

3-19-2015

## Minutes, Arts & Sciences Executive Committee Meeting, Thursday, March 19, 2015

Arts & Sciences Executive Committee

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**EXECUTIVE COMMITTEE MEETING**  
**March 19, 2015**  
**Agenda**

**12:30 in CSS 167**

**Lunch will be served**

**I. Call to order**

Carol Lauer

**II. Approval of minutes from 3/12/15**

Thomas Ouellette

**III. Reports**

**IV. Old Business**

- a) Formal votes on bylaw amendment on dismissals (See Attachment #1)
- b) Formal vote on CIE proposal (See Attachment #2)
- c) The PE “mess” – AAC (See Attachment #3)
- d) Proposal to decrease year limit for visiting professors – F&S (See Attachment #4)

**V. New Business**

- a) Calendar change for Faculty Day of Scholarship – AAC
- b) Changes to SHIP – SLC (See Attachment #5)

**VI. Adjournment**



**EXECUTIVE COMMITTEE MEETING**

**March 19, 2015**

**Minutes**

**Approved**

**PRESENT**

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Carol Lauer, Thomas Ouellette, Craig McAllaster, Carol Bresnahan, Bob Smither, Don Davison, Fiona Harper, Derrick Paladino, Jill Jones, Elise Ablin. Guest: Toni Holbrook.

**CALL TO ORDER**

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Carol Lauer called the meeting to order at 12:32 PM

**APPROVAL OF MINUTES FROM 3/12/15**

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EC unanimously approved the minutes from the 3/12/15.

**REPORTS**

**SACS**

Carol Bresnahan

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The final interview with the SACS Accreditation Team was at 8:30 a.m. on Thursday, March 19<sup>th</sup>. The team made “two plus one” recommendations for Rollins and we have until August 19<sup>th</sup> to respond, Bresnahan said.

The first recommendation addresses standard 3.4.6 and concerns how we award academic credit. Based on a review of syllabi and student self-report forms, the team could not certify that students complete the 3-4 hours of work outside of class that is required for courses offering 4 credits. Deans will be asked to review 2014-15 syllabi to ensure assignments/activities account for the required outside work. Holbrook said that once we determine what the items are that account for the fourth credit hour we need to develop a rubric by which all syllabi are evaluated to ensure compliance with this standard. We also may need to adjust the question on the course evaluations that asks students how many hours they spend outside of class preparing for that class.

The second recommendation addresses standard 3.5.1 which concerns assessment of our general education program. Because of the timing of the rollout of our new program we expected this recommendation and plan to complete our assessment at the end of spring term.

Finally, Bresnahan explained that the “plus one” recommendation concerns Rollins’ QEP program. This represents another timing issue and the team wants Rollins to speed up implementation of our R-Compass program.

**F&S**

Donald Davison

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F&S discussed the faculty retirement plan and will invite Maria Martinez to an upcoming meeting. They also discussed ways to regularize conducting comprehensive salary reviews.

**SGA**

Elise Ablin

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SGA is sponsoring an Outstanding Faculty Award and Ablin asked EC members to encourage students to nominate professors. Ablin also reported that SGA is looking into subsidizing rides for students.

**OLD BUSINESS****FORMAL VOTES ON BYLAW AMENDMENT ON DISMISSALS**

Carol Lauer (See Attachment #1)

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EC unanimously approved the bylaw change.

**FORMAL VOTE ON CIE PROPOSAL**

Fiona Harper (See Attachment #2)

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EC made two changes to the attached proposal: 1) CIE's will remain open for 14 days rather than 21, and 2) because many believe syllabi are already too lengthy, the required syllabus statement will simply include CIE open and close dates. The majority of EC voted to approve this amended proposal with one opposed.

