

Rollins College

## Rollins Scholarship Online

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Faculty Affairs Committee Minutes

College of Liberal Arts Minutes and Reports

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5-20-2020

### **Minutes, Faculty Affairs Committee Meeting, Wednesday, May 20, 2020**

Faculty Affairs Committee

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**Faculty Affairs Committee**  
**Special Meeting of May 20, 2020**  
**WebEx Meeting Room: <https://rollins.webex.com/meet/ddavison>**  
**12:30-1:00pm**

**Approved**

Don Davidson, Chairperson 2019-2021  
Ben Hudson, 2018 – 2020, Humanities Rep 2018-2020  
Ashley Cannaday, At-Large Rep 2019-2021  
Don Davidson, At-Large Rep, 2019-2021  
Leslie Poole, At-Large Rep, 2019-2021  
David Caban, Business Rep, 2019-2021  
John Grau, Expressive Arts Rep, 2018-2020  
Rachelle Yankelevitz, Science Division Rep, 2019-2021  
Leigh DeLorenzi, Social Sciences-Applied Rep, 2019-2020  
Samuel Sanabria, At-Large Rep, 2019-2021  
David Caban, Business Rep, 2019-2021  
Secretary: Leigh DeLorenzi, Social Sciences-Applied Rep, 2019-2020  
Incoming Members: Margaret McLaren and Missy Barnes

- I. Call to Order
  
- II. New Business

FAC was asked to consider a one-year only proposed changes to the schedule of evaluation due dates in Article VIII of the CLA Bylaws. If the College begins classes on September 14 due to COVID-19-related delays, there will not enough time for CECs to observe classroom teaching, hold the evaluation meeting, write their letter with an opportunity for the candidate to respond, and submit it to the FEC by October 1. The proposed changes will only apply for the AY2020-2021.

The following table summarizes the proposed changes:

**FAC Recommendations for One-year Bylaw Change**

Assumptions: Classes begin September 14 (Monday)

A maximum of five tenure review cases. (There will likely be 3-4 tenure cases).

A maximum of seven (7) full professor evaluations.

Article VIII/Section 6. Timetable (page 27)

	<b>Mid-Course Evaluation</b>	<b>Tenure and Promotion</b>	<b>Promotion to Professor</b>

Dean notifies Candidate re: eligibility	April 15	April 15	April 15
Candidate notifies Dean re: intention, CEC formed	May 15	May 15	May 15
CEC Chair notifies Dean, candidate, and FEC of CEC make up	June 1	June 1	June 1
Candidate electronically submits materials to CEC members, Dean, and FEC members	The first day that the college is open for business in January	July 1	July 1
CEC submits letter to candidate, Dean, and FEC Chair	February 15	October 1 (October 23 for AY2020-2021)	October 15 (October 30 for AY2020-2021)
Dean submits letter to candidate, CEC Chair, and FEC Chair	At least 1 week before candidate's FEC meeting	At least 1 week before candidate's FEC meeting	At least 1 week before candidate's FEC meeting
FEC submits letter to candidate, CEC Chair, and Dean	May 15	December 15 (December 22 for AY2020-2021)	April 1
FEC submits letter to Provost	N/A	December 15 (December 22 for AY2020-2021)	April 1
Provost submits letter to candidate, President	N/A	January 15	April 15

**Vote to approve recommended changes: Unanimous vote in favor of adopting the above date adjustments in red.**

- III. FAC discussed low course evaluation results for Spring 2020. Strategies for Maymester were discussed, including asking professors to build-in 10-15 minutes during class time for students to complete the assessments at the end of the semester. Other options mentioned were offering a small amount of extra credit for completion, frequent email reminders, making the evaluation window longer, imparting the importance of course evaluations to the students, including a link in Canvas for course evaluations, and/or delaying grades until course evaluations are completed.
- IV. Adjourn