

Rollins College

Rollins Scholarship Online

Curriculum Committee Minutes

College of Liberal Arts Minutes and Reports

11-24-2020

Minutes, Curriculum Committee Meeting, Tuesday, November 24, 2020

Curriculum Committee

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Curriculum Committee Meeting Agenda

Date: November 24, 2020

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

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 November 10, 2020 meeting

Minutes approved ; Brian- Second; All in favor raising hands- Minutes passed.

2. Sub-committee reports

- a. New course- *Brian*- Nothing to report. We are working through things with Stephanie. We approved one course. We are working on catalog.
- b. Academic Appeals- *Valerie*- Nothing to report. Our meeting got cancelled. No appeals since our last meeting.
- c. EC report *Martina*- Updates to Spring Calendar. We will talk about today proposed Mental Health Days.
- d. Registration *Gloria*- We will meet Dec. 4th. We will bring a review for Dept Heads.
- e. SGA *Kyle*- Nothing to report.

3. Old business

4. New business

- a. Temporary Attendance Policy during Covid 19 – Gabriel Barreneche
 - i. *Martina*- We will have to extend temporary attendance policy for the Spring 2021. We want to make sure it is where it needs to be.
 - ii. *Gabriel*- What we approved was for the Fall only. We expected things going back to normal for Spring. The motive behind the policy was to prevent students that were ill to feel compelled to come to class. Policy as adapted in the fall was one as an amnesty. For whatever reason if they were ill “don’t come to class, stay home – you will not be penalized”. Filling in form and swearing by honor code was to make sure they will be absent for being ill and not just because they did not feel like coming to

class. This created a lot of workload, based on the amount of forms that were sent to faculty. Office of Student Family Care work has been tremendous. We want to reduce the impact on limited staffing. If the Policy has any glaring issues, we can address it. We don't want to create something completely different. We want to get this done now. Invitation for commentary and discussion, concerns over attendance policy before we renew for Spring... "or we could just renew it !"

- iii. *Martina*- Anything about the statement we want to modify, the sworn statement.
- iv. *Gabriel*- I think it should stay, have not seen this semester a student lying. It is a symbolic gesture. No way of policing it. I'd like to keep the sworn statement.
- v. *Kyle*- My question is the fact that it is a temporary policy. I think it should be a permanent policy of the college. I could not understand why students were allowed to come to class when they were sick. Exposing other students because one has to come to class and not allowing the student to get better either because absence affects grade. I'm in favor of making it a permanent policy.
- vi. *Gabriel*- It is duly noted. Our task today is to just approve this for now. Renewal for spring only to get it out in a timely manner.
- vii. *Jana*- We may have to push it through based on COVID experience, I've noticed a marked uptick in suspicious illnesses. I'd be hesitant to continue on with a longer policy.
- viii. *Caitlin (chat)*- The policy has worked well in my classes. In fact, the students who have gotten sick have logged in virtually even after getting exemption from attending.
- ix. *Zoe (chat)*- As long as it's not too much to ask of Student and Family Care, I think that the current policy works well for students. We shouldn't get rid of the whole policy just because of a few people abusing the system.
- x. *Valerie*- I don't have attendance policies with COVID or without COVID. That being said, I think the burden on Student and Family Care is a big one. We need the faculty notification, but we should decrease burden on Student and Family Care. Automate it. So that faculty can get it, without Student Family Care having to manually take care of it. I would support getting communication in an automated fashion. We should focus on students that need our support and not focus on paper pushing.
- xi. *Toni*- Gabriel, will this renewed policy extend to Crummer as well, and do we need to be in contact with Bill Siegfried?
- xii. *Gabriel*- Yes, Toni. We would need to include all campus areas on this.
- xiii. *Caitlin (chat)*- Can we make it the student's responsibility to send the information to the professors directly?
- xiv. *Gabriel*- We have people that are not situated in office helping with the notifications, like Academic affairs etc.... it's not on one office.

