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## Minutes, Arts & Sciences Academic Affairs Committee Meeting, Tuesday, February 22, 2011

Arts & Sciences Academic Affairs Committee

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AAC Minutes – February 22, 2011

In attendance: Barry Levis (Chair), Rick Bommelje (Secretary), Gloria Cook, Chris Fuse, Sebastian Novak, Dawn Roe, Hillary Roviato, Darren Stoub, Martina Vidovic, Deb Wellman

Guests in attendance: Toni Holbrook, Robin Mateo, Sharon Lusk

The meeting was called to order at 12:33 PM.

**Minutes.** The minutes of the February 15, 2011 meeting were approved with corrections.

**Old Business**

**1. Proposed Changes to INB Major/Minor**

Barry stated that he talked to Don Rogers after the last meeting and shared that there was not much support for the proposal on AAC. The INB department has withdrawn it and is re-drafting a new proposal. A joint meeting between INB and Economics has been held to discuss differences and generate a new idea. Barry emphasized that there is a need for an introductory level course, that it should be interdisciplinary, and that there is a concern about staffing. Barry suggested that the INB department examine the interdisciplinary majors (international relations and Asian Studies).

**New Business**

**1. Online Pre-Registration**

Toni stated that the intent is to move forward with on-line registration for the Fall semester. This would follow the live on-line registration process for add/drop. Moving to live on-line registration would eliminate the current pre-registration process completely. A system of time tickets will be used for students. The concern in going to a live system means that the priority processes established by CAPS (the predecessor to AAC) will need to be altered. Using time tickets, the priority order will be all seniors, beginning with December graduates. This would be a first come, first serve basis. The May graduates would be second in line to register, followed by honor students, accelerated management students, and then all others. Students will have the ability to get their courses confirmed immediately. PINS will be issued to their advisors and students will need to get the PINS from their advisors. Since this is a faculty driven process, there are a variety of methods that can be used by faculty members with regards to the PIN distribution. Toni suggested that AAC could offer guidance on a procedure. After the special populations are processed, entire cohorts will come next such as rising sophomores and rising juniors. The entire group will be randomly processed for first and second choices. Caps for 100 and 200 level courses will be controlled in order to reduce student registration dissatisfaction. Robin emphasized that even before the add/drop period, there will be a one week period where adjustments can be made. Enough seats will be held back for freshmen for the Fall. Sebastian asked about science lab courses. Toni responded that for science lab courses, the demand will be examined to

determine if seats will be offered to the lower classes. Reports will be provided to department chairs for O, P and N Gen Eds. Toni stated that the wait list function will be used to assist in determining demand levels. Darren stated there should be ways to sort in Banner. Barry asked if a student can wait list for a specific course. Toni indicated that Chairs will be able to look at demand as it is running. Deb stated that departments will be consulted about the possibility of offering specific courses to meet the demand levels as the registration process is ongoing. Toni reported that the on-line add/drop went very well. Her only concern is that there were a lot of students who chose not to do an electronic drop/add. The on-line registration system is mandatory. Advisors could assist the students with the registration process real time. Darren stated at previous institution, he would sit with the students and assist in completing the on-line registration process. Toni emphasized that if advisors are doing four year plans with their students, the pre-planning should help immensely. Darren indicated that randomly selected start time frames were established to assist with efficiency. Deb stated it will be interesting to see if it cuts down on the shopping issue in the Fall. Darren asked about the time periods since some courses require faculty signatures for pre-requisites. Toni indicated that students can get paper in advance for the needed signatures. She emphasized that the big issue will be transfer students and the prerequisite articulations. Barry expressed the concern about giving the PIN numbers to students. He has refused to give students the PIN numbers. He believes that this is not the case with all faculty members. Chris stated that there are some students who he has given the PIN to. He emphasized that the advisor needs to be involved but is uncomfortable making a blanket approach. Deb stated that there are different approaches across faculty members. Toni indicated that there is enough flexibility in the system that you can choose which students you can give the PIN to and which ones need more face to face assistance. The professional advising staff can also assist. Toni does not want to disrupt the relationship that goes on between the faculty member and the student by making this easier electronically. This is a critical relationship and a key to retention. She would like to make this less about the housekeeping details and more about developmental advising. Barry pointed out that students sometimes make tragic errors in their registration and these are sometimes caught just before they walk across the stage. He is hoping that we don't have more of this. Toni stated that everyone needs to be attentive since advising is a shared responsibility. On Friday morning, there will be a demonstration on DegreeWorks. This is a compliance checking system. The PINS will be tightly controlled. Darren asked if they are banner generated. Robin stated that Rosa is generating the PINS and new PINS will be given to students for each term as well as for the add/drop period. Sebastian asked when the add/drop period will be held. Toni stated that an early add/drop can be done following the registration. The open week this term will be on April 1 – 8 in which adjustments can be made. Rick asked if the on-line registration will apply for Maymester. Toni confirmed this and it will be handled as a separate registration ahead of the Fall registration. Barry asked about overseas students and Toni indicated that this system is easier for them since they have full access to the system. Barry emphasized that it is our expectation that there will be large amounts of face to face communication. Dawn asked about the system and cancelling low enrolled courses. Barry pointed out that this that by March 31, all students will have a chance to have registered and course cancellation decisions can be made. Hillary asked how students will be notified about how to use the new system. Toni stated there will be a tutorial video and since it will also be the exact same system as the on-line add/drop many students will already be familiar. There will also

