

Rollins College

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The College of Liberal Arts Faculty Minutes

College of Liberal Arts Minutes and Reports

4-2-2020

Minutes, College of Liberal Arts Faculty Meeting, Thursday, April 2, 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
April 2, 2020
12:30-1:45 via WebEx

Presiding: Paul Reich, President of the Faculty

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

Members in attendance: Agee; Aggarwal; Al-Haddad; Allen; Anderson; Archard; Balak; Baldwin; Balzac; Barbero; Barnes; Barreneche; Bernal; Boles; Bommelje; Boniface; Brannock; S. Brown; V. Brown; Cannaday; Carnahan; J. Cavanaugh; Charles; Cheng; Chong; G. Cook; T. Cook; Cooperman; Cornwell; Coyle, Crozier; Cummings; Davidson; D. Davison; Dennis; Diaz-Zambrana; Douguet; Dunn; Ebin; Elva; Ewing; Fetscherin; Flick; Fokidis; Forsythe; Frost; C. Fuse; M. Fuse; Garcia; Gerchman; Grau; Greenberg; Griffin; Gunter; Devin Hargrove; Harris; Harwell; Heilman; Hewit; Homrich; Houston; Hudson; Johnson; Jones; Kadiyala; KC; Keunecke; Kiefer; Kincaid; Kistler; Kline; Lewin; Libby; Lines; Manak; Mathews; McLaren; Mohr; Montgomery; Moore; Morrison; Mosby; Murdaugh; Musgrave; Myers; Newcomb; Nichter; Niles; Nodine; Painter; Park; Parsloe; Pett; Pieczynski; Pistor; Poole; Prieto-Calixto; Prosser; Queen; Ray; Reich; Riley; Robertson; B. Robinson; Roe; Roos; Rubarth; Russell; Sahm; Santiago Narvaez; Sardy; Simmons; Sinclair; Singer; B. Stephenson; P. Stephenson; Stone; Summet; Sutherland; Svitavsky; Tatari; Teymuroglu; Tillmann; Tome; Vanable; VanderPoppen; Vidovic; Vitray; Voicu; Walton; Warneke; Wei; Wellman; Wunderlich; Yankelevitz; Yao; Yellen; Yu; R. Zhang; W. Zhang; Zimmerman

Guests: Alex Candage; Amy Sugar; Erik Kenyon; Giselda Beaudin; Janette Smith; Kaitlyn Harrington; Karla Knight; Matthew Weiner; Nancy Chick; Rob Sanders; Stephanie Henning; Toni Holbrook

- I. Meeting called to order at 12:35.
- II. Approval of Minutes from March 12, 2020 CLA Meeting
 - a. Paul Reich asked for approval of the minutes as sent around earlier noting that only those who attended in person were recorded as present because we did not think to take a screen shot of WebEx participants.
 - b. WebEx Poll Question: Do you approve the minutes? 110 yes votes, 1 no vote, 6 abstentions. Minutes are approved.
- III. Announcements
 - a. Grant Cornwell announced the charge, guiding principles, and membership of a Strategic Financial Planning Task Force responding to COVID 19 (see attached).
- IV. Committee Reports
 - a. Executive Committee: Paul Reich reporting.
 - i. Troy will send out divisional ballots tomorrow. At large nomination call will be sent out tomorrow as well. Try to have elections at April 16th meeting.

- b. Faculty Affair Committee: Don Davison reporting.
 - i. Set aside normal business to deal with two COVID-19 issues.
 - ii. Finished a draft of a bylaw revision that would allow pre-tenure faculty to pause the tenure clock. Will be reviewed in EC meeting and then brought to CLA faculty.
 - iii. Discussed appropriateness of using CIEs this semester. Jennifer Cavanaugh and Nancy Chick are creating an appropriate alternative method for faculty to get feedback from students to report back to FAC who will bring it to EC.
- c. Curriculum Committee: (See Business).

