

5-3-2005

## Minutes, Arts & Sciences Executive Committee Meeting, Thursday, May 3, 2005

Arts & Sciences Executive Committee

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### Recommended Citation

Arts & Sciences Executive Committee, "Minutes, Arts & Sciences Executive Committee Meeting, Thursday, May 3, 2005" (2005).  
*Executive Committee Minutes*. Paper 116.  
[http://scholarship.rollins.edu/as\\_ec/116](http://scholarship.rollins.edu/as_ec/116)

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**Minutes of the Meeting**  
**Executive Committee of the Arts and Sciences**  
**May 3, 2005**

**Members attending:** L. Duncan, P. Lancaster, R. Casey, Y. Greenberg, S. Lackman, D. Griffin, S. Klemann, C. McConnell.

**I. Call to Order:** Yehudit Greenberg called the meeting to order at 12:30 pm.

**II. Approval of Minutes:** The minutes of the meeting of April 21, 2005, were approved as amended.

**III. Announcements:** Cat McConnell, new SGA President, was welcomed to the Executive Committee.

**IV. Professional Standards Committee (Decker):** Course Evaluation Form is on the agenda for the May 4 A&S Faculty Meeting. [There will also be announcements and awards, and if possible, a discussion on the Health and Wellness Proposal.] There will be a PowerPoint presentation; Paul Harris has been working on the Form for three years, and the committee will be ready to answer questions. This is not a move to a purely quantitative form. The main part of the form will remain qualitative, verbal, and not numerical. There has been quite a bit of discussion on the committee level. There has also been lively discussion at the colloquium in March. Those concerned seemed to have these concerns assuaged. If there is change in the form over time, the qualitative part will remain intact, and the quantitative part may be changed. Griffin was concerned about the length of the discussion. McConnell believed that completing the form has to be tied to completion of the course. Decker said there was discussion about the implementation of the on-line procedure for the course. There has to be a way to not participate in filling out the form. Klemann said he's not seen students who have chosen not to fill out the form. McConnell said her only concern was the participation level. Casey believed there is a similar model from Centre College; the college instituted a mechanism that students could not access their grades on line unless they had completed the forms. At Centre there was a large response to the evaluations, and the quality of the responses was high. Students were pleased they were not rushed, able to respond when they wished, and that their handwriting was not recognized. Duncan suggested we reevaluate the number of quantitative questions that are asked; at Dartmouth, 25 of the 32 questions did not seem to be important. He suggested a sense of the exhaustive completeness of the questionnaire be measured. Decker said that PSC has decided to leave the form and revisit it later. Duncan: "Who owns the form?" At Dartmouth they were owned by the College and could be examined by the Dean; at Tulsa, they were owned by the faculty, and the Dean may look at the form with the faculty member's permission. Decker suggested they were owned by the Dean of the Faculty and the Department. At Centre there is a cross-referenced faculty visitation procedure so there were many evaluations of the faculty and reports written. There doesn't seem to be a flow of information of faculty evaluation from peers. At this point we are not prepared to implement any form of peer evaluation. Greenberg/Klemann: We have continual evaluation. Griffin: We don't have evaluation unless someone is coming up for review. Duncan: I would worry about the statistics of small numbers. Greenberg: Everyone on the committee looks at the candidate. Griffin: Between evaluations

and after promotion to full professor there is no evaluation. Duncan: In a few years we could give release time for faculty to sit in on courses, particularly outside their field. Decker: We don't seem to have peers reviewing each other with all the information that is available. There is a fundamental process that could be instigated in addition to the student evaluation form.

Duncan: One of the advantages of the on-line form was that faculty could add questions to measure certain things that were germane to their particular course. Lancaster: Our evaluation procedure has relied heavily on student evaluation. Anything we can do to help that would be welcomed. I have sometimes asked the faculty to write a self-evaluation before they read the student evaluation forms. While it's fresh in your mind, write down some of the ways your students might evaluate that course that term. Casey: We could ask a question about evaluations in the AFAR. Klemann: I think if it engenders this kind of conversation here, there will be a lot of conversation tomorrow.

**V. Health and Wellness Proposal:** Duncan: What do you foresee what will be addressed with the Physical Education proposal? Klemann: I think that we have to know how the faculty feels about the Physical Education department. Griffin: Is it possible to have a high-quality faculty who are teaching in a department that does not have a major? Klemann: Is it possible to have development of a Minor in physical education? If we move in this direction, a legitimate corollary question will be should there be a minor? Griffin: If you make the assumption that we bring in high-quality people, you now assume that these people want to teach in their discipline, and so you assume there will be a minor and then a major. Klemann: There are some faculty who are not particularly tied to the department they are housed in. Griffin: The debate will not be about the proposal you have made. Klemann: We have to have a discussion about this proposal and see what arises. There has been a fair amount of education and understanding of this proposal. This sort of conversation is what we need to have. McConnell: Many people take H&W instead of another BPE. I think this course should become standardized. Klemann: If we embrace this, there has to be a uniformity of implementation. There are all sorts of issues, such as financing this sort of program and perhaps taking money away from something we may consider more important. McConnell: I think you would be reaching a larger portion of the student body by offering H&W instead of BPE.

**VI. Calendar for 2006-07** (Casey): We have looked at the county school breaks, and tried to figure out when we can coordinate a Spring Break. We should put in a "Hurricane Make-Up Week." This avoids trying to schedule things as a hurricane has passed. This will be called "Contingency Days." M. L. King Day is to be listed as a Holiday. The Committee verified the dates of Rosh Hashshanah, Yom Kippur, Passover, and Good Friday.

**VII. Faculty Representation on the Board of Trustees:** The question is now in the Education Committee of the Board of Trustees. The decision will probably be made in the Fall Trustees Meeting.

**VIII.** Reminders for Committee Chairs to submit end-of-year reports by May 13.

**IX.** The Fall Faculty Conference is August 15, on campus, 8 a.m. – 3 p.m.

**X.** Meeting adjourned 1:37 p.m.

Respectfully submitted,

Susan Cohn Lackman, Ph.D., M.B.A.  
Vice-President/Treasurer