

Rollins College

## Rollins Scholarship Online

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The College of Liberal Arts Faculty Minutes

College of Liberal Arts Minutes and Reports

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2-20-2020

### **Minutes, College of Liberal Arts Faculty Meeting, Thursday, February 20, 2020**

College of Liberal Arts Faculty, Rollins College

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Minutes of the Regular Meeting of the Faculty of the College of Liberal Arts  
February 20, 2020  
12:30-1:45

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**Presiding:** Paul Reich, President of the Faculty

**Recording minutes:** Jennifer Queen, Vice President of the Faculty/Secretary

**Members in attendance:** Agee; Al-Haddad; Althuis; Armenia; Balzac; Barnes; Barreneche; Boles; Bommelje; Boniface; Brandon; Brannock; S. Brown; V. Brown; Cannaday; Carnahan; G. Cavanaugh; J. Canvenough; Cheng; Chong; D. Davison; J. Davison; DeLorenzi; Dennis; Diaz-Zambrana; DiQuattro; Douguet; Dunn; Elva; Ewing; Fetscherin; Fokidis; Forsythe; M. Fuse; Garcia; Gilmore; Conzalez Guittar; Greenberg; Griffin; Gunter; Heileman; Hudson; Johnson; Kadiyala; KC; Kiefer; Kincaid; Kline; Lewin; Libby; Lines; Maskivker; Mathews; McClure; McLaren; Moore; Mosby; Murdaugh; Musgrave; Myers; Newcomb; Niles; Nodine; Norsworthy; Painter; Park; Patrone; Pett; Pieczynski; Pistor; Queen; Reich; Riley; Robertson; Roe; Rubarth; Russell; Sahm; Sardy; Schoen; Simmons; Singer; P. Stephenson; Stone; Summet; Sutherland; Svitavsky; Tatari; Teymuroglu; Tome; Vanable; Vidovic; Vitray; Warneke; Wilson; Wunderlich; Yankelevitz; Yellen; Yu; W. Zhang

**Invited guests:** Kelsey Uhl, Kimberly Kiss

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- I. Meeting called to order at 12:35
- II. Approval of Minutes from January 23, 2020 CLA Meeting
  - a. Bobby Fokidis moved to approve the minutes. Bill Boles seconded.
  - b. Clicker vote: 65 yes votes, 2 no vote, 5 abstentions. Motion passed.
- III. Announcements
  - a. Paul Reich announced that Toni Holbrook and Gabriel Barreneche would like you to answer a question as a part of QEP assessment (see attached). Clicker vote: 1-Poor (1 vote), 2 (2 votes), 3 (4 votes), 4 (8 votes), 5 (27 votes), 6 (22 votes), and 7-Excellent (8 votes)
  - b. Bill Boles announced T&P Committee Part Deux on Service is emailing faculty a survey of six questions, that will take 35 seconds. Please complete it.
  - c. Paul Reich announced that the Kathleen W. Rollins Hall Dedication will be on February 27 at 12:30 pm. Please come we are trying to fill the lawn.
  - d. COACHE Survey is open. It is an important measure on faculty satisfaction. Please make your voices heard.
  - e. Kelsey Uhl reported on Giving Day 2020, Rollins' February 20 24-hour fundraising campaign (see attached). Goal is to get people excited about giving back and celebrating the college. Feel free to check website for progress and be an ambassador. Kimberly Kiss mentioned there would be a new faculty and staff campaign for next year.