- xv. *Gabriel*- To answer Caitlin's question, yes in the perfect world, however we need to know, someone has to be tracking. We may miss out on the ability to follow up if we don't.
- xvi. *Mae (chat)* -Student and Family Care has to rely on student's honor. Can we ask students to notify their professors directly and to provide medical documentation to Wellness Center or SFC?
- xvii. *Sarah* - She meant to say Student Family Care would still have the record not they would not have to do everything.
- xviii. *Martina*- We are also dealing with confidential information.
- xix. *Jana (chat)*- I think that if a student says that they are sick then they shouldn't attend all classes that day. I teach in the morning and have seen students on campus later in the day when they've been sick for my class and their response is "I feel better!"
- xx. *Ashley (chat)*- Completely agree, Jana.
- xxi. *Gabriel*- My understanding is the student needs to quarantine because they have been exposed. They are separate processes. I can tweak the form by including symptoms. You can imagine the complexity of having to track COVID related vs. non-COVID related absences. We err on being overly generous.
- xxii. *Mae (chat)*- Most students just report minor illness, stomach ache, headache, etc. on the absence form. The campus clear app is designed to address COVID symptoms.
- xxiii. *Martina*-At some point you cannot spend your energy on taking on every student. If student care is comfortable, then I think we are used to the system I would not change it.
- xxiv. *Gabriel*- To address Jana's point. That's problematic "are you sick or are you not?".... maybe we can tighten it up. If you are absent that day you are absent from all classes.
- xxv. *Ashley (chat)*- I don't want ANY sick student in my class, regardless of whether or not they are COVID symptoms.
- xxvi. *Jana*- I want to endorse this policy for next semester. When things go back, then we got back to normal and there will not be the temptation to use the policy to their advantage.
- xxvii. *Mae (chat)*- Absolutely, Ashley. I think we could utilize the app better.
- xxviii. *Toni*- Do you want to add? updating a revision to send to you and Martina. The old policy is numbered, and we want to keep it separate, with a new number specifically for Spring. To add "students who report themselves ill for one class should not attend classes for the day".
- xxix. *Gabriel*- Yes on actual policy and update the oath of illness to reflect that as well.
- xxx. *Caitlin*- Thank you to all those that are working on the notifications . It has been incredibly helpful and appreciated.
- xxxi. *Toni*- I'll put it on both Crummer and CLA section. I'll send to Bill Siegfried and get process moving.
- xxxii. *Martina*- Any other questions? Vote on this? Endorsement?
- xxxiii. *Toni*- Yes, we need approval.

xxxiv. Jana- Motion , Second- Valerie, in favor- Raising hands.

