

3-29-2011

## Minutes, Arts & Sciences Academic Affairs Committee Meeting, Tuesday, March 29, 2011

Arts & Sciences Academic Affairs Committee

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AAC Minutes – March 29, 2011

In attendance: Barry Levis (Chair), Rick Bommelje (Secretary), Gloria Cook, Chris Fuse, Sebastian Novak, Hillary Roviario, Dawn Roe, Martina Vidovic

Guests in attendance: Jonathan Miller, Sharon Lusk

The meeting was called to order at 12:32 PM.

**Minutes.** The minutes of the March 22, 2011 meeting were approved.

### **New Business**

#### **1. Report from Director of the Library**

Barry introduced Jonathan Miller, Director of the Library. Jonathan began by stating that AAC has oversight responsibility for the library. Jonathan distributed the Leading Indicators Report for 2009-2010, which gives a snapshot of the outputs of the Olin Library. The report provides a sense of the business of the library. There is a huge increase in the gate count, except for last year in which there has been a slight decline. Jonathan stated that he will be interested in this year's gate count when it is completed on May 31. There were 120 instructional sessions done. There is a 14% increase in online searches and 26% increase in document views which are an indication that people's searches are becoming more productive. There is a 24% increase in checkouts that include not only books but a variety of other items including laptops, iPads, cameras and bicycles. Interlibrary loan borrowing has increased by 22%. The time frame for interlibrary loan items has decreased (i.e. 3 days to get an article; 9 days for a book). Martina asked if there is a cost for the interlibrary loan process and Jonathan confirmed. Gloria queried about the availability of different packages available on JSTOR. Jonathan stated that there are currently more JSTOR items available. Jonathan presented the results of a pilot project that is being done this year on how the book budget is being expended. The system for many decades has been that the library's book budget has been divided into departmental allocations. There is a set amount of money allocated for each department. This process entails an enormous amount of bookkeeping on the library's part and for most faculty members is very confusing. The pilot project is a system that is in use in most liberal arts colleges. It involves shifting from departments to individual faculty members. There are guidelines in which there is a level of \$500 – 3,000 available for each faculty member. Jonathan emphasized that these are guidelines and not hard and fast rules. The idea is that the collection supports a liberal arts curriculum. In the traditional departmental system, there is a tendency to have highly focused collections and the areas between disciplines are missed. The pilot project has been operating for the past year. To date, 21 faculty members have requested more than \$1,000 worth of materials; only one has exceeded the \$3,000 guideline (Jonathan). Dawn stated that she was unaware of the new procedure and Gloria concurred. Jonathan indicated that some chairs are not communicating the details of the pilot. Once the pilot has been completed, a larger push in advertising will be done. As of this month, 88 of the

faculty members requesting have not reached the \$500 level. Faculty from 26 different departments or programs have made requests. Jonathan stated that the challenge will be to find more ways for more faculty members to request. Jonathan emphasized that it has been a successful program which has required a lot less bookkeeping. A second project is the weeding process. This is a 5 year program. Within five years, every call number will be reviewed. There is an objective criterion that has been established for this process. If a book has not been circulated or a browse been recorded in 15 years, it will be a candidate for being flagged. If a book is older than 2000 and has not been circulated. Currently the books that are involved in the project are the T's (technology), K's (law), and the L's (education). Green flags are placed in the book identifying that the book has been selected to be removed from the public collection. Within a designated time period the librarian responsible for the area reviews the shelves for flagged books. Faculty members are contacted to review the shelves and take out flags or put flags in. On a certain date, the books are withdrawn from the collection. The vast majority of books go to the Book Network, a charitable organization. The funds from the sale of books are used for philanthropic operations, largely in Latin America. Books that are not accepted because of being in particularly bad condition are recycled. The benefit of the flag system is that there is no storage problem and it is a continuous process. It keeps the collection current, useful and attractive. Sebastian asked what happens if the majority of books in one area are eliminated. Jonathan confirmed that faculty will be consulted to determine if new books need to be purchased to replenish the area. Gloria asked what a rare book is. Jonathan stated that this is another part of the sustainable collection system. Some of the factors for classifying a book as rare include: does it have no other copies in a Florida library; are there less than 10 copies in libraries the US; it has no trusted digital surrogate; and it's publication date is earlier than 2000. There are 429 books in Olin that are candidates. There are notes in the record to determine if a book is a preservation candidate. Jonathan stated that Olin has a rare book collection. Chris asked how it is determined if a book has a low circulation. Jonathan responded that it is zero. In the general collection of Rollins College, 56% of the books have never circulated. This is high in relationship to other institutions. Jonathan emphasized that AAC should consider what is the role of books in the curriculum. Barry indicated that many faculty members use textbooks and not secondary books. It costs \$4.26 per year to keep a book on the shelf. There is an opportunity cost to keep a book in the collection and the collection is designed to support the curriculum. A decision must be made if it should remain in the collection. This is systematic process involves the faculty and the librarians so that we have a collection that is useful. It is also essential to be keyed into the statewide, national, and digital systems to be able to access books.

## **2. Membership Requirements for the Honor Council**

Barry distributed a proposed change in membership requirements for the Honor Council sent by the Student Life Committee. This expands the eligibility of a student to serve from two to three years. Because it is an academic affairs issue, Student Life wants us to look at it as well. Barry stated that this change came from SGA. Gloria stated that she does have a problem with the three year term since the terms on other governance committees is two years. This allows other students to serve. Sebastian stated that a student has to apply each year. Chris shared a concern he has about how the Honor Council dealt with a case of a freshman cheating on an exam and that the faculty member's recommendation was not followed. Barry stated that he was

surprised that the proposal came through the Student Life Committee. Gloria indicated that she can see for a person who has two years, to wait a year before they are eligible. Chris emphasized that he believes it should be restricted to two years and that having new students keeps it fresh. Hillary expressed that coming from Holt, in her opinion, a two year term limit is appropriate. Chris asked how competitive is to serve on the Honor Council. Sebastian stated there were more applicants than vacancies this year. Gloria asked what the criteria are for the selection. Sebastian responded that the candidates write an essay on what academic integrity consists of plus there is peer review. Dawn stated that a two year term is reasonable. Sebastian emphasized that he believes a student should be able to serve for three years. Chris stated that this issue has academic repercussions and that there is no compelling issue to make it three years.

**Barry called for a vote on the change to a three year term**

**1 supported; 6 did not support the change.**

**Barry will notify Bill Bolles.**

### **3. Designed Abandonment Discussion**

Barry engaged the members in a discussion on the multiple initiatives that are stretching the faculty thin. The topics discussed included: the OPN issue; staffing the RP, RCC, and Honors Program with the faculty we have; the 3/2 faculty load; the difficulty of linking the Gen Ed requirements with the RP; and the scheduling matrix and time frames. Barry emphasized that many of these issues can be resolved with stronger academic leadership. This discussion will be continued in the next session.

The meeting was adjourned at 1:45 PM.

Rick Bommelje  
Secretary