

3-4-2010

## Minutes, Arts & Sciences Executive Committee Meeting, Thursday, March 4, 2010

Arts & Sciences Executive Committee

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**Approved Minutes  
Executive Committee  
March 4, 2010**

Members Present: Rick Foglesong, William Boles, Thom Moore, Jim Small, Lisa Tillmann, Allison Wallrapp, Joan Davison

Guests: Allisa Johnson

- I. Call to order—the meeting was called to order at 12:35 PM.
- II. Approval of Minutes—the minutes of the February 4, 2010 and February 15 executive committee meetings were approved.
- III. Old Business – none
- IV. New Business
  - A. Quorum Rules – Foglesong asks: “After first declaring a quorum to be present, is the Faculty President responsible for ensuring the existence of a quorum, and, if so, always, or only in extreme cases when it would be obvious to any reasonable person that a quorum was absent?” Foglesong explains that previous presidents have stated they do not continuously check for a quorum but count when the quorum is called. He notes Newman said he believed the president could wait until the quorum is called unless it is apparent to any reasonable person that the quorum is lost. Small concurs with Newman’s use of a reasonable person test, and states that as president he did not check the quorum unless called. Tillmann states it is no more the job of the president than anyone else in the room. Boles says the president is busy conducting the business of the meeting and cannot do everything. Foglesong then asks: “If the faculty votes on an issue and, after the vote, the parliamentarian or another faculty member opines that no quorum existed at the time of the vote, should the faculty vote be nullified even if no quorum call (and no actual count) occurred?” Davison suggests the quorum should be called before the vote. She explains to nullify the vote after the fact would lead to the question at what point the quorum was lost, and whether all votes of the meeting should be nullified. Foglesong then specifies, is there anyone who thinks the vote at the special meeting is null and void given turnout. Boles suggests the poor attendance might suggest the issue of changes to the merit protocol might not be that important to the general faculty but rather to a few people with vested interests. He notes very few people attended the colloquium on merit, and very few attended Joyner’s meeting at which she invited comments on merit. Tillmann

says it never occurred to her during the meeting that we did not have a quorum. Small concurs it never seemed obvious that a quorum was lost. Boles mentions someone seated near him said that we did not have a quorum, but did not ask for a count. Foglesong again asks whether the vote should be nullified. Davison moves: "The vote should not be nullified because the quorum was called after the vote was held and after the meeting was adjourned." Tillmann seconds, and the motion passes.

- B. Resolution regarding Faculty Representation on the Board of Trustees – Foglesong asks: "The faculty have adopted a four-part resolution calling for faculty membership with voting rights on the BoT itself and three committees of the board; how and to whom should that vote be communicated?" Foglesong notes Duncan asked immediately after the meeting "What do you intend to do with the resolution." Foglesong responded he plans to write a letter to the chairman of the board communicating the request and offering to converse about the request. Small agrees the president of the faculty should inform the chair of the faculty sentiment. Foglesong notes he will seek compromise as is necessary. EC agrees it is desirable for the president to work with the Board on the requests. Tillmann asks whether the Board will care about data from our peer and aspirant schools. Davison suggest the Board should care as they seek to support the elevation of our stature. Foglesong concludes he will research methods to place issues on the Board's agenda.
- C. Student Life Issues – Boles asks "Shall EC recommend the proposed bylaw change for Faculty approval?" (See Attachment 1.) Boles states the document clarifies that only one member of the committee will be elected from DOSA staff. Davison explains the logic of the current governance system which is to encourage collaboration particularly on Student Life and Finance and Service. She notes the Dean of Student Affairs already confers with her or his staff; the staff already has a voice and the committee is a forum for faculty, students and other staff to have a voice. She suggests this logic may no longer seem compelling, and the faculty now might want experts on committees, but if this is true for Student Life, then should not the staff representation on F&S be specified as people with expertise and perhaps AAC should have a staff representative from the Dean of the Faculty office. Davison states she is uncertain about the desirability of the bylaw change but does believe the philosophy about representation should be consistent across committees. Boles moves and Moore seconds the motion. The motion passes. Foglesong then raises the issue of the appointment of a female member of the DoSA Articulation Committee. Foglesong explains the committee members were identified at the end of the fall, but were not convened. Additionally, Queen is on sabbatical so there is the need to appoint another female to the committee. Wallrapp suggests Kim Dennis. EC agrees and

Foglesong states he will contact her. Foglesong then notes the Dean of Student Affairs is to address the faculty once a semester. He asks whether we should invite the Dean of Student Affairs to make a report on student life at the March faculty meeting. The EC agrees but notes we should encourage the report to be concise and focused on important incidents and developments on campus. Foglesong and Boles state they will communicate about the nature of the report and ask Hater to discuss specific events and some successes.