**THE PE "MESS"**

Jill Jones (See Attachment #3)

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Joan Davison brought to EC's attention that some Physical Education (PE) courses are in violation of the academic policy that states

*Any course taught by an instructor who is not a tenured or tenure-track faculty member, for which a student receives either graded academic credit or more than one hour of academic credit without a letter grade, must be offered within an academic department or academic program of the Arts and Sciences, and the instructor must hold the credentials required under the guidelines of the Southern Association of Colleges and Schools to teach within that department or program, or be approved for an academic exception under SACS guidelines by the Department or Program and Dean of Faculty.*

PE is currently offering courses for credit but PE is not an academic department. These courses include Coaching a Specific Sport (required for coaching certification), Exercise Physiology, and Health and Wellness. Joan Davison suggests offering a series of 1-hour modules for coaching certification. Lauer said we could place Exercise Physiology under the Global Health Program. EC discussed whether our General Education Program is considered an academic program which would cover Health and Wellness. Before the next EC meeting, McAllaster, Bresnahan, and Smither will sit down with the PE faculty to discuss the issue.

**Proposal to decrease year limit for visiting professors**

Donald Davison

(See Attachment #4)

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**NEW BUSINESS**

**Calendar Change for Faculty Day of Scholarship**

Bob Smither

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AAC approved a change to the 2015-16 academic calendar moving the start date of spring term from January 11<sup>th</sup> to January 12<sup>th</sup> so the Dean's Office can bring back the Faculty Day of Scholarship. EC unanimously approved the change. RLT will vote next and Smither will make the announcement at the faculty meeting.

**Changes to SHIP**

Derrick Paladino

(See Attachment #5)

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Paladino reported to the EC that SLC modified the language for SHIP grants; that the SLC reworked and clarified language to make requirements more specific. Paladino said that the SHIP grant proposal process, as modified, will increase student accountability by requiring that students present their findings at conferences. EC unanimously approved the changes.

**ADJOURNMENT**

Carol Lauer

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Lauer adjourned the meeting at 1:49 PM.

ATTACHMENT 1

**Proposed addition to the A & S College By-Laws**

In cases concerning the fitness and possible dismissal of a tenured faculty member, Arts and Sciences shall follow the 1958 AAUP Statement on Procedural Standards in Faculty Dismissal Proceedings. The ad hoc Hearing Committee in charge of these procedures shall consist of four tenured faculty members with the rank of Professor. To select the committee The Executive Committee of the Arts and Sciences will present a slate of faculty names to the Faculty of Arts and Sciences for approval. The committee will be convened for the duration of the procedures.

Suggested location of this statement

**Article VIII Faculty Evaluations** Section G (at end)

## ATTACHMENT 2

### **Proposal from PSC Spring 2015 to change the CIE delivery structure and modify one question**

Following a series of discussions with faculty, staff and students, and a survey of best practices at peer and aspirant institutions, PSC proposes the following changes to the delivery of the Course Instructor Evaluations. While many of the components can be modified upon further discussion, due to a requirement in Banner, all CIEs in Holt, A & S and CPS courses must be completed by the same deadline to avoid situations where students in one school have their CIE period end prior to their courses in another school. Hence the requirement of clearly stated CIE dates in the syllabus as well as on Foxlink.

#### **Specific items in the Proposal:**

1. **Requirement for common open and close dates for CIE evaluation periods.** Holt and cross-listed A & S and CPS courses now carry the same CRN number. Since Holt typically ends 1 – 3 days prior to A & S and CPS, this situation resulted in non-Holt school student having fewer days than expected to complete the CIEs in the Fall 2014.
2. **CIE evaluation period extended to 14 days (2 weeks).** PSC unanimously agreed that 10 days was not sufficient to allow for completion of surveys. The majority preferred a 21 day window.
3. **Removal of daily email reminders.** Currently Rollins College emails the students who have not completed their CIEs at a rate of one email per day per class. PSC recommends ceasing this practice for a 3 semester period and re-evaluation the completion rates of the CIEs to determine whether the daily emails were effective.
4. **Remind students by email three times during the CIE period.** PSC recommends that students receive one email reminder about CIEs on the first day of opening, one email reminder at 7 days, one final email reminder on the day before the CIEs close.
5. **Grade release penalty.** PSC voted to keep the 10 day penalty for release of final grades for students that do not complete the CIEs.
6. **Faculty have to option to administer CIEs in class.** Faculty have always had this option, but are reminded that they can administer CIEs in class. If they choose to do exercise this option, faculty must remove themselves from the room.
7. **Required inclusion of a statement regarding CIEs in course syllabi.** To ensure all information is effectively and correctly conveyed to students regarding CIEs, PSC recommends that a short statement be required about CIEs in course syllabi:

