

Rollins College

## Rollins Scholarship Online

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Curriculum Committee Minutes

College of Liberal Arts Minutes and Reports

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10-13-2020

### **Minutes, Curriculum Committee Meeting, Tuesday, October 13, 2020**

Curriculum Committee

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# Curriculum Committee Meeting Agenda

Date: October 13, 2020

Location: WebEx room <https://rollins.webex.com/meet/mvidovic>

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## Voting members:

- Martina Vidovic (Chair)
- Valerie Summet
- Brendaliz Santiago-Narvaez (secretary)
- Mark Heileman
- Caitlin Mohr
- Gloria Cook
- Jana Mathews
- 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
- Gabriel Barreneche
- Zoe Pearson
- Cameron Peterson
- Senal Hewage

## Agenda

### 1. Approve minutes from the October 6, 2020 meeting

- a. *Martina*: Any changes to minutes?
- b. *Jana*- Motion to approve
- c. *Second*- Sarah
- d. *Minutes Passed*

### 2. Sub-committee reports

- a. New course-
  - i. Brian- *We began approving intercession courses and field study courses.. many were cancelled because of the current travel restrictions. Backlogged ones and they are renewal cycle.*
- b. Academic Appeals
  - i. Valerie- *We haven't met since our last meeting. Nothing new to report.*
- c. EC report
  - i. Martina- *Charged with selecting a slate of people that will serve on this Health and Wellness Task Force to determine how we will bring Health and Wellness competency back. We asked people who are interested to send one paragraph why they want to serve on the committee. Ashley, Paul and I looked at slate and selected a few names. We can also think about if we want staff to participate. The list was sent to your email.*
    - a. Missy Barnes
    - b. Nolan Kline
    - c. Andrew Luchner
    - d. Nancy Niles
    - e. Jay Pieczynski

- ii. Ashley- *I would favor if we are going to include staff to do an open call like we did for faculty. Would not want to exclude others from a valuable contribution from them serving in this role.*
- iii. Jana- *We may want to keep it on a faculty committee for the time being. If it is not a curricular issue then it would be appropriate for staff to participate.*
- iv. Gabriel- *Coach Buckley- brings perspective of Phys Ed courses.*
- v. Martina- *Let's look at the slate first- Smaller? Changes? Other two options are Robin and Susan.....*
- vi. Mae- *Chat- student representative? How about someone from wellness center?*
- vii. Jana- *If we ask for staff we should open it up, but we could add them later, if we keep it as is, we can let the task force decide and then add them later.*
- viii. Ashley- *Keep the group as small as possible, definitely a student rep, don't want the group becoming larger. Brainstorming group.*
- ix. Ashley- *Can we ask SGA to find a student rep?*
- x. Kyle- *Yes, approve the faculty, then we can name/ nominate through SGA.*
- xi. Martina- *Strong preference for staff representative?*
- xii. Tiffany- *Connie Briscoe was doing a lot of wellness, if it isn't too large, Connie would be a simple request to add- make things holistic.*
- xiii. Martina- *We don't have to vote for entire slate right now. Is 7 ok?*
- xiv. Valerie- *I think 5 is better.*
- xv. Caitlin- *It seems to me that staff have expertise in the hands on implementation of wellness. I think they would probably be helpful in the brainstorming. Perhaps we could have four faculty and one staff?*
- xvi. Ashley- *Martina and I are also serving – 9 total with student at this point if we have 7 faculty. We may want fewer faculty in there.*
- xvii. Brian- *I agree with that, 3-4 faculty, 1 staff, and 1 student*
- xviii. Sarah- *We should consider the levels of wellbeing, what perspectives we want represented in the group.*
- xix. Ashley- *Nancy Niles teaches in Holt program. This is a requirement for CLA, makes sense to not have Nancy as part of the group but only have her when needed. This affects CLA students.*
- xx. Gloria, Rob, Jana- *chat- Agree with Ashley*
- xxi. Kyle- *Won't have a student name until after next Tuesday.*
- xxii. Martina- *We will cancel CC meeting next week. President's BOT.*

d. Registration

- i. Gloria- *We have not met. New calendar ....the subcommittee has not looked at it. We will meet this Friday. I will report in next CC meeting.*
- ii. Martina- *We won't discuss today then. We will wait for next meeting.*
- iii. Stephanie- *Normally goes to curriculum committee, it would be an extra step if we have registration subcommittee look at it...*
- iv. Gloria- *No problem either way.*

