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Curriculum Committee Minutes

College of Liberal Arts Minutes and Reports

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10-27-2020

### Minutes, Curriculum Committee Meeting, Tuesday, October 27, 2020

Curriculum Committee

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## Curriculum Committee Meeting Agenda

**Date: October 27, 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
- ☒ Cameron Peterson
- ☒ Zoe Pearson
- ☒ Senal Hewage

### **Guests:**

- ☒ Mae Fitchett
- ☒ Toni Holbrook
- ☐ Tiffany Griffin
- ☒ Steve Booker
- ☐ Gabriel Barreneche

## **Agenda**

### **1. Approve minutes from the October 20, 2020 meeting**

Minutes were sent late, Martina asked if we wanted to postpone minute approval. Gloria asked to postpone minutes approval for next meeting.

### **2. Sub-committee reports**

- a. New course *Jana*- Intercession Proposals were approved. There was a significant number. We should think of the process to see if there is another way of doing this.
- b. Academic Appeals- *Caitlin*- have not met.
- c. EC report – *Martina*- Nothing from EC besides what we put on agenda.
- d. Registration- *Gloria*- Impact of IB credit proposal.
- e. SGA – *Kyle*- The senate might pass a resolution that may affect this committee.  
*Ashley Kistler (chat)* - Asked about the Resolution?  
*Kyle*- Senate wanting to pass a resolution in favor of one course P/F option.  
*Martina*- What is the reasoning behind that?  
*Kyle*- I think it has to do with virtual environments.... I haven't read it, need to look at it....  
*Ashley*- Toni, are there accreditation ramifications with having a one class pass/fail option?  
*Toni*- It depends on how we write the policy. I don't think SACS will dive that deeply into our business. This topic is on SACS's radar. I believe we are in compliance, but those policies did not touch on Deans and Presidents list.  
*Jana*- Comment for Kyle and SGA. I get a little concerned for the students that are in a situation where they already dropped the class. Seems a little late to me, it may benefit students who haven't dropped a class yet but not those who already did. They would have wanted this option.

Additional comments On chat (sic):

*Stephanie*- Is it even possible to get a policy like through governance in time to make a decision about using P/F?

*Sarah*- There is already a credit/no credit option that students can use at the end of a semester (once during their time at Rollins). The challenge is that they can't use this for anything but elective courses.

*Jana*- @Sarah, I agree but a new policy would allow some students to essentially take 2 C/NC options during their career while others don't get that option

*Toni*- Good point on the late CR/NC option, Sarah.

*Sarah*- exactly, @Jana. Agreed that this is not a good idea--just reminding Kyle of this existing option

### **3. Old business**

a. Attendance for religious observances and college related business

This upcoming faculty meeting we will vote on attendance policy for religious observances. The second piece is that we want to work on attendance policy for college related business. In the faculty meeting they did not like “college sanctioned events”. They want to change the language back to “college relate business”. It would be nice to have a list/samples of what are college related business. I looked at other colleges, and what they are doing. We should have a draft or have a forum to get some feedback and then we can push it through EC.

i.*Kyle*- Zoe, Senal, Cameron, and I met last night as the four of us from SGA to generate a brainstorm list as well for absences.

ii.*Jana*- (The option of college approved participation options- job interviews, graduate school interview, attending job fairs etc..)this could snowball, I believe in leaving it to the professors discretion.

iii.*Kyle*- Absences for the purpose of voting.... we believe it should strongly count. Also a conference, attending a conference.

iv.*Martina*- Academic conferences are here (Martina indicating the list she shared via screen).

v.*Kyle*- Also if you're called to the Honor council, as a witness or because you need to attend an Honor council meeting.

vi.*Ashley*- It is strange we would not arrange a Honor council around the students class schedule.

vii.*Cameron*- It was not a huge problem, for the most part it would be during common hour. But you may have students/ advisors that are on the Honor Council. Combining many schedules makes it difficult.

viii.*Jana*- Options... Waiting until it becomes a problem to solve it, and/ or expanding honor council / rotating committee? I think we could have people being absent almost every day for any number of these things (indicating list). How much push back? What is the problem that you are you trying to solve?

