

4-20-2010

## Minutes, Arts & Sciences Executive Committee Meeting, Tuesday, April 20, 2010

Arts & Sciences Executive Committee

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**Approved Minutes  
Executive Committee  
April 20, 2010**

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

Guests: Claire Strom

- I. Call to order—the meeting was called to order at 12:46 PM.
- II. Approval of Minutes—the minutes of the March 18, 2010 executive committee meeting was approved.
- III. Old Business - none
- IV. New Business
  - A. Faculty governance nominations – Foglesong announces some candidates desire to be added to the ballot which already was sent to faculty members. These are Anna Alon, Jill Jones and Eric Smaw. The EC agrees these individuals can be added to the ballot since nominations also can occur from the floor.
  - B. Honor Council – Boles asks the Executive Committee to charge an appropriate committee (SLC, AAC, the Honor Council, or some combination of the three) to create one Honor Council for both Holt and A&S, replacing the current split structure. Boles identifies inconsistency in the current split system given that faculty members advise the A&S Honor Council while a staff member advises the Holt Honor Council. He suggests the differences can be particularly problematic if Holt and day division students in the same course are referred to the council(s). Foglesong asks whether this is an issue EC wishes to pursue at this time. Joyner states this might not be an optimal time to consider the issue given the current unknown relationship of A&S with Holt. She suggests it might be preferable to wait until a new provost identifies a vision for the strategic relationship. Joyner also mentions the creation of one council cannot occur without reallocation of faculty or staff time from Holt to the Dean of the Faculty's Office. Small concurs it seems preferable to wait until a new provost is in place. Wallrapp states it will be difficult to have a single council because finding a common time to schedule hearings will be very problematic. She suggests it seems sensible to have the same honor code (rules and procedures) but

maintain separate councils. Joyner agrees but adds perhaps A&S faculty who teach in Holt might assume advising roles. Tillmann notes there seem to be more serious problems with the operation of the honor code – including consistency with understanding our obligation - which perhaps should take priority over concerns about a single council. She explains the need for adjuncts to be informed about the honor code and their responsibility to report violations. Tillmann notes her experience with one adjunct faculty member who did not turn in a student even though turn-it-in returned an 87% similarity index. Foglesong states the question for EC is not to decide the issue but whether to assign the issue to a standing committee. Davison opposes sending the issue to a committee given the late time of the year, the existing burdens on committees and the tendency of committees to report nothing when EC simply sends out an issue. Davison advocates waiting until next fall to assess the interest in the issue, and then if necessary to send the issue to a specific committee with a specific mandate. She expresses specific concern with the desire to create a single council rather than investigating the advantages of a single council. Davison moves that EC not send a motion to create a single honor council to a committee. Tillmann seconds. Small states he is mixed on the motion because he favors an all college system but also believes the current logistics are difficult given we are in between provosts. EC votes and the motion not to charge a committee with creating a single council passes. Boles dissents.

- C. Data Security Policy- Tillmann introduces a Data Security Policy on which F&S advised Schoknecht. (See Attachment #1.) Tillmann brings the question: “Shall the EC recommend faculty adoption of the proposal in Attachment #1?” Schoknecht explains the policy is necessary to satisfy outside auditors and that various groups have commented on the proposal. Tillmann states F&S studied the policy, agreed with all the substantive content and then suggested some minor changes and clarification which Schoknecht included. Tillmann also states F&S believes the policy does not need to go to the full faculty as the issue really is not in the purview of the faculty. Joyner asks about the distribution and education of policy. Schoknecht answers if EC approves the policy, she then would distribute via e-mail. She again emphasizes the point the outside auditors want a policy. Small notes that if we believe the faculty should approve the policy then it should be sent to the all college faculty rather than the A&S faculty. Foglesong asks if the content of the new policy is current practice. Schoknecht responds she hopes it is practice, and most of the policy is common sense, but a written policy is needed and it is desirable to provide further education of data security. Foglesong raises two issues for EC to consider: one

whether the policy is a good idea, and then whether EC wishes to approve unilaterally the policy or send it to the faculty. Small states he does not believe it is EC's responsibility to endorse the policy; he states the EC on behalf of the faculty, however, acknowledges the policy and does not object to its content. The membership of EC concurs with this position.

