

4-11-2017

## Minutes, College of Liberal Arts Executive Committee Meeting, Tuesday, April 11, 2017

College of Liberal Arts Executive Committe

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**EXECUTIVE COMMITTEE MEETING**

**April 11, 2017**

**Agenda**

**12:30 in CSS 167**

**Lunch will be served**

1. Approve Minutes from March 30, 2017
2. Business
  - a. Report of the ad hoc committee on FEC workload (**Attachment #1**)
  - b. Proposal for CLA minor in Holt (**Attachment #2**)
  - c. Changes to the Faculty Handbook (**Attachment #3**)
  - d. Proposal re: Common Hour (**Attachment #4**)
  - e. Set Agenda for Final CLA Business Meeting on April 20
3. Reports
  - a. Student Government Association
  - b. Curriculum Committee
  - c. Faculty Affairs Committee
  - d. President
  - e. Provost



**EXECUTIVE COMMITTEE MEETING**  
**April 11, 2017**  
**Minutes**

**PRESENT**

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Dexter Boniface, Emily Russell, Grant Cornwell, Susan Rundell Singer, Jennifer Cavanaugh, Joshua Almond (for M. D'Amato), Ashley Kistler, Rick Vitray, Robert Vander Poppen, James McLaughlin, Marc Fetscherin, Eric Smaw, Meribeth Huebner, and Matthew Cassidy.

**CALL TO ORDER**

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Dexter Boniface called the meeting to order at 12:33 PM.

**APPROVAL OF MINUTES FROM 3/30/17**

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EC unanimously approved the minutes from the 3/30/17 meeting.

**BUSINESS**

**Calendar Review**

Dexter Boniface

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There are two faculty meetings left this year – one on April 20<sup>th</sup> and the final meeting/retirement celebration on Reading Day. Cornwell has called an all-campus meeting to present the framework of the strategic planning effort. Russell said we still need to approve the minutes from the last all-faculty meeting where faculty discussed the new bylaws; we did not have a quorum at the last meeting so the minutes could not be approved. She asked if voting could take place via e-mail? EC will briefly reconvene as the Executive Council at the end of today's meeting to discuss.

**Report on Ad Hoc Committee on FEC Workload**

Dexter Boniface

**Attachment #1**

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The Faculty Evaluation Committee (FEC) ran into scheduling issues this year and asked for faculty governance to provide relief. We appointed an ad hoc committee to look into the issue and make some recommendations. They proposed a revision to the FEC calendar and three changes to the composition of FEC. Boniface said the calendar revision proposal seems to be the most urgent and should be brought to the faculty this semester for a vote. He believes the other proposals will need to wait because they will demand a greater space of deliberation than we have right now.

The first proposal seeks to move the current date that the Candidate Evaluation Committee (CEC) submits their letter to the dean, FEC chair, and the candidate to October 1<sup>st</sup>. FEC would then review all promotion/tenure evaluations in the fall and spring would be reserved strictly for midcourse evaluations.

Fetscherin – I'm worried for the candidate. If the CEC letter is due October 1<sup>st</sup>, that meeting has to happen earlier and it gives the CEC such a short time from the beginning of the semester to visit a class.

Boniface – The CEC letter for tenure decisions is already due October 1<sup>st</sup>, so this is consistent with that timing.

Almond – If you have a department with multiple candidates at the same time, that would put a lot of pressure on the CEC.

Vitray – Is there anything preventing us from moving the dates forward on the back end instead of pushing them earlier on the front end?

Cavanaugh – The problem this year is that FEC had so many midcourse review cases that every week during the spring term was scheduled with those.

Boniface – Out of necessity, FEC completed promotion to full professor cases during Fall 2016, and were left with nothing to do until spring.

Cavanaugh – Suggests we approve the first proposal and then have a bigger conversation about FEC during the next academic year.

Singer – Do the Bylaws specify that the class visits must occur in the term of the review? (No, they can be earlier)

Russell – In the case when a department is overwhelmed with evaluations, perhaps they could have flexibility to request a later review date.