be hours set up in the 24 hour lab for students who need assistance and the TJ advisors will be available too. Barry asked if the proposal needs to go the faculty for endorsement, which would be too late since the next available meeting is in March. Chris stated this is adapting to new technology and not changing the system. Darren confirmed that the priority registration of the old system is still here. Toni stated that this also meets the spirit of what CAPS was trying to do which was try to give students their first or second choices. Deb stated that the bylaws should be eventually updated. Barry pointed out that Chris will report the action that AAC has taken to the Executive Committee.

**Darren made a motion to approve the on-line registration system**

**Chris seconded motion.**

**Motion passes unanimously**

## **2. Name Change for Holt Major**

Barry introduced the proposed name change for a Holt major. He noted that Bruce Stephenson was not asked to attend since the rationale is quite clear. Sharon confirmed that there will be no changes in the curriculum. The name change reflects what is happening in the curriculum. The current name is *Environmental & Growth Management Studies* and the proposed name is *Environmental Studies & Civic Urbanism*. Sharon also stated that the name change reflects and connects with the new graduate program. This would come effective in the next catalogue.

**Chris made a motion to approve the name change to Environmental Studies & Civic Urbanism.**

**Hillary seconded the motion.**

**Motion passes unanimously**

## **3. Changes to Biology/Marine Biology Major**

Barry introduced Paul Stephenson who presented the proposal. He indicated that first part of the proposal number one is the only one that needs AAC approval because it requires substantive change in the major map. The second part is about the residency requirement, which is set by the department. Part three is on the restriction to be able to double major.

Bio 120 includes a separate component which is a field experience. The history is that every field experience has had to have a new course number and a new course proposal written for it. The proposal is that the course number for the field component, Bio 388, will be the same for all field experiences and a suffix will be added at the end of it that identifies the location. The format of the field courses will remain the same. Toni asked if a new course proposal has been submitted to the New Course Subcommittee and he confirmed. Toni queried if International Programs has been consulted on the trips and Paul confirmed. Toni stated that she would like to do the same thing with the topics courses.

The second part of the proposal is a change in the residency requirement. This was actually a typo. The major was revised significantly last year. When the residency requirement was being typed in, Bio prefixes were put in the first sentence. The statement reads: "At least seven (7) courses (with

BIO Prefixes) required for the biology major must be taken at Rollins College or as part of a Rollins sanctioned program (e.g. Duke Marine lab, University of London). Of these seven (7) at least six (6) must be BIO prefix courses beyond BIO 120/121. The revised statement reads: "At least seven (7) courses required for the biology major must be taken at Rollins College or as part of a Rollins sanctioned program (e.g. Duke Marine lab, University of London). Of these seven (7) at least five (5) must be BIO prefix courses beyond BIO 120/121". This makes the residency requirement a little less stringent to transfer students.