V. Business

- a. Curriculum Committee asking the CLA faculty to approve an emergency alternative grading policy for this semester (see attached). Martina Vidovic reporting many weighing in to answer questions as expertise warranted.
 - i. Rollins is not the only institution in higher ed discussing this. Many schools have already adopted policies such as this. CC considered many options. The one you are looking at was thoroughly discussed by CC and EC and approved by both. It is different than the CR/NC policy we normally use. Contains a distinction between passing a course with a C- or higher (P) versus passing with a D+, D, D-(PD) as some programs/courses require this distinction to indicate competency and others do not. Recognized that some departments are concerned because of outside accrediting bodies, but decided to give all undergraduates the option to opt in with specific departments relying on their strong advising relationships with students to discourage use if it would harm later career choices. Also wanted to maintain student autonomy and flexibility so they could choose to opt in on course by course basis and make a decision based on consultation with academic advisor. Consulted about effects on different populations like student athletes and international students as well as effects on students with financial aid with appropriate subject matter experts.

Q: This is written so that students need to opt in by the last day of class. What was the discussion around not waiting until they knew their final grades to allow them to decide? A: We discussed it. One concern was that this is not intended to be a “get out of jail free card.” Wanted to give students a conscious choice as to what they are capable of (i.e. taking the credits without touching their GPAs or working for the grade), but not allow them to “switch” after seeing how they did.

A: Wanted to treat it very similarly to the CR/NC policy already in effect.

Q: Is this all or nothing? Can a student apply it to one class, or must they opt in for all classes? A: Student can opt in for one of their classes, all of their classes, or none of their classes.

Q: The letter grade needs to be maintained in the Rollins system. How will this be done? A: Faculty will enter grades as A-F and the Registrar will keep those grades. The transcript will read P/PD/NP if the student has opted in. If years later a student wants to recover a grade because a graduate school requires it, they can go through the formal appeals process to have it reinstated.

Q: Treat it as credit/no credit so the advisor has the ability to approve or not approve. A: Current policy for CR/NC notifies advisor of student’s decision and

allows 48 hours for a response. At the same time, the student is required to fill out a form and they sign a form that says they consulted their advisor. A: If an advisor does not respond in 48 hours, it goes through. We only have to respond if we have an issue.

Q: Is this non-appealable? A: Everything is appealable. We are relying on the appeals committee to not grant appeals that are not compelling.

Q: Does this apply to graduate programs? A: No. Some have accreditation issues that may not be compatible. Applies to Holt and CLA undergraduate programs only.

Q: Why are we distinguishing between P and PD? A: Competencies and some major/minor prerequisites require passing with a C- or above. Wanted to maintain the ability to fulfill those with this notation. A: Also wanted to maintain some motivation to not just “get by” with minimal work for a D.

Q: If the advisor is same as instructor of course does this create an issue? A: For current CR/NC policy, advisor/instructors do know. It is not ideal, but it is.

Q: Why the last day of classes? A: Keeps consistent with current CR/NC policy. A: Also gives students most motivation to keep working towards grade (i.e. they have not opted in yet) but allows them to know of external circumstances that may have affected (i.e. have they been sick or are they caring for someone who is).

Q: Will there be some kind of document to help advisors counsel students on different circumstances they need to be concerned with? A: If this policy is passed, then yes, that document will be created.

Q: What is the actual process that grades will be kept? And are we offering a clear path to appeals from the beginning? A: Banner will retain the grades and grade changes. No need for new processes. This process cannot be declared retroactively, but the appeals process is always open to them.

Q: Has anyone discussed ONLY using this system (i.e. no grades this semester)?

A: EC did not consider it being non-optional. Students have reached out about concern about sacrificing the hard work they have put it already.

Q: Are there financial considerations (i.e. student loses scholarships because of going below a certain level of non-graded classes)? A: We consulted with Steve Booker and he did not raise any red flags. A: Normal financial aid has frozen for the semester so no worries about this semester’s funding. Bright Futures could only be impacted if the student earns an NP which is the same as current (i.e. it is impacted if they earn an F or NC).

