

4-27-2006

## Minutes, Arts & Sciences Executive Committee Meeting, Thursday, April 27, 2006

Arts & Sciences Executive Committee

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**Meeting Minutes**  
**Executive Committee of the Arts and Sciences**  
**April 27, 2006**

**Members attending:** Patricia Lancaster, Mark Anderson, Pedro Bernal, Tom Cook, Nancy Decker, Hoyt Edge, Dorothy Mays, Caitlin McConnell, Rick Bommelje

- I. Call to Order:** T. Cook called the meeting to order at 12:35 pm. And
- II. Approval of Minutes:** The minutes of the meeting of April 13, 2006 were approved.

**III. Announcements**

T. Cook welcomed the new Interim Dean of the Faculty, Hoyt Edge.

**IV. Old Business**

**Vice President/Secretary Position**

T. Cook announced that the Vice President/Secretary position for next year remains vacant and that he will continue to contact possible candidates.

**V. New Business**

**Associate Dean of the Faculty**

H. Edge announced that he would like to bring to the faculty for approval the appointment of Debra Wellman as Associate Dean of the College. H. Edge stated that she will take over most of the functions that he performed in his former role as Associate Dean. Additionally, next year, the implementation of the Honor Code will be an important part of the Associate Dean's role. N. Decker inquired if this will be an interim position. H. Edge stated that he only has responsibility over next year and this will be a one year contract. P. Lancaster pointed out that this will be a one year, renewable contract. T. Cook indicated that this will be an agenda item for the next faculty meeting. **The Executive Committee unanimously endorses Debra Wellman for the Associate Dean position for 2006-2007.**

**AAC: Proposed new major in Marine Biology**

M. Anderson stated that there is a proposal for a new major in Marine Biology. The Biology Department would like to have this implemented for the Fall 2006 term. It is predicted that the major would attract an additional ten students. T. Cook asked when this proposal was received by AAC and M. Anderson stated it was mid-February. The issues are that it is a large major (68 semester hours) and there has been concern expressed by the Department of Chemistry over the current Bio-Chemistry course and its relationship with the proposed major. The Department of Biology desires to teach its own Bio-Chemistry course. P. Bernal stated that, with the addition of another Bio-Chemistry course in the curriculum, the primary concern is over which of the two courses students would select, especially those who desire to go to medical school. N. Decker asked if the curriculum in Marine Biology will include an international component. M. Anderson stated that with the size of the major, it will be difficult to do additional initiatives. Many of the students are not only Biology majors but also pre-med. AAC has been very careful in trying to keep programs from growing in size. If programs want to

make a change, the focus from AAC has been to encourage them to be smaller. T. Cook asked if this is the largest major at the institution. M. Anderson stated that possibly International Business is comparable.

C. McConnell inquired about available facilities for the major. M. Anderson indicated that part of the major includes the students doing a field study for one semester. There are possible relationships pending with Duke University as well as institutions in South Florida and the Boston area. Additionally, there would be opportunities for students to take related trips.

T. Cook asked if there is an official accrediting organization that dictates that majors in Marine Biology be of a certain size or if the proposed major is the Biology Department's conception. M. Anderson stated that it is the Biology Department's conception and also that it is as small as any other Marine Biology program in the country.

N. Decker asked about the relationship with environmental studies. M. Anderson indicated that the Department of Environmental Studies is very supportive because the environmental studies program is weak on the science side. The marine biology course would be cross-listed.

T. Cook asked about staffing issues. M. Anderson stated that there is a 5-year plan of faculty teaching schedules as part of the proposal.

P. Bernal pointed out that if the major brings in 10 more students, in the general chemistry courses, there are not enough facilities available to handle them.

H. Edge inquired about the effect of the number of non-major courses that the Biology Department will offer. M. Anderson stated that currently half of the faculty's course load is teaching O courses or service courses.

M. Anderson stated the proposed major should be thought of as a concentration within the current Biology major. N. Decker inquired how many new upper level biology courses will need to be initiated. M. Anderson indicated that there would be one additional upper level course added. T. Cook asked if there is a reason why the Biology Department does not consider tracks. M. Anderson pointed out that a concern by the Biology Department is that students declare different majors to get priority into certain courses.