#### IV. Committee Reports

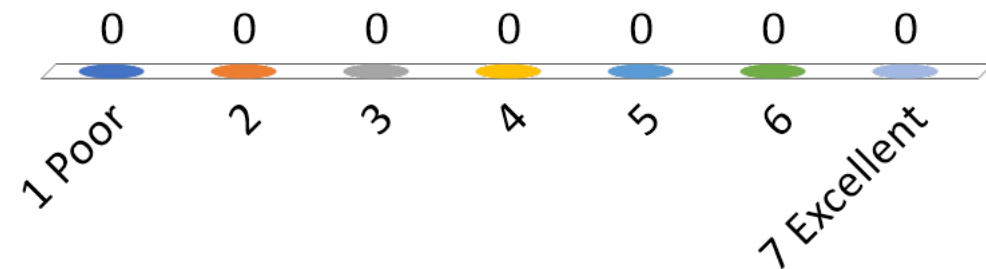
- a. Executive Committee; Paul Reich reporting.
  - i. Reviewed and made recommendations on emergency position requests.
  - ii. Endorsed CC bylaw revision under consideration today under new business.
  - iii. Discussed two issues regarding FEC's review of departments' tenure and promotion criteria. (1) Bylaws state FEC reviews and approves departmental criteria for T&P. This takes a lot of FEC time (10 meetings this year) and some departments have been in extended "revise and resubmit" cycles with FEC. J. Cavanaugh is going to work with FEC and departments personally to help mediate roadblocks currently in progress. EC suggested to FEC that a sub-committee of former FEC members be constituted to review T&P criteria to expedite the review process and offload this workload from an already taxed committee. (2) FEC has asked that, as part of the application process, new departments submit preliminary T&P criteria to FEC for acceptance. EC agreed. This requirement will be added to the college's policy regarding the creation of new departments/programs.
  - iv. Asked by Dean of CLA to find place in faculty governance where a policy to terminate tenured faculty could be developed. We currently don't have a policy in any bylaws for this process. As this policy would impact our colleagues in Crummer as well, it was determined that Executive Council would be the appropriate place to begin that conversation.

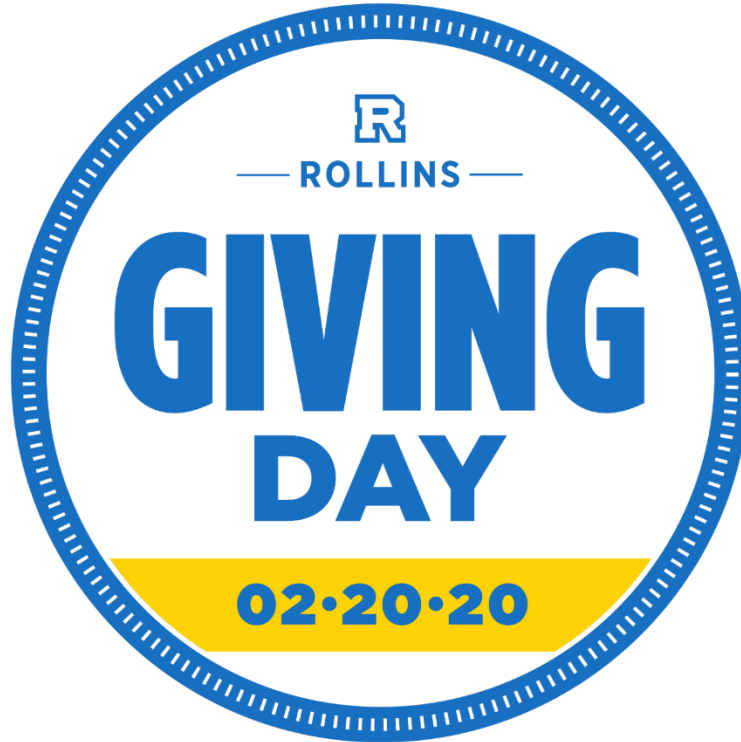
Q: Who is developing tenured firing process? A: Executive Council of Rollins College as it would apply at the all-college level.
- b. Curriculum Committee; Martina Vidovic reporting.
  - i. Examined the *Graduate Course Repeat Policy* submitted by the Graduate Faculty Council. Rational for the policy change was to make it 1) look more similar to the *Repeated Course* policy for undergraduate students, and 2) to provide more detail regarding the conditions under which courses may be repeated. Added a statement that students only get credit for same course once whether they repeat it for a grade or because they failed the course the first time (the previous policy only talked about failed courses).
  - ii. Reviewed emergency faculty positions and made suggestions to departments for revision before forwarding to EC for recommendations.
  - iii. Discussed policy on Emergency College Closures that should be ready to come to next EC meeting.
  - iv. Reviewed the *Strategic Planning Task Force Recommendations*. Asked to provide insight on how the strategic plan succeeded in connecting Rollins mission of student engagement with academic programs and to provide recommendations for improving the process for the next effort.
  - v. Associate Dean of Academics and Registrar communicated registration challenges for the rFLA 300 caused by the prerequisites. CC agreed to simplify the prerequisites to require only 2 200 level rFLA courses + WCMP as the prerequisites for rFLA 300. This new structure will still allow students to complete courses in time and provide them with the knowledge to be successful in rFLA 300.
- c. Faculty Affairs Committee; Don Davison reporting.

