8-30-2018

Minutes, College of Liberal Arts Executive Committee Meeting, Thursday, August 30, 2018

College of Liberal Arts Executive Committee

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EXECUTIVE COMMITTEE MEETING  
August 30, 2018  
Agenda

12:30 in CSS 167  
Lunch will be served

I. Approval of Minutes from 4/12/18 and 4/26/18 EC Meetings

II. Introductions

III. Announcements

IV. Business
   a. FEC vacancy (Attachment #1)
   b. Curriculum Committee at-large vacancy
   c. Social Entrepreneurship Position Request (Attachment #2)
   d. Position Requests submitted Outside of Regular Cycle
   e. Librarian Departure
   f. Holt Dean Search Committee
   g. Retirement Plan Committee
   h. Retreat Debrief
   i. Business for AY 2018-2019

V. Reports
   a. Curriculum Committee
   b. Faculty Affairs Committee
   c. President
   d. Provost
   e. Student Government Association
EXECUTIVE COMMITTEE MEETING
August 30, 2018
Minutes

PRESENT
Ashley Kistler, Gloria Cook, Amy Armenia, Grant Cornwell, Jana Mathews, Wenxian Zhang, Laurel Habgood, Christopher Fuse, Patricia Brown, Emily Russell, Dawn Roe, Richard Lewin, Jennifer Cavenaugh, Susan Singer, Nagina Chaudhry.

CALL TO ORDER
Ashley Kistler called the meeting to order at 12:31 PM.

APPROVAL OF MINUTES FROM 4/12/18 and 4/26/18
Fuse made a motion to approve the minutes from the 4/12/18 and 4/26/18 EC meetings. Habgood seconded the motion. EC unanimously approved the minutes from the 4/12/18 and 4/26/18 meetings.

INTRODUCTIONS
EC members introduced themselves and Lewin explained Roberts Rules of Order and how they govern EC meetings.

ANNOUNCEMENTS

Announcements
Ashley Kistler
Fuse announced that the Faculty Affairs Committee (FAC) will host a faculty colloquy on September 7th, 2:00-3:30 p.m. in Bush 176 to discuss other forms of compensation. Roe reminded everyone of the museum exhibition opening that same evening.

BUSINESS

FEC Vacancy
Ashley Kistler
Bommelje stepped down from FEC for this year so EC needs to come up with an alternate. Kistler recommended we elect a faculty member for one year only to fill this vacancy and then fill the position during general elections. Habgood nominated Thomas
Ouellette. Kistler asked if EC is comfortable moving away from strict divisional representation in this case. Fuse said it makes sense given the circumstances. If Ouellette is not able to serve, Armenia offered to switch off of EC and fill the vacancy on FEC. Roe asked EC to please keep gender distribution in mind when filling the vacancy.

Lewin made a motion to accept the nomination of Thomas Ouellette. Zhang seconded the motion. Motion passed unanimously.

Lewin made a motion that in the event either candidate accepts the role, EC will conduct an electronic vote of the full faculty. Habgood seconded the motion. Motion passed unanimously.

**Curriculum Committee At-Large Vacancy**

Ashley Kistler

Curriculum Committee has a last minute at-large vacancy due to the departure of Jasmine Alam. This position does not require a full faculty vote and Kistler recommends we appoint someone for one year and then fill the vacancy during the general elections in spring. Tonia Warnecke requested that we fill this vacancy with someone from the Social Entrepreneurship Department as they don’t have representation. As such, she nominated Josephine Balzac. Mathews made a motion to fill the position with Marianne DiQuattro who was a runner up in the spring elections. Fuse seconded the motion. Motion passed unanimously.

**Social Entrepreneurship (SE) Position Request**

Susan Singer

SE has submitted a position request to replace the tenure-track line vacated by Jasmine Alam. Since this is outside of the normal timeline for tenure-track requests, Singer asked EC for advice on how to handle the request. One possibility is to approve a visitor position while the tenure-track request goes through the normal process. Kistler has concerns about considering a tenure-track line outside of the normal cycle since other departments are in a similar situation. She would be willing to allow departments who lose a tenure-track line submit a request for a visitor.

Kistler asked if EC should consider tenure-track lines outside of the normal cycle. Habgood said, to maintain equity for all departments, we should not consider a tenure-track request at this time. EC decided to allow the Dean to put out a call to department chairs for visitor lines for 2019-20, for those departments who have experienced unanticipated needs. Requests will be due by September 15th and EC will review them before fall break.

**Librarian Departure**
Susan Singer
Singer asked EC for guidance in handling unanticipated librarian vacancies. While they are CLA faculty, librarians serve all of Rollins – Holt, CLA, and Crummer. There is no culture of visitors among librarians and Singer is concerned about the impact on the Rollins community if we lose a librarian mid-cycle and then require the department to submit a tenure-track line request through the normal cycle. In the past, vacancies have been filled as they arose and did not require review by EC. Zhang noted that they do not follow the academic model because they are on 12-months contracts. Kistler asked if we can implement a policy where replacement librarian positions go through the same process they’ve been following, but new lines go through the normal faculty request process.