#### **SAMPLE language for Syllabus statement on Course and Instructor Evaluations (CIE)**

At the end of each semester, students are asked to evaluate the course and instructor. These evaluations are extremely valuable in the teaching and learning process on our campus. Student evaluations help assess student perceptions of classroom learning and often lead to improved teaching. Your feedback is important and Rollins students are encouraged to be honest, fair, and reflective in the evaluation process.

The online evaluative survey is anonymous. Students are never identified as the respondent. Instead, each student's comments are assigned a random number. You will be asked to rate your course and instructor on a numerical scale and through narrative comments. Faculty may choose to have students complete the CIEs electronically in class. If this option is exercised, faculty must remove themselves from the classroom during the CIE period allocated.

The online Course and Instructor Evaluation (CIE) process opens at 8:00 a.m. on the first scheduled date. It remains open for a period of 14 days (2 weeks) until 12:00 a.m. (midnight) on the final scheduled date. Due to system back-ups, evaluations are NOT available each night between 1:30 and 4:30 a.m. The evaluation period ends prior to the start of final examinations and faculty cannot access completed evaluations until 10 days after the end of final exams.

Students will receive one email at the start of the CIE period, one after the 7<sup>th</sup> day, and a final reminder the day before the CIE period ends. Students who complete evaluations for all classes will be able to view grades ten-days before students who do not complete an evaluation form. Please note that independent studies, internships, and applied music courses (MUA) are excluded from the online process. Also excluded for confidentiality reasons are courses with enrollments of three or fewer students.

**Evaluation Dates:** <<Dates of evaluations included here for each term.>>

#### **8. Additional proposal to modify Question #3 in the CIEs**

Several faculty members have experienced CIEs in which students answer “Yes” to Question 3, but do not explain their answer as instructed in Question 7.

Question 3 currently reads: *Did you experience or observe any discrimination or breach of professional ethics by the instructor? (If Yes, explain in question 7).*

Following discussion with the Deans’ offices as well as with Dr. Paul Harris in the Psychology Department, PSC proposes to modify Question 3 such that it will be an open-ended question:

*If you experienced or observed any discrimination or breach of professional ethics by the instructor during this course, please describe your experience/observation:*

According to Dr. Harris, changing this question will not disrupt the reporting system as it “is not involved in computing any of the scales”.

*Version: February 19, 2015*



ATTACHMENT 3

Found it, but I do not believe this policy in any way precludes the A&S policy which limits staff teaching. The policy link is:

<http://www.rollins.edu/human-resources/documents/policies/pay-practices/instructional-compensation-for-staff-hr7200.pdf>

"It does state that they teach on an adjunct basis unless their contract requires teaching, however, it requires their supervisor approval and that the "Dean reviews and confirms the staff member's teaching credentials and determines eligibility to teach and grants permission for an adjunct appointment in accordance with the College's Faculty Credentialing Policy, as well as adjunct faculty qualifications policies established by the faculties or academic departments of the College."

I can not find it in the handbook, but the February 28, 2008 minutes show the policy passed 49-11 with a paper ballot after extensive discussion.