e. SGA

- i. Kyle- *Registration, question for registration and sub-committee, and looking at registration priority last year. It never happened, we want to look into it.*
- ii. Stephanie- *We can add that to agenda. It got halted because 2020. Reach out to me for me to know who would want to be included in the conversation.*
- iii. Kyle- *We have been fielding problems from students concerning academic issues, with technology use, we want feedback from students, nothing has been sent to students, look at policy for semester, or gently remind faculty. I want to potentially be involved in changing policy. To make adjustments for spring.*
- iv. Mae- *Qualtrics survey?*
- v. Ashley- *Give us examples of kinds of concerns, so that we can think about how to address them?*
- vi. Kyle- *The biggest one, virtual students not being able to participate in class discussion, virtual students “do not exist” for faculty member, ignored during class, or audience members do not have microphones, noise pollution in outdoor classrooms. Particularly by the beach - ski team, jumping screaming using ramp.. a distraction for class.*

**3. Old business**

**4. New business**

a. Appeals for delayed major declaration – Valerie Summet

- i. Valerie- *This is a concern that came from appeals committee, significant number of major declarations that needed to be appealed. They need to declare by the time they are a junior. They are then blocked from registration. On top of that is the deferred declaration of major= students need to take 2 courses from Major map and finish before they can declare a major. Juniors are going to get blocked. We have two groups that fall within this issue:*
  1. *Not responding to emails- no idea what their plans are- major advising*
  2. *They are just delayed- they are in courses, taking a second, they are ready but can't because they have to finish this semester. Want to declare but can't.*

*We are questioning whether these ( #2) needs to be an appeal. We think those can be handled administratively. We don't feel the need for a full appeal process. The ones that have not taken the class, we feel they need the appeal. The rest are caught between two policies. We feel it is a formulaic “yes, that is fine” type of response. We did not want to make this decision without the approval of the full committee.*

- ii. Martina- *What is the process to checking them off?*
- iii. Valerie- *All appeals come from Mae. Gabriel and Mae could decide. The process does not change regarding filing and we can solve those easily .....save appeals for tough ones.*

- iv. Gabriel- *It's a small number of 2018 Cohort. Only 7 cannot declare. It would be a request to allows us to let them declare.*
  - v. Brenda- *Will major requirements like GPA still matter?*
  - vi. Valerie- *Major requirements will not change. We have not met issues with the GPA yet.*
  - vii. Gabriel- *Basically what we are asking is .....If student that has not completed the second course, can they be allowed to declare by the administration?*
  - viii. Gabriel- *For example, a student exploring Biology- they realize they do not want Bio, they want sophomore entrepreneurship as sophomores, they cannot declare but have not taken a second.*
  - ix. Mae (chat)- *Can we say that students who have completed at least 30 (sophomore) credits and wish to declare major but haven't met requirements may appeal to dean of advising via appeals process*
  - x. Kyle- *How about the finish in four?*
  - xi. Valerie- *Finish in four would not apply to them because you have to do it on a normal timeline. By filing appeal you are not on timeline and thus out of the finish in four.*
  - xii. Stephanie- *We track by cohort rather than completed credits correct?*
  - xiii. Gabriel- *Yes.*
  - xiv. Mae- *We may miss transfers. I'm concern about transfers, dual enrollment credits. Some reach junior status fast.*
  - xv. Stephanie- *Most transfers are declared.*
  - xvi. Mae- *What about AP? Dual enrolled? Financial aid?*
  - xvii. Gabriel- *The mechanism we use by cohort is- I'm looking at when they stepped in the door. Making sure they declare by 4<sup>th</sup> semester on campus regardless of number of credits.*
  - xviii. Gabriel- *We are trying to find a simpler way of the Associate Deans office to handle it.*
  - xix. Gloria- *I agree with Gabriel. I support what Gabriel is saying. These are the deans who should be handling this on a case by case basis.*
  - xx. Martina- *Gloria, do you want to make motion then?*
  - xxi. Gloria- *Yes I would like to make the motion to support the Deans to approve students who have not taken the course and allow them to declare a major.*
  - xxii. Sarah P- *Second*
  - xxiii. *Approved for everyone*
  - xxiv. *Martina- It passes.*
- b. Academic calendar for 2021-2022 – Stephanie Henning
- i. Stephanie- *Calendar modelled after standard calendar , fall break. Typical modelled calendar with “everything being back to normal”.*
  - ii. Martina- *Didn't we discuss cross listed classes and fall break..... Holt and students not attending?*
  - iii. Stephanie- *I would press for clarity.*
  - iv. Martina- *We talked about Holt .....*

