

Rollins College

## Rollins Scholarship Online

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Curriculum Committee Minutes

College of Liberal Arts Minutes and Reports

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11-12-2019

### **Minutes, Curriculum Committee Meeting, Tuesday, November 12, 2019**

Curriculum Committee

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# Curriculum Committee Meeting Agenda

Date: November 12, 2019

Location: Chapel, Classroom 1

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## 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 Cavanaugh      |
| <input checked="" type="checkbox"/> Patti McCall-Wright        | <input checked="" type="checkbox"/> Emily Russell     | <input type="checkbox"/> Janette Smith           |
| <input checked="" type="checkbox"/> Whitney Coyle (Secretary)  | <input checked="" 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 checked="" type="checkbox"/> Tiffany Griffin   |  |

## Agenda

1. **Approve minutes from the November 5, 2019 meeting**
  - a. Motion to approve minutes from November 5, 2019 (Moved: Valerie, Second: Brian)
  - b. Decision: (9-0-0)
2. **Sub-committee reports**
  - a. New course
    - i. No meeting
  - b. Academic Appeals
    - i. Meeting tomorrow
  - c. EC report
    - i. No meeting
  - d. Registration
    - i. Met mostly virtually – presenting items today
  - e. SGA
    - i. Sending survey for registration to SGA to get student feedback (with CC approval)
3. **Old business**
  - a. Second bachelor degree
4. **New business**
  - a. Academic Appeals (Holt)
    - i. Can appeal through a HH student appeals committee (holt dean, dir. Student services, registrar through holt)
    - ii. Day students (through Mae) appeal through faculty appeals – through CC
    - iii. Wanting appeals committee to handle holt appeals too – very few appeals

- iv. Only difference is that they must meet with their advisor – their advisors (in holt) will handle paperwork and process through Mae.
  - v. Appeals can be made within 1-year of academic
  - vi. Question – should we add statement – readmission appeals are not included in this process ...
  - vii. Keep language as close as possible between CLA and Holt (except in Holt, they must meet with advisor) – add language that “closes the loop” for Holt students to make sure it is clear that advisor sends paperwork to Mae OR make sure that students follow up with Mae that advisor sent
  - viii. Remove STEP 4 from this doc?
    - 1. Preference to duplicate what they have for CLA
  - ix. Careful to keep out names and emails specifically from catalogue
  - x. Motion to approve with discussed changes (Moved: Kip, Second: Patti)
    - 1. DECISION: Approved (10-0-0)
- b. Grade Appeals
- i. Hoping to align Holt and CLA again
  - ii. Committee would include dean of HH if appeal includes Holt
  - iii. Structure was very different for Holt until this point
  - iv. Useful to align since we have cross-listing – appeal process should be the same
  - v. The appeal follows the class (if it is a holt class) - really follows the student as they enrolled (holt vs. CLA)
  - vi. Some confusion around cross-listing... some ideas:
    - 1. CLA
    - 2. Holt
    - 3. Cross-listed – follows the students??
  - vii. Some cleaning needed in order to make this clear for students/faculty/program directors, etc.
  - viii. **Needs a workflow for students** – a checklist that the student can work through in order to make sure that students have covered all bases thoroughly ??
    - 1. **But does this belong in a catalogue** – Likely no. More for faculty governance.
    - 2. This workflow could appear elsewhere online or EAB or with advisors? Somewhere accessible to students
  - ix. Can something be added about appealing for study abroad grades
  - x. From students
    - 1. Difficult getting accountability from dept. chair.
    - 2. Workflow – timeline to make sure that dept. chair/instructor/student follows through
    - 3. Could go in faculty handbook – but we need to make sure that they are cohesive
  - xi. One year deadline for appeals seems long – what if this course were taught by adjunct
  - xii. (Kip will send along changes to Stephanie) As long as we mention early in the document that the appropriate dean will be contacted

- xiii. Study abroad piece should be added at the end (does not apply!)
  - xiv. Workflow is strongly supported (but not something we want to put in the catalogue or extremely available unless they are seeking this).
  - xv. The last policy had a step by step process but this one does not – some discomfort around this.
  - xvi. Generally - everyone is looking to the catalogue for the step by step/clear information – shouldn't this step by step be in the catalogue?
    - 1. Is there an appendix option?
  - xvii. Adding forms to website – workflow with websites ...
  - xviii. Motion to approve with discussed changes (Moved: Kip , Second: Patti)
    - 1. DECISION: Approved (10-0-0)
  - xix. **Will deal with workflow later – approved changes in order to make the process similar for Holt and CLA – appeals committee should work on the flow chart then we can re-discuss how this would be included (website, etc.)**
  - xx. Faculty handbook is in R Scholarship online – some of this information can be found within (search for Grade Appeals)
- c. Finish in Four
- i. Pathway for CLA – finish in 4 commitment – how can we encourage this?
    - 1. What are criteria
    - 2. What commitments can Rollins make to student
    - 3. Students that don't finish in 8 semesters, can return tuition free ...
  - ii. Not 8 consecutive semesters (medical leaves, personal leave, etc.) would trigger ...
  - iii. Appealable ? Yes!
  - iv. Needs more discussion ...
- d. Registration priority (did not get to – will bring back to next meeting)

## 5. Announcements

## 6. Adjourn