- D. Ethical Production Proposal – Tillmann explains the student groups' concerns regarding ethical manufacture of clothing and goods with Rollins' logo. She states only the bookstore currently follows the code, and fraternities, sororities, student organizations and athletics do not operate with these concerns in mind. Tillmann introduces the proposal. (See Attachment #2.) Tillmann notes the proposal calls for a broadly representative committee to monitor these practices, and recognizes it is important to know where and under what conditions goods are made. Tillmann elaborates the proposal provides for Rollins to pay a fee for WRC to do the investigative work associated with working conditions. She concludes the proposal passed SGA. She emphasizes the real issue at this early point is to offer recommendations to campus groups and develop awareness. Boles expresses concern about who is on committee; he suggests if the goal is awareness then the committee should include key decision makers. Wallrapp suggests going through LEAD team. Small states he supports the goal but wonders if the proposal creates a logistical nightmare. Tillmann says the committee will include one faculty or staff member from F&S. She reiterates that WRC does the investigation and then the Rollins committee looks for firms that provide good quality and price within the ethical considerations. The Rollins committee also makes the campus aware of firms with egregious violations. Davison voices concern about potential costs to athletics to change uniform manufacturers and asks whether teams' budgets will be adjusted to meet these costs. Davison also explains that NCAA and conference rules regulate uniforms. Strom inquires about the costs of WRC membership, and Joyner suggests it is important to assess the costs of the licensing agreements. Joyner also asks if this new body is a subcommittee of F&S. Tillmann says F&S is thinking more in terms of a liaison committee. Foglesong suggests there seems to be no harm associated with the proposal, and probably limited costs. All agree there is a need for F&S to gain a more certain idea of the costs. Foglesong advocates EC send the proposal to the faculty for a vote next week and during that time Tillmann try to determine accurate costs Tillmann moves and Davison seconds EC will send to the faculty meeting the proposal contained in Attachment #2. The motion passes
- E. Asian Studies Major – Small introduces the major and notes AAC vetted the major well and concludes it is a quality program and worthy

venture. He elaborates the major does not require the addition of faculty but uses existing faculty. He notes political science is the only department which indicated it is strained and might have difficulty providing seats to majors. Small says other programs have adequate space to attract majors. Wallrapp voices concern that there are departments struggling to teach their programs and adding programs stresses existing resource limits. Wallrapp also asks about the availability of study abroad and scholarships for students. Joyner responds this could occur through the International Programs Office and notes INB has a similar requirement. Small moves and Tillmann seconds “the EC recommends faculty adoption of the proposal in Attachment #3.” The proposal passes.

- F. Colleagues "not present" at faculty meetings – Foglesong moves “the minutes of faculty meetings include the names of faculty not present.” Davison seconds. Foglesong explains many government bodies report who is not present. He also suggests the record of who is present is important when the faculty returns to an issue. EC concurs and the motion passes.
- G. Agenda for EC Meeting of 4/22 – The meeting will include items from AAC and PSC. PSC needs to discuss the most recent status of discussions on administrator feedback. Davison states EC needs to appoint a faculty member to advise the Honor Council. Davison also hopes the promised report on compensation will be delivered from the provost’s office.
- G. Agenda for faculty meeting on 4/29 – EC agrees recognitions and awards will follow lunch. Then the faculty will move to business and begin with the Honor Code revisions while holding elections.

V. Adjournment—The meeting adjourns at 2:00pm.

Respectfully submitted,

Joan Davison  
Vice President/Secretary

ATTACHMENT 1

**Draft**

**Draft**

**Draft**

**Draft**

**Data Security and Stewardship Policy**

Rollins College takes seriously the proper use and protection of personal and institutional data. This policy pertains to all individuals who are involved in Rollins College business, whether they are paid or volunteers. Deans and Department heads are responsible for functioning as data stewards, ensuring that all individuals in the school/department are familiar with their responsibilities under this policy.

Information falls across a continuum of concern regarding its disclosure. While confidential information (e.g. social security number, bank accounts) must be given our closest attention, the College could also be harmed if other personal data are exposed (e.g. salaries, student grades). Therefore, protecting the College's data is everyone's responsibility.

