lauer

EXECUTIVE COMMITTEE MEETING
NOVEMBER 07, 2013
Minutes
APPROVED

PRESENT

Carol Lauer; Thomas Ouellette; Claire Strom; Julian Chambliss; Hoyt Edge; Yusheng Yao; Carol Bresnahan; Robert Salmeron; Bob Smither

Call to order
12:31PM by Carol Lauer

Approval of minutes from 10/17/13
Minutes approved unanimously

Reports

President of the Faculty

Lauer reported on her meeting with President Duncan that included Thomas Ouellette (A&S VP); Jim McLaughlin (CPS); Clay Singleton (Crummer); and by telephone, BOT Chair David Lord. Lauer reported that the BOT had asked an attorney (James Edward "Trippe" Cheek) to "red-line" the all-college and individual schools' by-laws looking for inconsistencies and other anomalies. Lauer said she would reserve judgment on this until a report was generated but remarked that "it will be interesting to see how people [faculty] will respond" when this is more widely reported. Lauer reported that Darla Moore, with the Executive Committee's (EC's) blessing, has begun to index and place online all of the college bylaws; that she may point out inconsistencies, etc. but would make no changes. Darla Moore, perhaps with Olin Director Jonathan Miller will report to the EC fin the S '14 semester. When asked about her previous attempt to "clean up" the A&S bylaws, Claire Strom said that she'd "hate to relive that time." Strom indicated that she learned from that experience that issues with the bylaws "go[es] beyond purely legal concerns" and that the bylaws are unclear and inconsistent.

Lauer also reported that Duncan "seemed very open" to the creation of an ad hoc all-campus committee to review tenure and promotion criteria.

Lauer reported on these remarks by Lord:
- The BOT renews its assertion that it does not want faculty to be seated on the BOT;
- Faculty will be invited to participate in subcommittees of the BOT, as needed; particularly on the Student Life committee
- BOT renewed its commitment to merit pay
- BOT has identified "academic excellence" as an area that will receive particular focus in the year ahead, beginning at the next BOT meeting
- BOT priorities are shifting as things get "ticked off the list" completion of the Alfond Inn; creation of the WP Institute; completion of the Bush building renovations

Lauer encouraged faculty to attend to attend the upcoming faculty Holiday Party on Friday, 12/06/2014. She asked faculty to "spread the word" that this year's party would "not [be] the norm."

Lauer announced that she would be attending a conference in late November that would necessitate her missing the A&S faculty meeting on 11/21/2013. She asked Ouellette to run the meeting in her absence and Julian Chambliss agreed to take meeting minutes.

PSC

The Professional Standards Committee (PSC) is working with James Zimmerman to include the faculty in the ongoing re-examination of course instructor evaluations (CIEs). PSC will convene student focus groups and work to fold the faculty into the dialogue about the CIEs.

PSC is working to clarify "what Service is and what constitutes it."

PSC is discussing whether "the granting of posthumous degrees should come through" the PSC. The issue was raised because of the granting of a posthumous degree to a Holt student this semester.

AAC

Strom reported that the Academic Affairs Committee (AAC) was "in the middle of a lot of stuff" and she will report in more detail at a subsequent meeting.

Lauer asked about revisions to the INB major and if the AAC had, in fact, approved their latest curricular revisions, which Lauer characterized as "major." Strom confirmed that the most recent set of revisions had been approved. Strom said that the revised INB major requirements would make the major more accessible to students via consolidation of 2-10 core requirements and additional options "to satisfy requirements for Area Studies electives and language studies." Strom characterized the revisions as "thoughtful" and said that the AAC approved the revision pending a sit-down with the modern language faculty to review "minor questions" regarding the modern language requirement. Additionally, Strom reported, INB is also looking at a new policy for counting credits that are gained abroad. Strom said that the revised INB major represented a reduction in the number of required courses, from 18 to 16.

Strom said that the Student Government Association this semester passed a resolution requesting that professors submit mid-term grades to students.