- D. Merit pay determination for 2009-10 – Foglesong asks: “Shall EC certify to the Faculty Salary Council that the merit salary pool for 2009-10 is sufficient to warrant an allocation for merit pay?” Foglesong notes it is unfortunate Duncan, Casey or Joyner is not present. He explains Joyner called because she went home sick, but Casey’s office said he was on his way to the meeting. Foglesong elaborates that he did ask Joyner for the records whether the \$180,000 can only be used for merit pay and Joyner responded it is true for the records. EC agrees to accept this fact. Foglesong notes the emphasis on “sufficient” in the protocol is to guarantee that merit pay is distributed after cost of living. Small says the cost of living has not gone up so EC does not need to be concerned. Tillmann states she talked with Joyner, other faculty members and F&S about the issue. She explains that in the minds of some faculty 1% cost of living is not sufficient but faculty also assumed that if the amount was insufficient then the merit funds would be thrown into the cost of living pool. She notes this is not what happened and so there is a disconnect between what some faculty thought and what is happening from the Board of Trustees. Davison responds this is an issue for next year that requires discussion but the \$180,000 relates to the current year in which the cost of living increase was about 2.5%. EC concurs the \$180,000 relates to '09-'10 and cost of living increases already are in place for that year. Foglesong clarifies Cohen does not want FSC to proceed without an EC finding. Boles moves, Small seconds, and EC passes the motion that sufficient funds exist to warrant an allocation for merit pay.
- E. Academic Affairs Committee – Small presents to related policy clarifications to the EC. He notes the clarifications address existing inconsistencies in internship and credit/no credit policy. (See Attachments 2 and 3.) Small specifies that current policy indicates a student cannot use credit/no credit courses for the major but this is inconsistent with some departmental practice. The changes would remove the prohibition for departments, who as part of curricula use an internship. The department chair will decide whether an internship will count, but credit/no credit cannot be used in the major. Small notes the

clarification is not a policy change but rather brings consistency and clarification and resolves the issue in favor of departments who wish to count internships without mandating for other departments. Boles asks about the provision the internship cannot start until the day after commencement. He notes some students probably are prepared and desiring to start before this date. Johnson explains the date relates to administrative work necessary to determine credit worthiness. Foglesong asks about adding the phrase “Only if the internship is approved before commencement can the intern begin counting hours prior to commencement.” Johnson hesitates to support the change because over 70 students enroll in internships and such a provision creates complications for the office. Moore states another issue exists with the policy, specifically related to the award of credit by staff rather than faculty; he moves to table consideration of the policies’ changes, and the issue is tabled

V. Adjournment—The meeting adjourns at 1:55pm.

Respectfully submitted,

Joan Davison  
Vice President/Secretary

### **Attachment 1**

Change to the Bylaws from Student Life Committee:

The Student Life Committee, in having met with the Professional Standards Committee, makes the following changes to Article VII, Section III, of the Bylaws:

As Currently Stated:

*Membership.* The membership of the Student Life Committee shall consist of thirteen voting members: six elected from the faculty, two members of the professional staff elected by the members of the staff, and five students selected by the Student Government Association. The students shall be appointed at the beginning of the academic year and remain on the Committee for a period of one year.