#### Data Sources and Types

The majority of College data are maintained within our administrative system (i.e., Banner) and accessed either directly through the database interface or through a website (e.g., FoxLink, Blackboard). Often, data are transferred into a spreadsheet for further manipulation and sharing. Data may be collected on forms (electronic or paper) and stored within email accounts, in file cabinets, or on a workstation or server. Regardless of the way that the data are obtained and stored, all College data must be maintained in a secure manner.

College data fall into two main types: personal information and institutional information. Personal information includes, but is not limited to, social security and ID number, financial information, grades, and health records. Directory information (e.g., home address, telephone number, email address) is not confidential, unless an individual has asked that it be kept confidential. Institutional information includes, but is not limited to, College finances, personnel records and teaching evaluations.

#### Social Security Number

Federal and state law requires the collection of social security number (SSN) for certain purposes. However, widespread use of a person's SSN is a major privacy concern. With incidents of identity theft increasing, the protection of everyone's personal identity is important and steps are taken to protect everyone's information.

It is Rollins College policy that any report, web page or data extract will NOT contain SSNs unless required by law or by prior approval of senior management of Rollins College. This includes those specialized reports that contain parts of the SSN.

By law, Rollins College must collect and maintain SSNs for reporting and communicating to various legitimate agencies. It is therefore imperative that each person's SSN is recorded accurately within the database.

#### Permissions

Each College office and the personnel within that office have access to only those data they need to efficiently conduct College business. An individual may only access, manipulate or change data as required to fulfill their assigned duties. Level of data access is controlled through permissions assigned in the administrative system and to department folders on the server. Permissions are granted to individuals when a formal request is made (via a request for service) to Information Technology by the dean, department head or vice president.

Individuals are not allowed to circumvent the level of data access given to another individual by providing them access to data that they could not view themselves.

### Securing Data: On-Campus

Individuals must be cognizant of maintaining the security of all College data, with special concern for confidential information. This includes both hard copies and digital copies of data, whether on a desktop/laptop computer or a personal digital assistant/ smartphone (PDA).

#### *Hard copies*

Hard copies must be properly stored within department offices, in locked file cabinets whenever possible, and these offices must be locked when they are not occupied. Any piece of paper that includes these data must be shredded prior to disposal.

#### *Digital copies*

Whenever possible, College data should be maintained on a College server. This would mean the data are kept within the administrative system or within a department network folder. Securing these data require that every individual completely logs off of the administrative system and the campus network before leaving their computer unattended. At times, individuals may move data from the network and onto the hard drive of their workstation. These instances should be for very limited time frames and the data should be returned to the network and deleted from the hard drive before the computer is left unattended. Data left on the hard drive of the workstation is accessible to anyone who can gain access to the workstation, no permissions required.

#### *Sharing data*

Data files are often shared among individuals within the same office and across offices. Within an office, the department network folder is the most secure way in which to share files. A network folder is also the most secure way to share data across offices. A project-based network folder can be created and appropriate permissions assigned. A Blackboard course could also be created for a project.

Small amounts of confidential data may also be transferred between offices via email, on a CD or on a thumb drive. Non-password protected emails may contain Rollins College ID numbers, but must never contain a social security number. At a minimum, emails that contain confidential information should be password-protected. The password should be sent in a separate email. Both parties should be sure to completely delete the message from their Inbox, Sent and Trash folders once they have transferred the data, including any copies on their PDA. Data files stored on CDs and thumb drives should be deleted after the transfer. CDs must be destroyed prior to disposal.

### Securing Data: Off-Campus

Accessing data while off-campus requires even greater diligence than when on-campus. Department heads must ensure that any employee given the ability to do so must be aware of the vulnerability that the College may suffer if these data are lost while not on campus property.

If an employee does lose data while off-campus (laptop, PDA or file folder is stolen/missing) s/he must notify her/his supervisor immediately. The supervisor must then notify their Vice President and the Chief Information Officer (CIO). The CIO is responsible for responding to the security incident using established protocols.

#### *Hard copies*

There should be few instances when an individual leaves campus with a hard copy of College data. The individual who does so must maintain the absolute security of that copy and ensure that it is shredded upon disposal.