- i. Continued work on Course and Instructor Evaluations white paper. Additional information from Provost's report discussed at last meeting is being incorporated.
    - ii. Forwarding one bylaw proposal to EC re: Faculty Evaluation Committee and are discussing a second with tentative agreement reached.
- V. Old Business
  - a. Motion to endorse the Disruptive Student Policy (See attached. Tabled on 01/23/2020.)
    - i. Margaret McLaren moved to take off the table. Lee Lines seconded.
    - ii. Passed by voice vote.
    - iii. Paul reported that since last CLA meeting, Diversity Council and SGA have been consulted on the policy.
    - iv. Anne Stone moved to table our endorsement motion indefinitely until the feedback from all groups has been incorporated and we see a new version. Martina Vidovic seconded.
    - v. Passed by voice vote.
- VI. Business
  - a. Curriculum Committee Bylaw Revision (see attached)
    - i. Don Davison moved to revise the non-voting membership of the Curriculum Committee in the CLA bylaws to reflect current practice. Wenxian Zhang seconded.
    - ii. Paul Reich gave brief background and fielded questions.  
Q: Shouldn't there be three? The powerpoint slide says two. A: Yes.
    - iii. Bill Boles move to amend the word "two" to "three". Anne Murdaugh seconded.
    - iv. Clicker vote on amendment: 76 yes votes, 6 no votes, 3 abstentions. Amendment passed.
    - v. Clicker vote on amended motion: 78 yes votes, 0 no votes, 4 abstentions. Amended motion passed.
  - b. Participation in Faculty Governance
    - i. Paul Reich introduced background on under representation of associate and full professors on faculty governance committees and suggested a discussion as a committee of the whole might serve best. Mattea Garcia moved that we go into a committee of the whole. Lee Lines seconded. Passed by voice vote.
    - ii. Robust conversation regarding this issue occurred but no polls were taken.
- VII. Motion to adjourn by Mattea Garcia. Jennifer Queen seconded. Meeting adjourned at 1:45pm.

(3.b.) Indicate your perception of the quality of student interactions with academic advisors at your institution. (Choose One)

- A. 1 Poor
- B. 2
- C. 3
- D. 4
- E. 5
- F. 6
- G. 7 Excellent





## **Rollins Giving Day Update**

**Faculty Meeting, February 20, 2020**



## Rollins Giving Day

A 24-hour fundraising campaign on **February 20, 2020** with goals to:

- Create **energy and excitement** about giving via Giving Day challenges
- Educate Rollins community about the **impact of the Rollins Annual Fund**
- **Celebrate influence** Rollins has on each of us and around the world

# THE GIVING DAY CHALLENGE

When **700** members of the Rollins family make a gift on Feb. 20, a group of new Board of Trustee leaders will donate **\$50,000** to the Rollins Annual Fund.

Special thanks to Trustees Susan Wheeler Johnston '75, Campbell Brown '90, and Jeff Vahle '94MBA for providing this challenge!