Revision:

*Membership.* The membership of the Student Life Committee shall consist of thirteen voting members: six elected from the faculty, two members of the professional staff, **one, and only one, of which is drawn from the Division of**

**Student Affairs**, elected by the members of the staff, and five students selected by the Student Government Association. The students shall be appointed at the beginning of the academic year and remain on the Committee for a period of one year. **The Dean of Student Affairs serves as an ex-officio, non-voting member.**

## Attachment 2

### COLLEGE CATALOGUE CHANGES FOR THE ACADEMIC INTERNSHIP PROGRAM

(Red highlighted text indicates any revisions to the current College Catalogue as March 1, 2010):

#### ***ACADEMIC INTERNSHIP PROGRAM***

"An internship is any carefully monitored work or service experience in which an individual has intentional learning goals and reflects actively on what he or she is learning throughout the experience" (The National Society for Experiential Education). Internships are viewed as being an integral part of a student's academic program. **The Rollins Academic Internship Program enhances students' internship experience through in-depth reflection and critical analysis of the work environment.** Students are encouraged to take advantage of the numerous internship opportunities approved for academic credit through the **Office of Academic Internships** and the Office of Career Services. With the appropriate consents, students also have the option of developing their own internships locally, at home, or abroad for academic credit. In addition, **students can earn academic credit for structured, study abroad internships approved through the Office of Academic Internships and Office of International Programs.** Again, all internships **for academic credit** must be pre-approved and no credit will be granted retroactively.

#### *Eligibility Criteria*

In order to be eligible for the Academic Internship Program, a student must have earned a minimum of 30 semester hours of credit and not be on academic or judicial probation during the semester in which they are enrolled for the internship. Students may enroll in one (1) **academic** internship per semester, and a maximum of four (4) semester hours of credit may be earned for any internship in a single semester. A student who completes the same internship multiple terms may only receive academic credit for that internship during one (1) term. A maximum of 12 semester hours of internship credit may be applied towards graduation. **Appeals to these academic policies should be submitted to the Academic Appeals Committee through the Thomas P. Johnson Student Resource Center.**

#### *Registration*

A student may enroll in an academic internship during a regular semester (fall or spring) or during the summer. A student may earn two, three, or four (2, 3, or 4) semester hours of academic credit for an internship. Each credit hour requires a minimum of 40 hours of work at the internship site within the dates of the semester. **Students should submit an *Intent to Register Form* and a *Credit Approval Form* to the Office of Career Services by the published registration deadline for each semester.** If the internship has not previously been approved for academic credit, an *Internship Posting Form* must also be submitted before the published deadline. All forms and published deadlines may be found on the Office of Career Services' website.

#### *Course Requirements*

**The Director of Academic Internships** or a designated faculty member supervises students enrolled in academic internships. This individual maintains contact with both the student and the host organization, and makes decisions regarding the granting of credit at the end of each semester. The requirements for the successful completion of an internship include, **attending a mandatory orientation**, working a minimum of 40 hours per semester hour earned, **and submitting comprehensive reflection assignments that may include:** writing reflective journals, establishing learning objectives, submitting evaluations, and a final paper. The summer internship course requires a matriculation fee. **The semester dates for summer academic internships are set by the designated internship instructor, and may begin as early as the day after commencement and last up to nine (9) weeks.** All credit requirements for summer internships must be completed within the nine-week time period.

#### *Interdisciplinary, Major or Minor Credit*

**Students may earn interdisciplinary, major or minor credit by completing the academic internship course. Many students choose to complete internships for interdisciplinary credit that do not fulfill major or minor requirements.** The grade for an internship is either credit or no credit (CR/NC) and is listed on the student's transcript as ***INTN*** (or a departmental prefix) ***397: Internship.***

To receive interdisciplinary credit for an internship, students should take a *Credit Approval Form* to their Faculty Advisor to secure his/her signature indicating that they are aware their advisee will be completing an internship for academic credit. To receive major or minor credit for an internship, the *Credit Approval Form* should be signed by both the student's Faculty Advisor and the Department Chair/Internship Representative. Students should first check with their Faculty Advisor to ensure they have satisfied all department prerequisites to participate in an internship for major or minor credit. Departments approving internships for major or minor credit should adhere to the minimum standards of the Academic Internship Program. The Department Chair/ Internship Representative should request to see the internship job description before approving the internship. The Department Chair/ Internship Representative have the option to add supplemental requirements in order for the student to receive credit. These additions to the internship syllabus must be communicated both to the student and the Director of Academic Internships prior to starting the internship. Students who earn credit in the major or minor are typically registered for 4 semester hours. The Department Chair/ Internship Representative that has approved major or minor credit should give the final grade approval of CR/NC to the Director of Academic Internships or the designated faculty member supervising the internship course. An internship that is declined for major or minor credit may still be approved for interdisciplinary credit that counts towards students' general elective requirements. International Business majors must have the approval of the Director of International Business Internships prior to pursuing internships intended to fulfill the major requirement.

