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Minutes, Arts & Sciences Executive Committee Meeting, Thursday, September 6, 2007

Arts & Sciences Executive Committee

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Approved Minutes
Executive Committee of the Arts and Sciences Faculty
September 6, 2007

Members present: Wendy Brandon, Paul Harris, Sharon Carnahan, Roger Casey, Barry Levis, Don Davison, Laurie Joyner, Lewis Duncan, Stephanie Schuldt

I. Approval of Minutes

The committee could not approve the last Executive Committee Minutes because they were unavailable.

II. Announcements and Information

1. Fall Party—Davison announced that the Fall Faculty party will be held on October 20 at Cornell Art Museum
2. Organization of business for the Executive Committee and Faculty meetings – Davison stated that he hope that meetings will be collaborative and deliberative. He asked that all materials be sent two days before the meeting so that everyone can look them over and see what's coming. He also asked each committee chair to make a short report at the executive committee meetings about upcoming agenda items. He also wanted them to report at faculty meeting and solicit input. Levis suggested more efficient means of distributing refreshment in order to begin faculty meetings at 12:30; Casey suggested setting up the table in the lobby. Levis also suggested limiting announcements to expedite business.

III. Old Business

1. Election of at-large PSC seat – Davison will solicit candidates to fill the vacancy.
2. Student Life Committee: amendments to the Honor Code – The Executive Committee unanimously approved the procedural changes in Honor Code. Davison will report the changes to the faculty at the first meeting. (See Appendix I)

IV. New Business

1. Executive Committee
 - a) Election of Parliamentarian — The Executive Committee approved the nomination of Marvin Newman to serve as Parliamentarian.

- b) . Marvin Newman has agreed to introduce a Resolution honoring Tom Cook' service as president.
- c) Service Learning Grant recipients and call for new applications – Rachel Newcomb would like to make an announcement at the first faculty meeting about the Service Learning Grants. Wendy Brandon said that PSC would like to have a more regularized process for announcing grants using the Dean of Faculty web site. She wondered if the service learning grants should follow the same procedure. PSC could advertise service learning grants the same way they do the other grants. Davison wondered if the service grants follow the same calendar. Joyner felt that a regularized process was a good idea. Casey suggested that international travel grants (Petter's) administered by Tom Lairson could be handled the same way. Duncan said that there needs to be a correction to the perception about staff eligibility for the Petter's grants. Staff who have regular contact with students are also eligible. Casey thought that guidelines for Petter's grants should also be placed on the web site. Carnahan wondered if someone could find out their eligibility for the grant before submitting a proposal. Casey said that those who are not full-time faculty had to receive endorsement from their supervisor and supervisors had been very inconsistent in granting them. Brandon stated that no clear guidelines existed for the Cornell grants. She wondered if they could be linked to individual and course development grants. Brandon argued that Newcomb should not make an announcement about the service learning grants until she had discussed with PSC the possibility of regularizing the process through the Dean of Faculty's web site.

2. Academic Affairs

- a) Curriculum review status – Carnahan stated the process had become so complicated that AAC almost cannot control it. She saw the need to establish a steering committee to carry the process forward. AAC did not want give the steering committee specific guidelines but a rough outline so that they would have more flexibility. The Dean of Faculty will distribute a document discussing the reasons for curricular reform. Once the faculty has had time to look at this document, AAC will then develop guidelines for the steering committee and then establish the committee itself. Joyner stated that the problems facing the curriculum include the number of adjuncts required to meet demand and the length of time it takes to clear out demand for specific general education requirements. Also a large number of students take courses in summer to fulfill requirements. Duncan said that the curriculum is also creates a ceiling on improving

