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Faculty Affairs Committee Minutes

College of Liberal Arts Minutes and Reports

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2-21-2023

### Minutes, Faculty Affairs Committee Meeting, Tuesday, February 21, 2023

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

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#### Recommended Citation

Faculty Affairs Committee, "Minutes, Faculty Affairs Committee Meeting, Tuesday, February 21, 2023" (2023). *Faculty Affairs Committee Minutes*. 98.  
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## **Faculty Affairs Committee**

### **Meeting Minutes Meeting of Feb. 21st, 2023 12:30pm - 1:45pm**

**Location: French House Lounge**

#### **In attendance:**

Business – Mark Heileman (2022-2024)

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, Associate Dean

Guest (for first portion of meeting to discuss FEC related items): Laurel Habgood, FEC Chair

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

#### **II. Approval of Minutes from Feb. 7th, 2023**

- a. Motion to approve: Hesham
- b. Amendment: Change date from November 1<sup>st</sup> to Feb 7<sup>th</sup>
- c. All in favor; 1 abstention (due to faculty member being out last meeting); minutes approved (with date addendum)

#### **III. Report from EC Meeting**

- a. Target of Opportunity Hire Bylaws Change
  - i. Discussion was had with EC; discussion will then be brought up in coming faculty meeting for further discussion.
- b. English on Diplomas
  - i. Replacing Latin with English on diplomas was approved.
- c. Slates for FEC/Standing committees
  - i. Approved

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

- a. FEC bylaws adjustment
  - i. Language and course release
  - ii. Laurel shared about background regarding FEC responsibilities and hope to increase course release support to provide balance within FEC review process
  - iii. Motion to bring forward to discussion at faculty meeting: Todd
    1. Second: Stacey
    2. All in favor; no abstentions; motion approved
  - iv. FEC member charge may need to be updated if Opportunity Hire Bylaws Change

- v. Updating by-laws language post COVID:
  - 1. Motion: Todd
  - 2. Second: Mark
  - 3. All in favor; no abstentions; motion approved
- b. CIEs
  - i. Committee proposal
  - ii. Feedback
    - 1. Discussion with FEC chair regarding needs for CIEs in tenure and promotion review process.
      - a. It was recommended candidates include number in the class (at the end of semester) so there is additional context regarding number who completed CIEs versus those still enrolled at the end of the semester.
    - 2. Discussion with FEC chair also surrounding helpful information to include in the tenure and promotion review process, including:
      - a. departmental GPAs and context as to why GPAs may be higher and/or lower (i.e., 100 level courses; 200 level courses; graduate courses; etc.); “richer” materials submitted by candidates (i.e., different categories of assessments and what those are; materials that would give context to narratives that students convey on CIEs – for example: if a student narrative is that “grading is unfair” from class, including rubrics and other materials that demonstrate the grading process and procedures; etc.)
    - 3. Various discussions continued, including:
      - a. reaching out to FEC members with any new and/or adjusted CIEs to receive feedback; suggestion of any adjusted and/or new CIEs, to incorporate some commonalities for campus-wide usage while also including flexibility; how to improve CIEs to students’ perspectives that they might not express directly; having a rubric or series of questions that could be incorporated into class observations as part of the tenure and promotion review process.
  - iii. Timeline
- c. Note Taking Plus privacy issues
  - i. Discussion of developing sub-committee about privacy issues related to recording classes and accessibility services (i.e., how does accessibility services know recording is a better option than note-taking?)
    - 1. Caitlyn and Stephanie will reach out to Bethann Durlin at Accessibility Services to learn more and will report back to FAC.
- d. Continued reflection on Faculty quality of work/life

## V. Adjourn

- a. Motion to adjourn: Caitlyn
- b. Second: Stacey
- c. Meeting adjourned