

1-31-2019

Minutes, College of Liberal Arts Executive Committee Meeting, Thursday, January 31, 2019

College of Liberal Arts Executive Committe

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EXECUTIVE COMMITTEE MEETING
January 31, 2019
Agenda

12:30 p.m. in CSS 167
Lunch will be served

- I. Approval of Minutes from 1/17/19 EC Meeting
- II. Business
 - a. Governance Reform Discussion and Planning (Attachment #1)
 - b. Tenure and Promotion Review Working Group Debrief and Plan
 - c. Endowed Chair Policy (Attachment #2)
 - d. Course Repeat Policy (Attachment #3)
- III. Reports
 - a. Curriculum Committee
 - b. Faculty Affairs Committee
 - c. Student Government Association



**EXECUTIVE COMMITTEE MEETING
January 31, 2019
Minutes**

PRESENT

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

Excused: Jennifer Cavanaugh.

CALL TO ORDER

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

APPROVAL OF MINUTES FROM 1/17/19

The minutes from the 1/17/19 meeting will be corrected to show that Mathews made the motion to approve the minutes from the 12/6/18 meeting.

Armenia made a motion to approve the corrected minutes from the 1/17/19 EC meeting. Cook seconded the motion. Motion passed unanimously.

BUSINESS

Governance Reform Discussion and Planning

Attachment #1

Ashley Kistler

Kistler presented two scenarios for the timing of Spring governance elections. EC members decided to aim for Scenario B and keep Scenario A as a back-up.

Committee concerns include the overload of work on FAC and a proposal to form a separate committee to review grants, questions about whether the Student Life Committee is functioning in a way we want, and FEC workload.

Student Life Committee (SLC)

Kistler asked for thoughts on the charge and membership of SLC included in the old A&S Bylaws and asked if the committee should report to the President or the Vice President

of Student Affairs (VPSA). EC members agreed that SLC should report to the VPSA.

Fuse: The charge is broad but hits the right notes.

Habgood: Asked if the charge would be the correct place to add that the Committee will present annually at a CLA faculty meeting.

Kistler: Recommends revising the Bylaws to say standing and all-college committees will report annually.

Cornwell: Suggested the conversation should be about the alignment of academic and student affairs. Where do we collaborate and where does it break down? Where could SLC contribute to the mission?

Kistler: Proposes SLC write their own charge and bring it back for conversation.

Chaudhry: Recommends adding Holt student and faculty representatives to SLC.

Russell: Suggested that the Associate Dean of Advising may be able to provide some leadership as an ex officio member and said he may have insight into the portfolio of the committee.

Singer: Asked why Crummer faculty don't sit on SLC as they have some current challenges of inclusivity of different student organizations.

Kistler: If we include Crummer then this discussion needs to move to the Executive Council.

Cornwell: Will convene the Executive Council to discuss SLC.

Separating grant proposal review from the work of FAC

Kistler noted that many of our benchmark schools have a separate grants committee. The attached draft charge is a combination of existing FAC language and that from other schools.

Roe: Would this be a standing committee or all-college committee?

Cornwell: Grants within CLA are tremendously important to faculty; an all-college committee might cause problems.

Kistler: Does not favor an all-college committee.

Do we want to include awards to the grant committee?

Fuse: The way we view awards and grants differ so I'm hesitant to include them.

Habgood: Should the Director of Contracts and Grants be an ex officio member? Yes.

Zhang: Will the new committee impact the number of faculty on FAC?

Kistler: I view it as a separate committee.

Habgood: Removing grants from FAC could give them time to discuss other issues rather than having to create working groups.

Kistler: Does my draft capture all grants?

Add FITI and OER grants.

Lewin: Do we want a member of the Global Initiatives group to sit on the grants committee?

Kistler: A member of the grants committee will sit in on Global Initiatives when they discuss RIG grants.

EC members agree it would be important to have divisional representation on the grant

committee. Also, a line should be added to say this committee will review and propose changes to grant proposals and rules.

Singer: As the committee evolves, think about adding the SoTL grants being developed by the Endeavor Center, as well as CE grants.

Kistler: A future EC should look at adding a section on expectations to the committee charge.

Changes to EC membership

Proposed changes include adding the parliamentarian as a non-voting member and the associate dean of academics.