Russell moved that we recommend a Bylaw change for the FEC calendar revision proposal. Kistler seconded the motion. Motion passed with one vote against the proposal. Boniface will draft a motion for the April 20<sup>th</sup> Faculty Meeting.

Russell moved that we table the remaining proposals. The motion was seconded and passed unanimously.

### **Proposal for CLA Minor in Holt**

Joshua Almond

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**Statement from handout here.** Huebner can't think of a reason why Holt students can't declare CLA minors. Holt doesn't offer all those minors because they are unable to support them.

Almond – The Curriculum Committee's (CC) conversation about the proposal revolved around the separation of the two entities and how blurry that could become. They didn't feel fully equipped to make that determination; although this does not seem to be something that would be advertised.

Huebner – Holt allows students to design their own major, but that's not geared towards this and not a viable option. The cross-listing of courses is leading to this question. If students can take the courses anyway, why can't they choose a CLA minor?

Singer – did anyone look at what pressure this would put on courses?

Cavanaugh – Can we deal with this on a case-by-case basis for now? My sense is there will be a lot of curricular discussion next year with the new administration.

Russell – I'm uncomfortable with unadvertised policies based on individual student requests. Because we don't have a specific prohibition against it, she agrees with Jenny that we deal with this one a case-by-case basis for now and run it through academic appeals.

Boniface – This is not the moment for taking this proposal to the faculty. I prefer a short-term solution for now and save it for next year when we have time for a more productive discussion.

Vander Poppen – Supports waiting. We need to have larger conversations about the integration of Holt.

Almond – This conversation mirrors the one in CC, so a lot of questions remain.

Cassidy – This is an excellent proposal. He does not believe it would drive CLA students to Holt. Admissions was more concerned about liability that might be assumed by the institution having the same educational opportunity at two different price points. Most students believe the CLA experience is far superior to the Holt experience.

Vitray moved to table this proposal to Fall Term 2017. McLaughlin seconded the motion. Motion passed unanimously.

## **Changes to Faculty Handbook**

Dexter Boniface

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### Attachment #3

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Boniface stated that these revisions were already vetted by the Faculty Affairs Committee (FAC) and EC needs to decide how to handle them. Smaw said the FAC has reviewed them twice and believes they are now ready for EC.

Boniface – Given the scope of the changes and the time it will take to discuss them, perhaps EC can convene a retreat-style meeting to dig deep into the proposals.

Russell – Asked if changes to the Handbook are under the purview of administration in consultation with faculty governance, and questions whether they must go to the full faculty.

Boniface – The rules state we must take these changes to the faculty. Boniface asked how many EC members are prepared today to vote on these changes? Four members were ready; the remaining prefer we have more dedicated time to focus on these issues.

Russell – Commented on change #2 and the appointment of department chairs. This would be a radical departure from how the English Department currently does things as lecturers do not have voice and vote in that department.

Smaw – That issue came up in FAC and they do have voice and vote at faculty meetings.

McLaughlin – Did not realize that departments can make their own policies about voting rights that differs from the voting rights at the College. Is there a place in the Bylaws that allows a department to have different voting rules?

Russell – Regarding change #3 that addresses program coordinators – who is the faculty of the Honors Program? If a course I teach is listed as an elective in another program, am I a faculty member of that program?

Cavanaugh – We need a process by which interdisciplinary coordinators are elected.

Almond – What happens if you have a non-majority vote? There is no language that says the dean or an outside individual will appoint.

Cavanaugh – There is some history of receivership where the associate dean has been asked to chair a department.

Boniface – Believes we need some time to discuss these proposed revisions. He will organize another block of time to review.

The proposals were tabled pending further review.

## **Proposal re: Common Hour**

Dexter Boniface

### **Attachment #4**

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Debra Wellman submitted a proposal regarding the common hour that reserves the first Thursday common hour of the month for departmental meetings, the second Thursday is reserved for committee work, the third Thursday is reserved for Faculty Meetings, and the fourth Thursday is a catch-all that could be used for a second department meeting or committee meeting as needed.