AAC approved minor revisions to the Asian Studies minor, too.

Hoyt Edge raised a question about seeming overlap between the two business majors and that the entire process "seemed further along" than he had thought it was: he reported that some of his advisees had already migrated to the Business and Social Entrepreneurship major at CPS. Bob Smither confirmed that some courses are "on the books."

F&S

Hoyt Edge reported that Bill Short met with Finance & Service (F&S) to walk committee members through he budget, supplying "background and where we are." Edge expressed

concern that the stipends that faculty received this year would not, in fact, be folded into base salary, going forward.

Edge said the committee is discussing the need for an "idling policy" to "discourage or outlaw cars, busses or trucks" from idling on campus for more than 90 seconds. Edge said that "athletic busses are known to idle for 90 minutes or more." Edge reported that "it looks like committee is heading toward approving the policy."

SGA

Robert Salmeron reported that the Student Government Association (SGA) is considering a proposal to "dismantle" the Holt School's SGA and to incorporate it into the A&S SGA, with Holt electing four representatives.

Salmeron reported that the SGA is looking at forming "a student organization ad hoc oversight committee to regulate and oversee" student organizations

Salmeron said that the SGA would like to issue weekly reports to disseminate information in an easily accessible way "that students will actually read."

Salmeron said that Jeff Eisenbarth attended a meeting to discuss the budgeting process and that students seemed to find it "really enlightening." Salmeron said that Lewis Duncan is slated to meet with the SGA on 12/04/2014.

SLC

Yusheng Yao said that students have again raised with the Student Life Committee (SLC) the issue of housing a pub on campus. Yao said that Ken Miller was invited to speak to the committee about this and that Miller posited that a pub at Rollins could not be "financially solvent" because only 25% of Rollins students can legally imbibe and a liquor license is very expensive

Yao said that Campus Safety informed SL that "reports of sexual offense, [and] domestic abuse" have increased significantly and that the higher numbers are almost certainly the result of "increased education and awareness."

Yao said that Ken Miller from Campus Safety reported that student requests for "courtesy escort[s]" had reached unreasonable levels; that such requests were "averaging nine hundred per week." Carol Bresnahan noted that other institutions had instituted a "darkness policy" to stem daytime requests for courtesy escorts.

Yao said that Miller also said that Campus safety officers cannot enforce the existing smoking policy on campus. Bresnahan noted "[smoking] violations almost everywhere." "Frankly it's a failed policy," Bresnahan added and offered that it may be time "to move to a smoke-free campus." Lauer asked Bresnahan if she would speak with Human Relations regarding the unenforceability of the current smoking policy; Bresnahan said she "would love to have that mandate." Strom mentioned "naughty" smokers who flagrantly ignore the current policy; Bresnahan ended the discussion by pointing to additional examples of abuse of the current policy and called making Rollins smoke-free "a really important thing."

<div align="center">**Old Business**</div>

Policy on Policy and Policy on Credit Hours (attached)

Bresnahan reported that no one had raised concerns about the policy on policies except a "late set of comments from Clay Singleton" but that he was calling for "very small" emendations "that did not change the substance" of the policy. When Strom asked if the comments "were just cosmetic" Bresnahan responded that they were. The EC voted unanimously to approve the policy on policy and the policy defining credit hours (officially called AC 200 Policy on Definition of Credit Hours; see attachment 1 on pages 7-13).

<div align="center">**New Business**</div>

By-law Change

The EC discussed the status of the by-law change offered by W. Robert Sherry on behalf of the Faculty Evaluation Committee (FEC) at the last A&S faculty meeting (after spirited discussion the motion was tabled). The EC discussed ways to clarify the motion to and address some of the concerns raised by faculty at the A&S meeting:

- The motion should make clear that the candidate her/himself is not a member of the Candidate Evaluation Committee (CEC); that the call for confidentiality covers the CEC members but not the candidate
- The motion does not prevent the CEC Chair from speaking to the candidate after the CEC has convened and voted, to inform the candidate of the CEC's vote
- The motion should make clear that the call for confidentiality applied not only to CEC members but to FEC members as well

Lauer suggested that Sherry withdraw the (entire) motion at the next A&S faculty meeting and to report that a revised policy regarding confidentiality would be offered at a subsequent A&S meeting.

