

Rollins College

Rollins Scholarship Online

Curriculum Committee Minutes

College of Liberal Arts Minutes and Reports

4-20-2021

Minutes, Curriculum Committee Meeting, Tuesday, April 20, 2021

Curriculum Committee

Follow this and additional works at: https://scholarship.rollins.edu/as_cc

Curriculum Committee Meeting Agenda

Date: April 20, 2021

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
- Kathryn Noseworthy
- Giselda Beaudin

Agenda

1. Approve minutes from the April 6, 2021 meeting
2. Motion- Jana; Second- Gloria, Valerie- In favor by raising of hands- Minutes passed.
3. Sub-committee reports
 - a. New course- *Brian*- No report
 - b. Academic Appeals- *Valerie*- No report
 - c. EC report- *Martina*- Nothing to report. Waiting for result of elections.
 - d. Registration- *Gloria*- Nothing to report
 - e. SGA – *Kyle*- Nothing to report
4. Old business
 - a. GSC Grading Change –Kathryn Noseworthy
 - i. *Martina*- We wanted to clarify courses could be repeated, and there were questions about why students were allowed to repeat course if they would be dismissed anyway.
 - ii. *Kathryn*- Stephanie gave us clarifying language to help clean it up some more. I think there were questions about the courses and what would happen with the C's. We changed the language that says that if one course is repeated and students get a B or better, the original C will not count. Our program is a lock step program, if students get below a B they will be unable to get the course until the following year. If they get a C it would accomplish the goal of setting a pattern. We are ok with allowing that C to be converted if they get a better grade.
 - iii. *Martina*- I like the clarification on what the active C grade is. Maybe in the last sentence, change to singular “active C grade....”. Any other questions?
 - iv. *Martina*- Are we ready to vote?

- v. Motion – Sarah Parsloe, Rochelle- Second; In favor by Raising of hands by all voting members. **It passes.**

5. New business

a. Intercultural Development Reflection Assignment – Giselda Beaudin

- i. *Giselda*- I'm here to get endorsement from CC for a common cultural reflection assignments in courses. As part of efforts for center for global initiatives we looked at snapshot of year of graduates and the reflections students were doing. This came from strategic plan from the President. The data was not terrible as students were doing a type of reflection. The type of reflection is however inconsistent. We are moving forward with a number of recommendations. One easy thing to do is to ask all faculty that lead study abroad programs to include a common intercultural assignment. It is adaptable to different contents. It is built on an accepted model for accessing intercultural learning. We create consistency. Faculty are having these assignments anyway. Generally speaking we would have all faculty assign it as study abroad courses. Because it may impact some people's syllabi we thought it should be approved/ endorsed by this committee.
- ii. *Martina*- Who does the evaluation?
- iii. *Giselda*- Right now, we do it through our office. But if all faculty do it, then we will do a sampling.
- iv. *Jana*- As someone who has used it in field study experience, I think it is useful in course design and to keep course mission centered. I wholly support it. I think it is great.
- v. *Martina*- All we have to do is endorse it? There is not vote.
- vi. Everyone agreed in endorsing the common assignment.

b. Classes that can be used to substitute for MCMP – Ashley Kistler

- i. *Ashley*- There has been an increasing issue with students with accessibility issues and the fulfillment of the MCMP competency. They have medical documentation showing MCMP is not the appropriate class according to their accessibility assessment. We've been asked to come up with classes that could be a substitute for students are in this situation. I would like for us to have a conversation of classes that would be appropriate. I wasn't comfortable making a decision long term, I'm seeking advise on how to proceed and what classes would work.
- ii. *Martina*- How many of these do we get a year?
- iii. *Ashley*- Not many. I am just concerned as a way to document a way in which students want to get away from taking an MCMP. I do want to accommodate students that have a genuine need for the accommodation. We do know students that really do not want to take an MCMP. Only want to deal with legitimate requests.
- iv. *Martina*- There are a number of majors that have a requirement of the MCMP.
- v. *Ashley* – Yes, and I believe this is something we need to consider.

