

11-15-2016

## Minutes, Faculty Affairs Committee Meeting, Tuesday, November 15, 2016

Faculty Affairs Committee  
*College of Liberal Arts, Rollins College*

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**Faculty Affairs Committee  
Minutes for November 15th, 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

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  
David Richard, Dean of Holt School, Guest  
Meribeth Huebner, Associate Dean of Holt School, Guest

- I. Call to order:** Meeting called to order at 12:30 pm.
- II. Approval of Minutes:**
  - a. Approved minutes from Nov. 1, 2016.
- III. Old Business:**
  - a. Approved Rachel Newcomb’s FYRST grant after receiving notification of IRB approval for her proposed project. Eric will communicate this to Dean Cavanaugh.

#### **IV. New Business:**

- a. Discussion with Dean and Associate Dean of the Holt School concerning non-credit certificate programs.

Dean Richard provided overview of history of RCLL as part of community outreach. He shared that Osher is the person who created a foundation that provides grants to sustain lifelong learning programs. Dean Richards wanted to apply for this funding for the STARS program, but it is no longer available. RCLL hired Jill Norburn as its director with a grant from Winter Park Health Foundation. The Winter Park Health Foundation grant is a short-term grant, which is set to end this academic year. So, Dean Richards needed a more financially sustainable model for long-term financial viability of the RCLL program. Toward this end, he created two non-credit certificate programs, the instructional design and paralegal studies programs. In short, he wanted to fulfill Holt mission for community outreach, provide meaningful certification opportunities, and support lifelong learners. The business model for RCLL involved STARS (senior tars program), two non-credit certificate programs, and a SAT preparation program. STARS took off rapidly. At 3 year mark, the program has had more than 2,000 participants. Furman University has similar programs. Furman has raised more than \$6M to build a facility for its RCLL programs. Dean Richard wants to develop 8 to 10 new non-credit certificate programs and secure a building for them--he suggested the Winter Park Library.

According to Dean Richard, the STARS program is currently at maximum tuition of \$70 (Stetson offers similar program for \$25). Increasing tuition does not appear to a viable option for increasing revenue to support the program.

The committee asked Dean Richard if certificate programs would exist without financial need and what benefits, if any, the certificates provide (beyond institutional financial need). This was not directly answered.

To create certificate programs, Dean Richard and Associate Dean Huebner looked for companies that specialize in this area and they identified JMH (located in Atlanta). According to Dean Richard, this firm worked with Emory on their adult programming. Ultimately,

JMH was hired and developed the curriculum for the paralegal studies certificate program with a profit sharing model for payment. JMH is involved in marketing, admissions, and hiring of faculty (all local attorneys). JMH's main role is in student recruitment. The faculty designed the program. All classes are face-to-face (unlike programs at other institutions that are offered entirely online). The plan is for Holt to eventually phase out use of JMH. According to Dean Richard, this will require buying JHM out of the contract they have with the Holt School.

According to Dean Richard, because the certificate programs are non-credit programs and Rollins has no policies on the approval process, he met with Carol Lauer (president of faculty at the time) and they decided that programs would go through the Dean of Holt and then to the Provost. According to Dean Richard, the Rollins faculty would prefer not to be involved with the non-credit certificate programs. Additionally, this is a fairly common practice at other schools. Dean Richard acknowledged that Rollins may wish to do things differently. Dean Richard is concerned that involving the faculty will make it too difficult to get non-credit certificate programs approved, compromising the business model (funding) for RCLL. He stated that the certificate programs need to fit with the college's mission and make sense financially.

Now that the non-credit certificate programs are in their third year, the paralegal program's classes are filling. Holt has learned much about establishing certificate programs through the relationship with JHM. It is now possible to build certificate programs without outside consulting firms. Dean Richard envisions approximately 10 certificate programs as ideal for sustaining RCLL.

FAC committee members had several questions and Dean Richard and Associate Dean Huebner provided additional information:

Are adjuncts are paid per course for these programs? Dean Richard answered yes, and disclosed that, eventually, the adjuncts will be hired as administrators for the non-credit certificate programs.

Do the certificates have the name Rollins College on them? Yes.

Dean Richard stated that he is open to the idea of a faculty advisory board so that Rollins faculty have input into these programs. However, he stressed the need to be nimble in creating and implementing certificate programs since the future is dependent on not getting stalled by committees that may not approve of idea of certificate programs.

FAC plans to request additional information in an effort to understand more about the cost of keeping the STARS. The committee remains unclear as to why it will take ten certificate programs to support the STARS program. Eric will request a copy of the budget.

Adjunct faculty evaluations are another point of concern. More information is needed to understand what the plans are for assessing the certificate programs and their faculty.

Eric will write up a memo to the Provost to share information and recommendations.

**V. Adjourned:** Meeting adjourned at 1:54 pm.