Tenure and Promotion Review Working Group Debrief and Plan

Ashley Kistler

EC will host colloquia on February 22 at 2:00 p.m. and March 1 at 1:00 p.m. to address issues from the Tenure and Promotion Review Working Group final report. The working group and FEC will be invited.

Issues for discussion will include midcourse deadline, optional review after midcourse, when review dates become final/unchangeable. Possibility of including the issue of associate professors on FEC. Mathews said we could suggest adding associate professors to FEC on a trial basis. Zhang supports that idea.

ADJOURNMENT

Ashley Kistler

Fuse made a motion to adjourn. The meeting adjourned at 1:44 PM.

ATTACHMENT 1

Proposed Governance Election Timelines

Scenario A

Announcement of Upcoming Elections	February 28 CLA faculty meeting
Solicit Divisional Nominations	March 7-20
Divisional Elections (electronic ballot)	March 21-28
Solicit At-Large Nominations	April 1-5
Circulate At-Large Ballot	April 8-18
At-Large Elections	April 18 CLA faculty meeting

Scenario B

Announcement of Upcoming Elections	February 28 CLA faculty meeting
Solicit Divisional Nominations	February 28-March 7
Divisional Elections (electronic ballot)	March 18-21
Solicit At-Large Nominations	March 22-27
Circulate At-Large Ballot	March 27-April 4
At-Large Elections	April 4 CLA faculty meeting

ARTICLE VI THE EXECUTIVE COMMITTEE OF THE FACULTY OF THE COLLEGE OF LIBERAL ARTS

Section 1. Membership

The Executive Committee of the Faculty is constituted of nine voting members and seven nonvoting members. Voting membership shall consist of the President of the Faculty, one faculty representative from each division of the College of Liberal Arts (elected by division), and the chairs of the Curriculum and Faculty Affairs Committees. The non-voting membership shall consist of the President of the Student Government Association, the President of the College, the Provost, the Dean of the Hamilton Holt School, the Dean of the Faculty, the Associate Dean for Academics, and the Parliamentarian of the Faculty.

ARTICLE VII STANDING COMMITTEES OF THE FACULTY OF THE COLLEGE OF LIBERAL ARTS

Section 2. Faculty Affairs Committee (FAC)

Responsibilities and Duties

The Faculty Affairs Committee has primary authority and responsibility in all policy matters dealing with the professional welfare of the Faculty. The Committee reviews and revises all proposed changes to the bylaws, reviews all internal grant allocations for the Faculty, and makes recommendations of grant awards to the appropriate administrator. The Committee consults with the administration and provides advice on issues related to compensation, budget, and other financial matters of the College of Liberal Arts.

Membership

Membership of the Faculty Affairs Committee consists of nine voting members and one nonvoting member. The voting membership shall be one faculty representative from each division of the College of Liberal Arts (elected by division) and three faculty representatives elected by the Faculty at-large. The non-voting membership includes the Dean of the Faculty.

Meetings

The meetings of the Faculty Affairs Committee are open to any member of the Faculty, except when the meeting agenda is the review and allocation of internal grants.

Proposal for the Faculty Research and Development Committee (FRDC)

Responsibilities and Duties

The Faculty Research and Development Committee reviews most internal grant allocations for the Faculty of the College of Liberal Arts and makes recommendations of these grant awards to the appropriate administrator. Grants to be reviewed by the Faculty Research and Development Committee include, but are not limited to, grants supporting teaching and research, including FYRST grants, Critchfield, Ashforth, Cornell Research, Individual Development, Course Development grants. Proposals for the Student-Faculty Collaborative Scholarship program will also be evaluated by this committee. A representative from the Faculty Research and Development Committee will join the Global Initiatives Committee for their review of the Rollins Internationalization Grants (RIG). This committee also receives and reviews mid-year and final grant reports submitted by faculty grant recipients.

Membership

Membership of the Faculty Research and Development Committee consists of seven voting members and two nonvoting members. The voting membership shall be one faculty representative from each division of the College of Liberal Arts (elected by division) and one faculty representative elected by the Faculty at-large. The non-voting membership includes the Dean of the Faculty and the Director of the Endeavor Center.

