

Rollins College

Rollins Scholarship Online

Faculty Affairs Committee Minutes

College of Liberal Arts Minutes and Reports

4-7-2020

Minutes, Faculty Affairs Committee Meeting, Tuesday, April 7, 2020

Faculty Affairs Committee

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Faculty Affairs Committee

Meeting of April 7, 2020

12:30 – 1:45

Approved 04/21/2020

WebEx: <https://rollins.webex.com/meet/ssanabria>

Members in Attendance:

Ben Hudson, 2018 – 2020, Humanities Rep 2018-2020

Ashley Cannaday, At-Large Rep 2019-2021

David Caban, Business Rep, 2019-2021

John Grau, Expressive Arts Rep, 2018-2020

Leslie Poole, At-Large Rep, 2019-2021

Samuel Sanabria, At-Large Rep, 2019-2021

Rachelle Yankelevitz, Science Division Rep, 2019-2021

Secretary: Leigh DeLorenzi, Social Sciences-Applied Rep, 2019-2020

Absent due to scheduling conflict: Don Davidson, Chairperson, At-Large Rep 2019-2021

Guests in Attendance:

Nancy Chick

Jennifer Cavanaugh

- I. Call to Order
- II. Approval of Minutes (attachments)
 - a. Approved
- III. New Business
 - A. Recommendation for optional course feedback instrument (attachment)
 - a. Rachelle drafted a document that summarized the key elements of the Qualtrics survey that will serve as a CIE replacement. This course evaluation tool is optional, and only goes to the faculty member, who then can choose to share it with whomever they choose. FAC formulated questions related to:
 - i. Part 1: the hours per week spent on the course (both in person and online format)
 - ii. Part 2: Bank of suggested open-ended questions: Choose approximately three of these or create your own in the following section
 1. What about this class facilitated your learning about the course topic?

2. What did the course professor do well to facilitate your learning?
 3. What, if anything, could the course professor have done to better facilitate your learning?
 4. Did the course challenge your critical thinking?
 5. Did the course help you develop (insert learning goal here)?
 6. What would you like to say about this course to a student who is considering taking it in the future?
 7. How effective was your professor's support in the necessary transition to remote teaching after spring break?
 8. What will you carry with you into other classes or other aspects of your life?
- iii. Part 3: Scaled-response items measuring the extent to which the student found beneficial:
1. The instructional approach taken in this class
 2. How the class topics, activities, reading and assignments fit together
 3. The organization of the class
 4. Custom question
 5. Final question: Optional: What would you like your professor to know about your experience in this course?
- b. FAC will pass this on to Amy Sugar for guidance on how to construct the instrument in Qualtrics.
- B. Finish details of endowed chair transparency recommendations (attachment)
- a. FAC discussed and finalized recommendations for transparency criteria for the selection and renewal of Endowed Chairs.
 - b. FAC discussed the policy of instituting a requirement for 2 external letters of review from experts in their scholarship area. These two reviewers will be selected by the applicant.
 - c. Candidates for Endowed Chairs must exceed the requirements for full professor in two of the three categories of teaching, research, and service. FAC discussed whether it should be required that a candidate must exceed criteria for full professor in the area of teaching. The committee decided to keep the criteria as exceeding in 2 out of 3 areas, without the requirement that one of those two areas be in the area of teaching.
 - d. FAC drafted criteria for the recommending committee, application materials needed and deadlines (see attached).

IV. Adjourn