

Rollins College

## Rollins Scholarship Online

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Curriculum Committee Minutes

College of Liberal Arts Minutes and Reports

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6-15-2020

### **Minutes, Curriculum Committee Meeting, Monday, June 15, 2020**

Curriculum Committee

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# Curriculum Committee Meeting Agenda

Date: June 15, 2020

Location: WebEx room

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## Voting members:

- Martina Vidovic (Chair)
- Valerie Summet
- Brendaliz Santiago-Narvaez (secretary)
- Mark Heileman
- Caitlin Mohr
- Gloria Cook
- Steven Schoen
- Brian Mosby
- Sarah Parsloe
- Rochelle Elva
- Kyle Bennett

## Non-voting members:

- Ashley Kistler
- Stephanie Henning
- Rob Sanders

## Guests:

- Mae Fitchett
- Toni Holbrook
- Tiffany Griffin
- Steve Booker
- Amber Taylor
- Gabriel Barreneche

## Agenda

### 1. Approve minutes from the meeting on May 15, 2020

a. **Minutes approved-** minutes approved- *Brian-* Approved

b. **Edit to minutes by Rochelle-**

*Rochelle – pointed that for transfer of credits for P/F there may be an issue of unfairness since there are schools where a F is A – D while for others A-C. She noted that for some students a C- (which is a fail for some schools like UCF) will not be accepted, because it shows up as a Fail. She noted it would be unfair for students who may end up passing with D equivalent from a school that counts a D as a pass. She pointed at language that students can request a transcript with letter grade shown.*

### 2. New business

a. **Fall 2020 Attendance Policy – Gabriel Barreneche- Options**

*Gabriel-* Attendance policy- concerns raised over students that are ill attending class. Student concerns over being absent since attendance policy affects their grade.

Option 1: Temporary hiatus to attendance policy students are not penalized for being absent. Not affect their grade.

Option 2: Modification of policy

For both students will be graded on their participation in other ways.

#### **Open for questions:**

- *Martina-* Will abuse the policy if attendance is not enforced?
- *Gabriel-* We will still assess participation, but not dependent on attendance. How the participation takes place may be a challenge. Need a policy so that there is consistency across the board.

- *Mark H.* – How will participation be assessed with these options, if absences are not considered? *Gabriel*- Student can participate remotely. If they miss 50% of the class that is a concern/ abuse of policy. Examples of participation options: discussion post, different/ alternate assignment-leaving this up to discretion of faculty.
- *Mark H.*- Could instructors require remote attendance?- *Gabriel*- they could.
- This option is only for particular circumstances...
- *Gloria*- Is financial aid still tied to attendance and will that be suspended? (60% - F2F/ synchronous requirement).
- *Steve Booker*- in person and remote is ok. As long as 60% happens we are good. There are mechanisms in place. We can work financial aid around this.
- *Toni (chat)*- How will we know and document engaged learning time for students under this policy?- How would we be able to support engaged learning activities? Concerned for the time of reaffirmation for accreditation we will get hammered for documentation of what we did. Need to submit full blown prospectus for emergency remote teaching.
- *Toni* -What is ED asking for you to document the 60%?- *Steve*- make sure they started, and that they were engaged at least through 60% point. Document skype, teleconferencing, academic assignments submitted, tutorial study group, online discussion, contact with faculty member(email, call skype). They are being lenient. When they started and when they completed the course. There has to be a proof point.
- *Toni*- credit hour worksheets provide summary of engaged learning activities in a given term. I have them if you need them Steve.
- *Sarah (chat)*- How might the sworn statements be collected and/or stored? Is it up to the professor, or will there be a more consistent system?- *Gabriel*- Qualtrics Survey can be used.
- *Toni*- Virtual synchronous instruction is the waiver we have from SACSCOC for distance education through end of fall 2020.
- *Mae (chat)*What would be the alternative grading option for participation? Attendance is used to document withdrawal refund. How would we do that with no attendance policy? *Gabriel*- this is not a license to never go to class. It is if you are sick don't go to class, you will not lose points. The easier for students, no attendance policy/ administration issues financial aid, withdrawals etc... Option 2 is very specific.
- *Kyle*- what constitutes an illness? *Gabriel*- don't want faculty making those calls, no doctors, no notes etc.... Rely on the honor code. We would like an official policy for them to contact student and family care. If they are absent and they are not ill... honor code issue.
- *Ashley*- We established a committee to review these requests for wanting to go remote.
- *Brian (chat)* We are talking about participation or attendance points at the moment. Do we have a sense of how this would impact missed exams or in-class assessments? Will we need to provide guidance on make-up

procedures as well?- *Gabriel*- this is a way to not penalize students point-wise for not coming to class. Make-up is an issue of test security. We would need to continue doing what we always do. Solution that doesn't violate the integrity of the exam. We are not getting into this because faculty are the best judges of that.

