

Rollins College

Rollins Scholarship Online

Curriculum Committee Minutes

College of Liberal Arts Minutes and Reports

11-5-2019

Minutes, Curriculum Committee Meeting, Tuesday, November 5, 2019

Curriculum Committee

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Curriculum Committee Meeting Agenda

Date: November 5, 2019

Location: Chapel, Classroom 1

Attendees:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Martina Vidovic (Chair) | <input checked="" type="checkbox"/> Samuel Alvarez | <input checked="" type="checkbox"/> Steve Booker |
| <input checked="" type="checkbox"/> Valerie Summet | <input checked="" type="checkbox"/> Kyle Bennett | <input checked="" type="checkbox"/> Erik Kenyon |
| <input checked="" type="checkbox"/> Brian Mosby | <input type="checkbox"/> Cece Carrico | <input type="checkbox"/> Karla Knight |
| <input checked="" type="checkbox"/> Kip Kiefer | <input checked="" type="checkbox"/> Bet Tauscher | <input type="checkbox"/> Gabriel Barreneche |
| <input checked="" type="checkbox"/> Caitlin Mohr | | <input type="checkbox"/> Jennifer Cavenaugh |
| <input checked="" type="checkbox"/> Patti McCall-Wright | <input checked="" type="checkbox"/> Emily Russell | <input checked="" type="checkbox"/> Janette Smith |
| <input checked="" type="checkbox"/> Whitney Coyle (Secretary) | <input type="checkbox"/> Mae Fitchett | |
| <input checked="" type="checkbox"/> Brendaliz Santiago-Narvaez | <input checked="" type="checkbox"/> Stephanie Henning | |
| <input checked="" type="checkbox"/> Steven Schoen | <input checked="" type="checkbox"/> Toni Holbrook | |
| <input checked="" type="checkbox"/> Rachel Simmons | <input type="checkbox"/> Tiffany Griffin | |

Agenda

1. **Approve minutes from the October 29, 2019 meeting**
 - a. Motion to approve minutes from October 29, 2019 (Moved: Valerie, Second: Brian)
 - b. Decision: (8-0-0)
2. **Sub-committee reports**
 - a. New course
 - i. Met last week – approved 3 more field studies, ECMP, intersessions approved
 - b. Academic Appeals
 - i. A few appeals came through via email
 - c. EC report
 - i. Creation of committee to look at calendar (no discussion will be included about Mother's Day graduation, other issues will be discussed). Hope to bring recommendations forward by April.
 - d. Registration
 - i. No meeting recently – discussed priority registration
 - e. SGA
 - i. No report
3. **Old business**
4. **New business**
 - a. Position requests
 - i. ARH – TT – studio art position
 1. Tenure track replacement for Josh Almond – studio art
 2. Approved for visitor for next year (2020-2021 will be tenured position)

3. Half of Josh's load were service courses (RCC, HON, rFLA, etc.)
 4. **Additions** - Make safety a big point for needing a full time and **Additions** - long term person in this position
 5. Division is small – make sure that Gen Ed need is really highlighted.
 6. **Additions** - Sculpture is required for studio art (and a popular course as an elective even for non-majors)
 7. **Question** – holt studio art minor just approved ... this person is needed!
 8. Cleaning perspective:
 - a. Position requested – “other” ... not sure what this means
 - b. Top pg. 2 – number requested – “yes”.. perhaps this was an accidental addition?
- ii. ENG – TT,TT
1. General comments – losing 3 TT faculty members (two retirements Brit lit) over ~4 years. Fulfill WCMP, each faculty rFLA each semester, Holt major, etc. Very service oriented for school. Asking for 2 (to replace three lost)
 2. Brit Lit (covering two retirements)
 - a. Needed to cover breadth of course necessary in literature
 - b. **Fix** – not new TT in ren lit (this is a replacement) (in make a case for why your dept needs)
 3. AAAS program
 - a. Partner with another faculty for AAAS program (History, Sociology, English) – possibly be director
 - b. **Highlight** how this is servicing other depts./interdisciplinary programs. Conversation had elsewhere that it makes sense for English to have this position. Give a bit more.
- iii. HP – TT, TT – one for each grad. program
1. NEW – MPH program
 - a. Only one full faculty member in program – also director
 - b. One half time faculty member
 - c. Cannot be accredited without TWO faculty members
 - d. “line paid for by program” ... tuition sustains program and aids campus
 - e. **Add** – financial return rates in proposal?
 - f. **Move** argument about sustainability and accreditation to the foreground
 - g. **Correct -** NOT a conversion
 2. Convert VAP → TT - ABACS
 - a. Don't have to be accredited (only 17 out of hundreds are accredited in ABACS programs with only masters)
 - b. Currently one faculty members in visiting position and this would endanger accreditation

