

2-10-2009

Minutes, Arts & Sciences Academic Affairs Committee Meeting, Tuesday, February 10, 2009

Arts & Sciences Academic Affairs Committee

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Recommended Citation

Arts & Sciences Academic Affairs Committee, "Minutes, Arts & Sciences Academic Affairs Committee Meeting, Tuesday, February 10, 2009" (2009). *Academic Affairs Committee Minutes*. Paper 103.
http://scholarship.rollins.edu/as_aa/103

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AAC Minutes (Feb. 10, 09)

In attendance: Wendy Brandon, Laurie Joyner, Jim Small, Steve St. John, Eric Zivot, Susan Lackman, Scott Rubarth, Jennifer Cavanaugh, Yusheng Yao, Alex Winfree, Alex Grammenos, Kory Eylmann

Minutes of Feb. 5 were passed with corrections.

Susan briefed members about the development in RP review: RP review committee will meet this evening to discuss and make recommendations to those who turned in the RP pilot proposals. Sharon Carnahan came up with a rubric for the evaluation that provided a useful guideline. Laurie stressed that RP was an experiment and we should think more flexibly, working out problems as we go along. She suggested making a ranking order [of criteria to evaluate the proposals] to meet the learning outcomes for RP. Wendy and Susan will make a ranking order of criteria based on the ideas and suggested aired by the committee members. These criteria will serve as the guideline for the committee members in their evaluation of the RP proposals. Scott gave advice for the rejection letter not to sound alienating but encouraging for further thinking of the RP.

Eric explained his draft on academic appeals revision for students on academic and social suspension. Jennifer raised the issue of confidentiality if Academic Appeals committee looks into the activities of the student during their suspension. Laurie said the student must sign a release form to allow examination from the committee. Eric will make wording changes based on the discussion and then pass the new version around to the members.

Discussion about Finance and Services committee's proposal for faculty representation on Board of Trustees. Members supported the inclusion of the faculty members on appropriate board committees. AAC reworded the first sentence to read: "enhance the spirit of shared governance and communication."

The dates for AAC meetings for the remaining of the semester were decided: February 17, 26; March 5, 19; April 2, 7, 16, 21, 28.

Discussion about Susan's draft on tightening up the rules for employing "the incomplete." Was "Z" a grade or a *de facto* "incomplete?" Wendy will contact the Holt School to find out their use of "Z." Wendy suggested making a form for filing the incomplete on the AAC webpage or on the web site of the Dean of the Faculty. The following summarized the consensus about the tightening up the rules: this is a fairness or equity issue for all students. The rules must be clearly stated: the significance about the "incomplete" is that it is not given out for incomplete work. The process should be initiated by student and done in collaboration with faculty. However, faculty must adhere strictly to the approved reasons and process before allowing students to take an incomplete. Susan will revise her version based on the discussion and send it to the Dean, who will further revise it according to the common standard of other schools. As for the

faculty who violate the rules, AAC could consider barring them (through PSC) from receiving internal grant awards.

Discussion about the request by Rhoda Ovist and Kim Dennis to support sexual assault prevention program. Members agreed that sexual assault and substance abuse were two major issues on campus that required more attention and address. Members supported the idea to integrate the sexual prevention program into the Fox Friday activities, in which faculty members would also participate. This will make the program more effective than the current on-line education. Wendy said she would alert new RCC Director, Mario D'Amato, to include the sexual assault proposal for Fox Friday on his RCC agenda.