### *Digital copies*

Remote access to the administrative server is available through Citrix. Individuals connecting to the administrative system while off-campus must exert the highest level of caution. Individuals who access their network folders from a College-owned laptop must be sure that they keep all of the data on the network and must not save any data onto the laptop hard drive.

Individuals should never connect using Citrix to the College network while using an unsecured wireless network.

### 3<sup>rd</sup> Party Contractors

Rollins College contracts with a variety of companies for services that require sharing confidential information. All such contracts must contain language that specifies that the contractor understands the confidentiality of the information that they are receiving, that they have the same responsibilities as Rollins College employees in maintaining the security of those data and that they understand the appropriate federal and state laws that govern the security of the specific data.

### Policy Review

This policy is reviewed annually by the Enterprise Computing Group of Rollins College. After each review, the policy will be distributed to all faculty and staff at the College to alert them to any policy updates and to serve as a reminder of the importance of appropriate data stewardship.



## ATTACHMENT 2

### **Campus-Wide Code of Conduct for the Ethical Production of Rollins-Branded Products**

**Summary:** this proposal calls for:

- 1) implementing a campus-wide code of conduct for the manufacture of Rollins-branded products,
- 2) joining the Worker Rights Consortium, an independent monitoring agency already serving two of our peer schools (Stetson and Villanova) and six of our aspirant schools (Bowdoin, Carleton, Colby, Macalester, Middlebury, and Oberlin),
- 3) creating an Ethical Production Oversight Committee

**Rationale:** members of the Rollins community purchase thousands of Rollins-branded items each year. Most of these purchases are made without questioning who made those products and under what conditions. Of all constituencies on campus, only the bookstore operates by a Vendor Labor Code of Conduct. This proposal would assist other constituencies, including athletics and student organizations, in ensuring that their Rollins-branded purchases are made according to Rollins' stated principles.

**I. Principles: Global Citizenship, Responsible Leadership, Social Responsibility, Environmental Stewardship:** The Rollins community stands against unfair and unethical labor and environmental practices. We want to ensure that goods that carry our brand also carry our values.

**II. Commitments:** The College must not purchase Rollins-branded goods from manufacturers that violate labor and/or environmental laws; must facilitate the independent investigation of companies that manufacture Rollins-branded goods; and must seek out, support, and promote companies that treat workers and the environment ethically.

**III. Employment Standards for Companies Making Rollins-Branded Gear:** The College will only do business with companies whose workers are in all cases voluntarily present at work, not at risk of physical harm, fairly compensated, and

not exploited in any way. In addition, the following specific guidelines<sup>1</sup> must be followed:

**A. Wages and Benefits:** Companies making Rollins-branded products must

provide wages and benefits that comply with all applicable laws and regulations and match or exceed the prevailing local manufacturing industry practices.

**B. Working Hours:** Companies making Rollins-branded products must not require workers to work more than the lesser of 48 regular working hours per week, or the limit on regular working hours under applicable local law, and shall provide workers with at least one day off in every 7-day period. With respect to appropriately compensated overtime, companies shall not schedule overtime on a regularly scheduled basis in excess of the less of the standard work week plus 12 hours of overtime, or 48 standard hours plus 12 hours of overtime.

**C. Child Labor:** The use of child labor is not permissible and will not be tolerated. Companies manufacturing Rollins-branded products must meet all applicable local laws regarding the minimum age of workers. Workers can be no less than fourteen years of age and not younger than the compulsory age to be in school in the country where the work is to be performed.

**D. Forced Labor:** Makers of Rollins-branded products will not use involuntary labor, including forced, prison, bonded or indentured labor.

**E. Health and Safety:** Makers of Rollins-branded products must comply with applicable local law in providing workers with a safe and healthy work environment. If residential facilities are provided to workers, they must be safe and healthy facilities.

**F. Non-Discrimination:** While Rollins recognizes and respects cultural differences, all workers must be employed on the basis of their ability to do the job, rather than on any personal characteristic. Companies making Rollins-branded products shall not discriminate in hiring, salary, benefits,

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<sup>1</sup> These guidelines apply standards from the Follett Vendor Code of Conduct to the entire campus.

performance evaluation, discipline, promotion, retirement or dismissal on the basis of an individual's ethnic or national origin, color, religion, or sex.

