

2-4-2016

Minutes, Arts & Sciences Executive Committee Meeting, Thursday, February 4, 2016

Arts & Sciences Executive Committee

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Recommended Citation

Arts & Sciences Executive Committee, "Minutes, Arts & Sciences Executive Committee Meeting, Thursday, February 4, 2016" (2016). *Executive Committee Minutes*. Paper 162.
http://scholarship.rollins.edu/as_ec/162

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ROLLINS
EXECUTIVE COMMITTEE MEETING
February 4, 2016
Agenda

12:30 in CSS 167

Lunch will be served

- I. Call to order**
Dexter Boniface
- II. Approval of Minutes from 1-21-16**
Dexter Boniface
- III. New Business**
  - a. Review of Governance Calendar (c/o Dexter Boniface)
  - b. Masters in Planning and Civic Urbanism Program Closure (c/o AAC)
  - c. Unified Honor Code (c/o SLC)
(Attachment #1)
- IV. Committee Reports**
- V. Adjournment**

ROLLINS
EXECUTIVE COMMITTEE MEETING
February 4, 2016
Minutes
Approved

PRESENT

Dexter Boniface, Ashley Kistler, Toni Holbrook, Derrick Paladino, Stacy Dunn (for Eric Smaw), Gabby Masse (for CJ Dunn), Anca Voicu, Emily Russell, Gabriel Barreneche.

CALL TO ORDER

Dexter Boniface called the meeting to order at 12:35 PM.

APPROVAL OF MINUTES FROM 1/21/16

EC unanimously approved the minutes from the 1/21/16 meeting.

Announcements

Dexter Boniface

The February 11th EC meeting is canceled. Boniface asked if there was any opposition to canceling the February 25th A&S Faculty Meeting since the President has scheduled an all-faculty meeting on February 23rd. Paladino asked if there is anything that needs voting on the 25th. Boniface replied that we will still have three meetings left to handle any voting. The February 25th faculty meeting will be canceled.

NEW BUSINESS

Review of Governance Calendar

Dexter Boniface

EC discussed the Faculty Evaluation Committee (FEC) issue of needing to conduct elections for 2016-17, before the College decides on a new governance structure. While most standing governance committees do not have urgent work over the summer that is not the case for FEC. One option would be to complete an FEC slate and ratify it at the March faculty meeting. The standard FEC term is three years. We could use executive prerogative to say we are looking for caretakers for one year and then conduct a new election once the governance structure is decided upon. FEC will need one full professor from humanities and one from the social sciences.

Masters in Planning and Civic Urbanism (MPCU) Program Closure

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Anca Voicu

Boniface said he was surprised that AAC deliberated with “quickness” on this issue. Voicu said there was discussion and that the proposal appeared very straight forward in that this program has not been active for a long time. AAC did not discuss the larger issue of the opening and closing of programs and the approval path for such moves. EC supports the recommendation of AAC to close the MPCU program.

Russell suggests an ad hoc faculty committee should be formed to support Toni Holbrook in creating the policy for opening, closing, and putting programs on hiatus. Holbrook said rather than intended as an approval process, the policy is more to ensure we meet requirements with our accrediting bodies and notify all departments on campus effected by program changes.

Paladino explained that when the Graduate Studies in Counseling Program repackaged their courses to include a stamp on students’ transcripts they did not believe it included substantive changes so the department submitted their proposal directly to AAC, rather than submit the proposal through the Provost’s Office. Boniface asked if Counseling felt there was undue administrative oversight. Paladino responded yes (as a personal opinion and not the department’s opinion), but he does see the appropriateness of letting people know what is happening so that all effected campus departments are informed. Voicu stated her understanding was that this only had to go to the Provost’s Office if it involved additional financial resources. The Counseling proposal did not require financial assistance as a result of these changes. Holbrook said the intent of the policy is not to intrude or control, but to make sure all effected departments are informed of changes. The Counseling proposal will be discussed in the next EC meeting after the Committee has reviewed the documentation.

Unified Honor Code

Derrick Paladino

(Attachment #1)

Paladino presented the proposed combined academic and social honor code for EC review. Boniface asked if this would be something that goes onto course syllabi. This statement would only appear in the Student Handbook. The existing syllabus statement and Honor Pledge plaques in classrooms would not change. A motion was made and seconded to support the proposal. Motion passed unanimously by EC. The statement will go to the full faculty for consideration.

