

9-8-2005

## Minutes, Arts & Sciences Executive Committee Meeting, Thursday, September 8, 2005

Arts & Sciences Executive Committee

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## **DRAFT**

### **Meeting Minutes Executive Committee of the Arts and Sciences September 8, 2005**

**Members attending:** Mark Anderson, Pedro Bernal, Roger Casey, Tom Cook, Nancy Decker, Patricia Lancaster, Dorothy Mays, Catlin McConnell, Rick Bommelje,

- I. Call to Order:** T. Cook called the meeting to order at 12:40 pm.
- II. Approval of Minutes:** The minutes of the meeting of May 3, 2005, were approved as amended.
- III. Announcements:** T. Cook requested that committee chairs send the name of the student representatives to T. Cook and administrative assistant Marni Berger ([mberger@rollins.edu](mailto:mberger@rollins.edu)) so that the faculty governance website can be updated. Additionally, the dates of committee meetings and the approved minutes should also be sent to Marni Berger for posting.

Marvin Newman has agreed to serve as the Parliamentarian at the faculty meetings for 2005-2006.

The Fall Faculty party will be held on Friday, November 11, 2005. The event will be held at a meeting room in Baldwin Park. A special thank you was extended to Les Lloyd for making the arrangements for the facility. The planning of the party was taking place while Hurricane Katrina was bearing down on the Gulf Coast. It was decided that, rather than have a formal catered sit-down dinner, the party will be done in a New Orleans theme. The main dish will be provided by Sodexo-Marriott and the remainder of the food will be pot-luck or a side dish provided by the faculty members. The money that would ordinarily be spent on the dinner, which amounts to approximately \$2,000 savings, will go towards hurricane relief. Invitations will be sent out soon.

P. Lancaster shared an idea by President Duncan to have a weekly community gathering for faculty, including coffee and donuts. The purpose would be to promote faculty connection on a regular basis. There was discussion about day of the week, time and possible locations. One suggested location is by Rita's fountain. P. Lancaster thanked the members for their input and additional details will be forthcoming.

T. Cook announced that President Duncan has invited 2 faculty members from the Crummer School, Dr. Jule Gassenheimer and Dr. Greg Marshall, to join a focus group to assist in gathering important information on the institution – its self-perception and the perception of others beyond the campus. The purpose of this project is to help to identify factors that have an impact on Rollins' image and on the institutional pride of students, parents, faculty, staff, alumni, and the general community. A large number of focus groups will be held and President Duncan would like the first to be with the Executive

Committee. The session will be on Thursday, September 15, 2005, 12:15 p.m. to 2:00 p.m., in the Rice President's Dining Room in the Cornell Campus Center.

T. Cook gave an overview of the purpose of the Executive Committee. The main thrust is to serve as the conduit between the faculty governance committees and the larger faculty.

**Professional Standards Committee:** N. Decker reported that the PSC continues to focus on the new Course Evaluation Form that was presented at the May 4, 2005 A&S Faculty Meeting. Two task forces have been convened on the Course Evaluation Form: 1). one for dealing with the measurement and statistics issues to determine the effectiveness of the evaluation form; and 2). one for examining how the new form will impact such areas as the tenure and promotion process and the relative weight of the form on teaching effectiveness. Additionally, implementation items, such as getting the on-line version operational, will be considered. The PSC will bring the results of the task forces and the recommendations on the appropriate use of the form to the faculty in the Spring term, 2006

The second item that PSC will examine is the travel policy and the amount of funds available. PSC has been charged with identifying procedures, in addition to those which have been established by the Dean, on how to make best use of the travel funds for the professional development of the faculty. There is currently a shortfall based on the number of requests and the funds that are available. The PSC has been asked to identify recommendations for making the most effective use of the funds.

- V. **Finance & Services Committee:** D. May reported that the F&SC is ready to move forward to create a recommendation from the work of the salary task force last year which was headed by Doug Child. Last year, the task force held two faculty colloquia which were minimally attended. The role of the F&S is to make a recommendation to the Provost and the Dean. The task force has examined several areas including adjusting the level of salary increase from Assistant to Associate Professor and from Associate to Professor. The task force has also explored having a minimum salary established for each of the three levels and adjusting that minimum salary line year to year in an attempt to deal with the salary compression issue. The task force also recommends adjusting salaries to our peer institutions. D. May explained that the F&SC would like to move this issue forward quickly. P. Lancaster encouraged that the sooner the recommendation is made, the better for budget planning purposes. D. May stated that this issue has been an extended work in progress and that it is now time to advance the effort. T. Cook asked about informing the faculty. While this would not be an open debate on the faculty floor, it is important for the faculty to be informed of the issue. D. May expressed that perhaps an announcement can be made and perhaps Doug Child can create a concise summary. R. Casey shared that he has a proposal to take to F&S which takes the basic concepts of the Doug Child recommendations and puts them into a format that can be implemented. There are some elements of the Doug Child model that can be acted on sooner. There are other elements that will create lengthy consideration. P. Lancaster stated that the college has not had an institutionally endorsed faculty salary policy. Many institutions are not