Zhang made a motion to approve a tenure-track library hire now. Motion failed. Habgood made a motion to ask the Library to submit their tenure-track line request by September 15, the date by which VAP line requests for unexpected vacancies are due. Motion passed unanimously.

Holt Dean Search Committee
Susan Singer
Singer reported that Rollins has engaged a firm to conduct the search for the new Dean of Holt. They will be on campus September 10th and Singer asked for recommendations for three faculty to serve on the search committee. Other members include, Faye Tydlaska, Laurie Houck, Jennifer Cavenaugh, Matt Hawks, Bill Short, Joanne Hanley, Bradshaw (Holt alum), and Andrea Massey (past chair of Holt Board of Advisors).

Kistler asked about the possibility of having divisional representations on the search committee. Singer said that is a possibility, but it would make for a very large search committee. Habgood suggests having one person who teaches in both Holt and CLA and another from a department which largely serves Holt. Mathews questioned the list of existing members above asking how many of them have served on other recent search committees. Cook said chairs of departments teaching in Holt should serve.

EC nominated Stacey Dunn, John Sinclair, Michelle Williams, and Tim Pett, with Tom Cook and Paul Reich as back-ups should any of the others turn down the offer to serve.

Retirement Plan Committee
Ashley Kistler
Fuse made a motion to postpone the retirement plan committee discussion. Zhang seconded the motion. Motion passed unanimously.

Retreat Debrief
Ashley Kistler
Zhang made a motion to postpone the retreat debrief. Fuse seconded the motion.
Motion passed unanimously.

**Business for AY 2018-2019**  
Ashley Kistler

Kistler asked EC what are the big issues we must tackle this year?

- 2018-19 is the three-year anniversary of governance reform. When governance reform passed, it was with the caveat that we would try out the structure for three years and then revisit. Discussions will happen during spring semester.

- FAC will bring a policy regarding endowed chairs forward this year. Awards will be part of the discussion, but they will deal with endowed chairs first. Kistler asked if we can straighten out the awards issue before spring. Fuse said they are hoping that what they develop for endowed chairs will be transferrable to other awards.

- FAC is also developing a policy for a professional path for lecturers.

- Holt restructuring and the pieces that must go through the Curriculum Committee.

Kistler said she plans to restructure faculty meetings. Since we don’t need quorum for committee reports, she will shift those to the beginning of the meeting. Habgood requests that Cook and Fuse submit prewritten remarks before the meeting to assist her with taking minutes.

**ADJOURNMENT**  
Ashley Kistler

The meeting adjourned at 1:43 PM.
<table>
<thead>
<tr>
<th>FEC Matrix</th>
<th>Business</th>
<th>Expressive Arts</th>
<th>Humanities</th>
<th>Science</th>
<th>Social Science</th>
<th>Social Science-Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Present FEC in bold</strong></td>
<td>McInnis-B. *Fetscherin Rogers</td>
<td>McInnis-B. *Fetscherin Rogers Warnecke</td>
<td>Charles Cook Crozier Hargrove Lackman</td>
<td>*Aggarwal Diaz-Z. Jones Cheng Cook</td>
<td>*D'Amato Boles Frost Greenberg McLaren O'Sullivan Prieto-Calixto Tillman</td>
<td>Armeni Boniface Davison, D. Davison, J. Davison, J. Gunter Newcomb Strom Voicu</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Year</th>
<th>Name</th>
<th>Year</th>
<th>Name</th>
<th>Year</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2018</td>
<td>Rogers</td>
<td>Libby</td>
<td>Boles</td>
<td>Houston</td>
<td>J. Davison</td>
<td>Paladino</td>
<td></td>
</tr>
</tbody>
</table>
To: CLA Executive Committee
From: Tonia Warnecke, SE Dept. Chair

Social Entrepreneurship tenure-track replacement line request (2019-20)

Request: Tenure-track Assistant/Associate Professor of Social Entrepreneurship, to begin in fall 2019

Rationale: The Department of Social Entrepreneurship just learned that a tenure-track faculty member is not returning this fall (2018). The Department is creatively working to cover those classes for the 2018-19 school year, but this is not sustainable and we need a replacement tenure-track line. The Social Entrepreneurship major is successful and stable at Rollins. Nearly all of our courses are full (see Appendix 1), and data from Admissions indicates that incoming student interest in Social Entrepreneurship is increasing. Around 80 incoming students selected Social Entrepreneurship as their first or second academic area of interest this year. As of 8/20/18, Social Entrepreneurship is the 9th largest CLA major at Rollins, as per the number of declared students (see Appendix 2). Without a replacement line, we will not be able to serve our students; we will neither be able to cover all core courses nor provide any service courses to the institution. We only have three tenure/tenure-track faculty members in the department at the moment. This is small considering the number of majors we support. With explorers removed, we serve 39 social entrepreneurship majors and 19 social entrepreneurship minors.