Q: How do advisors weigh in for approval? What criteria should we be using as advisors to determine if a reason for opting in for the policy is legitimate? A:

Here is the form that students have to fill out. A: If the policy is passed, we will have a document that will guide us. A: It is not the advisor’s role to determine legitimacy, it is to catch cases where it would be detrimental to the student to opt-in and advise them about it.

- ii. WebEx Poll Question: Do you approve the Alternative Grading Policy as sent this morning? 111 yes votes, 21 no vote, 6 abstentions. Policy is approved.

VI. Questions & Concerns

- a. Ask your students to fill out the registration help request for rather than just emailing. And please respond to instructor consent request forms to allow students into your classes.
- b. Susan Singer discussed the Governor's stay at home order effective tonight. In order to do everything to comply with this order, we are going to a skeletal crew. Please teach from home. We apologize for asking for one more thing of an already exhausted faculty. Please keep an eye on your email for more information. If you are concerned about technical barriers regarding teaching, please reach out to helpdek@rollins.edu We are trying to keep everyone as safe as possible.
Q: Does this mean we cannot go back and forth to our offices for items we need? A: Yes. Tallahassee's order is more strict and we are working to ensure the safety of the staff who need to keep the empty buildings open. If you absolutely must get in after midnight tonight, please reach out and we will find a way.
- c. Q: For Grant, what is the Task Force timeline? A: It's going to be demanding. We need to have information for budget year 20-21.
- d. Q: Need an infographic for new grading policy. Is that possible? A: Gabriel Barreneche and Stephanie Henning will work with a team to put that together.

VII. Motion to adjourn by Dexter Boniface. Jennifer Queen seconded. Meeting adjourned at 1:40pm.



Strategic Financial Planning Task Force

Responding to COVID-19

Rollins
EST. 1885

Financial Strategic Planning Task Force

CHARGE

The charge to the task force is to consider a range of projected scenarios modeling the financial impact on Rollins College of COVID-19 and to make recommendations for strategic changes correlated with each scenario to the president and his cabinet. Each recommendation will include projected revenues and expenses in order to inform future decision making.

Financial Strategic Planning Task Force

GUIDING PRINCIPLES

- The task force should take the long view: what might Rollins have to do differently financially to respond to the current challenges of COVID-19 to position it to thrive for generations to come? What actions, taken now, will strategically position Rollins College for FY 2020-21 and beyond?
- Priority should be given to protecting the integrity, rigor, and distinctive character of our academic program, based on our core mission.

Financial Strategic Planning Task Force

GUIDING PRINCIPLES

- All recommendations should be made with a keen eye on competitiveness.
- Rollins can only thrive if our expenses are aligned with our revenues. Where can we reduce our expenses in ways that do not undercut our core value proposition? What programs and positions are critical to securing revenue?

Financial Strategic Planning Task Force

MEMBERSHIP

Co-Chairs: Laurie Houck & Ed Kania

Faculty Representatives

Dan Chong

Paul Reich

Henrique Correa

Dawn Roe

Don Davison

Scott Rubarth

Richard Lewin

Martina Vidovic

Jenny Queen

Wenxian Zhang

Financial Strategic Planning Task Force

MEMBERSHIP

Staff Representatives

Steve Booker, Enrollment Management / Financial Aid

Deborah Crown, Crummer School

Mary Edwards, Facilities

Matt Hawks, Human Resources

Leon Hayner, Student Affairs

Bill Short, Finance

Task Force Staff

Jeremy DiGorio, Finance; Meghal Parikh, Institutional Analytics

Temporary Pass (P), Pass with D grade (PD), No Pass (NP) Grading Option Spring 2020

Proposal: To implement a temporary grading policy to address the COVID-19 pandemic emergency. This grading option is available to all College of Liberal Arts (CLA) and Hamilton Holt (Holt) undergraduate students.