b. Adjusting spring calendar to include mental health days – Ashley Kistler

- i. *Martina*- Add a few days for Mental Health Days. Staggered.
- ii. *Ashley*- Students are stressed out, they have been burned out. There was a request from students to build time off into the schedule. Not go home, just simply not do work on those days. Ideas where they can get 2- 3 days off throughout the semester, one per month. That is not feasible because bare minimum of days because of financial aid. If we do that model, we will have to consider alternative forms of instruction. *Ex.* Every faculty member needs to come up with one asynchronous lesson to make up for that class day. I had the opportunity to talk to my class about this. Students said they would like that but wanted guidelines on what is an asynchronous lesson. My class doesn't want a break from coming to class- what they want are no assignments , no reading, we call them "HW Fox days". Two models- asynchronous lesson to replace. Days off or having "HW Fox days" be creative.
- iii. *Martina*- Keep in mind that Holt is involved here. Some classes are once a week, one day off is a whole week off.
- iv. *Jana*- I asked my class too- they all said the same thing. It is anecdotal, but maybe what students want is interaction/ activity. Cancelling the class doesn't accomplish the goal.
- v. *Rob (chat)*- For Holt, it seems that the asynchronous assignment could be designed in such a way to account for the "double nature" of a Holt class.
- vi. *Gloria*- I asked my students they also like not having assignments due mental break, tie- in. Thinking outside the box.
- vii. *Valerie*- I've been leaving spring break in my classes, but having it be exactly this.
- viii. *Zoe (chat)*- The "Homework Fox Days" would be great, that would give people time to catch up on work, synthesize all the information they're being asked to absorb, and dedicate time to taking care of themselves outside of class.
- ix. *Toni (chat)* I like the "no assignment/no homework" idea with an all discussion/group activity day.
- x. *Jana (chat)*- Could we have an experiential learning day or days where classes that meet at the same time partner together to do an activity related to the Common Read?
- xi. *Ashley(chat)*- I think the point was to have the whole college have "Homework Fox Days".
- xii. *Sarah (chat)*- It could be some sort of common experience/activity devised by departments.
- xiii. *Rob (chat)*- I like Jana's suggestion. Years ago, we did something we referred to as a "Wednesday Revolution" that was a school wide seminar focused on a common read. That approach could address some of the issues raised.
- xiv. *Jana (chat)*- Or professional development days? Or community service engagement related work?

- xv. *Ashley (chat)*- So certain days on the calendar where no classes would have assignments or readings.
- xvi. *Zoe (chat)*- Are upperclassmen expected to do the common read? It hasn't been incorporated into any of my classes except for during freshman year.
- xvii. *Kyle*- Have a day off where paper can be due later. One day here and there will not have a significant effect.
- xviii. *Ashley*- I think the point was to have the entire college not have any assignments due that day. I don't think we can ask people to do this for a whole week.
- xix. *Zoe (chat)*- That gets into the issue of having more work because of this Homework Free Day.
- xx. *Brenda*- How do we deal with labs?
- xxi. *Zoe*- Labs could be considered in-class, maybe the lab report would be due a few days later?
- xxii. *Martina*- How we will be choosing the days?
- xxiii. *Ashley*- I was thinking one day per month. Based on students' comments, that would not be interesting to them. Mon/Tues in Feb. , Wends/Thurs. in March.
- xxiv. *Jana*- We can coordinate. High school model after each quarter there is a day off. If there is a schedule where that HW free day around times papers are due. 5- 6-week mark.
- xxv. *Martina*- We can look at the schedule.
- xxvi. *Stephanie (chat)*- We want to avoid long weekends.
- xxvii. *Kyle*- Mid to late February and one in early April.
- xxviii. *Jana*- I would like faculty input on how this plan would realistically go. If we schedule a day or two without a reading or HW. Some faculty will sort of be upset that day of instruction will be taken away. I am thinking about if we are unwittingly creating a system where they will just cancel class for the day or have the burden to come up with an activity that is not reflective of the session. What problem are we trying to solve? Is the no HW way of getting to that solution?
- xxix. *Gloria*- Maybe a weekend plus Mon/Tues, somewhere in March.
- xxx. *Ashley (chat)*- We can't do that because of the number of days we need . I think from a faculty perspective, one day, once a month would be better.
- xxxi. *Kyle (chat)*- Would faculty be allowed to have exams or quizzes on these days?
- xxxii. *Rochelle*- Can faculty just have three days in the semester where they can cancel class?
- xxxiii. *Ashley*- My students also suggested more lenient attendance policy. Then they would not need these HW days.
- xxxiv. *Caitlin (chat)*- Can we just send out a note to the faculty to consider lightening the load during those periods Jana suggested instead of mandating days with no homework? I think the faculty feel the same way as the students do this semester.

