

3-28-2017

# Minutes, Curriculum Committee Meeting, Tuesday, March 28, 2017

Curriculum Committee

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## Curriculum Committee Meeting Minutes

**DATE: March 28th, 2017**

**LOCATION: Bush 176**

### ATTENDEES

<input checked="" type="checkbox"/> Josh Almond <input checked="" type="checkbox"/> Amy Armenia <input checked="" type="checkbox"/> Mario D'Amato (Chair) <input type="checkbox"/> Mattea Garcia (Acting Chair) <input checked="" type="checkbox"/> Jonathan Harwell <input checked="" type="checkbox"/> Nick Houndonougbo <input type="checkbox"/> Emmanuel Kodzi <input checked="" type="checkbox"/> Nancy Niles (Secretary) <input checked="" type="checkbox"/> Zhaochang Peng <input checked="" type="checkbox"/> Jay Pieczynski <input checked="" type="checkbox"/> Shaayann Khalid (Muniba Kahn – new student who is replacing S. Khalid )	<input type="checkbox"/> Gabriel Barreneche <input checked="" type="checkbox"/> Meribeth Huebner <input checked="" type="checkbox"/> Robin Mateo <input type="checkbox"/> Laura Pfister <input checked="" type="checkbox"/> Claire Strom <input checked="" type="checkbox"/> Steve Booker  Guests: Laurel Hapgood Chet Evans David Richards
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### AGENDA/DISCUSSION

1. Approve Minutes from March 7th, 2017
  - o N. Houndonougbo had a question regarding the summary in the minutes reporting of the discussion of placing security cameras in the disability testing center. Comments from CC: Curriculum Committee respects the choice of Disability Services to choose methods for preventing cheating that may include video surveillance. Nick H suggests the rephrasing from 'respects' to 'supports' the choice of Disability Services to choose methods for preventing cheating that may include surveillance. The rest of the summary was accurate.
  - o Motion to approve the amended minutes: Almond and Armenia.
  - o DECISION: 6-0-0
2. Sub-committee announcements
  - o New Course Subcommittee. A. Armenia. Submissions have slowed down.
  - o Academic Affairs- J. Pieczynski. Brief meeting with no major issues.

- IPFAC – JHarwell– no reports
  - Announcements for future meetings: M D’Amato
- 1) Next meetings – counseling – Master ‘s in Mental Health Counseling will have a program change in class structure for accreditation. New course will review.
  - 2) Meribeth and Mario will discuss the possibility of a viable education plan for a self-designed major in CLA and Holt.
  - 3) 11<sup>th</sup> – Task Force 1A – Further clarification of the mission. Carol Lauer continues to working on this task.
  - 4) 18<sup>th</sup> - Implementation of 3 proposals that were just passed in the faculty meeting.

### 3) New Business

- 1) **C Evans: Social Gerontology certificate program** – offering comments for Provost. C. Evans provided a summary of the proposal. Discussion followed. Of the 5 required classes, two full time faculty were interested in teaching. 3 other qualified instructors were identified. The chair indicated that he was uncomfortable with offering a certificate program without it being taught by Rollins faculty and not having a department home.

There was a question about this program being in line with mission alignment. Dr. Evans responded that these programs were part of community outreach. Jay P indicated he is in support of the program. Nancy N indicated from a cultural perspective there is a need for gerontology education. Claire Strom indicates that Holt needs to be more responsive to community needs but the other question is that the faculty do own the curriculum. The Chair will develop a statement to be sent to the Provost, based on the discussion from the committee, for review at the next meeting.

- 2) **Laurel Habgood – Revisions to the chemistry major and minor.** Changes are needed for external accreditation which has updated their requirements to ensure there is alignment with the updated accreditation. Proposing reducing their course requirements from 15 to 14 courses and changes an elective course to a core course. Expanded electives for increased student options which consists of 10 credits. New course subcommittee approved a course that would be focused on students with a chemistry background so students will have an option of choosing a more intense chemistry course.

**Motion to approve:** 6-0-0-

- 3) **Josh Almond -Attendance Policy for Syllabus:** Proposed that the following paragraph should be included in the syllabus: *The professor will accommodate a reasonable number of excused absences for religious holidays and official off-campus college business such as academic conference presentations and athletic competitions. Absences will be addressed by the faculty member in accordance with his/her*

*attendance policy. The professor retains the right to determine what would be considered to be a reasonable number of absences (excused or otherwise) for the course. This was derived from the RCC program.*

*Discussion:* What is considered specific excused absences will need to be voted on by faculty because it was a catalog change. There may need to be specific excuses identified such as jury duty and military service inserted in the first sentence. Chair suggests this verbiage be sent to the Dean's office with a suggestion to be included in the syllabi. Tiffany suggested that there are guidelines developed for what is considered excused and unexcused absences.

Motion to approve: 6-0-0

- 4) **Amy Armenia - Rfla New course proposal form:** The form from the new course subcommittee handed out the revised form for committee approval. A.Armenia reviewed the form with the committee.
- 5)
- 6) Motion to approve 6-0-0

5) Old Business – NONE

Motion to Adjourn: J. Almond and A. Armenia  
Approved. Adjourned. 1:45 pm

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Minutes Prepared By: Nancy J. Niles