Academic Policy

Any course taught by an instructor who is not a tenured or tenure-track faculty member, for which a student receives either graded academic credit or more than one hour of academic credit without a letter grade, must be offered within an academic department or academic program of the Arts and Sciences, and the instructor must hold the credentials required under the guidelines of the Southern Association of Colleges and Schools to teach within that department or program, or be approved for an academic exception under SACS guidelines by the Department or Program and Dean of Faculty. Exceptions to this policy may be made for internships, where a student may be awarded up to four hours of academic credit (without an associated letter grade) for an internship outside of the context of a department or program during a semester.

Joan Davison

Joan Davison, PhD  
Professor of Political Science  
NCAA Faculty Athletics Representative  
Rollins College  
1000 Holt Avenue  
Winter Park, FL 32789

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From: Carol Lauer  
Sent: Sunday, February 22, 2015 12:07 PM  
To: Jill Jones  
Cc: Joan Davison; Claire Strom; Bob Smither  
Subject: Re: Staff Teaching Academic Courses

Sure, it can go on the agenda but AAC needs to check on the current policy first. It should be in the handbook .

Carol

Sent from my iPhone

On Feb 22, 2015, at 11:27 AM, "Jill Jones" <jcjones@Rollins.edu> wrote:

Hi Joan--

I am glad to bring this to the EC's attention. I agree that there has been some slide in this area, and it seems consistent with our policy on the Physical Education classes. Carol, if you read to the bottom, Joan gives several examples but it seems mostly a matter of setting policy before we have a problem, no?

Can I get it on the next EC Agenda?

Thank you!

Jill C. Jones  
Professor, English Department  
Rollins College  
Winter Park, FL  
32789

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From: Joan Davison  
Sent: Friday, February 20, 2015 10:13 AM  
To: Jill Jones  
Cc: Carol Lauer; Claire Strom; Bob Smither  
Subject: Staff Teaching Academic Courses

Hi Jill,

I am requesting that you as AAC chair bring to the EC an issue for the EC's interpretation. I believe the EC has the power to interpret current policy. The issue does not necessarily need to go to the A&S faculty. Nor does AAC need to discuss the issue. I am asking you, however, because you chair AAC and the matter deals with academic policy. I am copying Carol on the issue so she will be informed, as well as Clair because she is acquainted with some of the difficulties of the issue as General Education Director. I am copying Bob because he and I have discussed the issue as it relates to broader matters.

At the February 28, 2008 A&S meeting, the faculty passed the following policy:

#### Academic Policy

Any course taught by an instructor who is not a tenured or tenure-track faculty member, for which a student receives either graded academic credit or more than one hour of academic credit without a letter grade, must be offered within an academic department or academic program of the Arts and Sciences, and the instructor must hold the credentials required under the guidelines of the Southern Association of Colleges and Schools to teach within that department or program, or be approved for an academic exception under SACS guidelines by the Department or Program and Dean of

Faculty. Exceptions to this policy may be made for internships, where a student may be awarded up to four hours of academic credit (without an associated letter grade) for an internship outside of the context of a department or program during a semester.

My concern is that it now is being argued that if a staff member is hired as an adjunct to teach a course, then the policy does not apply, because the staff member now teaches as an adjunct, not a staff member. I do not believe this is consistent with the intention of the policy, and I seek an EC interpretation. I believe the notion that staff members can be hired by administrators to teach courses as adjuncts circumvents the intention (and possibly even the letter) of the policy. It seems that if a staff member is a full time employee with the full range of Rollins' employee benefits then the policy should apply to the staff member even if she/he wishes to take off the "staff" hat and put on an "adjunct" hat. It seems the argument that staff members can teach graded courses for more than 1 credit if they do so as adjuncts then reopens the situation which this policy intended to end. Below is the rationale of AAC for the policy. It also was included in the February 28, 2008 minutes:

Purpose: To ensure that all academic courses taught at Rollins College receive the support and oversight associated with being part of an academic department.