Several issues were discussed near the close of the meeting. Bresnahan registered concern that the revised requirement for the INB major regarding international internships "violates the understanding articulated when [Bresnahan] readmitted INB to Arts and Sciences." "I am troubled that a department that claimed they were intent on becoming more international," Bresnahan said, "is seemingly becoming less international." Edge said that his recollection, when the INB major was initially proposed, was that students could always opt for either "an international internship *or* an international experience." Bresnahan reported that Sharon Agee said that INB in "do[es] not have to be globally focused in any way;" Bresnahan expressed concern about the disconnect between "what's reported to her and what is currently in practice."

Lauer said that she is "a little confused" regarding whether or not students in the Jindal/Rollins initiative will receive dual degrees. Lauer asked how the process for moving Jindal students through Rollins and toward graduation "would differ from what Rollins currently does with AA/transfer students." Bresnahan said that Jindal students would be "coming as Juniors, basically;" Strom concurred. Bresnahan said that her understanding was that "Jonathan Walz intends to seek some kind of approbation [regarding the Jindal initiative] from the faculty" at the next A&S meeting. Bresnahan characterized this as a welcoming, gracious expression of support, "rather than an up or down vote." Returning to the question of the dual degrees, Bresnahan said that "Jindal may call this a dual degree program but it is not one from Rollins'

viewpoint." Bresnahan said that she has heard the question, 'What's in it for Jindal?' raised amongst faculty at colloquia;" Bresnahan said, "I think [Jindal] want[s] to use Rollins' existing recruitment mechanism" but that's all she can glean.

Strom pointed out that a certificate program for graphic designers and for paralegals "have cropped up" via the Rollins College Lifelong Learning program (RCLL). Strom expressed concern that these programs would reportedly offered by a for-profit company; that no faculty has participated or otherwise approved these nascent programs. Bresnahan responded that this was not an academic issue because the courses in question "are not credit-bearing and cannot be transferred." Referencing Dean Richard's comment about the attractiveness of the Rollins name, Edge asked, "Is this a question of protecting our brand?" Strom asked why the programs could or should "pass this through the AAC." Lauer responded that she "would be happy to talk to Dave" Richard regarding the proper vetting of the courses. Bresnahan said: "Holt has to be the place for experimentation; we have to go with it if its going to help Rollins out;" Strom agreed but petitioned for at least "some oversight:" perhaps an advisory board and a streamlined approval process.

Closing the meeting, Lauer announced that Sherry and Phil Deaver would attend the next EC meeting to discuss the FEC proposal and the MFA in Creative Writing program, respectively.

Lauer adjourned the meeting at 1:52PM.

ROLLINS
Proposed Policy

Title: Development, Oversight, and Publication of Policies	Type: Key Institutional
No: KI 1000	Approval Date: 10-23-2013
Responsible Office: VPAA/Provost	Approved By: VPAA, P&BC, President
Next Review:2018	Revision No:

I. Purpose/Introduction/Rationale

Policies at Rollins College are designed to align with the College's mission and institutional plan, clarify expectations for the community and stakeholders, enhance efficiency and effectiveness, and support the College's compliance with government laws, regulations, and accreditation requirements. Policies at Rollins are well publicized and intended to be widely understood. Effective fall 2013, a uniform review and approval process, and a policy template, were implemented for *Non-Academic Policies*. *Academic Policies* remain the domain of the appropriate faculty governance entities. Policies of the College are not to be considered contractual in nature and are subject to change at any time as new policies are issued or current policies are updated.

