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Annual Report, Arts & Sciences Academic Affairs Committee, 2014-2015

Arts & Sciences Academic Affairs Committee

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Dear Colleagues,

Below is a general end-of-year report for the Academic Affairs Committee. It is in no way comprehensive. Most Academic Affairs information can be found in the meeting minutes in archives, and any issues that needed to be voted on by the A & S faculty can be found in those minutes as well. I have listed below some of what was accomplished by AAC in the 2014-1015 academic year.

However, I will discuss at the top of this letter two unresolved issues that I hope will be picked up by next year's AAC and Executive Committee of the A & S Faculty.

1. The concern that there is currently no all-undergraduate curriculum committee that has ever be convened. It has been called for by every EC since the CPS was created, and all the Presidents of the College have agreed that it should be convened and yet it has not been convened. There is no mechanism for reviewing the undergraduate curriculum as a whole without this committee. I would ask that this be addressed by next year's Executive Committee.

(It seems worth noting that in October, it was announced to AAC that an All Faculty Curriculum Committee had finally been created. In fact, that committee was never convened [and indeed, the decision about whether INB should be located in CPS was not made in consultation with that committee. The AAC recommended that the All Curriculum Committee be consulted but the EC of the A & S did not concur with making that recommendation.])

2. It was brought to the attention of both the AAC and The Executive Committee'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. President McAllaster, Provost Bresnahan, and Dean Smither stated that they would sit down with the PE faculty to discuss the issue. Since this has been an ongoing

issue for some time, and since the issue did not come back to the Executive Committee. I hope the AAC and EC will make sure that this issue gets resolved. There were suggestions at the March EC meeting that are in the notes for that meeting. (Note from CL: I believe President McAllaster resolved this issue by cancelling some of the problematic courses and moving others to academic departments)

* * *

This year the Academic Affairs Committee approved changes to the majors and minors of numerous programs, to International programs policies, to forms and policies of the new General Education curriculum, and brought larger issues to be passed by the A & S faculty. Although all of these larger issues are in the minutes of the A & S meetings, it seems worth noting some of them in this report.

Academic Warning

The AAC and the A & S faculty made Changes to the Academic Warning system, resolving “to change the ‘academic warning’ status to keep students on academic warning in ‘good standing’ and to change the lower boundary of ‘academic warning’ from a 1.25 to a 1.5.”

Curricular Changes to Programs, Majors, Minors

Over the course of the 2014-2015 Academic Year, the following programs made curricular changes to their majors or minors:

Changes to the following programs, majors and/or minors: Honors, English, Creative and Professional Writing, Psychology (and Organizational Behavior in the Holt school), Sociology, Holt Economics, Religion, CMC, Biology, Computer Science, Philosophy, African and African American studies.

Changes to the General Education Curriculum

Including changes to the policy for transfer students and dual degree students, policy for dropping Gen Ed courses, and process for clearing new courses for Maymester, and a number of changes to forms and documents.

The AAC and the A & S faculty also made changes to PEA credits. As of Fall 2015, no PEA courses will bear credit.

International Studies

Programs that were approved in International studies this year include the CAPA Summer Dublin Internship Summer Program and the IAU Aix-en-Provence

Program. International Programs GPA Requirement for Approved Semester Programs Pilot Policy was approved to become the permanent policy. AAC also approved the changes made to the process for Faculty-Led Program Approval* (See Attached Document for further information)*

Finally, as you know, for accreditation reasons, AAC and A & S passed a resolution to include this statement to all 4 credit/15 week courses:

Credit Hour Statement for Rollins Courses Meeting 150 Minutes Weekly for Four Credit Hours during 15-Week Semesters

This course is a four-credit-hour course that meets three hours per week. The value of four credit hours results from work expected of enrolled students both inside and outside the classroom. Rollins faculty require that students average at least three hours of outside work for every hour of scheduled class time. In this course, the additional outside-of-class expectations are [please fill in what this course requires, e.g., fieldwork, research, experiential education, small-group projects, etc.]:

Thank you to the Academic Affairs Committee members who made everything run smoothly. Deep thanks to Kasandra Riley for her prompt and excellent notes, to Gloria Cook and Anca Voicu who chaired meetings in my absence, and to Anca Voicu once again for taking the chair for next years.

Yours, relieved of duty!

Jill Jones

International Programs Proposal for Faculty-Led Program Approval

Current Policy:

1. Field Study and summer program proposals are reviewed in full by International Programs (IP) and the IP Faculty Advisory Committee with consideration towards:
 - a. Audience and potential student interest including past interest when applicable
 - b. Logistics, itinerary and cost
 - c. Academics
2. In this process, IP aims to develop a strategic slate of program offerings for the academic year. The number of programs is limited by scholarship funding and the anticipated number of participants based on recent data from IP.
3. IP and the Faculty Advisory Committee create a recommended slate of programs
4. IP presents this recommended slate to the Deans of A&S and CPS
 - a. Teaching and/or performance evaluations at Rollins may be considered
5. If the program location is deemed high-risk by IP, IP sends the proposal to Risk Management, the VP of Student Affairs and the Provost for review and approval
6. New courses are then submitted to the appropriate course approval committee with the following documentation:
 - a. Cover Sheet from International Programs explaining the field study selection process, providing any necessary additional information and noting any questions or concerns.
 - b. Proposal form detailing the program as a whole with information about academics, logistics, cost, risk etc.
 - c. AAC or CPS New Course Approval form (unless it is a Topics course offered for the 1st or 2nd time)
7. Already approved courses go through steps 1-5 above and the IP Faculty Advisory Committee may give suggestions for changes or adjustments to the course.
8. For all programs selected through this process, IP collects and reviews final syllabi and itineraries, student program evaluations and faculty program reports. The IP Faculty Advisory Committee also reviews syllabi and may make suggestions for changes and adjustments to the course.

Problem:

Policies and pedagogy for education abroad have changed and continue to change, and competition for leading such courses has become increasingly intense, yet there is no process by which approved courses are reviewed in light of the current expectations and standards.

Proposed New Policy

- No changes to the review of new Field Study courses.
- All faculty-led programs are re-approved through the appropriate Curricular committee every six years with the following documentation:
 - Cover Sheet from International Programs explaining providing any necessary additional information and noting any questions or concerns.
 - Established Field Study Proposal form with updated program information and any proposed changes to the program *or* for Summer Programs, the most recent program report and evaluation summary
 - Itinerary and syllabus from the most recent version of the program
 - The IP Director should be present when the program is discussed by the relevant course committee(s)