

Rollins College

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Faculty Affairs Committee Minutes

College of Liberal Arts Minutes and Reports

4-5-2022

Minutes, Faculty Affairs Committee Meeting, Tuesday, April 5, 2022

Faculty Affairs Committee

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Faculty Affairs Committee

Meeting Minutes Meeting of April 5, 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)

Social Sciences - Stephanie Gonzalez Guittar (2021-2023)

Social Sciences Applied – Allen Johnson (spring 2022)

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

Kaitlyn Harrington

I. Call to Order

II. Approval of Minutes from March 22, 2022

- a. Motion to approve – Hesham
- b. Second – Hilary
- c. No amendments; no abstentions; all in favor; minutes approved

III. New Business

- a) Discuss who will serve as committee chair and secretary for next academic year.
 - a. List of 2022-2023 FAC committee members provided below.
 - b. Missy will check with MacKenzie and Michele (incoming FAC members) to see if they have any interest in serving as 2022-2023 FAC chair.
 - c. FAC will vote on committee chair and secretary candidates during final FAC meeting of the semester.

- b) Dialogue about the most recent faculty meeting.
 - a. During most recent faculty meeting, faculty members noted different concerns and opinions of endowed chairs, including: course releases and importance of rotating of endowed chairs.
 - b. Social Justice minor was discussed and approved during most recent faculty meeting.
- c) Revisit discussion of teaching evaluation and the use of CIEs. Nancy Chick has suggested that we formalize the following:
 - 1) Charge each department with developing a rubric to be used in relation to teaching observations.
 - a. Each department is charged with creating a detailed process and protocol for teaching observations, including a rubric or other clearly defined evaluative tool; this tool can be used by CEC members and also shared with the faculty member whose teaching is being observed
 - i. Recommendation discussed: Department can provide options of whether to meet with candidate before and/or after teaching observation(s) department can decide.
 - ii. Discussion of CEC members meeting with the candidate before teaching observation so that observers are aware of rationale and goals for class being observed.
 - b. Discussion about importance of each department also having tenure and promotion criteria clearly delineated.
 - c. Suggestion to include document or appendix in tenure and promotion criteria document (per department) that clearly outlines and describes how teaching observations are evaluated.
 - i. Discussion of rubric or evaluation outline to also specify what is considered satisfactory or unsatisfactory observations of teaching (i.e., providing operational definitions)
 - d. Discussion of whether to test the reliability and validity of standardized rubrics.
 - e. Discussion of providing written feedback and/or meeting with faculty member who observed teaching in order for candidate to receive and understand provided feedback.
 - f. Discussion of rubric including college-wide components of teaching observation, with a section of components that can be selected, added, and/or modified by each department.
 - g. Todd, Sabrice, and Hilary will review teaching observation evaluations and/or rubrics to help inform the recommendation that FAC will provide to EC for creating a more intentional teaching observation protocol and process.
 - 2) Develop a written documentation as to how CIEs are used in the evaluation of teaching.

- a. Discussion of how although CIEs may contain bias regarding evaluating teaching, a survey to gather student feedback and perspectives may still be recommended for each course.
 - 3) Charge each department with choosing specific evaluation tools from the resources provided by Nancy Chick.
 - a. Discussion of department specific evaluations being beyond CIEs.
 - d) Other new business
 - a. FAC discussed potential request of having Faculty President attend all future FAC meetings; Missy will share this idea with Jana.
 - b. FAC to discuss *Curricular Optimization Task Force Report* during final FAC meeting (4/19/22).
- IV. Adjourn**
- a. Motion to adjourn – Sabrice
 - b. Second – Todd
 - c. Meeting adjourned

Remaining meetings for spring 2022 semester:

19-Apr 12:30pm

Faculty Affairs Committee members for academic year 2022-2023:

Business - Mark Heileman (2022-2024)

Expressive Arts - MacKenzie Moon Ryan (2022-2024)

Humanities - Todd French (2021-2023)

Science and Mathematics - Sabrice Guerrier (2021-2023)

Social Sciences - Stephanie Gonzalez Guittar (2021-2023)

Social Sciences Applied - Michele Williams (2022-2024)

At large rep - Caitlyn Bennett (2021-2023)

At large rep - Hilary Cooperman (2021-2023)

At large rep – Hesham Mesbah (2021-2023)