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Faculty Research and Development Committee
Minutes

College of Liberal Arts Minutes and Reports

2-10-2022

Minutes, Faculty Research and Development Committee Meeting, Thursday, February 10, 2022

Faculty Research and Development Committee

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APPROVED MINUTES

College of Liberal Arts' Faculty Research & Development Committee Meeting

Thursday, February 10th, 2022

1:00 p.m. – 2:00 p.m.

www.rollins.webex.com/meet/esmaw

ATTENDANCE

The following colleagues were present:

- Pamela Brannock (*Science & Mathematics Division Rep, Note Taker*)
- Nancy Chick (*Non-Voting Member*)
- Serina Haddad (*At-Large Rep*)
- Kip Kiefer (*Business Division Rep*)
- Devon Massot (*Non-Voting Member*)
- Mari Robertson (*Social Sciences Division Rep*)
- Eric Smaw (*2021-22 Committee Chair & Humanities Division Rep*)
- Kara Wunderlich (*Social Sciences Applied Division Rep*)

The following colleagues were absent:

- Eric Zivot (*Expressive Arts*)

CALL TO ORDER

Eric Smaw called the meeting to order at 1:05 p.m.

OLD BUSINESS

- I. Approval of FRDC meeting minutes from January 27th, 2022
 - a. All approved. There were no modifications made to the minutes as they were.

NEW BUSINESS

- I. Canvas page update
 - a. Eric S. provided an update on the Canvas page.
 - i. Karla has moved all the previous material off the Canvas site and into an archive.

1. Eric S. stated this was done in response to some individuals stating the Canvas site was hard to navigate or find what they were supposed to do.
- ii. Concern by Pamela and Nancy about the fact that the committee members did not have access to these materials came up.
 1. Pamela was concerned and inquired about our ability to access these archived.
 - a. Eric S. stated he has access to them, we can get access for the rest of the committee, but they currently do not have complete access to old files.
 2. Pamela asked if we could just move everything to an "Archive Module" so that it is organized and all committee members could have access to all previous materials
 3. Nancy asked that nothing else get deleted. Need this for institutional memory and for future committees to have access to.
 - a. Eric S. reiterated that nothing is being deleted it is just being moved off site.
 4. Eric S. asked how long do we keep old files for (5 years? 10 years?)
 - a. The fact that the Canvas site serves as the institutional memory for this committee, all members should have access to this material.
 - b. The committee membership is going to change and some people might want to have access to older material
 - c. Nancy and Devon stated sometimes having access to older material could be highly beneficial.
- iii. Kip brought up the fact that potentially we should have two Canvas sites, one for the current materials and one for the archive.
 1. Conversations about the pros and cons of this.
 2. Eric S. opened this to a vote
 3. Committee voted to have one Canvas site just have previous material separated into a different area (Module) as a archived
- iv. Who should have access to actually add/remove stuff and organize it?
 1. Discussion came about of who should be able to add stuff to the site.
 - a. Should all committee members be able to add stuff whenever?
 - b. Only the organizer?
 - c. The Committee suggested and agreed to not have everyone adding stuff, that the addition of material should go through the organizer. However, if individual subcommittees need to add materials to the site, they should be able to do so in a module of their own.
 2. Question about who should be the organizer of the Canvas site

- a. Someone to make sure that it is easy to access and move things where they are supposed to be.
 - b. Pamela and Nancy both offered to do this
 - c. The committee ultimately voted on having Nancy be the organizer since she is a non-voting member who will remain on this committee while someone like Pamela will rotate off in a year or two.
- II. Eric S. did not want to start looking over the rubric that we were supposed to do today given the time.
 - a. Therefore, we will look over the draft of the rubric to review the internal grants (Ashford, Critchfield, Cornell, etc grants) on February 24
 - i. Pamela asked if we could get a copy of the rubric draft PRIOR to the February 24th meeting to look over it and come with ideas of modifications required rather than just seeing it for the first time on that day and trying to read through everything
 - ii. Kip said he would get something together and send it out to the committee
 - b. Discussion of the outcome of those grants will be the meeting after this.
 - i. Eric S. mentioned that March 10th there will be a chairs meeting so we cannot meet on that day.
 - ii. We need to come up with a day in March to meet.
 - 1. Eric S. will send out an email finding which date works best for people.

ADJOURNMENT

Eric Smaw adjourned the meeting at 1:45 p.m.