- vi. *Ashley*- I substituted a student's request with a research methods class. But I don't know what would be an appropriate option moving forward.
- vii. *Martina*- If we do not get that many requests per year, I think we are better with the case by case basis. If we create rule some students may end up not being able to major in certain majors that require the MCMP.
- viii. *Mae (chat)* - Typically, students receiving a disability accommodation are informed that it would not apply in majors and minors....i.e., a foreign language accommodation means they cannot major in INB and other majors that require f. language beyond the FCMP.
- ix. *Jana*- I wonder if we should keep a track of what the documentation is. The exceptions for foreign languages have really morphed. It is a legitimate concern.
- x. *Zoe*- We don't tell people with dyslexia to no major in English if a person has some accommodation with mathematical reasoning, it makes more sense to substitute the class instead of limiting the student as a whole. We also don't want students avoid their MCMP by using this. We need to make sure math is accessible for their students.
- xi. *Stephanie(chat)*- What do other colleges that require a math gen ed do? Can we glean any ideas from other colleges?
- xii. *Sarah (chat)*- Isn't there a logical reasoning class in philosophy? I'm not sure how math-based this is, and might be a good option for gen ed.
- xiii. *Ashley(chat)*- @Sarah, I was told that was not a reasonable substitution for MCMP
- xiv. *Mae (chat)*- I've seen were Informal Logic was used as an MCMP as well as Math for the Liberal Arts at Holt or Valencia or Seminole
- xv. *Ashley* - Agree with Zoe we should accommodate as she outlined, but we will always have students that will not be able to take certain courses for a number of medical reasons. Mae is this new?
- xvi. *Mae*- It is not new. They tool alternate courses.
- xvii. *Rochelle*- Just for education purposes. I have a hard time figuring out why a person has a medical reason not to take any math at all. Just for my education, how does that work? Can you explain this one?
- xviii. *Ashley*- I just had letters from Doctors that said cannot take math. It wasn't detailed on what the disability was.
- xix. *Valerie*- Why we need to find an substitution, why not just waive it? We have already exempted students from BCMP , PEA because of COVID.
- xx. *Zoe(chat)*- It seems like these are very specific cases that need individual attention, making our blanket recommendation for alternate courses not super helpful.
- xxi. *Mae(chat)*- Approved by dean and math dept I believe.
- xxii. *Ashley (chat)*- Agree Zoe
- xxiii. *Ashley*- I think what we do is waive it and tell them to take other courses. It comes down to accreditation and the courses students are required to take for SACS. Toni can correct me if I'm wrong.
- xxiv. *Toni*-Ashley is correct, there is minimum threshold. Minimum curriculum comprises 60 to 64 hours right now. Based on accommodation they are

given a substitution, so there needs to be a substitution. When we get accredited by SACS we don't want student to come up short. We need to show our education is in compliance with all the requirements.

- xxv. Sarah (chat) Or perhaps ask them to take an additional course in a different competency? i.e. an extra WCMP
 - xxvi. Ashley- Again we don't have to agree on a substitution that is formal. We might be better not having a list and find substitutions on a case by case basis.
 - xxvii. Sarah (chat)- I think that makes the most sense, given that students' needs may be different
 - xxviii. Kyle- Motion we handle these on case by case basis; Second- Mark- In favor raising of hands.- **Approved.**
- c. Self-Designed Chinese Minor Proposals
- i. Martina- We have 3 proposals. I spoke to Patricia. She says given that there is such a low number of students that are interested, they don't have grounds for approval. Lee Wei is retiring soon and the Japanese faculty is also about to retire. They get these every 3- 5 years (in 2017 we had 4 students). I know there issues around credentialing. I understood that if it was not on the books it could fall through the cracks. Toni do we approve these minors, will it be acceptable?
 - ii. Toni- If there is not an official minor (for SACS we only report self-design major), my concern was and is if there is critical mass we don't have instructors with the credentials needed for accreditation. We do not list it in the catalogue.
 - iii. Martina- I located the form. There is no form but there are guidelines for submission.
 - iv. Toni- Is it in the catalogue?
 - v. Martina- It is now, Stephanie worked on it and added it now.
 - vi. Toni- Well that is a gap I have to close. Does it need to be approved?
 - vii. Martina- The process (Guidelines) was approved not the minor itself.
 - viii. Toni- I don't know what to say, there is a principle of integrity we need to maintain for the creditor. There is no official Chinese minor, at that point they are independent studies. If the administration/ dean believes the credentials are acceptable are in place. If the committee feels that and is well informed/been due process, Lee is credentialed and able to verse, then we need to make sure it is documented.
 - ix. Ashley-Want to clarify, Lee Wei, his Ph.D. is in ethnomusicology. He is teaching with an exception. I have no problem he oversees the minor.... Would you say this is the issue Toni?
 - x. Toni – He is teaching on an exception as a native speaker. The other piece is that SACS requires us adequate faculty with terminal degrees on the discipline/ field to verse programs of the college. This will fall through the cracks... we will not submit to SACS until 2024. It is the Deans call on the adequacy of the credentialing.
 - xi. Martina- I would ask the committee whether they are ok with the 3 self-design minors. Then we send to a Dean...

