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## Minutes, Arts & Sciences Academic Affairs Committee Meeting, Thursday, March 5, 2009

Arts & Sciences Academic Affairs Committee

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## AAC Minutes (Mar. 5, 09)

In attendance: Wendy Brandon, Laurie Joyner, Jim Small, Steve St. John, Susan Lackman, Scott Rubarth, Jennifer Cavenaugh, Yusheng Yao, Alex Grammenos, Tocarra Mallard

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Old Business: Steve updated AAC about the new course proposal form. The only thing to be done is to create the context information for the form. He needs to do it with Toni, but she is too swamped for the moment. The new course proposal form, approved by AAC, will be in its trial use until put online. The form will be sent to faculty by attachment.

Discussion on Margaret McLaren's question about the process of topics course approval. Faculty will fill the new course proposal form and send it to Toni Holbrook. Now the deadline for the fall semester has been passed, the faculty who want to offer such courses should send in the proposals ASAP and the new course review committee will review them sometime this semester. The topic courses are those for faculty member to experiment new courses. Jim: If the repeated course is *substantially* the same, the faculty member needs to fill the form and turn it to new course approval subcommittee for approval. Scott raised the question what if "one shot" was not enough for the experiment course, using his own experience. Laurie suggested that the Dean office can monitor who is repeating the course. There was a suggestion: by the end of semester or an academic year, the Dean's office would email the faculty who might want to repeat the course, informing him/her the process of doing so. Steve and Jim will work together on the formal wording of the policy for AAC's approval. Members also suggested that every three years department chairs send the list of the courses no longer taught and to be dropped to the Dean's office. Jim: small changes such as course title change also need to fill the form explaining the reason for change. Wendy: All these aim to regularize and locate the actions regarding new courses and course changes in one place.

Discussion on two issues: 1) Exec Comm—Diversity Comm resolution clarification; 2) KNorsworthy—Where are in process to move the resolution forward w/collaboration between Fac Gov, Fac, Admin? Wendy reported KNorsworthy's comment: Whether to adopt the [EC's] resolution or adopted it with adaptations, there should be a mechanism to keep it in motion, to honor those 100 faculty participants in the diversity workshops. Laurie: we need a collaborative effort to find ways to reach that goal. Wendy: Kathryn wants to know how to institutionalize the diversity issues college-wide. At our last meeting AAC asked Diversity Committee to come up with the implementation plan for AAC review (Scott is the liaison for AAC to work with them). Jim: Where does the Diversity Committee belong? Faculty, Staff, Crummer, Holt? This is a college matter; why does AAC have the purview of it? Laurie: How many of you know the procedure on how to hire? What more should we be doing? What more criteria should we add? I have asked those questions to the faculty but did not get anything concrete in return. This [the resolution] is not far enough; it should include student recruitment, religious diversity.... Like curriculum reform, we should get people attentive to it. A&S, by the end of the day, does 90% of hiring. We have 80 staff members reporting to the Dean's

Office. We try to do the same with the staff hiring and to get HR involved. We need to have diversity more integrated into the leadership and governance. I'd like to see reports on searches, the number of the underrepresented groups brought to the campus. AAC should be involved because it strengthens our education. In the 21st Century, we will have a more inclusive diversified community. Wendy: I'll suggest to Exe Committee today about how AAC feel about having a mechanism to catalyst and to institutionalize diversity. We are pro-active with AAC's ideas how to approach it top-down. L: Diversity initiatives should come from our peers—chairs. It should be faculty-driven along the way. Wendy: every entity figures out how to do it. Scott: there is a structure issue. Departments see a line [of hiring] as its own, not one for the college. We should find a way to motivate them to look beyond the departments. L: now we are trying to hire tenure track faculties for two or three departments' needs. Jennifer: AAC need to make a case that diversity impacts the kind of education with significant merits. Susan shared her experience that diversity in student recruitment did not come easily. Scott: in recruitment, departments should submit candidates' CVs and cover letters to the Dean and address a five to six points criteria how the hire will benefit the college. They should be put in the Handbook as rules. Laurie: Departments should send the application log to the Dean with a checklist. I'd ask why did you not bring candidates from underrepresented groups? But the power resides with colleagues (departments). Jennifer: we should institutionalize it. Some are not clear what application log is. Laurie: It has link to the Handbook for Department chairs. Wendy asked Scott, on behalf of AAC, to develop a form/package for department chair to refer to in hiring. Scott: In the second process of candidates interviewing, departments should provide the rationale why and how the hire will help the college as a whole.

Wendy: How many AAC members are needed for 2009-2010? Three at large members and Susan will leave. Wendy will join the race for faculty chair.

Discussion on the Masters in urban planning initiative. When AAC met the Provost on December 2, he mentioned the initiative to be at the exploratory stage. Now its status, according to Don Davison, has moved to "pending." Jim: Where are they [graduate programs] vetted? I [AAC] don't have a structure to vet it. Laurie: we are fundamentally an undergraduate institution. The Provost promised that the Master program wouldn't draw away our undergraduates. Selective graduate programs are good to enhance the college's reputation. But we should be clear about who we are as an institution. Susan: We are going to lose key members of faculty. Laurie: it would be a huge mistake if we are not intentional about the process. I am not at the exploratory meeting. The feasibility study interviewed people in the community such as developers if there was market in this area. The governance (AAC?) was left out of the process. I have strong opinions about it. In a year, there can be a new world, a new economy. We will come up with a new answer. The decision should come from the faculty and AAC is responsible for the whole college include Holt and its graduate programs, except Crummer. Scott will look into the bylaw and clarify the wording for AAC's role and bring an improved version to the last faculty meeting this semester.

Discussion on AAC's role regarding academic freedom issue with a Holt course (Politics of Palestine). AAC subcommittee on new course proposals met with Sharon Carrier 3/3/09 to discuss the process for approving Topics courses in Holt School--not to examine the content of this particular course. Laurie: AAC's purview is the process; it is in no way to hold one professor to any specific academic standard. Maybe the process was not perfect, but Sharon said that the course approval and hiring in this case were no different from others. Wendy: Bob has concerns that AAC may be affected by outside people, arguing against the approval of the course. Scott: is review of adjuncts in the Handbook? Laurie: we are not even regular in reviewing our own professors. We have just begun the process. AAC reiterated its role and purview is to oversight curriculum, programs and courses, not to arbitrate on academic freedom issues overall.

The meeting was adjourned.