Meetings

The meetings of the Faculty Research and Development Committee are not open to the Faculty, except for when the meeting agenda is not the review or allocation of grants.

Student Life Committee

Charge

The Student Life Committee recommends policies and priorities with regard to student life to **the President (?)** and advises the administration concerning the implementation of such policies. Student life concerns include, but are not restricted to, issues related to student housing, student services, student activities and organizations, student conduct and standards, recreation, and intercollegiate athletics.

Membership

The membership of the Student Life Committee shall consist of fourteen voting members:

Five (full-time) CLA faculty members, elected by the CLA faculty (two-year term)

Five professional staff members, elected by the members of the staff (at least three of whom are drawn from Student Affairs) (two-year term)

four students (three selected by the Student Government Association and one Holt School student delegate). The students shall be appointed at the beginning of the academic year and remain on the Committee for a period of one year.

The Dean of Student Affairs serves as an ex-officio, non-voting member.

The Student Life Committee shall be co-chaired by the Dean of Student Affairs and a CLA faculty member of the committee, who shall be elected by the membership of the current committee.

ATTACHMENT 2

Rollins College Endowed Chair Policy

FAC Draft January 22, 2019

Endowed chairs, endowed professorships, and Cornell distinguished faculty positions enable Rollins to recognize exemplary faculty who have evidenced excellence in at least two of the faculty's three primary emphases of teaching, scholarship, and service. It is expected that the awardees will have established and continued a record of excellence in instruction.

Endowed chairs and professorships are established with private gifts that the College has formally accepted and are accompanied by supporting documentation governing the awarding criteria and usage of the funds based on the College's endowment spending policy. The College is obligated to award endowed chairs and professorships to the best of its ability as stipulated in the gift documentation. Any requests for changes to the awarding criteria must be directed to the President and Vice President for Institutional Advancement.

1. Cornell Distinguished Faculty positions
 - a. The purpose of the CDFA is to recognize and incentivize faculty for excellence in at least two of the following: teaching, scholarship, and service.
 - b. At the end of the CDFA term, the awardee will publicly present to the College regarding their recent distinguished accomplishments in teaching, scholarship, and/or service.
 - c. All tenured and tenure-track faculty are eligible and can apply or be nominated. Recipients hold a CDFA position for three academic years. CDFAs cannot be used to recruit new faculty to the College.
 - d. In each year of the award the holder receives professional development funds, and a base salary increase following completion of the three-year term. In AY18-19 the annual award is \$5000, and the base salary increase is \$2500.
 - e. Recipients cannot simultaneously hold an Endowed Professorship or an Endowed Chair position.
2. Endowed Professorships
 - a. The purpose of an Endowed Professorship is to recognize and incentivize faculty for distinction in teaching, service, and most notably scholarship. At the end of the endowed professorship term, the awardee will publicly present to the College regarding their recent distinguished accomplishments in teaching, scholarship, and/or service.

- b. All tenured faculty are eligible and can apply or be nominated. Endowed Professorships cannot be used to recruit new faculty to the College.
- c. Recipients hold the position for a term of six academic years. The holder of an endowed professorship will receive a salary increase, an annual course release, and annual professional development funds. Endowed professorships can be held for no more than two consecutive terms.
- d. In AY18-19 the award is a course release, a \$5000 salary increase, and a \$3300 professional development fund.
- e. Recipients are permitted to defer (“bank”) up to 3 course releases at a time; all service responsibilities continue regardless of course releases taken
- f. Recipients cannot simultaneously hold a Cornell Distinguished Faculty position or Endowed Chair position
- g. Endowed professorships cannot be used to recruit faculty except in such limited cases where the standing gift documentation states that the award may be used for this purpose.