Issues:

- 1) Several courses are taught by staff members with no affiliation to an academic department. There is no departmental oversight or support structure for these courses.
- 2) Because of the nature of their employment, staff do not necessarily have academic freedom. (No one is accusing anyone of any impropriety, but the system allows for the possibility of administrative pressure influencing course content.)
- 3) This change will allow only tenured and tenure-track faculty to teach courses that do not have an academic departmental or programmatic designation. (According to the bylaws, all tenured and tenure-track faculty are members of a department.) Courses taught by anyone other than a tenured or tenure-track faculty member must carry a departmental designation or the designation of an academic program approved by the faculty (e.g. Women's Studies, Honors, RCC, students in 3-2
- 4) Currently this change will affect very few courses, most of which will continue to be taught.
  - a. Administrators with courtesy faculty rank (e.g., Karen Hater, Jim Eck) are already associated with a department and hold the necessary credentials to teach within that department.
  - b. Courses taught by TJ's for a grade will revert to cr/nc. This was historically the case until very recently.
  - c. No IFT courses will be affected because they are all one-hour, cr/nc.
  - d. Leadership courses will revert to 1-hour cr/nc courses or will be taught within the context of an existing department.
  - e. INT 315A topics course (Pathways to College) will revert to a 1-hour cr/nc class.
  - f. INT 350 (Cornell Scholars), a 2-hour cr/nc course, will become an Honors course.
  - g. Internships are not affected.
  - h. INT 255P (Conquering the LSAT) will not be affected because it is team taught by tenured faculty.
  - i. Intercession courses will be reviewed in accordance with this change.
- 5) This change is "house keeping" that should be taken care of before curricular reform gets underway. It will ensure that courses are taught within the departmental structure of the

College, but does not exclude innovative courses that are pioneered by tenured and tenure-track faculty who have the support of an existing department.

6) The Department Chairs have agreed to encourage the pairing of staff and faculty in the classroom to increase the availability of staff expertise in the academic environment. The Dean of the Faculty has agreed to support this effort.

(Department Chairs meeting, 29 Nov, 2007)."

Joan Davison

## ATTACHMENT 4

### **Section 1. New Appointments**

Faculty appointments may be made to tenure-track or visiting positions. No tenure-track appointment may last beyond seven years without the faculty member being granted tenure, with the exception of faculty members on parental leave for childbirth or adoption who accept an extension in accordance with Rollins College Policy. Science Division and Psychology faculty who begin the tenure track in fall, 2012 (assuming the Bush renovation takes place on schedule) and who require specialized laboratory facilities in the Bush Science Center to conduct their research, may, at the time they submit their materials for their mid-course evaluation, declare that they wish a one-year extension of the tenure clock. That extension will convert their fifth year on the tenure track to a non-counting year, allowing them to take the fourth year course release currently offered to tenure-track faculty. This provision expires automatically once these faculty have been accommodated as described. No visiting faculty appointment may last beyond six consecutive years.

### **Section 2. Reappointments**

Reappointments normally occur annually after the initial appointment. However, a department or program may recommend reappointment contracts of two or three years, subject to the concurrence of the appropriate Dean. All appointments and reappointments made during a faculty member's probationary period are terminal appointments for not more than three years. Visiting appointments are for not more than three years.

New language in [blue](#).

## **Scholarship for High-Impact Practices (SHIP)** **Application Guidelines for Rollins Students**

### **GENERAL INFORMATION**

Student scholarships are awarded on a competitive basis. The Student Life Committee (SLC) will review only completed proposals. The committee will advise the Vice-President of Student Affairs to distribute funds in a manner that permits the support of as many competitive projects as possible. Funds are limited and rationed (see below). It is anticipated that the results funded by these grants will enhance the academic life of the student. **The student agrees to fulfill the requirements of the grant as listed below. If the student fails to do so, the student will repay the college the amount of the grant awarded.** Travel with other students is permitted but each student requesting funds should fill out an application. Class related experiences are normally not funded, with the exception of internships and study abroad. Applications should list a Rollins faculty member or staff sponsor. [The applicant is required to cc' the Rollins faculty sponsor on the submission of this application.](#)

### **Overview of the application process**

#### **I. Review of Grant Proposals**

Please remember that while your proposal will be reviewed in a spirit of collegiality, there is no discipline specific review. The Student Life Committee is composed of members of the general faculty, staff and students. Your objectives must be well conceived, clearly stated, and written in a language that can be understood by a general audience.