- *Toni(comment on chat)*- I think it will be important to track attendance for financial aid purposes, just not issue grade penalties in cases of illness and reasonable make-up assignments.

At end of this Q and A Martina opened the floor for the committee to say which option they supported.

Comments:

- *Martina*- I lean towards option 2
- *Caitlin*- I support option 2 – it seems more specific
- *Mae(chat)* If option 1, could faculty implement a weekly check-in request from their students to ensure they are still engaged and intend to continue with the course?
- *Sarah*- Option 2 because perception is important- classes are equally rigorous, option 2 helps us to do this.
- Weekly *check* -ins would just be another thing for the faculty to keep track off.
- *Gabriel*- This is all to ensure students are not penalized for staying home
- *Kyle*- I agree, I think option 2 as the best option because a sworn statement gives at least some level of accountability and prevention of abuse
- *Sarah*- make it clear to students how they submit the document- easy to do. Easy for professors to access and check.
- *Gabriel*- add another syllabus statement.
- *Ashley*- Can't we create a link for those sworn statements on Foxlink?
- *Ashley*- Foxlink repository
- *Steve Schoen*- will faculty get a report/ notification- *Gabriel*- haven't thought about this yet.....
- *Steve Schoen*- if this is really burdensome for faculty to track, it is better to create a centralized way.... Make this work smoothly. *Martina*- Use early warning system....? *Toni*- student files request, there is a data table that we can fetch reports from....
- *Gloria*- This statement from Option 1 (propose a Friendly amendment)- “Students who miss class (due to illness ~~or otherwise~~) can contribute and actively participate in different ways (remotely or asynchronously), health permitting”. Can we take this statement (from Option 1) and **add it to Option 2**. Eliminate the word otherwise.
- *There was agreement that adding the statement was a good idea.*
- *Gabriel*- this is temporary policy- will go to EC- Does this need a faculty vote?, where will it reside?
- *Martina*- don't think it need a vote.
- *Toni*- It needs to be a temporary emergency policy and it exists on the policies webpage.
- *Gloria*- where is this advertised? First-year students?
- *Martina*- Would we not include in catalogue? This will be part of syllabus statements? Did other policies go into catalogue? *Toni*- right now, reside in colleges policies webpage. Created page for all policies. Need to be communicated to students and faculty. Just for this year should be included with other statements

- *Mae(chat)*- should we run it by a few of our trusted students to get their perspective on how students might interpret the new policy? *Gabriel*- time issue, Kyle is here to represent students. This is better than what we have. **Policy is clear-** for appeals . HC violations are harder.
- *Steve Schoen*- we may have to live with students staying home if they don't feel well
- *Caitlin*- is there a point where they withdraw if they are very ill? And have been absent for an extended period of time. *Gabriel*-we develop a plan just like we do now. If they can't make it up, C/NC, withdrawal or medical leave. This will not change.
- We will not be using P/PD/NP for the fall
- *Steve Schoen*- How can a faculty member determine how much of the class is missed and when to make a call.... *Gabriel*- case by case...
- *Martina*- can we vote? Raise your hand if you are support of **Option 2-** (With friendly amendment)- Everyone voted- raising hand or indication option choice in chat (*Brian, Steve S-* agreed *via chat*).
- *Gloria*- Guideline- important to indicate that the policy has been modified because of pandemic. There should be something there for health reasons only.
- *Martina*- Yes, in policy form- there should an explanation in the rationale section , why we are doing this? Specific for COVID situation.

### **Fall 2020 Attendance Policy – Gabriel Barreneche-religious reasons continued.**

*Gabriel*- Students missing class due to religious reasons. A concern in light of our efforts for inclusion. This has been an ongoing issue. Students did not want to upset professor with complaints. Attempt was to put a clause to clarify and make it explicit.

