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Minutes, Arts & Sciences Executive Committee Meeting, Thursday, February 16, 2006

Arts & Sciences Executive Committee

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Meeting Minutes
Executive Committee of the Arts and Sciences
February 16, 2006

Members attending: P. Lancaster, R. Casey, Mark Anderson, Pedro Bernal, Tom Cook, Nancy Decker, Patricia Lancaster, Dorothy Mays, Catlin McConnell, Rick Bommeljé

I. Call to Order: T. Cook called the meeting to order at 12:39 pm and reviewed the agenda.

II. Approval of Minutes: The minutes of the meeting of January 17, 2006 were approved.

III. Announcements:

T. Cook announced that Committee chairs should forward committee meeting minutes to Marnie Berger to post on the website (mberger@rollins.edu).

T. Cook announced that there will be in an informal meeting for faculty to discuss the President's email message about the Provost position on Friday, Feb.17, 2006 at 3:30 pm in the Faculty Club.

IV. New Business

F&S D. May stated that the College Bookstore representatives met with the F&S Committee and expressed concern about the late submissions of textbook orders by faculty. Because of the late submissions, the Bookstore is unable to purchase used volumes. The price of purchasing new books is passed on to students which has caused increased costs of texts. Additionally, when students sell books, if a book will be used in a future term, the buy-back price is considerably higher. Book submissions at Rollins are typically 3-4 weeks later than other institutions. Because of this, Bookstore representatives have requested to be on the next faculty meeting's agenda to help inform the faculty of the issue. R. Casey shared that Bookstore representatives were invited to a Department Heads meeting approximately two years ago on this same issue. P. Lancaster indicated that this is an ongoing issue. C. McConnell pointed out that some students do not have texts until 1-2 weeks after the term has begun. T. Cook expressed a possible concern that may surface from faculty about the high costs of used books texts and that they should prepare for this at the faculty meeting.

D. May pointed out that prior to the presentation at F&S, there was skepticism by some committee members. After the presentation, several F&S committee members indicated that they believed it is important for all faculty colleagues to be informed of the issues. It was recommended that Tom Quinby, who has earned the respect of many faculty members with his diligent customer service over the years, deliver the presentation. T. Cook requested that D. May have Tom Quinby limit his presentation to 10 minutes.

Strategic Plan P. Lancaster stated that she would like to provide faculty with an opportunity to learn about the current status of the strategic plan. Since she will be meeting with the Education Committee of the Board of Trustees during the same time frame as the next faculty meeting, it was decided that there would be a future venue for discussion prior to bringing it up to a future faculty meeting. R. Casey shared the recent

experience with the Department Chairs meeting. One concern expressed was how the mission statement will be used. The more substantial issue was the number of faculty who felt the document does not mean anything. P. Lancaster pointed out that this item will be better suited for a discussion after the February faculty meeting when there is settlement with what next year's administrative structure will be.

All-College Faculty T. Cook inquired about details for the All-College Faculty meeting on Feb.28, 2006 since one of the agenda items will include a vote. P. Lancaster stated that she would follow up with items such as what is a quorum, the voting process, minutes, etc.and get back with T. Cook.

SAC C. McConnell stated that applications are currently being accepted for the Honors Council. Faculty can submit recommendations for student nominations to the Council through the Dean of the Faculty's office.

AAC M. Anderson shared that recently the Biology Department submitted a proposal for increasing the number of hours for the major by two semester hours. It was approved by AAC; however, the question was raised as to whether or not these types of curriculum changes should be brought to the Executive Committee or to the full faculty. After discussion, it was determined that, for the present, this type of issue should remain within the decision making scope of AAC. M. Anderson also shared that a survey will be sent to the faculty this Spring to gather input on curricular change. At the beginning of the 2006 Fall term, the topic of curriculum revision will begin in earnest.

PCS N. Decker stated that PSC is gearing up to respond to the President's request to examine the requirements for tenure and promotion across the departments. N. Decker requested guidance on how best to accomplish this task. T. Cook indicated that he had a discussion with the FEC chair about a letter of concern that was forwarded to the President over a year ago. P. Lancaster shared that the year the letter was written, there was a controversial case. This year, all cases were clear cut and non-controversial. The departments' opinions were that the candidates had met the criteria, FEC agreed that departments had submitted candidates who had met the criteria, and the Provost agreed with FEC. With the establishment of the mid-course reviews, if the criteria are held up, the system works well. P. Lancaster also pointed out that the key issue that FEC has raised is, with the changing membership of the committee, how much authority FEC has in comparison with the departments. This focuses on how much of a responsibility does FEC have to evaluate the candidate or if FEC's responsibility is evaluating whether or not the department has done a good evaluation of the candidate. R. Casey concurred. There are some positive remedies that are taking affect, such as Departments being required to resubmit their criteria when they have a new hire. Criteria are always being reviewed and approved by FEC. This gives FEC an opportunity to question whether or not departments are setting standards high enough for tenure and promotion. N. Decker stated that based on this year's positive experience stated by the Provost, unless there is an institutional need, PSC will not take any action on this issue. R. Casey shared that the weakest link in the system is the criteria for full professor. P. Lancaster explained that there is a question in the President's mind about whether or not we have the institutional

will and commitment to quality to decline a candidate for tenure if the person, according to FEC, does not meet the criteria. R. Casey stated that what is working well at Rollins, in comparison with other institutions of comparative size, is the mid-tenure review process. Most schools do not have a mid-tenure review process identical to the tenure process.

P. Lancaster suggested that PSC focus their efforts on determining if the mid course review process is functioning effectively. N. Decker concurred.

V. The next Executive Meeting will be held on March 2, 2006 at 12:30 pm in the Faculty Club.

VI. T. Cook adjourned the meeting at 1:52 pm.

Respectfully submitted,

Rick Bommelje
Vice-President/Treasurer