II. Definition

A policy is a statement of administrative or governance philosophy established to provide direction and assistance to the College community when conducting College business or activities that directly and substantially affect the operation of units, departments, or divisions (see IV, below, for examples). Policies establish operating guidelines for the College and must not conflict with the College Charter or Bylaws, government regulations or laws, or accreditation requirements under which the College is obligated to operate.

Non-Academic Policy changes required for conformity to government laws or regulations, or non-substantive changes to the application of existing policies need only be reviewed and approved by the appropriate Vice President;* changes that impact the ways in which the business of the College is conducted must be approved following the procedure noted in Section III, below. *Academic Policy* changes required for conformity to government laws or regulations, or non-substantive changes to the application of existing policies, need only be reviewed and approved by the Executive Committee of the appropriate Faculty Governance body in the case of Arts & Sciences (A&S) or the College of Professional Studies (CPS); in the case of the Crummer Graduate School, the faculty operates as a committee of the whole and must approve such changes. Changes that affect the ways in which the academic or faculty business of the College is conducted, as determined by the Vice President for Academic Affairs and Provost (VPAA/Provost) in consultation with the Faculty Executive Council, must be approved by the relevant faculties as a whole.

Non-Academic Policies with campus-wide application at Rollins College comprise Key Institutional, Admission and Financial Aid, Athletics, Business and Finance, Human Resources, Institutional Advancement, and Student Affairs policies. *Academic Policies* are those of the Arts & Sciences, Professional Studies, or Crummer Graduate School with an impact on academic, curricular, or faculty matters, excluding those requiring approval of the College's Planning and Budget Committee (P&BC), Board of Trustees, and/or President (see Procedure/Application, below).

*The appropriate Vice President may be the President in the case of units reporting directly to the President.

III.Procedure/Application

Development and oversight of *Non-Academic Policies* are governed by this policy on *Development, Oversight, and Publication of Policies*. Development and oversight of *Academic Policies* are governed by respective Faculty Bylaws, developed and approved by faculty, and implemented by the administration in consultation with the faculty, as delegated by the College's Board of Trustees (*Trustee Bylaws*, Article IV).

A. **Policy Criteria**

Every Rollins College policy must meet the following criteria:
- aligns with College Charter, Bylaws, mission, and current institutional plan;
- serves as or codifies a governing principle or philosophy that mandates or constrains actions;
- ensures compliance with government regulations or external accreditation standards;
- reduces institutional risk; and
- is approved as described in Item D (below).

B. **Drafting Policies**

College policies are required to contain the following information:
- policy title clearly defining the subject;
- effective date of implementation;
- policies superseded (if applicable);
- office/Vice President/governance body responsible for policy and its review/revision;
- policy statement;
- procedures, if any, that are needed, to implement or apply the policy;
- information on related policies and/or applicable College publications;
- appendices providing supplemental information, templates, or further guidance; and
- approval verification from the appropriate Vice President and President for Non-Academic Policies or minutes of appropriate faculty governance bodies noting approval for Academic Policies.

C. **Numbering of Policies**

Effective with the 2013-2014 academic year, an institutional policy numbering system corresponding generally to areas of responsibility for each College Vice President was established. As existing policies are reviewed and new policies established, corresponding numbers will be assigned following this system. Policy areas for Rollins College include the following.

1000	Key Institutional (KI)
2000	Academic (AC)
3000	Admissions (AD)
4000	Financial Aid (FA)
5000	Athletics (AL)
6000	Business and Finance (BU)
7000	Human Resources (HR)
8000	Institutional Advancement (IA)
9000	Student Affairs (SA)

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D. Approval of Policies and/or Revisions to Policies

1. *Non-Academic Policies*.
   Any policy that requires a notification to or request for approval of a substantive change from regional or external accrediting agencies must also comply with the College's Substantive Change Policy, available at www.rollins.edu/ir/collegepolicies . Policy changes required for conformity to government laws or regulations, or non-substantive changes to the application of existing policies need only be reviewed and approved by the appropriate Vice President.*