The proposed change in policy:

**“The instructor will not lower a student's participation or attendance grade in the course due to absences for religious observance or college business.**

### **Comments/ Questions:**

- *Martina*- How about exams days? *Gabriel*- some students do not use technology during religious holiday. I would expect faculty to speak with student. Our faculty are generous.
- *Steve S.*- If you miss class 3 days religious holidays + 1 day college business, + another day for ill ness ..... then you can miss four more times for no reason? Haven't used my unexcused ones yet?
- ***Rochelle* suggests the following amendment (*chat*)- A student should not fail a course because the number of religious observances and/or college business absences exceed the number of allowed absences. However, if excessive absences make it impossible to fulfill the competencies of the course, this should be made clear to students before the add drop date.**
- *Gabriel*- this may be to generous?
- *Martina*- The College doesn't recognize all of those days, the expectation is students should do the work?
- *Mark H.* -Why is there not a similar policy in Holt? *Gabriel*- we are working towards alignment now.
- *Mark H.* Anytime we make an exception someone is usually at a disadvantage. In this case students who are not religious. Exception discriminates against other people “secular

students” only benefits non- secular students. Is it in fairness to all students the idea to make exceptions?

- *Kyle*- As a secular student, I have no issues with the exception. They should have the right to practice their religion, college should not be a barrier. I do not view it as a disadvantage. Policy says notify before ADD/ DROP. This is a problem. Some cases- not all holidays are known in advanced. Example a friend cannot tell professor by add/ drop because Ramadan is not predetermined or attached to specific date.
- *Sarah*- Missing class is not an advantage. It is actually a disadvantage. We need policy to encourage attendance. Students self-penalize ....
- *Gabriel*- if we have students perceive faith is not welcome at Rollins we have larger problem. We can continue this discussion later if there is no consensus .
- *Steve S.* Is this a new policy change? *Gabriel*- It is just changing a sentence
- *Brian*- Students should not be penalized for religious observance if we are trying to create an inclusive atmosphere. I agree with the addition of the clarifying statement.
- *Stephanie*- Clarify...Change college to college sanctioned event?
- *Caitlin (chat)*- Sorry for the delay in this...I agree with Brian's statement. It would be good to figure out a functional implementation (syllabus language) that supports the faculty with the decision making. Ie. Steven's point
- *Steve Schoen*- Let's say you cap at 4 absences, do we need to make additional room for every excused absence? The option of lowering grades for initial absences will no longer be an option?
- *Gabriel*- you can tweak your attendance policy to your own course.
- *Tiffany*- is the College at a place where we need then work with attendance based on percentage. Is there a number?, what is past of point of return? *Example*- Student athletes do not take Friday only classes because they travel for sponsored events....
- *Martina*- we will discuss at another time..... we will revisit this. Over the summer?  
*Gabriel*- yes

#### **b. Virtual Class Participation Policy – Ashley Kistler**

- *Ashley*- An attempt to start conversation with students about accommodations they will need for fall based on their circumstances. Three scenarios (see document) that we allow remote instruction in fall. Not asking for vote, we are only presenting this policy.
- *Martina*- is there possibility to move date earlier by August 15<sup>th</sup> ? *Ashley*- by pushing it as late as possible to increase chances of students returning.
- *Kyles* comment on language of policy “ That the language as it stands only allows for those who test positive or are ill. However, it doesn't allow for those who either are having to self-isolate because they're still waiting for results or have potentially been exposed and have to self-isolate and can't get a test, or are having to self-isolate because they've potentially been exposed, particularly because you have asymptomatic people who might not be considered "ill"
- *Mark H.* – would you envision the need for simultaneously prepare multiple instances of a class- virtual and in person. Big impact to accomplish this. *Ashley*- we anticipate few students will use this.

- *Ashley*- teaching and learning centers have been trying to tackle this. Strategy to protect student privacy. *Gabriel*;- recording policy will remain in place- cannot do anything with recording.
- *Steve S.* reminding students might be good.
- *Kyle*- students would not be forced to show documentation because it is a HIPA violation- this policy asks for documentation- they will have to provide medical documentation? Why is it a HIPA violation in one and not the other? *Ashley*- Student family care/ wellness center- COVID committee . In this case documents will be shared with committee that are familiar with this paperwork.
- *Kyle*- Will it be possible to notify professors, give students a temporary notice letting faculty know it is a pending case. Will students still be expected to come to class if it is pending.
- *Sarah*- What I'm hearing from Kyles question- if they don't have documentation yet because it is pending they are not excused?, .... *Ashley*- we will have a rapid test 15-minutes, 80% accuracy on campus. They will know quickly.
- *Martina*- questions? Concerns?
- *Ashley*- procedural question- Do we need to present it to EC?
- *Mark H.* Under the rationale for **Revision Section 4**- it says Not applicable. Any reason that the rationale for the revision is not applicable. *Ashley*-This is not a revised policy, it is a new policy.
- *Ashley*- need to move through EC.

*Martina*- Gabriel let's schedule another meeting for religious holidays/attendance policy discussion.

- **Announcements**
- 3. Adjourn**