P. Lancaster asked if AAC approved the changes to the Biology major. M. Anderson stated that the Department of Biology withdrew their original proposal. P. Bernal stated that the one of the reasons for having a major is to recruit new students. It is difficult to do this with tracks, which do not have much respectability. A major gives a much more visible presence.

M. Anderson stated that the Marine Biology major is geared toward students who are not pre-med. This is geared toward a different student population. H. Edge shared that there are currently two Marine Biologists in the Biology Department.

T. Cook queried, that given the new college wide curricular review process for next year, whether this issue should be brought to the faculty on the last meeting of the year. M. Anderson indicated that given the length of the discussion of the issue in this meeting that it is unlikely to come to conclusion at a faculty meeting over lunch.

With the movement at the institution toward smaller majors, P. Lancaster asked if there is a Marine Biology major at other institutions with fewer hours. H. Edge asked if there were discussions on the number of hours to graduate from the institution. It currently takes 140 hours to graduate from Rollins. M. Anderson stated that this is one of the

broader issues the curricula review process will be focusing on. T. Cook stated that based on the broader issues concerning majors, it is inappropriate for a decision to be made today on this proposal for it to be placed on the agenda for the final faculty meeting next week.

A motion was made to table the issue and it was seconded.

**The Executive Committee decided to table the issue for discussion until the first Executive Committee meetings in September.**

### **Recommendations concerning faculty travel policy**

N. Decker distributed the recommendations from the PSC to the Dean of the Faculty concerning the faculty travel policy. The major recommended revisions include:

#### ***Recommendations from the Professional Standards Committee to the Dean of the Faculty concerning faculty travel policy***

1. *require that intent to travel forms be submitted to the Dean by stipulated semester deadlines*
2. *stipulate strict limits as to the amount and use of faculty travel money:*
  - a. *2 trips per academic year*
  - b. *\$1200 total support for domestic travel*
  - c. *\$1500 total support for international travel*
3. *require 21-day advance purchase for airline travel*
4. *limit support of mere conference attendance (without presenting a paper or performance, responding to a paper or speaker, serving on a panel, serving as an officer of the professional association) to 50% of actual travel costs. Faculty members may apply for additional funds up to 80% of actual travel costs. The merits of the applications will be judged based upon their benefit to the individuals and to the College at the discretion of the Dean.*

T. Cook asked what was the rationale for needing the recommendations. N. Decker stated that the current faculty travel budget will not cover the number of faculty members. T. Cook inquired what the current faculty travel budget is and N. Decker shared that it is approximately \$145,000.

M. Anderson expressed concern over the percentages identified in item 4. N. Decker stated that this was the item that garnered the most discussion in PSC. After reviewing the data of faculty who attended a conference during the past and current academic years, and did not engage in an initiative beyond attendance. This is an area that could assist in the budget relief. There is the provision for faculty members to apply for additional funds up to the original 80% of actual travel costs.

M. Anderson stated that he is less comfortable with the fourth point in that sometime attendance is appropriate.

H. Edge stated that with regard to item 4, if the reimbursement can be done at the 80% level it will.

The PSC committee believes this is the fairest way to pare down on payments and keep within the budget

T. Cook asked what the PSC's intention is for the Executive Committee with regard to this issue. N. Decker indicated that these are recommendations that go to the Dean of the

Faculty. T. Cook asked H. Edge if this is something the Dean would like to have faculty agreement on and he stated that it absolutely was. H. Edge further stated he was already getting requests for unusual amounts of travel money over and above what would normally be spent. N. Decker pointed out that this would be a way for equity purposes, and that every faculty member could spend their allotted amount. D. Mays stated that these recommendations that encourage active participation in conferences beyond attendance.

If the recommendations are adopted, the faculty will need to be made aware of them so that they can make decisions and act accordingly. T. Cook asked if this is similar to the faculty salary proposal and D. Mays concurred. The faculty should be notified and the recommendations should be placed on the website.

**VI.** The next Executive Meeting will be held on May 11, 2006 at 12:30 pm in the Faculty Club.

**VII.** T. Cook adjourned the meeting at 1:52 pm.

Respectfully submitted,

Rick Bommelje