Boniface said he is not opposed to this proposal in principle, but says it does not seem to be viable in practice.

Vander Poppen – Can we form an ad hoc committee to look at this proposal and see if there is a way to free up one common hour per month?

Singer strongly supports this idea and Vitray said it was the original intention of the common hour, but it did not even last one year. Cassidy said the intention is good and the common hour is the best time for most students to meet with professors.

Smaw – Like this idea a lot and says it would help get us back talking to each other across departments/disciplines. He believes it will work best if we come back to the proposal after strategic planning. There is too much going on right now.

McLaughlin – Supports the idea of having a group of people discuss the proposal and come up with a more coherent way to think about Tuesdays/Thursday. This worked well in CPS, but it did not clear any interaction time for when the Board came to campus and wanted to meet with professors. He would like to be part of the group that looks at this proposal.

Boniface – Supports further conversation with a broader audience and asks what should we do with the proposal for now?

Cavanaugh – Could this group also look at the matrix?

Boniface – We have run out of time to approach people about joining a task force. He could deliver a reporting item about it at the faculty meeting and suggest it's something we should look at as a faculty.

Russell – Recommends asking the president of the faculty and chairs of standing committees and FEC to gather briefly to see if they can imagine a way to schedule meetings differently next year.

Boniface – Believes that is a good first step.

## **Set Agenda for Final CLA Faculty Meeting on April 20**

Dexter Boniface

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The agenda for the April 20<sup>th</sup> Faculty Meeting will include a vote on the proposed Bylaw revisions. Boniface anticipates we will have a resolution from the floor regarding compensation.

## **REPORTS**

### **President's Office**

Grant Cornwell

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The Zufari/Polston case continues to evolve. The news appeared in the Orlando Sentinel again this morning. Zufari has left Rollins so news has escalated again.

### **Provost's Office**

Susan Singer

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Singer expressed gratitude to those who are serving on the Dean's Selection Committee. Finding times to meet has been challenging. She is open to EC's guidance but says that if we can use the same people for the Associate Dean searches that we may be able to complete the process before the end of spring term. We want to be thorough, transparent, and do this well.

Boniface said he would welcome a vote to approve the candidate for the Dean of Faculty at the April 20<sup>th</sup> Faculty Meeting. Since the associate dean positions are not voted on by the faculty, we have more latitude to continue the search committee as it exists for the dean of faculty position.

## **ADJOURNMENT**

Dexter Boniface

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Boniface adjourned the meeting at 1:48 PM.



## ATTACHMENT 1

### MEMORANDUM

Date: February 22, 2017

To: Dexter Boniface

From: Ad Hoc Committee on FEC Workload  
(Joan Davison, Lee Lincs, and Kathryn Norsworthy)

Re: FEC Workload Issues

As requested, our committee met on February 22<sup>nd</sup> (2:30 – 5:30) to evaluate FEC scheduling and workload issues. We considered a wide range of issues and potential solutions (as directed by the Executive Committee) and after considerable discussion, we reached strong consensus on the following recommendations:

#### **FEC Calendar Revision**

1. **For promotion to Professor:** We recommend changing the date by which the CEC submits their evaluation letter to the Dean, FEC chair, and the candidate to October 1<sup>st</sup>.

**Rationale:** This change provides additional time and flexibility to the Dean of CLA in preparing letters for candidates.

#### **Change in Composition of FEC Committees**

2. **For mid-course evaluations:** We recommend changing the composition of the FEC evaluation committee from five (5) to three (3) members.

**Rationale:** This change provides additional flexibility for FEC in the scheduling of candidates for review. This change also reduces the workload for individual FEC members and further supports the Dean of CLA in the timing of candidate evaluation letters.

3. **Full FEC composition:** We recommend adding one additional member to FEC (for a total of 7 members).

**Rationale:** This change will support FEC members in adhering to key deadlines, making the overall FEC workload more manageable. This change will also provide additional flexibility for CECs in scheduling meetings with FEC liaisons.