Applications must include the name of a Rollins faculty member or staff sponsor.

#### **II. Deadlines**

- A. The Student Life Committee will review proposals four times during the academic year. For the 2014-2015 academic year, proposals must be submitted to [pstrater@rollins.edu](mailto:pstrater@rollins.edu) no later than 5:00pm on the following dates: September 15, November 12, February 11, and April 8.
- B. Students who are planning travel should apply before the travel takes place. Proposals for travel already begun will not be considered. Funding for summer experiences will be considered at the last SLC meeting of the academic year; proposals must be submitted by the final due date of the spring semester.
- C. Students are normally notified of any decision within one week of the SLC meeting following review.

## Application Guidelines

### I. Eligibility

- A. Full-time undergraduate students in the College of Arts & Sciences or College of Professional Studies.
- B. Proposals will be judged on the completeness of the application, the quality of the project, the perceived value of the contribution to the Rollins community, and financial need.
- C. The committee will not fund proposals that have the following characteristics:
  - 1. Lack clearly stated goals and methodology, and give back to the Rollins community.
  - 2. Lack a clear, detailed budget and rationale for all requested funds.
  - 3. Another funding source is already available for the grant.
- A. The committee will not review proposals:
  - 1. With missing information, e.g., no trip waiver consent document, no budget, no sponsor information.
  - 2. With a financial request exceeding \$600 for domestic and 1,200 for international experiences.
  - 3. From applicants who have not met expectations of previously awarded grants.
  - 4. From applicants who have unresolved disciplinary issues.
  - 5. From applicants who are on academic probation
- A. All proposals deemed acceptable by the committee will be at least partially funded, funds permitting. If there is insufficient money to support fully all acceptable proposals, it will not necessarily be the case that each applicant will receive an equal percentage of the funds requested. Some proposals, for example, may receive 100 percent of what is requested, some at 75 percent and some at 50 percent. In order to successfully allocate partial funding, the committee must have a complete picture of the total expected budget. Please give a detailed accounting of allowed expenditures, even if this projected total exceeds the funding maximum.

### II. Permitted Expenditures

Expenditures must be justified in terms of their relationship to the project. The budget parameters for current college rates for travel are available from the Finance Department (<http://r-net.rollins.edu/finance/pay/policies/travel-policy.html>). Applicants should consult the Office of International Programs for international travel.

Grants may be funded for a maximum of \$600 (domestic) or \$1,200 (int'l), if the budget and number of proposals permits.

Funding parameters include:

- A. Participation in academic conferences.
- B. Participation in co-curricular conferences.

Participation in conferences is defined as: presenting a paper or performance, presenting a poster session, responding to a paper or a speaker, serving on a panel, serving as an officer of the professional association, and presenting a formal report.

- A. Participation in non-Rollins study abroad- when an approved program that meets the same needs does not exist. Applicants must confirm support from the Office of International Programs.
- B. Participation in internships. Applicants must confirm support from the Office of Career Services.
- C. Participation in volunteer/service experiences. Applicants must confirm support from the Office of Community Engagement.

**Scholarships for High-Impact Practices (SHIP)  
Student Application**

**Applicant Information**

Student Name:	R-Number:
Academic Year:	Department:
Phone:	Email:

**Description of grant proposal**

<b>Proposal involves travel? Y/ N</b>	<b>If yes, please list travel start and end dates:</b>
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**Title of project:**

**Description of the project (this should also include the length of presentation, status of acceptance and date of presentation):**

**Objectives of grant project. Please list objectives that are clear, specific, and measurable.**

- 1.
- 2.
- 3.

