

10-23-2003

## Minutes, Arts & Sciences Executive Committee Meeting, Tuesday, October 23, 2003

Arts & Sciences Executive Committee

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## **Minutes of the Meeting**

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

**October 23, 2003**

**Members attending:** Y. Greenberg, R. Casey, P. Bernal, L. Eng-Wilmot, S. Klemann, S. Lackman, S. Ledbetter.

## **I. Call to Order**

Yudit Greenberg called the meeting to order at 12:42.

**II. Approval of Minutes** The minutes of the meeting of October 9, 2003, were approved as amended.

**III. Announcement** There will be a Convocation in celebration of Dr. Bornstein's Presidency, April 15, 2003, during common hour. The Executive Committee Meeting will be April 8.

## **IV. New Business**

**A. Request to establish institutional review board at Rollins College.** From Sharon Carnahan. Discussion: important for research using human subjects, especially those within the community. During discussion several questions were raised. It is suggested that Dr. Carnahan make a presentation to the next Department Chairs Meeting (November 4), then provide additional information to the proposal to present to the Executive Committee. The feeling is that an IRB would be a good idea at Rollins College.

**B. SGA Report** (Sarah Ledbetter) – not much to report. Facilities meeting today. ACS Conference on campus for SGA and Administrators coming up. Constitution Committee being created.

**C. Committee Reports:**

- i. **Professional Standards** – Article VIII revision to be presented at October 30 general faculty meeting. There may be questions at the faculty meeting about the second section of the revision. Roger Casey may be able to bring some information to the faculty meeting.
- ii. **Student Affairs** (Bernal) – Ballots for taking students to lunch to be distributed. Survey on Academic Integrity/Honors Code to come soon; faculty will ask students to encourage completing the survey.
- iii. **Academic Affairs** (Klemann) – Developing final report on revision of the T Requirement. Close to development of policy on oversight for students taking unusually large loads. Been spending time on HPED proposal; meetings with various parties, so will now take a look at proposal in detail. Change of name of Foreign Languages will be announced formally at Faculty Meeting.
- iv. **Finance and Service** (Eng-Wilmot) – Maria Martinez is doing study of mid-level exempt staff. Raised question of living wage for Follett and Sodexo employees; Dave Carson doing research. Interviewed Les Lloyd: issues included virus attack and protocol; he is asking advance against four-year budget set aside for upgrades of computers; looking at research for going wireless, particularly in the dormitories (impact on student fees and budget). Faculty salary task force has been meeting regularly and collection and examining data; will be setting salary goals for whole institution.

**V. Meeting Adjourned at 1:50.**

Respectfully submitted,

Susan Cohn Lackman, Ph.D., M.B.A.

Vice-President/Secretary, Arts and Sciences Faculty

Next Faculty Meeting, October 30, 2003; next Executive Committee Meeting, November 6, 2003.