**G. Harassment and Abuse:** Companies making Rollins-branded products shall treat workers with dignity and respect. No worker shall be subject to any physical, sexual, psychological or verbal harassment or abuse.

**H. Disciplinary Practices:** Companies making Rollins-branded products will not use or tolerate corporal punishment or any other form of psychological or physical coercion.

**I. Freedom of Association and Collective Bargaining:** Companies making Rollins-branded products shall recognize and respect the right of workers to freedom of association and collective bargaining. Workers shall not be subject to intimidation or harassment in the peaceful exercise of their right to join or to refrain from joining any organization.

**J. Human Rights:** Rollins-branded products shall not be manufactured or produced in any country where the human rights environment would prevent the conduct of business activities in a manner that is consistent with this Code of Conduct.

**IV. Living Wage Preference:** In most countries, the minimum wage does not come close to being a "living wage," i.e., meeting the basic needs of workers and their families. Preference will be given to companies that pay a wage sufficient to meet those basic needs (e.g., safe housing, nutritious food, access to clean water).

## **V. Mechanisms to Ensure the Ethical Production of Rollins-Branded Products**

**A. Independent Monitoring:** Investigation of labor practices will continue to be provided to the bookstore by the Fair Labor Association. Other campus constituencies, including athletics and student organizations, will be assisted by the Worker Rights Consortium (WRC).<sup>2</sup>

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<sup>2</sup> Cost of WRC membership: "Schools with licensing programs pay annual fees in the amount of 1% of their previous year's gross licensing revenues, with a minimum of \$1,500 and a maximum of \$50,000. Schools that do not have licensing programs pay a flat annual fee of \$1,500." Rollins currently has no licensing program but is pursuing one.

**B. Committee:** an Ethical Production Oversight Committee will consist of one faculty or staff member of Finance and Services, one member each of the Arts and Sciences and the Holt SGA, one representative from SLAP (the Student Labor Action Project), one representative from athletics, and one representative from the bookstore. Other interested Rollins community members are welcome to join the committee.

The committee will have the following responsibilities:

1. **Reviewing Violations:** Committee members will stay abreast of FLA and WRC reports. When FLA and WRC reports reveal substantial, repeated, or non-redressed violations to the Code of Conduct, the Committee will recommend discontinued purchasing.
2. **Education:** Each year, the committee will educate the campus community on this Code of Conduct.
3. **Seeking Out and Spotlighting Ethical Firms:** Each year, the committee will spotlight best practices in terms of fair labor and environmental stewardship.
4. **Annual Review of the Code of Conduct**
5. **Annual Report:** By March 1 of each year, the committee will issue a public report to the bookstore, athletics, the Student Government Associations of Arts and Sciences and of Holt, and the Finance and Services Committee.

## ATTACHMENT 3

# ASIAN STUDIES MAJOR

Ilan Alon, Mario D'Amato, Mark Fetscherin, Yudit Greenberg, Tom Lairson, Robert Moore, Yusheng Yao, Wenxian Zhang

The Asian Studies major provides students the opportunity to study in depth one of the most important regions in the world. The importance of Asia derives from its large population, long history, complex and diverse societies and cultures, and rising economic significance. As the peoples and nations of the world become increasingly interconnected, successful leaders will benefit from a mastery of this key region.

The Asian Studies major combines courses in history, culture and politics with those from modern languages and an array of electives from other disciplines. Students are expected to do the following:

- develop an understanding of the historical, cultural, political and economic forces that have shaped modern Asia
- master the rudiments of an Asian language
- experience cultural immersion through study abroad in at least one Asian country

Students will complete an international experience in Asia. Currently Rollins offers such experiences in Shanghai, Hong Kong and Osaka.

The Asian Studies major is designed to educate Rollins students for active citizenship and ethical leadership in a global society, and to prepare graduates for productive careers. The major spans a variety of academic departments and students are required to incorporate courses from different departments.