**Barry stated that AAC does not need to vote on this section.**

The third part of the proposal deals with the double major section. Paul emphasized that there is a lot of overlap in the courses that the students can take. The department is trying to limit this. Paul stated that we want our major and minor maps to more clearly show that double majoring, or minoring in these disciplines is prohibited. The Proposed Change to the Biology Major Map is

From:

*Students may not major, double major, or minor in both biology and Marine biology.*

To:

*Students may not simultaneously major or minor in Biology and Marine Biology, or Biochemistry Molecular Biology*

Paul stated that this keeps all majors separate. Deb asked why the department is opposed to a student that has done all of the work for a Biology major and a Marine Biology major receiving the two majors. His response was that there is too much overlap. Barry commented that he would rather see a Bio major and an Art double major. Toni asked what a Biology major would typically minor in and Paul commented that it could be chemistry, economics, math, music, and others. Paul stated that the minor statement would be parallel.

The Proposed Change to the Biology Minor Map is

From:

*Students may not major, or minor in both Marine biology and Biology.*

To:

*Students may not simultaneously major or minor in Biology and Marine Biology, or Biochemistry Molecular Biology*

Deb queried if there is any reason why it would be a good idea for someone going into the workforce. Paul stated that he did not believe that it would be a plus. Barry commented that he believes an employer would be more impressed with someone who is a major in Biology and a double major in Art History. Paul introduced an additional change that came from Fiona Harper, Director of the Marine Biology major. She would like to put the same language excluding Biochemistry Molecular Biology as a double major option. Barry stated that essentially we are voting on sections one and three. Darren disagreed with the Marine Biology – Biochemistry Molecular Biology proposal since the upper level courses are substantially different. Paul agreed with this.

Barry stated that we will vote on the first section.

**Darren made a motion to accept the proposal to designate all field level courses as Bio 388 with a suffix at the end that identifies the location.**

**Chris seconded the motion.**

**Motion passes unanimously.**

Barry stated that we will vote on the third section which is on the restrictions on the overlap between Biology, Marine Biology and Biochemistry Molecular Biology. Rick asked for clarification on the Marine Biology inclusion and Paul confirmed that this was not stated in writing in the original proposal. Rick asked if we should split the two and deal with them separately. Barry stated that it would be all at once.

**Chris made a motion to approve the third section of the proposal.**

**Martina seconded the motion.**

Barry summarized by stating that we are changing both the Biology major and minor map and the Marine Biology major and minor map. Barry asked Darren if we wanted to indicate his objection to the Marine Biology. Darren stated that he sees the similarities between the Biology and Marine Biology, especially in the way the core requirements are organized. The Biochemistry Molecular Biology major does not have the same framework as the Marine Biology or Biology major. With the exception of a few courses, the similarities stop in the Biochemistry Molecular Biology and Marine Biology majors. Chris asked if any students proposed this and Paul stated one. Darren emphasized that with the exception of five courses taken in the beginning of the program, the courses are completely different. The key question is: how many courses constitute a differentiation between two majors? Deb stated that it seems that Marine Biology and Biochemistry Molecular Biology is an impressive double major, whereas Biology and Marine Biology are that much alike. She indicated that the Biochem part should not be included. Darren stated that he disagreed with the segment that is not in writing that the Marine Biology should not be able to double major with Biochemistry Molecular Biology. Paul confirmed that of the three majors, they are the most different. Darren stated that we either accept the third section as written or accept it as amended. Rick asked about the motion that has been made and Barry stated that it can be amended.

Darren moved to strike the unwritten Marine Biology request to have the same statements used in the Marine Biology map and only accept the current written proposal.

Dawn seconded the amendment.

Barry called for discussion of the amendment.

The amendment passed with a majority vote.

**The motion is now the original written third section of the proposal. Barry asked for any discussion.**

**Motion passes unanimously.**

The meeting was adjourned at 1:48 PM.

Rick Bommelje  
Secretary