

Rollins College

## Rollins Scholarship Online

---

Faculty Affairs Committee Minutes

College of Liberal Arts Minutes and Reports

---

4-25-2023

### Minutes, Faculty Affairs Committee Meeting, Tuesday, April 25, 2023

Faculty Affairs Committee  
*College of Liberal Arts, Rollins College*

Follow this and additional works at: [https://scholarship.rollins.edu/as\\_fa](https://scholarship.rollins.edu/as_fa)

---

#### Recommended Citation

Faculty Affairs Committee, "Minutes, Faculty Affairs Committee Meeting, Tuesday, April 25, 2023" (2023). *Faculty Affairs Committee Minutes*. 102.  
[https://scholarship.rollins.edu/as\\_fa/102](https://scholarship.rollins.edu/as_fa/102)

This Minutes is brought to you for free and open access by the College of Liberal Arts Minutes and Reports at Rollins Scholarship Online. It has been accepted for inclusion in Faculty Affairs Committee Minutes by an authorized administrator of Rollins Scholarship Online. For more information, please contact [rwalton@rollins.edu](mailto:rwalton@rollins.edu).

## **Faculty Affairs Committee**

**Meeting Minutes**  
**April 25th, 2023**  
**12:30pm – 1:45pm**

**Location: Faculty Club**

### **In attendance – current FAC:**

Business – Mark Heileman (2022-2024)

Expressive Arts – MacKenzie Moon Ryan—on leave Oct.-May (2022-2024), Substitution of Thomas Ouellette beginning October 2022

Humanities - Todd French (2021-2023)

Science and Mathematics - Sabrice Guerrier (2021-2023)

Social Sciences - Stephanie Gonzalez Guittar (2021-2023)

At large rep - Caitlyn Bennett (2021-2023)

At large rep – Stacey Dunn (2022 - 2023)

At large rep – Hesham Mesbah (2021-2023)

Amy Armenia

### **In attendance – incoming FAC:**

Mari Robertson

Alice Davidson

Lisa Tillmann

#### **I. Call to Order**

#### **II. Approval of Minutes from April 18th, 2023**

- a. Motion to approve: Thomas
- b. Second: Caitlyn
- c. All in favor; no abstentions; minutes approved.

#### **III. Approval of Minutes from April 4th, 2023**

- a. Motion to approve: Thomas
- b. Second: Stephanie
- c. All in favor; one abstention (Caitlyn – absent on 4/4/23); minutes approved.

#### **IV. Continuing and New Business**

- a. CIEs
  - i. Debrief
    1. SPOT approved per most recent faculty meeting.
    2. Discussion for encouragement of incoming FAC members to engage in continued work with FEC, Deans, and CECs on how to effectively use SPOTs.

3. Discussion for rubrics to be utilized in review of teaching observations to help increase potential validity and reliability of observation process. Additionally, standardizing review process so that observed faculty members may receive written or oral feedback from their observers to further support professional development.
  - a. Encouragement to continue to seek resources and consultation from Nancy Chick.
4. Discussion about being in communication with FEC for how SPOT will be used and how to address bias, with potential opportunity for formalized training to be provided.
5. Suggestion of comparing completed fall 2023 CIEs to SPOTs to look at comparisons (i.e., completion rates; cross-validate student answers by using a reserve statement for the purposes of testing).
6. Discussion of importance of developing subcommittee, directed by FAC, for navigating usage and continued development of SPOT.
  - ii. Next steps
- b. FEC course release proposal
  - i. Proposed language to be reviewed by all Faculty: “When the number of faculty to be reviewed by Faculty Evaluation Committee in a given year exceeds eighteen, a second course-released time shall be granted to both the chair and one additional FEC member, as selected by the committee. The chair and the recipient of the course release will agree to shared leadership duties prior to their commencement of service.”
- c. Discussion about agenda for next year
  - i. Next Steps on Peer and CEC evaluation.
  - ii. Brainstorm ideas on how best to move forward.
  - iii. Discussion of when next review period for faculty salaries will take place, especially making sure that philosophy of equity statement is reflected in faculty salaries, across disciplines and departments.
  - iv. Encouragement of incoming FAC to explore need for faculty housing and compensation.
  - v. Faculty morale.
  - vi. Continuing to define and measure what ‘excellent teaching’ is and is not.

## **V. Adjourn**

- a. Motion to adjourn: Stacey
- b. Second: Todd
- c. All in favor; no abstentions; meeting adjourned