## MAJOR REQUIREMENTS

Requirements for the Asian Studies major are: twelve (12) courses, including five (5) from the History and Culture category, five (5) from Politics and Business, and two (2) courses in an Asian Language beyond the 100 level. At least six (6) courses must be taken at the upper division (300-400) level and no more than three (3) courses can be in any single department.

## *INTERNATIONAL EXPERIENCE*

Students are also required to participate in one (1) academically-based study trip to Asia. Those counting toward such a requirement include Rollins courses with a seminar followed by a minimum 2 weeks study tour, or an approved study tour to Asia of 1 month or longer. Students are highly encouraged to meet this requirement with a semester-long stay in one of the Asian Studies approved programs or universities where a maximum of 4 pre approved courses can be counted towards the major.

## *RESIDENCY AND DISTRIBUTION*

Asian Studies majors must take all core courses at Rollins (except for courses taken by transfer students prior to admission to Rollins), at least one-half of all courses for the major at Rollins (no exemption for transfer students), and at least one-half of all courses for the major at the **300-400 level**.

## *FOREIGN LANGUAGE REQUIREMENT*

To accommodate students with different learning styles and abilities, the foreign language study requirement may be satisfied in one of three ways.

- First, students may take and successfully complete two (2) college-level courses (8 semester hours) or the equivalent in a single Asian language at the intermediate (**200**) level or beyond.
- Second, the two-course requirement may be waived by demonstrating 'native proficiency' in a modern Asian language, as determined by the Rollins College Department of Modern Languages and Literatures. If the language is not taught at Rollins, the four-course requirement may be waived by demonstrating a proficiency in a modern foreign language at the 'advanced' level by passing a standardized test administered by the ACTFL Testing Office. Information and application forms for these tests can be obtained from the Rollins College Department of Modern Languages and Literatures.

**Receiving a foreign language waiver does not reduce the total number of courses required for the Asian Studies major (12). Students receiving such a waiver are required to take two (2) additional courses in either the History and Culture or the Politics and Business categories.**

## *ASIAN STUDIES COURSES*

### *REQUIRED COURSES*

All Asian Studies majors must take the following course:

- ***HIS 263 East Asia in Modern Times***
- ***REL 113 Asian Religions***

### *HISTORY AND CULTURE COURSES*

- ***ANT 252 Cultures of China***
- ***ANT 254 Cultures of Japan***
- ***ANT 305 Topic: Cinema and Society in China***

- *ANT 305 Topic: Sufi-Buddhist Mysticism*
- *HIS 212/212F Journey to the Middle Kingdom (Field Trip)*
- *HIS 250 Modern Japan*
- *HIS 260 History of Chinese Civilization*
- *HIS 261 Modern China*
- *HIS 262 East Asia in Pre-Modern Times*
- *HIS 349 The Chinese Revolutions*
- *HIS 350 U.S./China Relations in the 20th Century*
- *HIS 361 Contemporary China*
- *PHI 211/211F Religion and Culture in Bali (Field Trip)*
- *REL 230 Buddhism: Theory & Practice*
- *REL 240 Buddhist Philosophy*
- *REL 241 Buddhist Ethics*
- *REL 340 Zen Buddhism*

#### *POLITICS AND BUSINESS COURSES*

- *POL 130 Introduction to International Politics*
- *INB 300 Introduction to International Business*
- *ECO 203 Principles of Micro and Macro-economics*
- *ECO 327 Comparative Economic Systems*
- *ECO 351 Economic Development*
- *POL 302 Politics in the Third World*
- *POL 325 Sustainable Dev. in Southeast Asia*
- *POL 331 International Political Economy*
- *POL 334 Political Economy of Japan*
- *POL 384 East Asian Politics*
- *POL 393 Vietnam Experience Online*
- *INB 311 Asian Business Environment*
- *INB 390 Topics: International Market Research and China*

# Major Map: Asian Studies

*The Asian Studies Major provides students the opportunity to study in depth one of the most important regions in the world. The importance of Asia derives from its large population, long history, complex and diverse societies and cultures, and rising economic significance. Courses are grouped together into three categories: History & Culture, Politics & Business, and Languages.*