- xii. *Mark*- Is there a way we could review the guidelines?
- xiii. *Martina*- I sent it last week with the agenda.
- xiv. *Mark* – The documentation is misleading and confusing for these self-design minors
- xv. *Ashley*- The issue is that the information we had last week was not in the catalogue. I think we can say moving forward we can use this form.
- xvi. *Martina*- The forms have provided everything that is in the guidelines.
- xvii. *Rochelle*- Toni said this could fall through the crack now. If faculty are retiring, what will we do to make sure that the actual standards are maintained by the next review in five years. If things change sometimes they get forgotten. Will this factor in for next hiring cycle?
- xviii. *Ashley*- The students that proposed these minors are Juniors. Lee will not retire that quickly.... he will be around to see these minors through.
- xix. *Toni(chat)*- Next SACSCOC snapshot year is 2023-2024.
- xx. *Rochelle*- If we allow the students we will have to guarantee they can continue to complete it right?
- xxi. *Ashley*- I don't think this will be a problem. We would work it out.
- xxii. *Toni* - I just want to express, I don't think we are violating any principles of integrity. My concern was that this would not become a workaround that will continue long term with additional 4- 5 minors, more than what we have in programs that are on the books. There are plenty of faculty with terminal degrees on modern languages that can oversee the minor, keeping Lee Wei as administrator and instructor. The bigger concern for me is did this get approved? I don't remember this committee approving a self- design minor for the catalogue. Is it now in the catalogues and effective for 2021? I have to report to SACS in our last report. This is concern for me.
- xxiii. *Stephanie*- I believe we approved this when I started in 2017. The reason being that self-design minors came up and we were already approving them through CC. We came up with the language, we put it together me and Emily Russell. It went through and it was approved by CC. I know Josh Almond was in charge of CC at the time.
- xxiv. *Toni* – I didn't know whether it made it through EC.
- xxv. *Ashley (chat)*- I don't remember it going through EC.
- xxvi. *Stephanie*- Everything fell through the cracks. It was in the catalogue. Not sure of it was sent to Karla. I'm adding it to 2020.
- xxvii. *Jana*- I don't remember it going through EC.
- xxviii. *Stephanie*- Did it not go through EC?
- xxix. *Ashley*- I don't see anything in my reports. It is possible it never went through EC.
- xxx. *Stephanie*- Can this be reflected in the minutes.. that we are having a hard time finding the actual document. Can we have it in the minutes that this committee approves of the self- design minors/ guidelines?
- xxxi. *Toni(chat)*- Yes, please, and it should go to EC.

- xxxii. *Ashley*- I found the end of the year report AY 2017-2018 in Josh Almonds report, it says “change catalogues language regarding self- design minor”. It doesn’t say it was sent to EC for approval.
- xxxiii. *Toni*- This would have been a new minor, wouldn’t it have had to go through EC as it is a new minor at the time..... and go through faculty for approval?
- xxxiv. *Martina*- It is a self- design minor it is not really a new minor....
- xxxv. *Mae(chat)*- Think Mario was the chair of CC when this came up
- xxxvi. *Toni*- If faculty have oversight of the curriculum we would go through the same process as any minor goes through.
- xxxvii. *Martina* – It is not the creation of new minor....
- xxxviii. *Ashley*- I agree it should be approved by EC.....
- xxxix. *Toni*- I don’t understand how he could change the language if there was nothing in the catalogue at the time.....
 - xl. *Gloria*- I found the minutes in which CC approved the language for self-design minor. Proposed by Emily Russell and Stephanie Henning. It is up to you if it will go any further.
 - xli. *Ashley(chat)*- Changed the catalog language surrounding the self-designed minor. That is what he said in his report, above.
 - xlii. *Toni (Chat)*- So the issue is did it make it to EC and the faculty for approval.
 - xliii. *Ashley*- That may be the problem, it wasn’t put on the agenda for the next year, It didn’t make it to EC that year.
 - xliv. *Martina*- These minutes are not in the archive? (Kyle commented on chat)
 - xlv. *Ashley*- Where did you find them Gloria.
 - xlvi. *Ashley* – If it has already been approved by CC. It needs to be sent to EC. The issue is the students that are in the situation we should consider them independent of the guidelines.
 - xlvii. *Jana*- Get Jenny the minors for approval. And then get that on the books. I make “*a motion to make an exception to have Jenny approve these minors on a case by case basis with the condition that this formal logistical issue gets reconciled next year*”- Kyle Second- **Raising of hands.**
 - xlviii. *Toni*- Stephanie, you shouldn’t put this in the catalogue for 2020, it needs to get approved and then we will put in the catalogue.
 - xlix. *Stephanie*- I think it should be in the catalogue if we are using these guidelines.....
 - 1. *Toni*- It hasn’t been approved by faculty, we’ve been doing them as one offs, almost like appeals. Until the minor is approved, it hasn’t been through the process and should not be in catalogue.
 - li. *Ashley*- Maybe Paul can get it through.... I don’t think it does have to go to the full faculty.

6. **Announcements**- We have Holt major proposals, and Valerie if you want to discuss appeals and Academic Warnings. We will meet next Tuesday. We will invite new committee members to the committee.

7. Adjourn

Minutes taken by *B. Santiago- Narvaez*