

11-3-2015

Minutes, Arts & Sciences Academic Affairs Committee Meeting, Tuesday, November 3, 2015

Arts & Sciences Academic Affairs Committee

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Agenda AAC
November 3, 2015

- I Approve the Minutes from the October 27th meeting
- II Sub-Committee announcements or reports
- III New Business
 - Proposed changes to the biochemistry/molecular biology major (BMB)
- IV Old Business
 - Question for discussion: Should students be formally permitted to declare a major before beginning to take classes at Rollins (Mario D'Amato)
 - Discuss current "Course Preference" forms (Gabriel Barreneche)
- V Announcements
- VI Adjourn

Academic Affairs Committee Meeting Minutes - 3 November 2015

In attendance: Gabriel Barreneche, Anca Voicu, Caleb Archuleta, Jay Pieczynski, Kasandra Riley, Casey Taranella, Laura Pfister, Mario D'Amato, MacKenzie Moon Ryan, Emmanuel Kodzi, Robin Mateo, Elizabeth Wasson

I. Approval of minutes from 27 October 2015 – Moved: Mario, 2nd: Kasandra, voted and approved. Minutes approved.

II. Subcommittee Reports and Announcements:

A. New Course (K. Riley): nothing to report

B. Academic Appeals (G. Barreneche): Committee met last week concerning two different academic appeals. Appeal 1 was a petition for a General Education requirement that was approved. Appeal 2 concerned an appeal over a late withdrawal and was not approved.

III. New Business

A. Proposed changes to the Biochemistry Molecular Biology (BMB) major (K. Riley): BMB is proposing the following changes concerning 300-level elective courses in the major. Changes include: striking the word “Intermediate” from CHM301 Intermediate Inorganic Chemistry (see document) as this word was never intended for this course, the addition of CHM460 to the list of approved electives, CHM460 Advanced Topics in Chemistry is a 2 credit courses in overload chunks by Chemistry Faculty where students would take CHM460 twice for a total of 4 credit hours in advanced topics, and a change to the major map indicating that at least one elective for the BMB major must be a course with a lab – rationale is to make certain that student has at least 1 lab associated with a lab intensive major.

A. Voicu: Why the addition of CHM460?

K. Riley: CHM460 course hasn't been offered in a decade, but now we have enough faculty to cover the course and we have a plan to cycle overloads. Also, BIO hasn't offered a lot of the approved electives recently; therefore we would like to add an elective to give students more options.

A. Voicu: Is there a motion to approve these changes? Removing the name intermediate from CHM301, adding CHM460 as a BMB elective course. Motion – M. Ryan, 2nd M. D'Amato, voted on and approved. Proposal passes.

IV. Old Business

A. Continued discussion on declaration of Major before beginning at Rollins - tabled since H. Pohlig is unavailable.

B. Continued discussion on International Programs reporting to AAC (M. D'Amato)

A. Voicu: Now that FACIP reports to the provost's office (per announcement to faculty last week), is this an AAC issue anymore?

M. D'Amato: Aren't there 2 committees, FACIP and Internationalization Committee (IC)? Regardless to whom they report, aren't they under the governance structure? IC should be under PSC based on the bylaws because they deal with grants for faculty travel. As for FACIP, they decide which field studies run, which is curricular, therefore should be under AAC. Should we take initiative and discuss a proposal to put FACIP under AAC?

G. Barreneche: Since International Programs go through the New Course Sub for approval, what would AAC's role with FACIP be?

M. D'Amato: Once proposals are approved by New Course, who decides which programs actually run?

A. Voicu: The FACIP committee, consisting of faculty from A&S, CPS and Crummer, decide which programs and field trips run. Members of the committee review proposals and make these decisions. This is not one person's decision it is a committee decision.

M. D'Amato: Can we make the members of FACIP a subcommittee of AAC? Of note however, this might exclude input on decisions from Crummer.

K. Riley: Would making FACIP a sub of AAC exclude other faculty, who are not present on AAC and might have more expertise in making these types of decisions?

M. D'Amato: I don't think so, but there should be close ties between FACIP and AAC.

A. Voicu: How can FACIP be a sub of AAC if they report to the provost?

M. D'Amato: I don't necessarily think FACIP needs to be a Subcommittee of AAC, but there should be some alignment under the bylaws.

M. Ryan: Is there a timeline for IP proposal that we can see so we know the time frame of the decision making process? This might help us make a more informed decision.

A. Voicu: Deadlines are set by the committee and Giselda Beaudin. It is up to the faculty member to gather required information and make a full proposal to FACIP. Giselda and the rest of FACIP will make concerns known, such as budget for example, and give feedback both formally and informally. Generally, the purpose of the feedback is to give students the most options and the most opportunity for international experiences.