*Twelve (12) courses are required for the major. Students are required to take five (5) courses from those designated in History & Culture, five (5) course from Politics & Business, and two (2) courses in an Asian Language beyond the 100 level.*

*At least six (6) courses must be taken at the upper division (300-400) level and no more than three (3) courses from any department. Students are also required to participate in one (1) academically-based study trip to Asia. Those counting toward such a requirement include Rollins courses with a seminar followed by a minimum 2 weeks study tour or an approved study tour to Asia of 1 month or longer. Students are highly encouraged to meet this requirement with a semester-long stay in one of the Asian Studies approved programs or universities where a maximum of four (4) pre-approved courses can be counted towards the major.*

**HISTORY & CULTURE** Five (5) courses required from the list below to attain knowledge of Asian history and culture. One 300 or 400 level language course might count as a history and cultural course.

Semester		Course	Prerequisite	Grade	G.E.*
_____	<b>HIS 263</b>	East Asia in Modern Times	Check Catalogue	_____	_____
_____	<b>REL 113</b>	Asian Religions	Check Catalogue	_____	_____
_____	_____	_____	Check Catalogue	_____	_____
_____	_____	_____	Check Catalogue	_____	_____
_____	_____	_____	Check Catalogue	_____	_____
<div> <div> HIS 212/212F Journey to the Middle Kingdom (Field Trip)  HIS 250 Modern Japan  HIS 260 History of Chinese Civilization  HIS 261 Modern China  HIS 262 East Asia in Pre-Modern Times  HIS 349 The Chinese Revolutions  HIS 350 U.S./China Relations in the 20th Century  HIS 361 Contemporary China </div> <div> ANT 252 Cultures of China  ANT 254 Cultures of Japan  ANT 305 Topic: Cinema and Society in China  ANT 305 Topic: Sufi-Buddhist Mysticism    PHI 211/211F Religion and Culture in Bali (Field Trip) </div> <div> REL 230 Buddhism: Theory &amp; Practice  REL 240 Buddhist Philosophy  REL 241 Buddhist Ethics  REL 340 Zen Buddhism </div> </div>					

**POLITICS & BUSINESS** Five (5) courses are required from the list below for an understanding of comparative politics & business. Only one (1) of the three courses listed in bold (POL 130, INB 300, ECO 203) needs to be taken; the remaining four (4) need to be taken from the list below.

Semester		Course	Prerequisite	Grade	G.E.*
_____	<b>POL 130</b>	Introduction to International Politics <b>or</b>	Check Catalogue	_____	_____
_____	<b>INB 300</b>	Introduction to International Business <b>or</b>	Check Catalogue	_____	_____
_____	<b>ECO 203</b>	Principles of Micro and Macro-economics	Check Catalogue	_____	_____
_____	_____	_____	Check Catalogue	_____	_____
_____	_____	_____	Check Catalogue	_____	_____
_____	_____	_____	Check Catalogue	_____	_____
_____	_____	_____	Check Catalogue	_____	_____
<div> <div> POL 302 Politics in the Third World  POL 325 Sustainable Dev. in Southeast Asia  POL 331 International Political Economy </div> <div> POL 334 Political Economy of Japan  POL 384 East Asian Politics  POL 393 Vietnam Experience Online </div> <div> INB 311 Asian Business Environment  INB 390 Topics: Inter. Market Research and China  ECO 327 Comparative Economic Systems  ECO 351 Economic Development </div> </div>					



**FOREIGN LANGUAGE**

Asian Studies majors are required to take **two (2) courses beyond the 100 level**, either in Chinese or Japanese. This two-course foreign language requirement at the upper level is an essential component of the Asian Studies Major. Students are encouraged to take these foreign language courses in the host-country. Students receiving a foreign language waiver are required to take two (2) additional courses in either the History and Culture or the Politics and Business categories.

<u>Semester</u>		<u>Course</u>	<b>Prerequisite</b>	<b>Grade</b>	<b>G.E.*</b>
_____	___	Foreign Language at the <u>200-400 level</u>	Check Catalogue	_____	_____
_____	___	Foreign Language at the <u>200-400 level</u>	Check Catalogue	_____	_____

**Name:** \_\_\_\_\_**Date:** \_\_\_\_\_