- ix. *Zoe*- Issues with disabilities, chronic illnesses, absences for multiple days. With COVID and the broader acceptance of people being sick this has decreased. In previous years they have had to battle with professors with disability (invisible disabilities). Emergency medical appointments etc.
- x. *Ashley*- Common Hour classes are unique to this year. We don't intend to have classes during common hour moving forward. We just had to do it this year because we needed to maximize use of large classroom spaces
- xi. *Kyle*- The last thing that we had that potentially isn't already covered is attendance at mandatory college events like SPARC Day or RCC Events
- xii. *Sarah*- There is a grey area with medical appointments. Appointments with specialist may take time or have to be planned in advance.
- xiii. *Zoe*- I personally never experienced a student purposefully scheduling a medical appointments during class time unless it was necessary. Students should be able to get medical care as they see appropriate without being questioned about it.
- xiv. *Kyle*- I set appointment 6 months in advance. I don't have the schedule yet at the time when I make them.....
- xv. *Jana*- I am completely empathetic with all of these concerns as I had a hidden disability while in college. On the other side of that, we have an attendance policy that allows students to miss class. The expectation is that those absences allow for some of these things. These are what these absences are for, if you go over, talk to the professor. The concern is not for the students who are sitting in this room , students who are diligent and respectful for their class boundaries. This is for students who would exploit the policy, for fun days and then take extra days for medical purposes on top of that. How do we balance this with the current attendance policy that we already have?
- xvi. *Martina*- The purpose is to use this in conjunction with the existing attendance policy the faculty already has for their course.
- xvii. *Mae (chat)*- Should there be a limit on percentage of excused absences that may be difficult to meet course objectives....maybe encourage students to consider registering for another course that would not lead to excessive absences....I'm thinking about athletic schedules and maybe religious holidays if student knows in advance of absences.
- xviii. *Zoe*- The professor still has control over how many absences they can allow before they determine the student is at risk to miss material required for the course. This policy is here to ensure that faculty and students are on the same wavelength. Faculty can decide how many absences are considered too many outside of the excused absences.
- xix. *Sarah*- For me, once they pass the allowed absences they have been given, they need to have documentation as well.
- xx. *Kyle*- Everything on the list has a documentation attached to it. You can say you need documentation for that.
- xxi. *Martina*- Co-curricular field trips. *For example*, is that an excused absence for an economics class?

- xxii. *Brian*- What is on the list should be things that are always going to be excused, no matter what. Other items outside of that can be discussed with their faculty. Include things that will always be true.
- xxiii. *Rochelle*- Were in the business of education. Being in class, students should be there....Why are we creating loopholes to allow students to not be in class? Documented absences, disability, aren't these handled by accommodations? Why do we need to have that in excused absences?
- xxiv. *Mae (chat)*- How about just staying with college-related events to include athletics, academic conferences, field trips, etc?
- xxv. *Gloria*-We need a general statement. I don't differentiate between excused and unexcused absences. Students need to know. They should talk to professors in each course they take regarding what an excused/ unexcused absence is.
- xxvi. *Martina*- Include " *Any absences that fall outside the excused absence policy are up to the discretion of the faculty member*".
- xxvii. *Brenda*- More lists is more confusing, let's give credit to the conversations that professors have with their students.
- xxviii. *Caitlin(chat)*- Refer to the individual professor's syllabi for additional guidance related to events that fall outside of the excused absences list.
- xxix. *Rochelle(chat)* - Agree with Brenda. Most of us do that anyway.
- xxx. *Kyle*- How about the debate team?
- xxxi. *Valerie*- This would fall under excluded?
- xxxii. *Senal*- "Rollins sanctioned varsity competitions"
- xxxiii. *Ashley*- I really think simpler and shorter is better
- xxxiv. *Brenda*- More things makes it look like " these are the only things" instead of here are some examples.....
- xxxv. *Ashley(chat)*- Absolutely. And this decreases the chance that the faculty will pass this because they will get caught up in these particulars
- xxxvi. *Mae(chat)*- What documentation will be considered for approval of these absences? College calendar? Varsity Sport Schedules?
- xxxvii. *Mark(chat)* - With athletics, documentation is a notification from the AD.
- xxxviii. *Mae(chat)*- So would religious observances be part of the list of approved absences?
- xxxix. *Ashley*- I think the religious policy is separate as we already passed it.
- xl. *Stephanie*- Can we just leave it as considered, faculty will be confused, if we include that this is not an exhaustive list... we can let the faculty decide that.
- xli. *Rochelle*- I second that - saying this is not an exhaustive list brings more problems.
- xlii. *Kyle*- I would include the Dean.... Any absence that falls outside the explicitly stated above.....
- xliii. *Ashley(chat)*- I would be surprised if faculty pass this list as they are going to get too caught up in it.
- xliv. *Mark* - In the policy that exists now, students should notify within the first week of classes.
- xlv. *Kyle*- I would be more inclusive for us to say as soon as we are aware....