M. Ryan: I think the issue is that Giselda is the first stream, so a singular person is vetting some of these proposals.

A. Voicu: Ultimately any proposals submitted comes down to the nature of the feedback, competition of other proposals, and nature of the proposal.

M. D'Amato: It seems that FACIP and IC are floating committees that don't fall under any governance structure. FACIP seems to fall under the purview of AAC and IC seems as if it should be under PCS. Perhaps MacKenzie and I can get together and draft a working proposal concerning where the certain committees should fall under the governance. Examples – FACIP, Explorations, Community Engagement, maybe internships

A. Voicu: I propose we tackle these issues one at a time. Exploration Coaching is being taken to EC this Thursday for example. Could you (Mario) work with other a few other members of AAC to draft a pre-proposal concerning FACIP and we can work out the language with rest of AAC. Is everyone OK with this? MacKenzie and Mario work on a proposal concerning FACIP and bring it to AAC as a working document. AAC agrees.

B. Continued discussion on course preference forms (G. Barreneche): The course preference forms are a rolling admission document that we want to have completed by incoming students by the first week of June so we can build the schedule for the upcoming Fall. On Page 2 (see attached document) we are interested in students in the section which involves major preference. Does AAC want to give feedback into tweaking the language on this document? The Dean's office understands that there are moving pieces to this document. The Common App is very specific in students declaring a major. How do we go about changing this form is needed if needed? For reference, the schedule for first year students is usually built as follows: one class related to major, an RCC, a competency class, plus an elective. SACS assessment of RCC says every student makes 0.5 a course changes during orientation.

M. Ryan: Just be clear, this course preference form does not talk to Banner?

G. Barreneche: Correct, it's the Rollins App or the Common App that populates Banner.

K. Riley: And the reason majors are being uploaded because of financial aid reasons.

M. Ryan: Is there a way to detach these 2 items, major declaration and declaration for financial aide purposes?

E. Wasson: This is a question that student records can handle.

K. Riley: Does a major declaration for financial reasons need to be specific?

E Wasson: Yes.

M. D'Amato: The wording of the course preference form needs to be revised and the simplest solution is to have Banner not to upload major information.

M. Ryan: Can we add a box to Banner that just says major interest, and then make students declare a major on Foxlink?

R. Mateo: We cannot add anything to Banner as it stands

M. D'Amato: Does admissions have control of what gets uploaded to Banner?

E. Wasson: This is why we need Holly present. She can answer these questions specifically.

G. Barreneche: We should just discuss the form because we control the form. My recollection from current data is that declaring a major leads to higher retention across higher education

R. Mateo: Why couldn't we do a check in process on major?

J. Pieczynski: And tie this to advising?

G. Barreneche: I like this idea, but first year students are often need to be reminded to go onto Foxlink and update their status.

C. Taranella: Can perform this major check in RCC?

M. Ryan: Or with Neighborhood selection?

G. Barreneche: These all seem like interesting ideas. Do we have any concrete suggestions to the form?

M. Ryan: How about changing the language to, "I would like major to be..." from "I have a strong interest in one major..."

C. Taranella: Can we offer 3 different options: "I know I want to major in..." "I want to explore a major in..." and "I'm undecided..."

E. Kodzi: The more simple the form the better the form.

M. Ryan: Perhaps changing the wording to major interest to gauge strength of their choice?

G. Barreneche: How about "major interests?" (plural) or "majors of interest?" And change from "undeclared" to "exploratory"

M. D'Amato: And something to the effect of "I would like my major to be..." And leave the default as Exploratory?

G. Barreneche: I think "I am undecided..." is the most straight forward.

M. Ryan: If we make undecided the first choice and default?

M. D'Amato: Gabriel, can you do a mock up so we can get an idea of what the new form might look like?

G. Barreneche: For sure. Just so you are aware of the timing, won't need a finalized version of the course preference form until April.

A. Voicu: We'll need to table the rest of this discussion, especially with Holly (Pohlig) present. We don't have any new business for next week, so we can dedicate next meeting to these questions. AAC agrees.

V. Adjournment.

The program of biochemistry/molecular biology submits the following updated major map and catalog copy to AAC to be effective Fall 2016. The impetus for the changes is to provide an additional elective course and update a course title.

1) The previous version did not list CHM 460 (Advanced Topics in Chemistry) as an elective option as the course had not been offered in over a decade. The chemistry department is now offering the course once a semester for two credits rather than four. The faculty agrees that the class should be an option for students in the major. Given the importance of the laboratory experience in the major we have added the caveat that “At least one of these electives must be a course with a lab.”

2) The catalog lists CHM 301 as Intermediate Inorganic Chemistry but the title is Inorganic Chemistry.

Piece of Biochemistry/Molecular Biology Major to be changed in the catalog with yellow highlighting to indicate addition:

ELECTIVES

Minimum fourteen (14) semester credit hours, comprising at least three courses, chosen from the following list. At least one of these electives must be a course with a lab.