#### Approval of Transfer Credit

Internships taken pass/fail (P/F) or credit/no credit (CR/NC) at other institutions will be awarded academic credit only if certain criteria are met. These criteria are: 1) The internship must be pre-approved by the Director of Academic Internships. 2) The internship **course** must have a written syllabus stating that it is an academic course, not just a work experience. 3) The requirements for receiving credit must be specified. 4) There should be an academic advisor **assigned** to the student who will provide continual supervision of the intern during the semester. 5) There should be a minimum of 40 hours of work for each credit hour earned. 6) A maximum of four (4) credit hours will be accepted for credit. 7) The student should establish learning objectives, and those objectives should be evaluated throughout the semester by both the student and the academic advisor to insure that the internship is progressing. 8) A final project must be required. This project could be a paper or a portfolio assessment of the internship experience. The project should stress the learning aspect of the internship and include an assessment of the learning objectives. A journal alone will not be acceptable. The project must be submitted to the Director of Academic Internships for evaluation. 9) The student must receive a satisfactory written evaluation from the internship site. 10) The student must complete all requirements as stated in the syllabus, **and must submit a copy of the final project/ paper and written evaluation to the Director of Academic Internships before transfer credit will be approved.**

*For further information, contact the Office of Career Services, (407) 646-2195.*



## ATTACHMENT 3

Revised March 1, 2010

### ***CREDIT/NO-CREDIT***

Students who wish to take a course on a credit/no-credit (CR/NC) basis rather than for a letter grade must complete the appropriate form, available at the Office of Student Records, no later than two weeks, ten (10) class days, after the beginning of the fall or spring terms. Courses normally offered for a letter grade, in which the student has elected to change to a CR/NC grade, may not be used to fulfill general education, major, minor, or concentration requirements.

If a grade of 'C-' or better is earned, a mark of 'CR' and the appropriate number of semester hours are granted. If a grade below a 'C-' is earned, the course is abandoned, or the course is withdrawn from after the penalty deadline, a mark of 'NC' is granted. In any case, the grade point average is not affected. No more than one (1) letter-graded course per term may be declared credit/no-credit, and a maximum of four (4) such courses may count toward graduation. Courses normally graded as CR/NC (internships, information technology, and applied music, for example) do not count toward the per term or graduation maximum limits.

Once the CR/NC declaration is made for a given course in a given semester, students may not later request that the CR/NC be changed to a letter grade. In a subsequent semester, students may repeat a course graded CR/NC for a letter grade, but will not earn credit hours for the course a second time. (See the College's policy on repeated courses, above.)

The Academic Internship course, normally graded as CR/NC, may be used to fulfill major or minor requirements with the approval of the Department Chair/ Internship Representative. Students should first check with their Faculty Advisor to ensure they have satisfied all department prerequisites to participate in an internship for major or minor credit. Departments approving internships for major or minor credit should adhere to the minimum standards of the Academic Internship Program. To receive major or minor credit for an internship, the Academic Internship Program's *Credit Approval Form* should be signed by both the student's Faculty Advisor and the Department Chair/ Internship Representative. The Department Chair/ Internship Representative should request to see the internship job description before approving the internship. The Department Chair/ Internship Representative have the option to add supplemental requirements in order for the student to receive credit. These additions to the internship syllabus must be communicated both to the student and the Director of Academic Internships prior to starting the internship. Students who earn credit in the major or minor are typically registered for 4 semester hours. The Department Chair/ Internship Representative who has approved major or minor credit should give the final grade approval of CR/NC to the Director of Academic Internships or the designated faculty member supervising the internship course. An internship that is declined for major or

minor credit may still be approved for interdisciplinary credit that counts towards students' general elective requirements.