We are very happy to discuss the thinking behind these recommendations in greater detail with you and the Executive Committee, as well as the larger faculty.

## ATTACHMENT 2

### **Proposal re. Holt Students Declaring a CLA Minor**

Meribeth Huebner, Associate Dean of Holt, has pointed out that occasionally a Holt student wishes to declare a minor that is available in CLA but is not formally listed in Holt. Meribeth indicates that in some cases, such students would be able to fulfill the requirements of a CLA minor through navigating the system of transfer credits from CLA (for students who start in CLA but transfer to Holt) or elsewhere, cross-listed courses, and special permissions. And so the question is raised that if a Holt student is able to fulfill the requirements for a minor that is not formally listed for Holt, but is available in CLA, should the student be permitted to declare that minor?

#### **Proposal:**

Departments or Programs will determine whether a Holt student who is able to fulfill the requirements of a CLA minor—through navigating the system of transfer credits from CLA or elsewhere, cross-listed courses, and special permissions—shall be permitted to declare and complete a CLA minor in that Department or Program. The student must file a petition in order to make this request.

**Substantive Change #1**

**FACULTY OF THE COLLEGE OF LIBERAL ARTS  
SECTION II-**

**Academic Freedom**

Section under **CONFIDENTIALITY OF STUDENT RECORDS** has been amended to say that records are confidential unless students give their consent to send them to parents. The old version said if a student was listed on their parents' tax return as a dependent the records would be shared. This was not the practice, and FAC asked for inclusion of a discussion of FERPA that contradicted this statement.

**Substantive Change #2**

**Bolded phrases have been added/ red phrases deleted**

**FACULTY OF THE COLLEGE OF LIBERAL ARTS  
SECTION III-POLICIES & PROCEDURES**

**Department Chairs**

**Appointments**

The appointment of department chairs is made annually by the respective Dean after **an election by all continuing faculty members of the respective departments who have voice and vote under the Bylaws of the College of Liberal Arts. No chair will be appointed who does not receive a majority vote.** The Dean issues letters of appointment and confirmation of reappointment annually, normally in late spring. The standard term of appointment is twelve months, coinciding with the fiscal year.

**Responsibilities**

1. Evaluating **non-tenured and tenured faculty, tenure track and non-tenure track** based on consultation throughout the year, through duly appointed evaluation committees, which operate according to prescribed procedures and guidelines; see Responsibilities of Department Chairs (Faculty Evaluation Process) in this *Handbook*.
2. Supervising and training student assistants, and administering student assistants' programs (where appropriate); submitting requests for student assistants; supervising and training office personnel and departmentally related staff. **Evaluating office personnel and coordinating searches for personnel with Human Resources**
3. **Coordinating selection of students for departmental awards.**
4. Assisting in the staffing of the department, **including office, technical and laboratory personnel and faculty, such as visitors, lecturers, artists**

in residence, executives or entrepreneurs in residence, and adjuncts;

**Substantive Change #3**

**Bolded phrases have been added**

**Academic Program Coordinators**

The appointment of program coordinators is made annually by the respective Dean after **an election by all continuing faculty members of the respective programs who have voice and vote under the Bylaws of the College of Liberal Arts. No coordinator will be appointed who does not receive a majority vote.** The Dean issues letters of appointment and confirmation of reappointment annually, normally in late spring. The standard term of appointment is twelve months, coinciding with the fiscal year.

**Substantive Change #4**

**Bolded phrases have been added**

**C. FACULTY POLICIES AND PROCEDURES**

**Course Guidelines**

**Syllabi**

**ADDED**

**“New syllabi should be first reviewed by department chairs and then sent to the Dean of the Faculty for final review.”**

**Strategic Faculty Compensation – suspended pending review**

**Substantive Change #5**

**Definitions provided for non-tenure track positions.**

**Qualifications and teaching load specified**

**NON-TENURE TRACK FACULTY DEFINITIONS)**

**ADJUNCTS**

Adjuncts are part-time instructors whose primary responsibilities are not to Rollins and who provide instructional services for a maximum of two (2) courses per term, across all programs of the College – The College of Liberal Arts (CLA), the Hamilton Holt School (Holt), or Crummer Graduate School of Business (Crummer). Rollins staff members providing instructional services for the College outside contractual obligations are also considered adjunct faculty. (From AC 2004) Terminal degree?

