

Rollins College

Rollins Scholarship Online

Faculty Affairs Committee Minutes

College of Liberal Arts Minutes and Reports

1-18-2022

Minutes, Faculty Affairs Committee Meeting, Tuesday, January 18, 2022

Faculty Affairs Committee

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Faculty Affairs Committee

**Meeting Minutes
January 18th, 2022
12:30pm – 1:45pm**

Location: Annie Russell Theatre conference/green room

In attendance:

Business - David Caban (2020-2022)

Expressive Arts - Missy Barnes - (2020-2022)

Humanities - Todd French - (2021-2023)

Science and Mathematics - Sabrice Guerrier - (2021-2023)

At large rep - Caitlyn Bennett (2021-2023)

At large rep - Hilary Cooperman (2021-2023)

At large rep – Hesham Mesbah (2021-2023)

Dean of Faculty – Jenny Cavanaugh

I. Call to Order

II. Approval of Minutes from November 30th, 2021

- a. Motion to approve – Todd
- b. Second – David
- c. All in favor; no abstentions; meeting minutes approved

III. New Business

- a) Conversation about a condolence gift for Leigh.
 - a. Caitlyn will check with GSC faculty about potential donations to make in honor of Leigh's family and her losses.
- b) Assigning of benchmark institutions to review re the following - we have been charged with conducting research on the tenure and promotion process at our benchmark institutions in order to determine how we might better align with these institutions' policies and procedures. This is related to the CLA Bylaw that states "No candidate is tenured or promoted without the approval of a majority of the CEC."
 - a. Per Missy's discussion with Jana, FAC members will divide up and review the benchmark institutions.

- b. Goal is to review the CEC or department evaluation processes (i.e., by-laws; faculty handbook) of benchmark institutions, specifically the process for if and when a faculty member is denied tenure or promotion at the departmental level, what are the next steps.
- c. Based on identified by-laws and policies from benchmark institutions, Todd and Missy will write up proposed changes and share with FAC for review.
- d. Caitlyn will create and share a google doc for FAC member reviews of benchmark institution review processes.
 - i. Submit responses by EoD January 25th*
- c) Conversation about decentralizing the impact of CIEs during the timeframe of COVID. This committee can offer a resolution regarding CIEs in order to ease concerns of our colleagues who are in the Tenure and Promotion process.
 - a. Discussion about whether CIEs are even less effective or representative of rigorous teaching due to COVID stressors and subsequent decrease in student responses.
 - b. Potential creation of statement to include language such as: “during these particularly challenging times, we advise FEC and review committees to place emphasis on CIEs...”
 - c. If suggestion of decentralizing CIEs is honored, FAC to discuss other methods of effectively reviewing teaching.
 - d. Engaged in brainstorm discussion of potential language to use and areas to focus on regarding CIEs, including:
 - i. CIEs should inform, but not dictate, the total evaluation of teaching for the purposes of tenure and promotion
 - ii. Encouraging departments to consistently review teaching and to engage in more discussion about pedagogical practices and styles
 - iii. Evaluations should be examined within the context of COVID and its subsequent stressors and influence on how students may respond on CIEs
 - iv. CIEs currently do not take into consideration issues such as: teaching with a mask on; teaching virtually; having students join virtually
 - v. Encourage faculty to administer their own CIEs that are relevant to them, their course, and their teaching; idea of moving away from numbers to more narrative
 - vi. Statement to remind reviewers that CIEs are not a total representation of effective teaching, especially considering the stressors due to COVID
 - e. By 2/1/22, FAC are tasked with reviewing faculty handbook for information about how teaching is assessed to discuss in next meeting.*
 - f. Once statement or suggestions are made, FAC can bring to EC for their consideration.
 - g. FAC discussion on potential future task of reviewing CIE considerations at benchmark institutions to revamp current CIEs at Rollins.
- d) Considering ways to create more support for faculty. Related to discussion on 11/30/2021 - Faculty are being asked to undertake more work, and we are simultaneously supporting

students who are struggling more than ever. Discussion about how we balance our students' increasing inability to keep up with course assignments and our expectations (along with the college's expectations) as educators.

- a. Potential suggestion of creating a document or process whereby instructors could ask for another instructor to cover their course (and teach any kind of valuable topic) due to childcare and/or family care issues
- b. Room for more social events (i.e., wine & cheese; etc.) or other type of social connection traditions
- e) Other new business
 - a. Reminder about 1/27/22 (3:00pm-4:00pm) meeting with Grant and Susan to discuss process of Endowed Chairs and about financial restrictions and its impact on faculty stress

IV. Adjourn

- a. Motion to adjourn – Sabrice
- b. Second – Hilary
- c. Meeting adjourned

Spring meeting dates (location Annie Russell Theatre building conference room):

18-Jan 12:30pm

1-Feb 12:30pm

8-Feb 12:30pm

22-Feb 12:30pm

1-Mar 12:30pm

22-Mar 12:30pm

5-Apr 12:30pm

19-Apr 12:30pm

Benchmark institutions (updated list was sent to Caitlyn and uploaded to Google document**-**

<https://docs.google.com/spreadsheets/d/1QXaV6vLEgIyK1nu4wJdQMv0cESkHFIR9349DcLUWdk/edit?usp=sharing>)

Allegheny College – Hilary
Augustana College – Hilary
Eckerd College – Hilary
Emerson College – Hesham
Hope College – Hesham
Illinois Wesleyan University – Hesham

Luther College – Sabrice
Manhattan College – Sabrice
Pacific Lutheran University - Sabrice
Pacific University – Caitlyn
Rhodes College – Caitlyn
Roanoke College – Caitlyn
Saint Anselm College – David
Sarah Lawrence College – David
St. Lawrence University - David
Susquehanna University – Stephanie
Wagner College – Stephanie
Willamette University - Stephanie