

Rollins College

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Faculty Affairs Committee Minutes

College of Liberal Arts Minutes and Reports

4-19-2022

Minutes, Faculty Affairs Committee Meeting, Tuesday, April 19, 2022

Faculty Affairs Committee

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Faculty Affairs Committee

Meeting Minutes
April 19, 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)
Expressive Arts - MacKenzie Moon Ryan (2022-2024)
Kaitlyn Harrington
Jenny Cavanaugh

I. Call to Order

II. Approval of Minutes from April 5, 2022

- a. Motion – Stephanie
- b. Second – Sabrice
- c. No amendments; no abstentions; all in favor; minutes approved

III. New Business

- a) Welcome new members
- b) Discuss who will serve as secretary for next academic year
 - a. Caitlyn Bennett will maintain role of FAC secretary for 2022-2023 academic year
- c) Report on findings from the teaching observation rubric sub-committee (Todd, Hilary, Sabrice)
 - a. Discussion of reviewed rubrics that provide structure and language that could be utilized by departments to support the observation and evaluation of teaching process.
 - b. Recommendation discussed about whether departments want to opt for regular, on-going observations versus scheduling observations only during promotion and tenure year(s).
 - c. Recommendation discussed about option for departments to also include rubric or assessment for faculty to complete a self-evaluation of their own teaching.

- d. Discussion of proposing goal for Deans to provide recommendations to department chairs about identifying and utilizing a rubric to help inform structure and guidance for teaching observations
 - i. Further options discussed, such as if departments would like FAC to standardized a rubric, department creates their own rubric, or recommending a by-law change whereby each department is responsible for utilizing a more structured teaching observation process.
- d) From last meeting - 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. Motion to provide recommendation of departments
 - b. FAC to ask Deans to focus on teaching observations with Department Chairs at the beginning of the fall 2022 term
 - c. *Missy – plans to reach out to Amy Armenia and Ashley Kistler about recommendations provided by Nancy Chick as well as rubrics identified by FAC to help improve the teaching observation process, with an overall goal of creating a clear process*
 - i. *All in favor; no opposed*
 - 2) Develop a written documentation as to how CIEs are used in the evaluation of teaching
 - 3) Charge each department with choosing specific evaluation tools from the resources provided by Nancy Chick
- e) Discuss items for FAC to take up in academic year 2022-2023
- f) New Business

IV. Adjourn

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

Responsibilities and Duties: The Faculty Affairs Committee has primary authority and responsibility in all policy matters dealing with the professional welfare of the Faculty. The Committee reviews and revises all proposed changes to the bylaws and consults with the administration and provides advice on issues related to compensation, budget, and other financial matters of the College of Liberal Arts