willing to lock themselves into a specific policy. R. Casey indicated that over the past six years, we have had significant salary increases due to compression adjustments over the normal 3-4% increases. The increase in the faculty salary pool for non-Crummer faculty for next year, if divided equally among all faculty members, would amount to approximately \$1800 per faculty member. This does not begin to make up the difference for some of the adjustments that the committee is referring to. This year we have fallen behind again in keeping up with our peer institutions. P. Lancaster stated that it would be good to get some sense of the faculty on the issue of having a salary policy that can serve as a guideline or a percentage increase with adjustments made for compressions. R. Casey shared that there is a definite difference between a salary strategy and a salary policy. D. May suggested that one way to inform the faculty of the work that has been done is to invite Larry Eng Wilmot, who is on the committee and served on the task force, and Doug Child to make a brief announcement at a faculty meeting and to distribute a handout that includes a concise summary of the recommendation. T. Cook asked what the role of the faculty is on this matter. M. Anderson stated that this is an administrative issue and is very different from governance issues such as making a curricular decision or deciding how one gets tenure. R. Casey stated that there are 2 issues that divide a faculty: 1. salary policy and 2. work load. The fixed reality is that there is a fixed amount of money out there. He has not heard consensus from the F&S committee during the past two years. P. Lancaster shared that George Herbst has been working in good faith with the F&S committee and the task force. He has inquired several times as to the status of the task force recommendations. T. Cook asked procedurally if it is standard procedure to have a 5 minute summary from each of the governance committees at the first faculty meeting. It was confirmed that at the next faculty meeting, the F&SC will notify the faculty that this issue is on their agenda for the year and they will be making a recommendation to the administration. Upon receipt of their recommendation, the Provost and Dean will then determine the next step in the process.

- VI. Honor Code:** P. BERNAL stated that the Student Life Committee is planning on presenting the Honor Code at the October faculty meeting. He will bring a proposal for discussion to the next Executive Committee meeting. N. Decker inquired about the level of education that is currently being done on the honor code to the incoming freshmen. C. McConnell indicated that at the time this is very limited; however, part the proposal includes a full scale education program.
- VII. Academic Affairs Committee:** M. Anderson gave an overview of some of the AAC agenda items this year. The AAC has tabled the Physical Education proposal that was sent back to AAC by the faculty until a permanent Athletic Director has been appointed. This is a huge proposal and the Committee believes it would not be fair to pass this proposal and then hire a new Athletic Director

Another item on the AAC agenda this year is assessing the Q and D requirements as part of meeting the goals of the General Education Requirements.

At the next faculty meeting, AAC wishes to present a proposal regarding Academic Probation and Dismissals. The proposal defines what it means to be in good academic standing. Beginning in the Fall Term 2006, students must maintain a cumulative Grade Point Average of at least 2.00 and a single term Grade Point Average of at least 2.00 to be in good standing. The proposal eliminates the regular and special probation appeal process. The proposal defines “Academic Warning” and “Academic Probation” and mandates that all students on academic probation will go through Mae Fitchett’s program the following semester. The intent is that students who do not perform effectively in a semester will go through the program and succeed at Rollins.

R. Casey stated that there is 75% success rate of the students who participate in this program. It is estimated that 40-60 students would be impacted per semester. The program will include academic credit. (There is a one hour course on study skills.) If a student goes through the program and then does not turn his/her academic performance around, he/she will be academically dismissed from the College. This proposal is designed to reach students in need earlier and to provide them with a structured framework. The goal of the program is retention. M. Anderson indicated that this is a program that actually pays for itself. P. Lancaster noted that the third paragraph from the bottom should clarify that the proposal should state all “academic” programs. It is conceivable that a student can be enrolled in a non-credit program. Also, the parentheses should be deleted from (including the Holt School). R. Casey clarified the distinction between academic warning and probation. T. Cook asked Mark if the proposal is ready to be taken to the next faculty meeting. He affirmed.

**VIII.** The meeting adjourned at 1:56 p.m.

Respectfully submitted,

Rick Bommelje  
Vice-President/Treasurer