   Review and approval of new, or revisions to existing, *Non-Academic Policies* follows the process outlined below.
   a. The division, department, or unit manager consults with his/her Vice President,* for approval to submit a policy.

   b. The division, department, or unit manager then prepares a policy draft using the Proposed Policy Template (attached) and submits it electronically to his/her Vice President,* who submits it to the Planning and Budget Committee (P&BC) for comment. The P&BC Policy Subcommittee reviews the policy and passes any recommendations on to the P&BC for final comment.

   c. Final P&BC recommendations are returned to the policy originator. Once finalized, the sponsoring Vice President* approves the policy and forwards it to the President's Office for review by the President's Staff.

   d. If the President's Staff suggests revisions, the responsible Vice President* considers such, incorporates as appropriate, and forwards the document to the President for final consideration.

   e. Once approved by the President, the policy is forwarded to the sponsoring Vice President* for implementation, dissemination, and publication.

2. *Academic Policies*.
   In certain cases, the College's Planning and Budget Committee (P&BC), Board of Trustees, and/or President must approve new academic policies and/or revisions to existing academic policies including those relating to *Faculty Policies*, e.g., faculty employment, compensation, tenure, promotion, and post-tenure review and expectations procedures.

   Any policy that requires a notification to or request for approval of a substantive change from regional or external accrediting agencies must also comply with the College's Substantive Change Policy, available at www.rollins.edu/ir/collegepolicies.

   Policy changes required for conformity to government laws or regulations, or non-substantive changes to the application of existing policies need only be reviewed and approved by the Executive Committee of the appropriate Faculty Governance body. Changes that affect the ways in which the academic or faculty business of the College is conducted, must be approved by the relevant faculties.

   Review and approval of new, or revision of existing, Academic Policies follows the process outlined below.

The appropriate Vice President may be the President in the case of units reporting directly to the President.

a. A department, division, governance committee, or individual faculty member meets with the appropriate Dean for preliminary consultation regarding approval to establish a new policy or revise a current policy.

b. After consultation, the policy is drafted using the Proposed Policy Template (attached).

c. The proposed policy is submitted to the appropriate committee of the appropriate governing faculty body for approval.

d. The policy is forwarded to the executive committee of the appropriate governing faculty body or bodies, in the case of a decision affecting faculty or students of the appropriate college or school, for review and approval.

e. If required, as determined by the faculty executive committee(s)/council, the policy is forwarded to all members of the appropriate faculty(ies) for approval.

f. Approval of either the executive committee(s)/council, or full faculty(ies), shall be noted in the minutes of the approving body(ies).

g. Approved minutes articulating the final policy are forwarded by the appropriate governing body(ies) to the VPAA/Provost, appropriate Dean(s), and/or staff for distribution, publication, and implementation as required.

h. The VPAA/Provost notifies the President's Staff as necessary.

E. **Review of Policies**
As a means of ensuring that College policies are clear, accurate, and meet the purposes for which they were intended, the Vice Presidents and Faculty Governance body(ies) of the colleges and schools will review policies pertinent to their areas of supervision on an regular basis, at least once every five years. If this regular review indicates that new policies or revisions to existing policies are needed, the respective Vice President or Faculty Governance body(ies) will initiate those changes or new policies through the procedures established by this policy or through the appropriate faculty governance entity.

F. **Policy Archives**
The Vice Presidents and Faculty Governance body(ies) of the College will maintain archival records of policies pertinent to their areas of supervision, including documents pertaining to approval, prior versions, and all revisions.

IV. Related Policies or Applicable Publications

Policies of the College are not to be considered contractual in nature, are published as listed below, and are subject to change at any time as new policies are issued or current policies are updated. Policies of the College are published electronically on the Rollins College Policy Website, but may also appear on other College websites and in various print publications.