How we serve the college: Each SE faculty member generally offers at least one neighborhood/generally course or one RCC each year. [Example: we are offering 2 RCC courses and an Ethical Reasoning Competency course in Fall.] We offer several courses supporting other interdisciplinary programs at the college (Asian Studies, Africa & African American Studies, Global Health, SWAG, Social Innovation), so need to make sure we can serve those students as well.

Why adjuncts will not work: Social Entrepreneurship is a specialty field; it is not possible to find and utilize regular adjuncts to substitute for a tenure-track line. Using adjuncts in this way also is not in line with the high quality of expectations Rollins has for its academic programs.

What area of specialization do we require: We would like the new tenure-track hire to teach SE 345, Financing Social Entrepreneurship, as well as a combination of other courses such as SE 100 Social Entrepreneurship: Leading Change, SE 315 Ethical Sourcing, and SE 340 Designing and Planning for Social Entrepreneurship, depending on the individual’s background. We also welcome diverse geographical areas of expertise to complement our existing faculty strengths.

Commitment to diversity: The SE Department is committed to diversity within our faculty and we will continue our track record of searching for, interviewing, and selecting candidates representing a variety of diverse populations.
Appendix 1: Social Entrepreneurship course enrollments as of 8/20/18

Note: Additional students have been asking for SE 100, SE 220, SE 300 and we will be handling those requests during add/drop week. This table does not include the RCC schedule since those are not SE prefix courses.

<table>
<thead>
<tr>
<th>Seats Available</th>
<th>Course</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>-5</td>
<td>SE 100 - 1</td>
<td>Social Entrepreneurship: Leading Change</td>
</tr>
<tr>
<td>-2</td>
<td>SE 100 - 2</td>
<td>Social Entrepreneurship: Leading Change</td>
</tr>
<tr>
<td>0</td>
<td>SE 220 - 1</td>
<td>Global Development: Challenges &amp; Opportunities</td>
</tr>
<tr>
<td>-1</td>
<td>SE 220 - 2</td>
<td>Global Development: Challenges &amp; Opportunities</td>
</tr>
<tr>
<td>1</td>
<td>SE 300</td>
<td>Law &amp; Ethics – Social Innovation &amp; Entrepreneurship</td>
</tr>
<tr>
<td>7</td>
<td>SE 305</td>
<td>Social Entrepreneurship Marketing</td>
</tr>
<tr>
<td>0</td>
<td>SE 320</td>
<td>Strategies for Changemakers</td>
</tr>
<tr>
<td>0</td>
<td>SE 345</td>
<td>Financing Social Entrepreneurship</td>
</tr>
<tr>
<td>13</td>
<td>SE 390</td>
<td>Topic: Business for Good</td>
</tr>
</tbody>
</table>

Appendix 2: # of declared students in each CLA major, as of 8/20/18

Note: Explorers/exploring not included. HU not included. Data from FoxLink; list of CLA majors from Rollins ‘Academics’ webpage.

<table>
<thead>
<tr>
<th>Undergraduate major</th>
<th># of declared majors</th>
<th>Undergraduate major</th>
<th># of declared majors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Management/Business</td>
<td>208</td>
<td>Elementary Education</td>
<td>23</td>
</tr>
<tr>
<td>Communication Studies</td>
<td>132</td>
<td>Sociology</td>
<td>20</td>
</tr>
<tr>
<td>International Business</td>
<td>116</td>
<td>Marine Biology</td>
<td>18</td>
</tr>
<tr>
<td>Psychology</td>
<td>63</td>
<td>Studio Art</td>
<td>17</td>
</tr>
<tr>
<td>Economics</td>
<td>55</td>
<td>Art History</td>
<td>15</td>
</tr>
<tr>
<td>Biology</td>
<td>51</td>
<td>Anthropology</td>
<td>13</td>
</tr>
<tr>
<td>English</td>
<td>49</td>
<td>Critical Media &amp; Cultural Studies</td>
<td>13</td>
</tr>
<tr>
<td>Political Science</td>
<td>41</td>
<td>Physics</td>
<td>13</td>
</tr>
<tr>
<td>Social Entrepreneurship/SEB</td>
<td>39</td>
<td>Chemistry</td>
<td>12</td>
</tr>
<tr>
<td>Music</td>
<td>36</td>
<td>Spanish</td>
<td>12</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td>36</td>
<td>Public Policy &amp; Political Economy</td>
<td>11</td>
</tr>
<tr>
<td>Computer Science</td>
<td>34</td>
<td>Religious Studies</td>
<td>10</td>
</tr>
<tr>
<td>Environmental Studies</td>
<td>33</td>
<td>History</td>
<td>8</td>
</tr>
<tr>
<td>International Relations</td>
<td>32</td>
<td>American Studies</td>
<td>5</td>
</tr>
<tr>
<td>Biochemistry/Molecular Biology</td>
<td>25</td>
<td>Classical Studies</td>
<td>5</td>
</tr>
<tr>
<td>Mathematics</td>
<td>25</td>
<td>Asian Studies</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy</td>
<td>25</td>
<td>Latin American &amp; Caribbean Studies</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social Innovation</td>
<td>Not listed</td>
</tr>
</tbody>
</table>