

11-4-2014

## Minutes, Arts & Sciences Professional Standards Committee Meeting, Tuesday, November 4, 2014

Arts & Sciences Professional Standards Committee

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## **Meeting Minutes November 04, 2014**

12:30 -1:45 P.M. in Bush 123

Approved 11/18/2012

### Committee Members Terms and Affiliation

Gay Biery-Hamilton, 2013-2015, Social Sciences

Rosana Diaz-Zambrana, 2014 – 2016, Humanities

Kevin Griffin, 2013-2015, Expressive Arts

Fiona Harper, *Committee Chair*, 2014 – 2016 Science

Julia Maskivker, 2013-2015, At-Large

Anne Murdaugh, 2014-2016, At-Large

Jillian Rondeau, 2014 – 2015, SGA rep

Eric Smaw, 2013-2015, At-Large

Anne Stone, 2014 – 2015 CPS

Eren Tatari, 2014-2016, At-Large

Meghan Wallace, 2014-2015, SGA rep

### Committee Members in Attendance

Fiona Harper, Gay Biery-Hamilton, Rosana Diaz-Zambrana, Kevin Griffin, Jill Rondeau, Anne Stone, Meghan Wallace, Eren Tatari, Eric Smaw, Julia Maskivker, Chris Fuse (guest)

## **Call to order**

Meeting called to order at 12:32pm

## **Approval of Minutes**

- Delaying approval until next meeting.

## **Old Business**

Update on meeting with Dr. Claire Strom and inclusion of advising in PTE (attachment #1 below)

- Following a conversation between the Chair of PSC (Harper) and the Associate Dean of A & S (Jenny Cavanaugh), it has been determined that the Dean's Office will take the lead on the potential inclusion of advising into the PTE process. Claire Strom is in agreement with this conclusion by PSC.

## **New Business**

Changes to the Collaborative Scholarship program and application, as brought by Dr. Chris Fuse and previously approved by Provost Bresnahan. (attachment #2 below).

- The Provost has approved changes.
- Some minor changes/additions were gone over by Dr. Fuse. Dr. Harper sent this language to the PSC committee prior to this meeting (e-mailed on 10/31/14).

- The letter indicting denial or acceptance still comes from the Provost's office, but any further inquiries will be sent to the chair of PSC.
- The changes were voted on and approved by the PSC (Unanimous approval).

## **Adjournment**

Meeting Adjourned at 1:46pm

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## **Attachment #1**

### **ADVISING AND PTE**

#### **PROPOSAL:**

**To begin to incorporate advising into the promotion and tenure criteria at Rollins College, we propose that the language below be made available for voluntary adoption by departments. The language may also serve merely as a template, allowing departments to adapt it for their own use.**

#### **SUGGESTED LANGUAGE FOR ROLLINS**

*Faculty members may chose for their academic advising to be evaluated as part of their teaching record or as part of their service record.*

*Candidates should:*

- 1. reflect on his/her advising outlining his/her advising strategy, both pragmatically and philosophically.*
- 2. explain how s/he has helped students connect with a wide array of options at Rollins College, including different minors, internships, co-curricular activities, field studies, and study abroad, as well as with offices providing further resources.*
- 3. discuss how s/he guide students into setting goals, both during and after their time at Rollins.*
- 4. explore any challenges s/he has encountered while advising and how s/he has responded to those.*
- 5. describe the efforts s/he has made to improve the quality of his/her advising, such as participation in professional development opportunities.*

Evidence may include, but is not limited to:

Number of academic advisees

Interviews conducted by the department of advisees assessing quality of academic advising

Attendance at training sessions

Using DegreeWorks, including the "notes" field

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**Attachment #2**

Email from Chris Fuse to Fiona Harper on 10/30/2014:

Fiona,

I met with the Provost and she was very open to all of the suggestions and changes PSC recommended. Here are the specific additions to the guidelines PSC offered and she reviewed,

"The collaboration should result in, at a minimum, the submission of an article for peer-reviewed publication or its artistic equivalent within 5 years of the original funding. It is preferred that collaborations result in both a presentation at a professional conference and a peer-reviewed publication, where appropriate."

"All work products performed as part of the student-faculty collaboration, including the proposal, are bound by the Rollins College academic honor code. Violations of the academic honor code may result in the surrendering of any fund awarded by the Student-Faculty Collaborative Scholarship program."

The Provost thinks that it is a good idea to include in the letters of denial the reasons why the proposal did not meet the standards for acceptance. Both the provost and I think that it is best for inquiries and further details regarding the denial of acceptance to be directed to contact the chair of PSC.

Christopher Fuse  
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