- v. Tiffany- *Martina, we talked about lining up fall break and moving it to thanksgiving.*
- vi. Rob- *I have always been in favor in trying to align calendars as much as possible. They are intertwined. It becomes problematic when we have too much variation between schedules. Creates disincentives for faculty to do crosslistde courses.*
- vii. Martina- *What if we made Thansksgiving the same and do fall break for Holt? If we make both start on Wednesday then we could have fall break for Holt as well except don't know what to do with the Monday.....*
- viii. Stephanie- *We only have one week of class after Thanks giving break. Have students wait until Nov? If we could just do away with CLA October fall break?*
- ix. Tiffany- *Fall Break, trying to give Holt one?*
- x. Stephanie- *What if we have fall break Thurs/ Friday?*
- xi. Ashley- *Don't favor the idea.*
- xii. Jana- *Science classes have labs on Friday. This would be difficult.*
- xiii. Kyle- *Agree with Ashley and Jana*
- xiv. Toni- *We did away with Thurs/Fri fall break years ago due to science division.*
- xv. Martina- *Give Holt that Monday off and fall break= 67 instruction days?*
- xvi. Tiffany- *Move Holt to Wednesday to Nov. 23<sup>rd</sup>. Keep Mon/ Tues the same as CLA.*
- xvii. Rob- *I was typing a similar suggestion, would slightly impact number of days to meet....*
- xviii. Martina- *Do not lose as much days.....*
- xix. Martina- *Any preference?*
- xx. Jana- *My preference is to leave it the way it is. Make one adjustment, consider making that adjustment with graduation, let issue with fall break go.*
- xxi. Ashley- *I think we make the recommendation and see where it goes.*
- xxii. Jana- *Agree with Ashley*
- xxiii. Brian- *I think we make the recommendation and see where it goes.*
- xxiv. Brenda- *Please recommend. We have to start somewhere.*
- xxv. Martina- *In favor of aligning? 6 votes, we will recommend we align Fall break and Thanksgiving. Will still go through EC.*
- xxvi. Stephanie- *We will shorten fall break for undergrad and grad programs? We will only be moving undergrad.*
- xxvii. Rob- *Steve?— financial aid? (Steve was not present)*
- xxviii. Martina- *Toni do you want to chime in?*
- xxix. Toni- *Not critical for credit hour. We would need a minimum of 13 weeks.*
- xxx. Ashley- *I don't think we want to do the minimum. We want to aim for the normal calendar. This year was an exception.*
- xxxi. Martina- *Normal?*
- xxxii. Ashley- *We owe it to our students to have the normal amount of instruction. 15 week semester*

- xxxiii. Valerie- *The county gives the whole week off, public school schedule may be another factor.*
- xxxiv. Kyle- *I can confirm that for Seminole and Orange.*
- xxxv. Ashley- *People felt they had to cut a lot of content in their course this years, I do not favor a system where we chose a shorter semester. Better education, gives us wiggle room too.*
- xxxvi. Sarah- *Planning blended classes for people teaching cross listed courses. This could give us flexibility to keep the schedule and maintain CLA and Holt student participating equally.*
- xxxvii. Jana- *Propose to leave it for the fall break.*
- xxxviii. Martina- *We are voting on leaving the calendar the way it is only CLA gets full fall break. Voted by raising hands.*
- xxxix. Kyle – *Opposed*
  - xl. Martina- *Change graduation date? Where would we put it?*
  - xli. Toni- *Martina ... can I make a comment after you vote? Concerned about the statement re: blended and virtual teaching going into next year.*
  - xl.ii. Martina- *Suggest moving graduation to the week?*
  - xl.iii. Rob (sic)- *I hope we can revisit this issue at some point since I felt we were almost there in determining a way to make this work to align the Holt and CLA schedules. I think the benefits of aligning them outweighs the negatives.*
  - xl. iv. Toni- *I heard blended moving forward to next year.. need a lot of discussion We are currently working with. emergency distance education waivers- we are operating under these. Waiting for a permanent distance education waiver....*
  - xl. v. *In Chat:*
  - xl. vi. Brian- *Can we vote on the full calendar next time after some additional thought?*
  - xl. vii. Ashley- *Can we put a pin this discussion and come back to it next week?*
  - xl. viii. Jana- *I think we have to vote on making the suggestion about graduation...*
  - xl. ix. Ashley- *I think we didn't decide that*
    - l. Jana- *I make the motion that we propose to the decision makers we move graduation .*
    - li. *Motion passes.*
    - lii. *Motion to approve the calendar? 4 people voted.*
    - liii. Kyle- *Table it- We will meet next week.*
    - liv. Ashley- *BOT is recorded.*
    - lv. Martina- *we will meet for CC next week then*

- c. Attendance for college related business – Martina Vidovic/Gabriel Barreneche-  
**We did not get to this item of business.**

**5. Announcements**

**6. Adjourn**