- xxxv. *Zoe*- We were worried people were just going to cancel. I have faith in our faculty. They can figure out what to do with that day. Maybe we should fine tune the idea.
- xxxvi. *Ashley (chat)*- I think we could also share a list of suggestions on things to do with those classes.
- xxxvii. *Rob (chat)*- I still like the idea of a campus wide activity on certain days that would still qualify as an instructional day (e.g. SACS or Financial Aid) while accomplishing this "break" for students - sort of like a midweek SPARC day.
- xxxviii. *Sarah*- I think of departments and a common experiences you can have. Activities developed across classes.
- xxxix. *Ashley (chat)*- Though I might be concerned that doing that might increase work load inadvertently.
 - xl. *Zoe*- Can it be a check in day on ongoing work. Things that already have been discussed in class?
 - xli. *Brian (chat)*- Some faculty will continue as usual and I think that is ok as long as they don't have any exams, quizzes, or assignments due on that day.
 - xlii. *Brenda (chat)*- Just let faculty figure out what works best for them and their classes.
 - xliii. *Caitlin (chat)*- I agree with Brenda.
 - xliv. *Martina*- Feb 22nd- 23rd?
 - xlvi. *Ashley*- That seems to work, 5 weeks in?
 - xlvi. *Stephanie*- Should we not do Mon/ Tues? Avoid a long weekend?
 - xlvi. *Kyle*- Students will make a long weekend, they can do that any week.
 - xlvi. *Martina*- Spring break being the week they don't have assignments?
 - xlix. *Ashley*-I like Zoe's idea of two class days in a row?
 - l. *Kyle*- Having two days in a row even if it's for different classes, it is still two days to do other things.
 - li. *Zoe*- I think you are right, there are students who don't have classes T/R or M/W....
 - lii. *Ashley*- Are we ok with HW for days being Feb 22- 23rd? March 24 – 25th. There will still be class, just no HW assigned.
 - liii. *Mark*- This is a significant amount of work for a class that only meets once a week.
 - liv. *Ashley*- That is why I leaned towards one day a month , it's basically a week of class....
 - lv. *Rob (chat)*- Could the work be reduced... comparable to one class meeting?
 - lvi. *Ashley (chat)*- We are asking other classes to eliminate a whole week too, just not all at once.
 - lvii. *Kyle (chat)*- "no major projects or assignments".
 - lviii. *Ashley (chat)*- No readings, projects, assignments, or quizzes.
 - lix. *Caitlin (chat)*- Can we ask the teachers to do this for whenever that works for their course?

- lx. *Ashley (chat)*- @Caitlin, I think students really wanted a day free from homework in all classes, though.
- lxi. *Kyle (chat)*- I'm saying just for Holt given their unique situation just specify no major projects or assignments but given they only meet once a week they can still have readings and stuff. Essentially a lessened load.
- lxii. *Caitlin (chat)*- The major projects will just be moved to the few days before or after. I'm not sure this will solve the overall issue.
- lxiii. *Brenda (chat)*- Just to be clear faculty will be bound by this and will have to follow these "HW free days" correct?
- lxiv. *Martina*- answered by saying yes.
- lxv. *Caitlin (chat)*- I propose that we don't bind the faculty. :-). I think we can propose and make a recommendation.
- lxvi. *Sarah*- Maybe suggest faculty to use one and not both of the time periods?
- lxvii. *Brenda (chat)*- Some people will not like this. Just saying.
- lxviii. *Zoe*- I think it is important for students to know they will have the time to do what they need to do. I think as long as they know ahead of time they will be able to make up the difference.
- lxix. *Ashley*- We sent a survey last week to students. Results will be shared to faculty soon.
- lxx. *Brenda- (chat)*- Ashley, are we allowed to get feelers for this? Talk to other faculty about it ? Among my department for example? or is this a no- no?
- lxxi. *Ashley (chat)*- I think so. That is why having divisional reps is important, so that you can put out feelers!

Holt Policy regarding academic progress – Rob Sanders- *we did not discuss this agenda item as we ran out of time.*

5. Announcements

6. Adjourn- *Gloria motion.- Second Sarah.*

Notes taken by B. Santiago- Narvaez