

Rollins College

## Rollins Scholarship Online

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Curriculum Committee Minutes

College of Liberal Arts Minutes and Reports

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6-1-2022

### Annual Report, Curriculum Committee, 2021-2022

Curriculum Committee

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Final Report of the 2021-2022 Curriculum Committee  
Submitted by Jill Jones, Chair of the 2021-2022 CC

### **Curriculum Committee Membership 2021-2022**

The Curriculum Committee 2021-2022 was constituted of the following eleven voting members:

#### **Divisional Representatives:**

Business: Mark Heileman  
Expressive Arts: Robin Gerchman  
Humanities: Jill Jones  
Science and Mathematics: Samantha Douguet  
Social Sciences: Yusheng Yao  
Social Sciences-Applied: Sarah Parsloe

#### **At-Large Representatives:**

Raghavendra KC, Gloria Cook, Rochelle Elva, Susan Montgomery

**SGA Representative:** Zoe Pearson

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### **Chair, Subcommittee Chairs and Membership**

Chair: Jill Jones (liaison to EC)

Secretary: Susan Montgomery

New Course Subcommittee: Rochelle Elva, Raghavendra KC, Sarah Parsloe,

Academic Appeals Committee: Samantha Douguet, Robin Gerchman

Subcommittee on Registration: Gloria Cook, Mark Heileman, Yusheng Yao

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The Non-Voting Members included in the Bylaws are the Dean of Faculty (represented by Ashley Kistler this year) and the Registrar, Stephanie Henning.

Other relevant, important, and useful-to-the-committee regular attendees included: Rob Sanders, Toni Holbrook, Tiffany Griffin

#### **Remaining Business**

The Curriculum Committee did a great deal of the usual kind of business this year. The changes to majors, minors, name changes to programs, and closing of programs can all be found in the minutes, as can the recommendations for Position Requests and any number of other matters.

However, the 2021-2022 CC left one important bit of business for the next Executive Committee and the CLA faculty to consider.

The Curriculum Committee received the report and recommendations from the Curricular Optimization Task Force (COTF) in March 2022. After much discussion and consideration, listening to our colleagues across disciplines and departments, the Curriculum Committee makes the following recommendations to the CLA faculty. Our own decisions, as outlined in the faculty Bylaws, are to make decisions based on the mission of the college, what is best pedagogically, for the

college, for faculty's ability to teach, and thus what is best for student learning. Thus, we would like to thank the COTF for its work and its research into these matters.

The Curriculum Committee endorsed the first recommendation by the COTF, with the added stipulation that Rollins remain a one tuition model and that Intersession be included in that tuition. The recommendation is below:

*The Curriculum Committee received the following Recommendation from the Curricular Optimization Task Force Report, regarding credit hours required for graduation:*

- *That Rollins change the required credit hours for graduation to 128 credit hours, with the following stipulations:*

*a. That the minimum number of elective credit hours be increased from 16 (4, 4-credit classes) to 20 (5, 4-credit classes)*

*b. That no major program requirements exceed more than one half of a student's total credits required for graduation*

**The Curriculum Committee amended and endorsed the following Recommendation from the Curricular Optimization Task Force Report, regarding credit hours for graduation:**

- *That Rollins change the required credit hours for graduation to 128 credit hours, with the following stipulations:*

*a. That the minimum number of elective credit hours be increased from 16 (4, 4-credit classes) to 20 (5, 4-credit classes)*

*b. That no major program requirements exceed more than one half of a student's total credits required for graduation*

***c. That CLA's policy of the single tuition cost model be continued (that there are no additional costs for classes taken during the fall and spring semesters) and be extended to Intersession.***

The Curriculum Committee did NOT endorse the COTF's recommendation for standard course caps, feeling that neither a one-size-fits-all-model nor proscriptive enforced numbers are in the best interest of faculty or of students. Recognizing the individual needs of different courses and different classes, we recommend that departments continue to set their own course caps with an emphasis on best practices and pedagogy as well as the recognition of student need. We also recognize that the Rollins mission and the Rollins promise embrace small class size, student/professor relationships, and excellent pedagogy which we believe requires faculty agency.

We did propose the following recommendations, but do not endorse them as anything other than guidelines. Below is the motion endorsed by the Curriculum Committee for Proposed Guidelines for course enrollments:



## Curriculum Committee's Proposed Guidelines for Course Enrollments

### *Background*

The Curriculum Committee makes its recommendation based on the Rollins mission and best pedagogical practices.

### *Recommendations:*

*Recognizing the individual needs of different courses and different classes, we recommend that departments continue to set their own course caps with an emphasis on best practices and pedagogy as well as the recognition of student need. We also recognize that the Rollins mission and the Rollins promise embrace small class size, student/professor relationships, and excellent pedagogy which we believe requires faculty agency.*

*We propose the following recommendations, but do not endorse them as anything other than guidelines.*

### Standard Caps

**We recommend the cap for standard courses be set between 17 and 24 students with the consent of the instructor and the department chair.**

### General Education Course Caps

#### rFLA

The standard caps for rFLA courses are as follows: rFLA 100, 24; rFLA 200, 22; rFLA 300 18. These caps have long been in practice for rFLA and are listed as guidelines on the rFLA course proposal form.

#### RCC

RCC classes will be capped at 18, in keeping with longstanding practice at Rollins.

### Competency Courses

- **We recommend WCMP courses be capped at 17**, in keeping with the practices of our benchmark institutions.
- **We recommend MCMP courses be capped at 24**, in keeping with the practices of our benchmark institutions.
- **We recommend FCMP courses be capped at 18 as will global language courses at all levels.**
- **We recommend ECMP courses be capped according to standard cap for the level of the course listed above.**

### Courses with Special Considerations

The following courses have special consideration due to space limitations that impact the course size.

#### Performing Arts and Fine Arts

Performing Arts and Fine Arts classes will follow the above stated standard course caps, except when studio space/limited equipment constrains the size of a class.

### Science courses

Science courses will follow the above stated standard course caps, except when lab space constrains the size of a class.

### Course Minimums

Rollins traditionally runs courses with 8 or more students. However, **we recommend a course have a minimum of 6 enrolled students to move forward, in keeping with the practices of our benchmark group.**

In situations where a required non-elective major/minor course has fewer than 6 students and it serves a timely need for any of the remaining enrolled students, **we recommend that faculty and department chairs determine the course status on a case-by-case basis.**

### Requests for Lower Course Caps

Faculty can submit requests for lower course caps for their courses with an accompanying rationale to the Dean of Faculty.

**We ask that these items be put on the agenda as early next year as is possible. As this year's CC chair, I'd like to attend both the EC meeting where these items get discussed to introduce the items at the CLA meeting when they are presented, to represent the reasoning (to the best of my ability) of the committee who passed forward these agenda items.**