- c. Teach one in holt psych? And the rest in the masters program
 - d. Heavy competition in discipline in Florida – would be the only accredited program in FL which would help grow program even more.
 - e. Visiting line in place for ~4 years. Conversion requested previously and was turned down (perhaps due to priority of other requests)
 - f. **Highlight** – importance of accreditation, revenue benefit
 - g. **Question** - capacity for increased enrollment? YES! Marketing has been difficult. Accreditation will help! Goal was 20 per fall coming in but hasn't happened yet.
- iv. BUS – TT, TT - requesting
- 1. Don Rogers is retiring, taking sabbatical
 - a. Runs MHR program as an overload since inception (for 25 years!!). Evening program.
 - b. 3 day courses, 1 night course: every semester. 1 summer course
 - 2. VAP 2 year granted for F2020 – hoping TT search – brings in best candidates! Can they rush the search for TT instead of VAP if this is approved?
 - 3. Holt, CLA, INB students
 - 4. Require >C in core courses, controlling growth
 - 5. Looking at other depts. For electives for their majors
 - 6. Never been fully staffed in MGT – no one else is full time in HR courses
 - 7. Same accreditation in day and evening programs
 - 8. For replacement position (strategy/HR):
 - a. Highlight that you need HR person!
 - b. Not enough people there for MGT capstone course
 - c. Would allow dept. lecturers and others to teach in Gen Ed.
 - 9. For MHR position (perhaps Associate level, research background) – program on review with Dean of Holt
 - a. Successful program with scarce resources but accreditation might be an issue moving forward. We need faculty there for this review to go smoothly (this month) – will include info in proposal if time permits
 - b. This is primarily a Holt position (masters program) but faculty would teach in CLA too
 - 10. Lots of adjuncts and practitioners used if we don't get these positions. VAP is ok, but really hoping to get best candidates by running TT search
 - 11. Priority – strategy position for CLA (real replacement for Don Rogers)
- v. EDU – TT, TT – two reading faculty – one is NEW position, one is replacement for Wellman

1. Numbers in request (automatic numbers) are not accurate.
2. RED just added recently – Wellman retiring, Manak remaining
3. 5 courses taught by adjuncts
4. not enough faculty to offer enough day classes – forcing students to take holt evening courses. Athletes especially find this difficult
5. MAT – majored in something that wasn't teaching, masters in teaching to get certification
6. DOE – masters shouldn't be with undergrad students – hope that we can grow program and offer separate courses.
7. **Question** – percentage of credit hours taught (credit hours generated) by full time vs. adjunct – if it is too high, this is a problem for accreditation!
8. **Add** – why each program is important and how these positions will support the many many programs that are out there (built to fit student needs)
9. **Add** – right ratio of full-time and adjunct (sometimes 50% is ok, grad programs 50% is ok). Need rational of why EDU program in CLA vs. Holt would need a lower percentage. Why this program needs something other than adjuncts.
10. This program and faculty also serve secondary education minors (like music).

b. NOV 13th is when all edits are due from departments based on these comments

c. **For next meeting** –

- i. From Stephanie: CLA vs. Holt differences, trying to create alignment (grade appeals, academic appeal process)
- ii. From Kip: IB policy and second degree [registration priorities (won't necessarily bring forward yet for something to vote on, just for feedback)]

5. Announcements

6. Adjourn