**Describe the expected outcomes for this project.**

**Describe how this project relates to your current course of study at Rollins.**

**Describe the contribution of this project to your long-term learning goals.**



Describe the post-conference contribution you will make to the Rollins community. Presentations to an academic honor society, to a class other than the ones you are enrolled in, to an activity organized by your department, volunteer opportunities for the wider campus, or writing a Sandspur article are examples of acceptable contributions. Please check with your faculty or department sponsor regarding the appropriateness of your post-conference contribution prior to filling out this section.

### Proposed Budget

Be specific about what costs will be incurred for travel. Please provide sources for estimates where available, e.g. international proposals should reference the Office of International Programs. Your proposed budget should reflect your actual anticipated permitted expenditures, even if this amount exceeds the maximum SHIP aware of \$600 (domestic) or \$1,200 (int'l) per experience.

<u>Item</u>	<u>Justification</u>	<u>Amount</u>
<b>Travel (Airfare, car rental, etc.)</b>		\$
<b>Registration fee</b>		\$
<b>Lodging</b>		\$
<b>Meals</b>		\$
<b>Other (Please specify)</b>		\$
<b>Total</b>		\$
<b>Total REQUESTED Funds</b>		\$

#### Other Support for Current Proposal

1. Have you applied for or been granted any external or other internal sources of funding for this proposal? Y/ N  
*If yes, clearly identify all other requests that duplicate this proposal, indicating the periods and amounts of all support requested and/or received, along with the status of the support.*
2. Please explain any extenuating circumstances the committee should consider when reviewing your proposal.

**Sponsor Approval Name:** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Name of faculty or department sponsor is required for all travel proposals.)

**Student Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

By checking this box, you are authorizing the committee to review your financial, academic and disciplinary records for consideration of your proposal.

**Include with this application (if needed):**

Copy of completed Rollins College Trip/Event Informed Consent Form.

[http://www.rollins.edu/hr/services/risk\\_management/documents/consent-form.pdf](http://www.rollins.edu/hr/services/risk_management/documents/consent-form.pdf)

Send completed application via email to Penelope Strater, [pstrater@rollins.edu](mailto:pstrater@rollins.edu) in the Office of the Vice-President of Student Affairs. [The applicant is required to cc' this application to the faculty sponsor on this grant.](#)

## **Post-Grant Progress Report**

Grant recipients are required to file a report on his or her accomplishments with the Student Life Committee. Your application and report are considered to be matters of public record. If you do not wish either to be made public, explain why in the application. Future funding for your travel is contingent on completion and transmission of a progress report to the Student Life Committee by the dates listed below. Please use this form for final synopsis reports, which is due two weeks after the project's conclusion. Students are also expected to submit a minimum of two journal entries for the SHIP blog on the Vice President of Student Affairs website within the same time frame.

Students who fail to meet these requirements will reimburse the college the amount of the travel award received.

### **Due Dates:**

**Synopsis is due**

**Journal entry 1 submitted**

**Journal entry 2 submitted**

### **Synopsis:**

Please describe below in detail how the travel met your learning outcomes for the experience. Please discuss other skills and knowledge you gained from the experience. Also include the impact of the travel on your academic or professional goals.

**Budget Activity**

**Approved Budget:** \$

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Expenditure 1: \$

Expenditure 2: \$

Expenditure 3: \$

Expenditure 4: \$

Expenditure 5: \$

**Total expenditures:** \$

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**Student signature:** \_\_\_\_\_  
\_\_\_\_\_

**Date**

Send this report electronically to Penelope Strater, Assistant to the Vice-President of Student Affairs, at [pstrater@rollins.edu](mailto:pstrater@rollins.edu), preferably as a pdf. [The applicant is required to cc' this report to the faculty sponsor on this grant.](#)