REPORTS

AAC

Anca Voicu

(Attachment #2)

AAC approved the academic calendar for 2016-17 and asked if EC needs to approve it as well. Traditionally, EC has approved the academic calendar. Voicu will send the documentation to Boniface who will circulate it to EC members.

SGA

Gabby Masse

(Attachment #3)

Masse reported that the City of Winter Park has reached out to SGA to discuss their strategic plan, a five-year initiative that looks at the future of the city. SGA is also considering a partnership with Career Services to bring more competitive internships to campus.

ADJOURNMENT

Dexter Boniface

Boniface adjourned the meeting at 1:44 PM.

ATTACHMENT 1

From: [Derrick Paladino](#)
To: [Dexter Boniface](#); [Kara Knight](#); [Emily Russell](#)
Cc: [Derrick Paladino](#)
Subject: For the EC agenda
Date: Friday, January 29, 2016 10:48:18 AM

I would like to present “the Rollins Honor Code” to the EC for endorsement at the next EC meeting (see below)

The Rollins Honor Code:

As a Rollins College Tar I commit to upholding the values of honesty, trust, and respect academically and in all of my social relations. I will act with integrity and strive to embody the highest ideals of global citizenship and responsible leadership.

- The code will act as an overarching statement for all honor, which holds the Academic Honor Code and the Code of Community Standards.
- Adjudication for academic and community violations will remain under their respective office
- The Honor pledge and reaffirmation remains separate, will not be changed, and is still required
- The Rollins Honor Code will be used to unify that the idea that honor is honor as we move towards one-Rollins
- The SLC suggests that The Rollins Honor Code be used at convocation
- The Rollins Honor Code may also be used during orientation to connect the academic honor code and code of community standards into one presentation on honor.

- SLC has unanimously approved The Rollins Honor Code
- CPS and A&S Deans have approved The Rollins Honor Code
- The Office of Community Standards and Responsibility has approved The Rollins Honor Code

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Derrick A. Paladino, Ph.D., LMHC, NCC
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Counseling Multiple Heritage Couples, Individuals, and Families
http://isqweb.counseling.org/ISQweb/Purchase/ProductDetail.aspx?Product_code=72883



A&S / CPS Academic Calendar 2016-2017

FALL TERM 2016

New International Students Report	Sunday, August 14
New Students Report	Wednesday, August 17
Returning Students Report	Saturday, August 20
First Day of Class	Monday, August 22
Schedule Changes (Drop/Add)	Monday, August 22, through Friday, August 26
Credit/No Credit Deadline	Friday, September 2
Last Day to Drop a Class	Friday, September 2
Labor Day Holiday (No Classes)	Monday, September 5
Fall Break (No Classes)	Saturday, October 8, through Tuesday, October 11
Last Day to Withdraw from a Class	Friday, October 28
Academic Planning for Spring	Monday, October 31, through Friday, November 4
Spring 2017 Online Registration	Monday, November 7, through Sunday, November 20
Thanksgiving Recess (No Classes)	Wednesday, November 23, through Sunday, November 27
Classes End	Friday, December 2
Reading Days	Saturday, December 3, and Sunday, December 4
Final Exams	Monday, December 5, and Tuesday, December 6
Reading Day	Wednesday, December 7
Final Exams	Thursday, December 8, and Friday, December 9
(Contingency Days)	Monday, December 12, through Friday, December 16)

Count: 69 In-Class/3 Reading/4 Exams/6 Holidays • Days: 13 Mon/14 Tues/14 Wed/14 Thur/14 Fri

SPRING TERM 2017

Winter Intersession	Monday, January 9, through Friday, January 13
New Students Report	Friday, January 13
M.L. King, Jr. Day (Holiday)	Monday, January 16
First Day of Class	Wednesday, January 18
Schedule Changes (Drop/Add)	Wednesday, January 18, through Tuesday, January 24
Credit/No Credit Deadline	Tuesday, January 31
Last Day to Drop a Class	Tuesday, January 31
Spring Break (No Classes)	Saturday, March 11, through Sunday, March 19
Academic Planning for Fall	Monday, March 20, through Friday, March 24
Fall 2018 Online Registration	Monday, March 27, through Sunday, April 9
Last Day to Withdraw from a Class	Tuesday, April 4
Classes End	Tuesday, May 2
Reading Day	Wednesday, May 3
Final Exams	Thursday, May 4, and Friday, May 5
Reading Days	Saturday, May 6, and Sunday, May 7
Final Exams	Monday, May 8, and Tuesday, May 9
Commencement	Sunday, May 14 (Mother's Day)