Non-Academic Policies
Key Institutional Policies are published electronically on the Rollins College Policy Website.
http://www.rollins.edu/IR/policies

Admission and Financial Aid Policies are available electronically on the following websites.
Admission, A&S/CPS - http://www.rollins.edu/admission/admissioninfo/index.html
Holt - http://www.rollins.edu/holt/application/

Crummer - http://www.rollins.edu/mba/admissions/index.html
Financial Aid - http://www.rollins.edu/admission/financial-aid/index.html

<u>Athletic Policies</u> are published electronically on the department's NCAA Compliance website.
http://www.rollinssports.com/ViewArticle.dbml?DB_OEM_ID=19500&ATCLID=1549375

<u>Business and Finance Policies</u> may be found in electronic format on appropriate unit websites.
Bursar - http://www.rollins.edu/bursar/
Business Services - http://www.rollins.edu/bizserv/
Campus Safety and Security - http://www.rollins.edu/safety/index.html
Facilities Management - http://www.rollins.edu/facilities/
Finance - http://r-net.rollins.edu/finance/
Information Technology - http://r-net.rollins.edu/it/policies/index.html
Property Management - http://www.rollins.edu/propertymanagement/
Scheduling and Events Services - http://www.rollins.edu/ses/

<u>Human Resources/Risk Management Policies</u> are published electronically on the Human Resources website.
http://www.rollins.edu/hr/policies/docs/index.html

<u>Institutional Advancement Policies</u> are published electronically on the following websites.
http://www.rollins.edu/giving/ways-to-give/
Office of Marketing and Communications http://www.rollins.edu/marketing-communications/

<u>Student Affairs Policies</u> are published electronically in the Code of Community Standards (A&S/CPS student handbook), Holt School student handbooks, Crummer School student handbooks, and/or the Faculty Handbook on the following websites.
Rollins College Code of Community Standards http://www.rollins.edu/csr/policies/code.html
Rollins Evening Student Handbooks
Undergraduate - http://r-net.rollins.edu/holt/forms/studenthandbook.pdf
MAC Program - http://r-net.rollins.edu/holt/forms/MAC_Student_Handbook.pdf
Crummer Student Handbooks
http://r-net.rollins.edu/mba/student-services-advising/student-handbook.pdf.pdf\
http://r-net.rollins.edu/mba/EDBA%20Student%20Handbook%202013-2014.pdf

Academic Policies
Policies impacting curricular and faculty matters are published electronically in the College Catalogue (A&S/CPS), Holt School Undergraduate or Graduate Catalogs, and/or the Faculty Handbook.
College Catalogs
Arts & Sciences/College of Professional Studies - www.rollins.edu/catalogue/
Holt Undergraduate - r-net.rollins.edu/holt/catalogs/UndergraduateCatalog.pdf
Holt Graduate - r-net.rollins.edu/holt/catalogs/GraduateCatalog.pdf
Crummer School - http://r-net.rollins.edu/mba/student-services-academic-advising.html
Faculty Policies
All College Faculty Bylaws - http://www.rollins.edu/provost/documents/All-Faculty-of-RC-Bylaws.pdf
Arts & Sciences Bylaws - http://www.rollins.edu/provost/documents/AandSBylaws.pdf
Professional Studies Faculty Bylaws - http://www.rollins.edu/provost/documents/CPS-Bylaws.pdf
Crummer School Bylaws - http://scholarship.rollins.edu/crummer_bylaw/
Faculty Handbook - http://www.rollins.edu/provost/documents/Rollins-College-Faculty-Handbook.pdf

V. Rationale for Revision
[*if applicable*]

VI. Appendices
Proposed Policy Template.

DRAFT

ROLLINS
Proposed Policy

Title:		Type
No:	Approval Date:	
Responsible Office:	Approved By:	
Next Review:	Revision:	

I. Purpose/Introduction/Rationale

II. Definition

III. Procedure or Application

A.
    1.
    2.
    3.

B.
    1.
    2.
    3.

IV. Related Policies or Applicable Publications

See also: [please provide information on related College policy or publications, if applicable]

V. Appendices/Supplemental Materials

[if applicable]

VI. Rationale for Revision

[if applicable]

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