- BIO 308 Genetics
- BIO 311 Plant Physiology
- BIO 312 Animal Physiology
- BIO 325 Medicinal Botany
- BIO 342 Biostatistics
- BIO 360 Cellular Biology
- BIO 370 Developmental Biology
- BIO 429 Immunology
- BCH 498 Independent Study Library Research
- CHM 301 ~~Intermediate~~ Inorganic Chemistry
- CHM 305 Physical Chemistry I
- CHM 306 Physical Chemistry II
- CHM 320 Analytical Chemistry
- CHM 380 Instrumental Analysis
- CHM 460 Advanced Topics in Chemistry
- PSY 324 Neuropsychology
- PSY 326 Physiological Psychology

Major Map: Biochemistry/Molecular Biology

Effective Fall 2016

The biochemistry/molecular biology major is an interdepartmental major that provides students with a strong background in chemistry and biology with an emphasis on molecular aspects. Through selected electives students can concentrate on specific areas of interest. Students have excellent opportunities within the departments of biology and chemistry to engage in independent research projects. Graduates are prepared to pursue employment in biochemical, pharmaceutical, and biotechnological laboratories, and further study in the health professions or graduate research institutions. Biochemistry/Molecular Biology majors may not double major or minor in Biology or Chemistry.

Ten (10) core courses and an additional 14 semester hours of elective course credit are required. At least seven (7) courses must be at the 300-400 level.

CORE COURSES

Semester		Course	Prerequisite	Grade	G.E.*
_____	BIO 120	General Biology I		_____	_____
_____	BIO 121	General Biology II	BIO 120	_____	_____
_____	CHM 120	General Chemistry I		_____	_____
_____	CHM 121	General Chemistry II	CHM 120	_____	_____
_____	CHM 220	Organic Chemistry I	CHM 121	_____	_____
_____	CHM 221	Organic Chemistry II	CHM 220	_____	_____
_____	BCH 335	Biochemistry	BIO 121, CHM 221	_____	_____
_____	BIO 341	Molecular Biology	CHM 220	_____	_____
_____	BCH 435	Advanced Biochemistry	BCH 335	_____	_____
_____	BCH 440	Senior Seminar in BMB	Senior Standing	_____	_____

OR

BCH 499	Independent Study Research	Senior Standing	_____	_____
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ELECTIVES

A minimum of fourteen (14) semester hours comprising at least three courses from the list below. **At least one of these**

electives must be a course with a lab.

Semester		Course	Prerequisite	Grade	G.E.*
_____	_____	_____	Check Catalogue	_____	_____
_____	_____	_____	Check Catalogue	_____	_____
_____	_____	_____	Check Catalogue	_____	_____

- o BIO 308 Genetics
- o BIO 320 Medicinal Botany
- o BIO 370 Developmental Biology
- o CHM 301 Inorganic Chemistry
- o CHM 320 Analytical Chemistry
- o PSY 324 Neuropsychology

- o BIO 311 Plant Physiology
- o BIO 342 Biostatistics
- o BIO 429 Immunology
- o CHM 305 Physical Chemistry I
- o CHM 380 Instrumental Analysis
- o PSY 326 Physiological Psychology

- o BIO 312 Animal Physiology
- o BIO 360 Cellular Biology
- o BCH 498 Independent Study Library Res
- o CHM 306 Physical Chemistry II
- o CHM 460 Advanced Topics in Chemistry**

Satisfactory performance on a comprehensive standardized examination is required of all majors.

RECOMMENDATIONS:

Students preparing for graduate programs in biology or professional schools, in health-related areas such as medicine, dentistry, veterinary medicine, or pharmacy, need a thorough introduction to physics and possibly calculus. Therefore, they should take PHY 120 and PHY 121 or 131 and (a) calculus course(s). Those students contemplating careers and graduate study in biochemistry or pharmaceutical chemistry should include PHY 120 and PHY 121 or 131, MAT 111 and MAT 112, and a full year of physical chemistry: CHM 305 and CHM 306.

See the Rollins College Catalogue for a comprehensive listing of all requirements.

Name: _____ Date: _____



[Rollins Explorations](#)

Course Preference Form

Course Preference Form

Page 1 of 2

There will be two parts to submitting your course preferences. First, read all the information provided on the Student Success webpage to familiarize yourself with the types of classes that will make up your fall schedule. Then, you will complete the actual Course Preference Form through your Foxlink by May 29th. Please complete this form in one sitting and do not bookmark the page in order to resubmit the form. This will cause a delay in processing your CPF.