Count: 70 In-Class/3 Reading/4 Exams/5 Holidays • Days: 14 Mon/14 Tues/14 Wed/14 Thurs/14 Fri

MAYMESTER 2017

Maymester Online Registration	Monday, March 20, through Friday, April 28
First Day of Class	Monday, May 15
Memorial Day Holiday (No Classes)	Monday, May 29
Classes End	Thursday, June 8
Final Exams	Friday, June 9

APPROVALS: AAC 9/2/2014; EC 9/11/2014; Professional Studies 10/16/2014; RLT Group 9/9/2014; Vice President for Academic Affairs and Provost 9/9/2014.

ATTACHMENT 3

From: [Cortlandt Dunn](#)
To: [Karla Knight](#)
Cc: [Gabrielle Masse](#)
Subject: Re: Committee Reports for EC?
Date: Thursday, February 04, 2016 2:28:10 AM

Hello Karla,
Here is the Report,

- Student Government is in discussion with the city of Winter Park regarding their strategic plan. This is a five year initiative that looks at the possible future of the city. Winter Park has been reaching out to the Student Government to gather some empathy when it comes to the Rollins Student Body constituent group. They will be coming in to speak at Senate, as well as coming up with a plan to meet with specific student groups. The student life chair of SGA attended their committee meeting on Wednesday 2/3/16 and we should see this project moving forward in the next several weeks.
- SGA is working on a partnership with career services that will help bring competitive internships to campus as well as create a forum for students to be able to discuss their internships with other interested students on a platform such as LinkedIn.

That's it for this week!

Thanks,
CJ Dunn '16
President
Student Government Association | Rollins College
207.329.0146 | cdunn@rollins.edu

From: Karla Knight <KKNIGHT@Rollins.edu>
Date: Wednesday, February 3, 2016 at 4:38 PM
To: Cortlandt Dunn <cdunn@rollins.edu>
Subject: RE: Committee Reports for EC?

No worries and thanks!

Karla Knight, Coordinator of Academic Administration
Rollins College – Dean of Arts & Sciences/College of Professional Studies Office
1000 Holt Avenue-2749
Winter Park, FL 32789
(407) 646-2287

From: Cortlandt Dunn
Sent: Wednesday, February 03, 2016 4:34 PM
To: Karla Knight <KKNIGHT@Rollins.edu>
Subject: Re: Committee Reports for EC?

I'll send one tonight after we have SGA senate, sorry.

CJ

Sent from my iPhone

On Feb 3, 2016, at 2:45 PM, Karla Knight <KKNIGHT@Rollins.edu> wrote:

Hi Everyone,

Does anyone have committee reports for me to include with minutes for tomorrow's EC meeting? Reminder – not committee meeting minutes, just a one-page or so summary report.

Thanks!

--kk

Karla Knight, Coordinator of Academic Administration
Rollins College – Dean of Arts & Sciences/College of Professional Studies Office
1000 Holt Avenue-2749
Winter Park, FL 32789
(407) 646-2287

Report to the Executive Committee from the Student Life Committee February 4, 2016

Below are some highlights of our meetings and work

1. Joining the Honor and Social codes in one document

The SLC has crafted and approved “the Rollins Honor Code.” It will now go to the respective ECs of A&S and CPS prior to going in front of the respective faculty bodies.

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- SLC has unanimously approved The Rollins Honor Code
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  - The Office of Community Standards and Responsibility has approved The Rollins Honor Code

2. The SLC refined the SHIP process to hold more of the burden of organization excluding finances.

3. Our meetings will be held on Tuesdays from 12:30-1:45 throughout this next academic year.

- 1/26 Bieberbach-Reed Room
- 2/23 Bieberbach-Reed Room
- 3/22 Bieberbach-Reed Room
- 4/19 PM Bieberbach-Reed Room
- 4/26 (if needed) Bieberbach-Reed Room

4. SLC Members

Derrick Paladino (chair), Nathan Arrowsmith (Staff), Missy Barnes (A&S), Hannah Ewing (A&S), Alexa Gordon (Staff), Andrew Luchner (A&S), Richard Morris (CPS), Matthew Nichter (A&S), Ellane Park (A&S), & Adriana Talbot (SGA Representative), Mackenzie Cooper (SGA Representative), Davin Laskin (SGA Representative), Filipa-Alidreia Belito (SGA Representative), Stephanie Chewing (SGA Representative),