3. Endowed Chairs

- a. The purpose of an Endowed Chair is to recognize and incentivize faculty for national and international distinction in teaching, service, and most notably scholarship. At the end of each six-year term, the awardee will publicly present to the College regarding their recent distinguished accomplishments in teaching, scholarship, and/or service.
- b. All tenured faculty are eligible and can apply or be nominated
- c. Recipients hold the position for a term of six academic years. The holder of an endowed chair will receive a salary increase, an annual course release, and annual professional development funds. Endowed Chairs do not have term restrictions.
- d. In AY18-19 the award is a course release, a \$5000 salary increase, and a \$3300 professional development fund.
- e. Recipients are permitted to defer (“bank”) up to 3 course releases at a time; all service responsibilities continue regardless of course releases taken
- f. Recipients cannot simultaneously hold a Cornell Distinguished Faculty or Endowed professor position

Review Policy:

At the end of each year, awardees are required to submit reports to the Dean of the Faculty and the Provost, in which they summarize their activities in teaching, scholarship, and service. The Dean of Faculty and the Provost will review the summaries as the basis for the awardees’ reaffirmation letters. In the third

year of the award term, the Dean of Faculty and the Provost will review the annual reports and evaluate each awardee's portfolio.

Renewal Policy:

In the fifth year of the award term, the awardee will submit a portfolio reflecting on their teaching, service, and scholarship activities during the period of their endowment or since their renewal. The portfolios will be evaluated by the Dean of Faculty and the Provost, who will submit letters of evaluation to the FAC. The FAC will review the portfolios and evaluation letters for the past 5 years and write an evaluation letter if necessary.

Application and Recommendation Process

The recommending committee for the awarding of endowed chairs, professorships, and distinguished faculty is made up of seven members. The committee includes the chair of the Faculty Affairs Committee, one tenured faculty member appointed by the FAC, three current holders of endowed chairs, the Dean of the Faculty, and the Provost. To the degree possible, the membership of the recommending committee reflects the diversity of the faculty.

In early December, the recommending committee distributes a call for applications for open endowed chairs, professorships, and distinguished faculty positions. All tenured and tenure-track faculty in the College of Liberal Arts are eligible to submit applications to open distinguished faculty positions. All tenured faculty in the College of Liberal Arts are eligible to submit applications for endowed chair and endowed professorships.

An application consists of a current vita, a letter (no more than 1000 words) addressing evidence of excellence in teaching, scholarship, and service, and a one-page statement that sets forth the goals over the period the endowed position is held. Applicants should also submit supporting documentation, such as syllabi and other instructional material, and any other evidence of excellence in teaching, scholarship, and service. By February 15, all applicants should submit their materials to the Dean of the Faculty. The recommending committee makes its recommendations on the basis of the applicant's submitted materials.

The committee forwards its recommendations to the Provost for presentation to the President in time for an announcement at the final faculty meeting of the spring term. Final approval and awarding of persons to endowed professorships or endowed chairs are made by the President in alignment with gift documentation.

Recommendations for Rollins Administration

1. FAC suggests that the current Cornell endowed chairs be converted to endowed professorships. These positions are not restricted to any specific department and are the most logical to be used as term-limited endowed positions. Additionally, the Kenan Chair, the Binz chair in world studies, and the Johnson chair in distinguished teaching are not tied to any single department and would therefore be most easily transitioned to endowed professorships.
2. FAC wants to emphasize that the Administration is the steward of the endowed faculty funds. We encourage the Administration to review funding for each of these positions and make prudent choices regarding future appointments.
3. FAC suggests the Administration consider the benefits allotted to holders of these endowed positions. FAC doesn't feel it is within their purview to dictate the award benefits. Given the new three-tiered endowed chair structure, it may be appropriate to review the benefits provided to award holders.
4. The terms endowed professorship and endowed chair are used internally to Rollins College to differentiate between fixed term and fully renewable endowed faculty positions. Both titles indicate a type of endowed chair. We encourage Institutional Advancement to simply use the term endowed chair when working with outside funding sources.

ATTACHMENT 3

**Proposal to Change Repeated Course Policy
College for Liberal Arts and Hamilton Holt UG/GR**

11/2/2018

Revised 12/15/2019

Approved by CC 1/22/2019

Proposal: To change the current repeat policy from using all repeated course grades in calculation of the cumulative and major/minor GPA to using only the most recent grade.

Rationale: The current Rollins policy for repeating courses allows for all grades earned in repeated courses to count in the student's cumulative GPA. This is outside of best practices and the practice of our peer and competitor institutions. This also makes it difficult for students who have experienced academic difficulties to repair their cumulative and major/minor GPAs which can directly impact academic probation, persistence to graduation and eligibility for financial aid.

REPEATED COURSES (Current-CLA)

Students may repeat courses regardless of the grades earned. However, students will only earn credit hours for the course one time. All grades will be calculated in the GPA, and all courses and grades will be part of the official academic transcript.