Step 1

Review the course schedule information available in the [Course Registration Guide](#)

Step 2

If you are ready to submit your fall course preferences, fill out the Course Preference Form below. Please note the following:

- We must receive your CPF by May 29th in order to have a custom-built schedule created by a trained group of faculty members.
- Courses will be assigned on a first-come, first-served basis, so your prompt response is important.

- The form can be submitted only one time.
- If you deposit after May 29th, please submit your CPF as soon as possible.
- If you have any questions please contact the Hotline at 407-646-2354 or by e-mail at studentsuccess@rollins.edu

Your Personal Information

First Name

Ian

Middle Name

Richard

Last Name

Walters

Phone

407-8770466

Email

IWALTERS@ROLLINS.edu

RCC (Rollins College Conferences)

Select eight (8) Rollins College Conferences that interest you. Do not leave any choices unselected or choose an RCC course more than once. (Honors and 3/2 AMP students, please skip this section.)

- 1: Please Select a Rollins Conference Course (RCC) ▼
- 2: Please Select a Rollins Conference Course (RCC) ▼
- 3: Please Select a Rollins Conference Course (RCC) ▼
- 4: Please Select a Rollins Conference Course (RCC) ▼
- 5: Please Select a Rollins Conference Course (RCC) ▼
- 6: Please Select a Rollins Conference Course (RCC) ▼
- 7: Please Select a Rollins Conference Course (RCC) ▼
- 8: Please Select a Rollins Conference Course (RCC) ▼

If you have been invited and intend to enroll in the Honors Program at Rollins, you will be placed in 1 of 2 designated Honors RCCs. The following lists contain the two Honors RCC classes that you will choose from. Please

select your first preference then your second:

1:

2:

If you have been invited and intend to enroll in the Accelerated Management Program (AMP) at Rollins, you will be placed in 1 of 2 designated AMP RCCs. The following lists contain the two Accelerated Management Program (AMP) RCC classes that you will choose from. Please select your first preference then your second:

1:

2:

COMPETENCIES

The general education curriculum is designed to satisfy competency in four areas. The four competency areas are as follows: Foreign Language, Health & Wellness, Mathematical Thinking, and Writing. Please fill out the following section so that we can place you in the appropriate competency courses.

a. a.

b. b.

c. Language spoken in the home:

d. Have you lived abroad? ☐ Yes ☐ No

Number of years:

Country:

e.

If you selected Chinese, French, German, Russian, or Spanish above you will be directed to an online language exam upon completion of this CPF. Please submit your exam results to gbarreneche@rollins.edu. Take only one exam.

*****Please note the Language Exam password: tars1 (ends with 1)*****

4: Have you taken any courses in high school for which you expect to receive credit?

☐ Advanced Placement (AP)

☐ International Baccalaureate (IB)

☐ Dual Enrollment

List Courses:(Maximum 600 characters)

Reset

Submit and Continue

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[Rollins Explorations](#)

Course Preference Form

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MAJOR

If you have a strong interest in one major, please select it from the drop down box.

My Major is:

Please Select a Major to Explore ▼

I am undecided about my major:

No ▼

If you do not think that you definitely know your major, indicate 1-2 majors that you want to explore.

Major to Explore 1:

Please Select a Major to Explore ▼

Major to Explore 2:

Please Select a Major to Explore ▼

ELECTIVES

**Part of your general education curriculum will consist of electives from a wide variety of interest areas.
Please select your top four interest areas below.**

1: Please Select an Elective ▼

2: Please Select an Elective ▼

3: Please Select an Elective ▼

4: Please Select an Elective ▼

INFORMATION TECHNOLOGY COURSES

These one-semester hour courses meet for three weeks and provide students with hands-on experience with computer software. Students are expected to be familiar with basic Windows functions, including the use of a mouse, scrollbars, and menus, before beginning any of these courses. Course areas focus on Excel, Web Page design, Photoshop, PowerPoint, and Digital Video.

If you are interested in enrolling in an Information Technology course, select the course from the pull down menu.

Check ALL the courses that interest you.

IFT Choice 1

IFT Choice 2

PHYSICAL EDUCATION

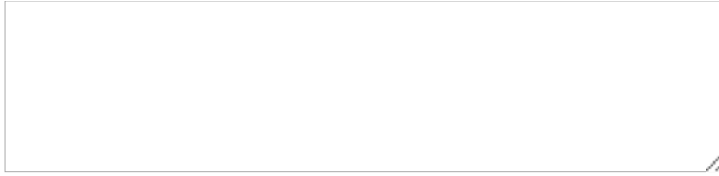
If you do not plan to participate in intercollegiate athletics at Rollins, select two (2) physical education activity courses that interest you.

Please keep in mind some physical education courses have additional fees (instructor fee, equipment fee).

PE Choice 1

PE Choice 2

Should we be aware of any special considerations prior to constructing your class schedule? Special Considerations for Class Schedule:(Max 300 characters)



Reset

Submit and Finish

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