**ARTIST IN RESIDENCE**

The position of artist in residence is full-time but not tenure-track. Artists in residence usually hold a terminal degree in the field in which they will be teaching but this requirement may be waived for someone with significant professional experience and a BFA or MA. Artists in residence normally teach a 4/4 load of undergraduate courses. Duties are limited to teaching, with no expectation of scholarship or service. Appointments are granted by the Provost for a single or multi year period with renewal possible. The position may include artistic duties in lieu of some teaching responsibilities

**EXECUTIVE OR ENTREPRENEUR IN RESIDENCE**

These positions are full-time but not tenure-track. The executive or entrepreneur in residence must hold MA degree in the field in which they will be teaching. Executives or entrepreneurs in residence normally teach a 4/4 load of lower division undergraduate courses. Duties are normally limited to teaching, with no expectation of scholarship or service. Appointments are granted by the Provost for a single or multi year period with renewal possible. The position may include departmental service, student advising assignments and/or assistance to the Masters in Human Resource program in lieu of some teaching responsibilities.

**INSTRUCTORS**

Instructors may be hired as visitors or for tenure track positions. They are individuals who are ABD and whose rank will be changed as soon as they are awarded their doctoral degrees.

**LECTURER**

The position of Lecturer is full-time but not tenure-track. Lecturers must hold a minimum of a Masters degree in the field in which they will be teaching. Lecturers normally teach a 4/4 load of lower division undergraduate courses. Duties are limited to teaching, with no expectation of scholarship or service. Appointments are granted by the Provost for a **single or multi year** period with renewal possible.

**VISITING PROFESSOR**

The position of visiting professor is full-time but not tenure-track. Visiting professors must hold a terminal degree in the field in which they will be teaching. Teaching load is normally 4/4. Duties are limited to teaching with no expectations of scholarship or service. Appointments are granted by the Provost and vary in length from one semester to three years. While appointments may be renewed they may not last for more than 6 consecutive years.

## ATTACHMENT 4

### Dexter Boniface

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**From:** Debra Wellman  
**Sent:** Wednesday, October 19, 2016 10:31 AM  
**To:** Dexter Boniface  
**Cc:** Grant Cornwell  
**Subject:** Request for the Executive Committee

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Dexter,

I am writing to request that the Executive Committee consider how we could better utilize our common hours. As Director of the Christian A. Johnson Institute for Effective Teaching, I have been receiving multiple emails from faculty telling me they would like to come to some of my offerings but they have meetings during common hour times.

I would like to propose something to you that we incorporated in CPS. First Thursday's Common Hour was reserved for Departmental Meetings, Second Thursday's common hour was reserved for Committee work, the third Thursday's Common hour was reserved for faculty meetings, and the fourth Thursday's common hour was a catch all that could be used for a second department meeting or committee meeting as needed. If the Committee could think about how this might work for Rollins, I would like a couple of common hours reserved for Teaching Center opportunities. I propose the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday's common hours to be dedicated to faculty development.

I am beginning to schedule speakers (P2P, FITI Grant Winners, theme based talks) today for the Spring Semester. I am going to use the Second and Fourth Tuesday's Common Hours and would like all faculty to be able to attend these discussions, including the leaders of our shared governance. Their attendance at things like Professor to Professor (P2P) discussions by the McKean Grant winner would be nice. The book clubs have been highly successful with almost 50 participants and other than the associate dean, no faculty leadership is participating. I believe they would be an asset to these discussions if they wanted to participate.

Thank you for your consideration of my request.  
Sincerely,  
Deb