REPEATED COURSE (Current-Holt UG)

Students may repeat courses regardless of the grades earned; however, students will only earn credit hours for the course one time. In most cases, repeated courses will not be covered by financial aid. All grades will be calculated in the GPA, and all courses and grades will be part of the official academic transcript.

REPEATED COURSES (Current-Holt GR)

Students may only repeat a course for which the grade received does not meet the degree requirement. The original grade is not removed if a student repeats a course. Note: In addition, each Hamilton Holt graduate program has their own repeat policy in place and no change is recommended for these programs.

REPEATED COURSES (Proposed)

When a course is repeated, all courses and grades will remain on the official academic transcript, but only the most recent grade will be used in calculation of the student's grade point average. In the instance that a student fails a course after earning a passing grade and credit, the student will forfeit any prior credits earned for the course.

The following apply to course repeats:

- Students who have earned a grade below a C or a WF in an undergraduate course are eligible to repeat a course.
- Students may not audit a course in which they have previously earned an A-F, WF, NC, or CR, nor can a student take a course for credit which was previously audited.
- Students may not receive transfer credit for a course in which they have previously earned an A-F, WF, NC, or CR at Rollins College.
- Students who have earned a C or better in a course may repeat on a space available basis and when approved to register by the instructor for the course. Students will not receive additional credit for repeating a course they

have already received credit, and will lose any prior credit earned if the subsequent attempt results in a failing or no credit grade.

Students who receive financial aid may be impacted when repeating a course in which they have already earned credit with a D- grade or higher. In addition, all academic grades that appear on your Rollins transcript are included when determining GPA eligibility under federal financial aid satisfactory academic progress. All students who wish to repeat a course are highly encouraged to contact the Office of Student Financial Aid in advance of registration form the repeat course.

Supporting Rationale: A 2015 (American Association of Collegiate Registrars and Admissions Officers) survey published results on course repeat practices; the following statistics were gathered from undergraduate institutions who participated in the survey:

More than three-quarters (79%, n=819) of undergraduate respondents indicated that their institution does not limit the total number of credits that can be repeated. The same percentage of institutions report that they do not limit the number of courses that can be repeated either (79.1%, n=780). For this sample, there is no statistically significant relationship between this practice and either institution type, size or control. That is, none of the institutional AACRAO September 2015 60 Second Survey Results 2 characteristics appears to influence whether or not an institution limits the total number of credits that can be repeated. Several course repeat practices are captured in Figure 1, and a few are noted in the narrative here. One in ten institutions requires the student to petition for a course grade to be replaced after the repeated course is successfully completed. It is more common for the "most recent grade earned" (54.2%, n=781) to apply to the student's record than it is for the "highest grade earned" (40%, n=782) to apply. Less than half (41.3, n=779) allow students to transfer a course from another institution for a course repeat. Source: https://www.aacrao.org/docs/default-source/default-document-library/aacrao-september-2015-60-second-survey---course-repeat-practices.pdf?sfvrsn=51fd4b36_2

Figure 1: Use of Course Repeat Practices for Undergraduate Students

	Yes	No	Count
Most courses may be repeated only once.	26.4%	73.6%	784
A student must seek permission in advance to register for a repeated course.	22.1%	77.9%	786
A student must petition for a course grade to be replaced after the repeated course is successfully completed.	10.7%	89.3%	783
Course replacements happen automatically (i.e., no petition required).	78.7%	21.3%	784
The highest grade stands.	40.0%	60.0%	782
Grades are averaged.	11.9%	88.1%	780
The most recent course grade stands.	54.2%	45.8%	781
Students may transfer a course from another institution for a course repeat.	41.3%	58.7%	779
Some courses may be taken more than once for credit (e.g., topical courses, music lessons).	86.7%	13.3%	783
Credit is earned for only ONE of the course attempts even if both grades are considered passing grades.	83.7%	16.3%	781
There is a limit on the total number of courses that may be repeated.	20.9%	79.1%	780

Original Grade Earned Limit for Course Repeatability –

Undergraduate Percentage

Count A- or above 2.8%

B- or above 16.1%

C- or above 60.2%

D- or above 20.9%