

9-18-2003

## Minutes, Arts & Sciences Executive Committee Meeting, Tuesday, September 18, 2003

Arts & Sciences Executive Committee

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## **Minutes of the Meeting**

### **Executive Committee of the Arts and Sciences**

**September 18, 2003**

**Members attending:** Y. Greenberg, R. Bornstein, J. Malek, R. Casey, P. Bernal, L. Eng-Wilmot, S. Klemann, S. Ledbetter, S. Lackman, J. Schmalstig. Guest: Thom Moore.

## **I. Call to Order**

Yudit Greenberg called the meeting to order.

## **II. Approval of Minutes**

The minutes of the meeting of September 4, 2003, was approved after friendly amendments.

## **III. Old Business**

**A. Presidential Search Update** (T. Moore) – The Committee received an update on the Search to date, including feedback from meetings with the faculty. It was noted that at first meeting, only senior faculty attended, and the committee will encourage participation of junior faculty. The Search committee will give regular reports to the faculty at A&S faculty meetings.

**B. Provost Report on Planning Committee** (J. Malek) – There will be staff and faculty meetings (next faculty session, Tuesday, Oct. 7, 12:30 – 2). “Top Ten” voting results will be announced at that meeting and at on the Planning Committee website. General discussion of predictions of likely feedback from the faculty.

**C. Appointment of College Parliamentarian** – Committee suggested names of possible candidates for the position.

**D. Committee Chairs Reports** –

**1. Professional Standards** (Judy Schmalstig) – approved outside member for outside member for evaluation committee. There are changes to guidelines for Ashford, Critchfield, and Individual Development Grants proposal: no late applications will be accepted; guidelines for the distribution of funds if there are limited funds. Committee is working on

Article VIII and trying to get departments to get individual criteria for tenure and promotion; several departments do not have tailored requirements, but refer only to Article VIII. PSC hopes to make statement in Article VIII stronger, so that departments will include standard practice for a discipline. Discussion, too, of wording on section about scholarly activities, and definition of advising. Casey noted he has formed a task force at T.J.'s for advising, and PSC will meet with that committee.

2. **Student Life** (P. Bernal) – committee is working on designing honor system on the campus. Student Life committee will consider role in designing of honor system.
3. **Academic Affairs** (S. Klemann) – have discussed HPED requirement; discussed infusion of T and R into the curriculum and elimination of these as general liberal arts requirements; discussed issue of students who take 24 or more credits/semester. Future topics for consideration by the committee include: AAC as “Respondent” in the SACS review; curriculum and new proposals; Rollins policy about accepting credits for distance learning; evaluating transfer credit; evaluating the number of hours needed for graduation and the means by which we count hours (4 for 3); and evaluating the balance between tenure track, visitor, and adjunct positions in staffing A&S programs.
4. **Finance and Service** (L. Eng-Wilmot) – discussion of setting agenda for the year: salary for mid-level staff; IT and response to worms, viruses and plans for future; health insurance study; issue of representation of F&S and Student Life on regular meeting with Campus Safety, Residential Life, and Maintenance (does not appear to be good use of faculty time; issue is communication to rest of campus)

**E. Student Government** (S. Ledbetter) – report that there will be more participation in governance committees.

**F. Fall Party** – University Club no longer rents its facility to non-profit organization on Saturday nights. The only available place was the Women’s Club, which is available for October 4. The theme will be “Anything but . . .” (“Anything but Rollins”). Spouses and significant others will be included. More details will follow.

**G.** Question of distribution of **Faculty Governance Reports** for 2002-3 at the first faculty meeting. Suggested to B. Levis that report be posted on website.

**IV. New Business** – discussion of report distributed by C. Rock. Jim Eck is studying the data in the report. A lively discussion ensued as to what committee in governance should study this issue. Klemann volunteered that Academic Affairs will investigate report.

Meeting adjourned at 1:50 p.m.

Respectfully submitted,

Susan Cohn Lackman

Vice-President/Secretary