

11-1-2016

Minutes, Faculty Affairs Committee Meeting, Tuesday, November 1, 2016

Faculty Affairs Committee
College of Liberal Arts, Rollins College

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**Faculty Affairs Committee
Minutes for November 1th, 2016 Meeting**

Committee Members Terms and Affiliation

Julian Chambliss 2016-2017, Social Sciences Rep
Bobby Fokidis, 2016-2017, at Large Rep
Eric Smaw 2016 – 2017, Humanities Rep
Marianne DiQuattro 2016-2018, Expressive Arts Rep
Stacey Dunn 2016-2018, Science Division Rep
Erin Gallagher 2016-2018, at Large Rep
Joshua Hammonds 2016-2018, Applied Social Sciences Rep
Amy McClure, 2016 – 2017, at Large Rep
Denise Parris, 2016-2018, Business Rep

Committee Members in Attendance

Julian Chambliss 2016-2017, Social Sciences Rep
Bobby Fokidis, 2016-2017, at Large Rep
Eric Smaw 2016 – 2017, Humanities Rep
Marianne DiQuattro 2016-2018, Expressive Arts Rep
Stacey Dunn 2016-2018, Science Division Rep
Joshua Hammonds 2016-2018, Applied Social Sciences Rep
Amy McClure, 2016 – 2017, at Large Rep
Denise Parris, 2016-2018, Business Rep
Jennifer Cavanaugh, Dean, Guest

- I. Call to order:** Meeting called to order at 12:32 pm.

- II. Approval of Minutes:**
 - a. Following a few minor corrections, approved minutes from September 27th, 2016.

- III. Old Business:**
 - a. None

- IV. New Business:**

a. Review Curriculum Committee's (CC) Memo on Non-Certificate Programs in Holt.

Discussed the memo from CC regarding the noncredit certificate programs in paralegal studies and instructional design that are offered through the Holt School's RCLL program. There are concerns about how these programs have been developed and staffed with no input from CC. The bylaws state that the CC approves curriculum for all undergraduates. These programs have not gone through the CC and may not have been developed by Rollins faculty.

FAC identified several questions that will be important in seeking information to better understand the purposes, procedures, and status of these two certificate programs:

Is the instructional design program currently offered?

What are enrollments in these programs?

By what process are the faculty in these programs hired?

By what process are the faculty in these programs vetted/assessed?

How are the faculty paid?

The committee discussed the need to determine if Rollins wants programs that exist solely in Holt under the Dean of Holt or should all programs come through A&S Curriculum Committee?

Committee also explored concerns about contingent faculty presenting themselves as full faculty and the need to make sure that we are very clear with contingent faculty about their standing and that this information also is communicated accurately to students. FAC would like hiring materials/contracts to clearly indicate the title "adjunct instructor" along with instructions for adjuncts to be clear and accurate in communicating this

information (not only to students, but also on CVs and social media).

Concerns about our ability to manage the Rollins narrative and brand were raised.

Discussed the plan to first seek all relevant information and gain a full understanding of the current situation and practices related to certificate programs, and then further deliberate on what will be most appropriate/beneficial and consistent with the overall mission of Rollins College and the Hamilton Holt School.

Eric Smaw will seek information from Associate Dean Meribeth Huebner and Dean David Richard.

V. Adjourned: Meeting was adjourned at 1:52 pm.