## ADDITIONAL CHALLENGES

75 donors  
\$10k to  
rummer

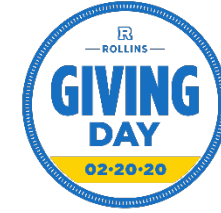
100 donors  
\$10k to  
Holt School

100 donors  
\$10k to  
Athletics

50 donors  
\$10k to  
Cornell F  
Arts Muse



## 3 Steps to Help Promote Giving Day



### 1. Be a Giving Day Ambassador

- Spread the word - post, text, email, call to reach out to your colleagues, students, and friends
- Visit digital toolkit for content and images at [rollins.college/givingdaytoolkit](https://rollins.college/givingdaytoolkit)

### 2. Share on Social Media

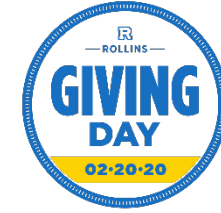
- Follow, like, comment, share Rollins Giving Day social media posts today! Be sure to tag @RollinsCollege
- Post why you're supporting Giving Day

### 3. Make a gift

- Updated website
- Faculty/Staff stories
- Gifts of any amount – participation counts
- Celebrate with us today on Tars Plaza until 2 p.m.

[rollins.college/givingday](https://rollins.college/givingday)

# Faculty/Staff Campaign 2020-21



## Goals:

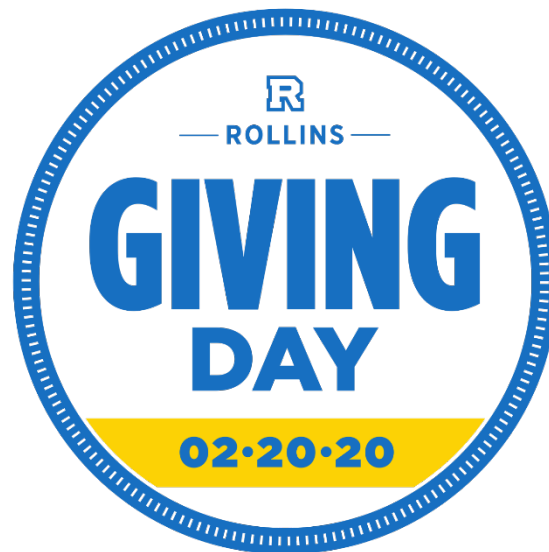
- To increase participation
- Increase awareness of Rollins Mission
- Increase unrestricted gifts

## How can you help?

- Faculty/staff committee
- Encourage giving in department
- Join the Cloverleaf Society
- GIVE!

## What to look for:

- Updated website
- Faculty/Staff Stories
- Fun incentives on campus



## Questions?

**Kelsey Uhl '15**

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## **DISRUPTIVE CLASSROOM BEHAVIOR POLICY**

**Disruptive behavior prohibited:** Disruptive behavior in the classroom or during an educational experience is prohibited. The classroom and educational experience includes both the in-person educational experience as well as the on-line educational experience. Disruptive behavior includes conduct that interferes with or obstructs the teaching and learning process. This behavior can occur in front of an entire class, it could take place within a small group, or it could be one-on-one communication between the course instructor and the student. Civil expression of disagreement or views opposing those of the course instructor during the times and using the means permitted by the instructor is not itself disruptive behavior and is not prohibited.

**Course instructor – authority and responsibility:** The course instructor is authorized to establish rules and other parameters for student behavior and participation during the course or other educational experiences that are supervised by the course instructor.

**Temporary removal from class or other educational experience:** If a student or students, acting individually or as a group, disrupt or attempt to disrupt the course or another educational experience, the course instructor is authorized to follow several options, depending on the severity and/or frequency of the offending behavior. The course instructor is authorized to instruct the offending student(s) to stop the disruptive behavior or to instruct the offending student(s) to leave the class or educational experience. The course instructor may contact Campus Safety if the student(s) fails to follow the instructor's instruction. The course instructor must immediately call Campus Safety if presented with an unsafe situation, threatening behavior, violence, knowledge of a crime, or similar circumstances.

**Interim measure:** In the case of severe and frequent offending behavior, the applicable academic dean may, in consultation with the Behavioral Evaluation and Threat Assessment team (BETA), temporarily remove the student(s) from the educational experience pending determination of responsibility under the College's Code of Community Standards.

