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Minutes, Arts & Sciences Executive Committee Meeting, Tuesday, September 21, 2004

Arts & Sciences Executive Committee

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Minutes of the Meeting
Executive Committee of the Arts and Sciences
September 21, 2004

Members attending: L. Duncan, R. Casey, P. Lancaster, D. Griffin, P. Bernal, S. Klemann, Y.Greenberg, S. Lackman, P. Nienken.

I. Call to Order: Yudit Greenberg called the meeting to order at 12:35.

II. Approval of Minutes: The minutes of the meeting of September 9, 2004, were approved as revised.

III. Vacancy on Finance and Service: Martha Cheng has agreed to serve as the at-large representative to F&S. There was a general discussion about procedural questions about publishing agendas, membership of committees, et al.

IV. Committee Reports:

A. Student Life (Bernal): Met and discussed the status of the Honor Code, with plans for bringing the topic before the faculty for a vote. Griffin suggested it might be important to bring it to the RCC classes, explaining what it means, etc. Nienken asked why the Honor Code has been delayed in presentation. Klemann asked if there was a prospect for significant changes and revisions in the draft proposal. Casey recalled there is no mechanism for compelling the faculty to comply with the code. Bernal noted the document is fairly complete, and then we need to hear from the faculty again about the system we need to adopt. We need to tie the penalties to the nature of the violation.

B. Finance and Service (Griffin): Have met several times this month. Have had presentation from Maria Martinez about salary. There is a subcommittee examining Campus Safety. There is also a committee discussing Doug Child's salary modeling proposal; the basic idea it to model where we are and establish procedures for salary adjustments. There has been a preliminary report from Les Lloyd about modifications to I.T. system; there are plans on a master plan for development. There will be a proclamation on the excellent work done by the faculty, staff, and students during the hurricane episodes; Griffin presented a draft proposal to the Executive Committee.

C. Academic Standards (Klemann) – The Committee discussed Departmental proposals for infusion of R&T into curriculum as well as the activities of the health and wellness task force. There has been a working meeting during which there was a presentation by Bob Smither concerning Holt Programs. In addition, they were briefed by Sherry Fisher about modifications to internship programs. The committee approved the changes in the Academic Intern program for the A&S, as proposed by Sherry Fisher; Klemann presented the changes to the Executive Committee to prepare for discussion at the next Executive Committee meeting. Casey commented that he has

been working on this revision for a long time, and that it is in line with what other schools are doing.

V. Institutional Review Board (Lancaster): Has an agreement to participate by Marianne Hunt (Psych), Paul Harris (Psych), Eileen Gregory (Bio), plus need someone from Crummer. John Huston is a resource, and Jim Eck is chairing the committee. The group will develop a plan for Rollins that will be established this year. It is important to have a review process for Holt adjunct faculty and to make sure they are aware. Should the policy be developed in conjunction with the Professional Standards Committee?

VI. QEP (Lancaster): Lancaster distributed a timeline for shepherding the QEP plan through development, as well as a Table of Contents. Based on the conversations going on, there is a sense that this is a faculty initiative, and a work in progress for which all input is welcome. Nienken reported that the QEP plan is being presented to the Council of Leaders and the SGA; SGA is putting together a “QEP for Students” outline. Students are concerned that the proposal being discussed was too diffuse. The faculty was concerned that the proposal discussed at the faculty mini-retreat was too negative. Students feel the draft now is workable. The document distributed at the Bornstein colloquium was informative. Tom Lairson and/or Cara Meixner will give a brief update at the Faculty Meeting September 23. Duncan suggested that the versions of the document represent on-going conversation about the discussion. The completed document has to be ready by January 2005. Perhaps the proposal can come to the faculty at the November 18 meeting.

VII. The meeting was adjourned at 1:55.

Respectfully submitted,

Susan Cohn Lackman, Secretary