- xlvi. *Ashley(chat)*- I want to once again say that I think that spelling out these specific circumstances is a recipe for disaster. Faculty will want to debate each and every one and it will never pass
- xlvii. *Brenda*- Agree with Ashley, this will get kicked back to us again.
- xlviii. *Jana*- Agree with Ashley.
- xlix. *Ashley*- It would be much better to leave it with "college sanctioned business" or college sanctioned event.
- l. *Ashley*- I can anticipate how a faculty will respond to a document that is put before them. It is counterproductive to have the list, faculty will debate it and the document won't pass. The list should be a supplemental document that is not part of the official policy. If it is included, it will not go through.
- li. *Martina*- We would like to hold a forum, to discuss. As an option for a supplemental document.
- lii. *Martina*- We should sit on this, share it with Gabriel, and then we can think about it, read it, return to it the next meeting.
- liii. *Stephanie*- can I add one other thing... (Martina made edits as Stephanie suggested).
- liv. *Martina*- We will continue our discussion next meeting. For our next meeting... we do have a rule on double counting classes for major and minor for smaller programs. I do not know if this happens occasionally, or if it happens often and it is common.

#### 4. New business

- a. Suspending some of the requirements for the President's/Dean's List for Spring 2020
  - i. *Martina*- When we stated P/ NP policy we specifically stated caution when student elected P/NP option and we specifically stated that Presidents/Dean list requirements would remain unchanged. Gabriel was clear that there are no big consequences (Careerwise) for being or not being in the list.
  - ii. *Ashley*- I talked to Gabriel. Seems like there is no benefit to presidents list other than a line on CV. Not something we think has lasting implications beyond Rollins.
  - iii. *Gloria*- I support your statement. We are changing so many things. We will go back to normal. I don't think this is a big consequence.
  - iv. *Martina*- Can you make a motion?
  - v. *Gloria*- I make a motion NOT to change the existing policy regarding Deans and Presidents list.
  - vi. **Second- Caitlin- Passed by all raising hands**
  - vii. *Stephanie*-It is noted in transcript legend for reference. Special semester.
  - viii. *Martina*- What percentage of student. Used P/NP option in Spring 2020?
  - ix. *Stephanie*- It wasn't as many as we anticipated. I can dig it up?
  - x. *Ashley*- However, grad schools and others will be aware, as every college student across the country was in the same boat last spring.
  - xi. *Toni*- Here is the data that I received for use in the SACSCOC 5th-Year Report: The number of students exercising these options in spring 2020

were: 40% in CLA (8.5% of all grades issued); 21% in Holt (6.0% of all grades issued)

**5. Announcements**

**6. Adjourn**

*Notes taken by B. Santiago- Narvaez*