Pass (NP), Pass with D (PD), No Pass (NP) (Temporary)

Students in CLA and Holt undergraduate programs who wish to take a course on a Pass, Pass with D or No Pass (P/PD/NP) basis during the Spring 2020 semester rather than for a letter grade must complete the appropriate form available from the Registrar no later than the last day of class of the spring semester. CLA students must declare by Tuesday, April 28 and Holt undergraduate students must declare prior to the course's scheduled final examination. For the Spring 2020 semester only, courses elected for P/PD/NP grading may be used to fulfill general education, major, minor, or concentration requirements and will count toward the total credits required for graduation. Students do not earn credit toward the degree for NP (no pass grades).

Instructors will enter a standard letter grade (A-F) for all courses which will be converted to the appropriate P/PD/NP. If a grade of 'C-' or better is earned, a mark of 'P' and the appropriate number of semester hours are granted. If a grade of 'D+', 'D', or 'D-' is earned, a mark of 'PD' and the appropriate number of semester hours are granted for the course. If a grade of 'F' is earned, the course is abandoned, or the course is withdrawn from after the withdrawal deadline, a mark of 'NP' is granted. P/PD/NP grades are not used in calculation of the grade point average (GPA). Grade 'P' may be used to fulfill all general education competencies and major/minor prerequisites requiring a minimum grade of 'C-' or better. Grade 'PD' may be used to fulfill Foundations courses, and all other major, minor, or concentration requirements. There is no limit to the number of courses a student may elect for P/PD/NP grading. The following cautions should be considered prior to electing P/PD/NP grading:

- Be sure to check with your academic advisor and/or graduate/professional school, especially those that adhere to strict grading criteria (i.e. health professions, engineering and law schools).
- Student athletes should be aware that PD and NP grades may impact future athletic eligibility.
- Dean's list and President's list eligibility will remain unchanged: a minimum of sixteen (16) letter-graded semester hours (no incomplete, 'I,'); a GPA between 3.75 - 4.00 for the President's List and between 3.50 - 3.74 for the Dean's List.
- Seniors attempting to improve their GPA in order to graduate with Latin honors are reminded that P/PD/NP grades do not calculate into the GPA.
- Students attempting to raise their GPA in order to be removed from academic or financial aid probation are reminded that P/PD/NP grades do not calculate into the GPA.

Courses normally graded as CR/NC (internships, information technology, and applied music, for example) are not available for P/PD/NP grading. In addition, courses which were completed prior to campus closure on March 13, 2020, may not be elected for P/PD/NP grading.

A student accused of an honor code violation may not elect the P/PD/NP option from the applicable course once the referral has been made.

Once the P/PD/NP grade has been posted to the transcript for a given course for the spring 2020 semester, students may not later request that the P/PD/NP be changed to a letter grade. Students also may not retroactively elect into P/PD/NP grading after a letter grade has been posted to the transcript. In a subsequent semester, students may repeat a course graded P/PD/NP for a letter grade but will not earn credit hours for the course a second time. (See the College's policy on repeated courses.)

No changes to the following paragraph: The Academic Internship course, normally graded as CR/NC, may be used to fulfill major or minor requirements with the approval of the Department Chair/Internship Representative. Students should first check with their Faculty Advisor to ensure they have satisfied all department prerequisites to participate in an internship for major or minor credit. Departments approving internships for major or minor credit should adhere to the minimum standards of the Academic Internship Program. To receive major or minor credit for an internship, the Academic Internship Programs Credit Approval Form should be signed by both the students' Faculty Advisor and the Department Chair/ Internship Representative. The Department Chair/ Internship Representative should request to see the internship job description before approving the internship. The Department Chair/ Internship Representative have the option to add supplemental requirements in order for the student to receive credit. These additions to the internship syllabus must be communicated both to the student and the Director of Academic Internships prior to starting the internship. Students who earn credit in the major or minor are typically registered for 4 semester hours. The Department Chair/ Internship Representative who has approved major or minor credit should give the final grade approval of CR/NC to the Director of Academic Internships or the designated faculty member supervising the internship course. An internship that is declined for major or minor credit may still be approved for interdisciplinary credit that counts towards student general elective requirements.

This policy is in effect for the Spring 2020 semester only but may be offered to students in future semesters in emergency situations at the discretion of the faculty.