retention rates. Students cannot get courses that they want. Casey argued that it represented a problem of sustainability. Davison suggested that the curricular change might be accomplished more effectively if the faculty approach the changes incrementally rather than trying to devise an entirely new curriculum. We could then address some of the most pressing problems immediately. He said that there were two important aspects of curricular revision: the process and the final product. He asked what do we want the steering committee to be in this regard. He argued that it needed to be as inclusive as possible. Carnahan suggested that the steering committee should begin considering the curriculum structure and then work on the actual content. Joyner felt that we need to get the process right and monitor the process over time. Carnahan said that AAC thought that the steering committee should take the five reports developed over the past summer and work from there. Casey discussed the process of his previous institution where the committee held open meetings. Also members of the steering committee were both appointed and elected. Davison suggested having committee report to faculty during regular faculty meetings to get sense of the faculty. Brandon discussed the 4C experience and suggested that the steering committee take advantage of the data that had already been gathered. Joyner argued that the committee needs not only to be concerned about those who become involved in the process, but also those who hold back and the “loyal opposition.” She saw a need for very strong leadership to guide this process forward. Carnahan stated that ACC wanted to develop a charge and establish the steering committee and then present to Executive Committee to forward to the faculty.

- b) Other new AAC business – The AAC approved minor changes to the requirements for the English major that do not need to go to faculty. Carnahan will post the changes on the AAC web site.
- 3. Finance and Service – Since Vitry was not present, Davison reported about ongoing discussions of the new budget. Various request to be presented and discussed at upcoming meetings.
- 4. Professional Standards – Brandon stated that this year’s goals of the committee would include clearing up the misunderstanding about phrasing of informal vs. formal review for tenure, addressing the purpose and role of the FEC and implement a training session to create the best possible FEC, meet with Departmental Chairs, Jr. Faculty, and Administrators to discuss best practices with the CIE and facilitate the means by which faculty obtain funding from the college

5. Student Life Committee – Paul Harris reported that the development of the social honor code was placed at the top the committee’s agenda. Last year but that the committee this year had not worked out their priorities yet.
6. Other Executive Committee Business
 - a) Committee to review the By-Laws for clarifications and updates – Marvin Newman has agreed to undertake a study of the By-Laws to look for inconsistencies and ambiguities. Casey said that minor changes of matters of language and omissions or conflicting statements could be dealt with easily. Joyner said that some of the problems are substantive, and in several instances she needs clarification about the intent of the faculty. Davison asked Casey and Joyner to send urgent items to him and he will ask Newman to set up a committee. Language issues can be dealt with quickly.

V. Adjournment

Brandon moved the adjournment and Schuldt seconded. The meeting was adjourned at 2:00.

Respectfully submitted,

Barry Levis
Vice President/Secretary

Appendix I

HONOR AMENDMENTS:

A. Clarifications and Inconsistencies:

Page 3. Under Failure to Report: “report it within five class days”

Page 3. Under Reporting a Violation: ”within ten days of the discovery”

Page 10: Under Appeal procedures: “within ten class days of the decision”

Change all of those to “within ten days”

B. Proposed change to who can participate in an informal Resolution meeting.
(Additions in red)

1. If the Executive Committee of the Academic Honor Council¹ determines, after a preliminary investigation, that a report of academic dishonesty is supported by reasonable cause, it will inform the accused student in writing of the charges, and shall offer him/her an opportunity for an informal meeting with the executive committee, **or designees²**, to review the case. The staff advisor must be present at this meeting. The Executive Committee shall also provide the accused student with a copy of this Code and a statement of procedural rights approved by the Academic Honor Council...

Footnotes:

1. The Chair, Vice-chair, and Secretary, plus a staff advisor, selected by the Dean of the faculty, comprise the Executive Committee of the council.

2. Designees are to be selected by the Executive Committee of the council. Designees, which must be members of the Honor Council, are to be given at least three days to review evidence prior to the informal meeting. Designees must not exceed two, as at least one of the members of the Executive Committee must be present at all informal meetings and the number of members that comprise the Executive Committee is not being altered. An Honor Council member cannot replace the staff representative.