More information about Rollins' BETA team can be found [here](#).

**Code of Community Standards:** Violation of this Disruptive Classroom Behavior Policy also constitutes a violation of the Disruptive Behavior policy in the Code of Community Standards.

**Referral to Community Standards & Responsibility:** Depending on the severity and/or frequency of the offending behavior, the course instructor may refer the student(s) to the Office of Community Standards & Responsibility for further action and possible sanctions under the College's Code of Community Standards.

**Withdrawal of student from class or other educational experience:** The sanctions which may be imposed on the student(s) who violate this Disruptive Classroom Behavior Policy include, in addition to those sanctions published in the Code of Community Standards, involuntary

withdrawal of the student(s) from the course or other educational experience. The applicable academic dean of the college in which the course or educational experience is located shall work in consultation with the Director of Community Standards & Responsibility, the instructor, and the Dean of Student Affairs to determine whether to involuntarily withdraw the student(s) from the course or other educational experience. This determination will be made only after the published process under the Code of Community Standards has been completed and resulted in a determination of responsibility, including any appeals provided under that process. Students who are withdrawn from a class or other educational experience are not subject to a refund.

**Grade following withdrawal from course or other educational experience:** The course instructor retains responsibility to award the grade for the course or other educational experience to the student who is involuntarily withdrawn from the course or other educational experience. The grade shall be determined by the course instructor based on the student's academic performance at the point of involuntary withdrawal. Any appeal of the grade awarded by the course instructor shall be through the College's published policy on grade appeals. The student may be permitted to complete the course remotely for a grade, but this would be at the discretion of the academic dean and the instructor.

**Appeals under this policy:** Any appeal of the determination under the College's Code of Community Standards shall be as stated in the published policy for such appeals. The determination of the applicable academic dean to involuntarily withdraw a student from a course or other educational experience shall be made in writing to the Provost within 3 calendar days following decision by the academic dean. The appeal shall be limited to the determination by the academic dean and shall be based on excessiveness of involuntary withdrawal as a penalty. The Provost's decision on appeal is limited to review of the academic dean's decision to involuntarily withdraw the student from the course or other educational experience. The Provost's decision on appeal is the final decision regarding involuntary withdrawal from the course or other educational experience.

**ARTICLE VII  
STANDING COMMITTEES OF THE FACULTY  
OF THE COLLEGE OF LIBERAL ARTS**

**Section 1. The Curriculum Committee (CC)**

Responsibilities and Duties

The Curriculum Committee reviews and approves all policy matters concerning curriculum for all undergraduate and graduate academic programs (regular, summer session, and special programs, e.g. intersession), general education requirements, student academic standards and honors, academic advising, continuing and graduate education programs of Rollins College including the Hamilton Holt School, and all matters pertaining to academic schedules and calendars.

The Committee reviews departmental proposals for faculty lines with supporting information from the Dean of the Faculty and offers comment to the Dean of the Faculty and departments with a period of optional revision. The Executive Committee of the Faculty makes the final recommendations to the Dean of the Faculty and Provost about line allocation.

The Committee monitors the alignment of staffing and enrollment within and across departments and ensures that academic policies are clearly and unambiguously stated and consistent with the mission of the College.

Membership

The Curriculum Committee is constituted of eleven voting members and three non-voting members. The voting membership shall be one faculty representative from each division of the College of Liberal Arts (elected by division), four faculty representatives elected by the Faculty at-large, and one student selected by the Student Government Association. The non-voting membership includes the Dean of the Faculty, or their designee; the Dean of the Hamilton Holt School, or their designee; and the Registrar.

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**Section 2. Faculty Affairs Committee (FAC)**

Responsibilities and Duties

The Faculty Affairs Committee has primary authority and responsibility in all policy matters dealing with the professional welfare of the Faculty. The Committee reviews and revises all proposed changes to the bylaws and consults with the administration and provides advice on issues related to compensation, budget, and other