

3-7-2019

# Minutes, College of Liberal Arts Executive Committee Meeting, Thursday, March 7, 2019

College of Liberal Arts Executive Committe

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## EXECUTIVE COMMITTEE MEETING

March 7, 2019

### Agenda

**12:30 p.m. in CSS 167**

**Lunch will be served**

- I. Approval of Minutes from 2/14/19 EC Meeting
  
- II. Business
  - a. Set Faculty Meeting Agenda
  - b. Endowed Chair Policy revisited (**Attachment #1**)
  - c. Tenure and Promotion Review Colloquia debrief
  - d. FEC slate (**Attachment #2**)
  - e. Business and Communication Position Requests (**Attachment #3**)
  - f. Cumulative GPA Policy (**Attachment #4**)
  - g. Catalogue Revision for Academic Probation (**Attachment #5**)
  
- III. Reports
  - a. Curriculum Committee
  - b. Faculty Affairs Committee
  - c. Student Government Association



## EXECUTIVE COMMITTEE MEETING

March 7, 2019

Minutes

### PRESENT

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Ashley Kistler, Christopher Fuse, Amy Armenia, Dawn Roe, Jana Mathews, Grant Cornwell, Jennifer Cavanaugh, Laurel Habgood, Wenxian Zhang, Gloria Cook, Nagina Chaudhry, Pat Brown, Emily Russell.

Excused: Susan Singer, Richard Lewin

Guests: Kathryn Norsworthy

### CALL TO ORDER

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Ashley Kistler called the meeting to order at 12:30 PM.

### APPROVAL OF MINUTES FROM 2/14/19

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Habgood made a motion to approve the corrected minutes from the 2/14/19 EC meeting. Mathews seconded the motion. Motion passed unanimously.

### **BUSINESS**

#### **Set Faculty Meeting Agenda**

Ashley Kistler

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The March 21 Faculty Meeting agenda will include an announcement of our new learning management system, committee reports, Q&A for last month's Diversity Council report, Endowed Chair Policy discussion, votes on Gender Equity Committee members, course repeat policy, and Cumulative GPA.

#### **Endowed Chair Policy revisited**

**Attachment #1**

Ashley Kistler

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Fuse reported that some current endowed chairs have spoken out against the recommendations in the proposed policy.

Cornwell said he is attempting to discern the will of the faculty and figure out a fair/rational plan going forward. He expressed concern that he is only hearing discussion from faculty who currently hold chairs. Zhang is also concerned with the lack of participation in the colloquia and suggested conducting a short online survey that includes background info such as a current list

of endowed chairs, the proposed policy, etc. Fuse mentioned that many junior faculty are in favor of the proposed policy.

Kistler said we will include a discussion on the March 21 Faculty Meeting agenda. FAC will distribute a FAQ they have developed. Kistler asked if we want to include straw polls at the faculty meeting. Habgood suggested a follow-up survey after the faculty meeting. Norsworthy said she appreciates decoupling the discussion from the vote and recommends encouraging faculty to bring their questions to the meeting.

### **Tenure and Promotion Review Colloquia debrief**

Ashley Kistler

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EC discussed issues that came up during the colloquia including the date by which midcourse materials are due, whether the year after a successful midcourse review should be an optional review, and removal of the option to conduct midcourse reviews in either the 3<sup>rd</sup> or 4<sup>th</sup> year.

Discussion included having materials due the first business day in January. This would be a fluctuating date and necessitate a change to the Bylaws. The consensus at both colloquia was to remove the option to conduct midcourse reviews in the 4<sup>th</sup> year but leave the opportunity for exceptions to be made. One concern is that post-midcourse release(s) are not beneficial in the 5<sup>th</sup> year.

Faculty also discussed composition of CEC's. The Bylaws state that if tenured members are unable to serve on CEC's, untenured members may serve. This is inconsistent with actual practice where most departments opt to bring in an outside member to serve. It was recommended at one of the colloquia to change the wording "unable to serve" to "unwilling to serve" in the Bylaws.

Faculty at both colloquia agreed with a July 1<sup>st</sup> deadline for retracting your intention to be evaluated for tenure.

Karla will check with I.T. to see if there is some way for faculty to indicate on their Blackboard/Canvas site that they have finished uploading materials for their evaluation portfolio.

Cavanaugh asked if there will be a continuation of the Tenure and Promotion Review Working Group. Kistler said we will appoint that group soon.

### **FEC Slate**

**Attachment #2**

Ashley Kistler

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EC went off the record to discuss the FEC Slate.

### **Business and Communication Position Requests**

**Attachment #3**

Ashley Kistler

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Business and Communication submitted position requests to fill unanticipated vacancies.

Business is seeking a lecturer position. Habgood asked if it is wise to have a first-year lecturer teach RCC in their first semester. Cavanaugh said that will not happen. Mathews made a motion to support the request for a lecturer position in the Department of Business. Fuse seconded the motion. Motion passed unanimously.

Communication is seeking a two-year visiting assistant professor position. Fuse noted that the percentage of occupied seats in COM courses has been dropping since 2016. Cavanaugh said COM regularly lists courses at 24 students, which is higher than normal. Zhang made a motion to support the Department of Communication request for a lecturer position. Habgood seconded the motion. Motion passed unanimously.

### **Cumulative GPA Policy**

#### **Attachment #4**

Emily Russell

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Russell reported that they have clarified the language in the first paragraph. Fuse made a motion to approve the Cumulative GPA Policy. Mathews seconded the motion. Motion passed unanimously. The policy will go to the full faculty for discussion and vote.

### **Catalogue Revision for Academic Probation**

#### **Attachment #5**

Gloria Cook

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Cook explained proposed revisions to the Academic Probation Policy in the catalogue. One of the edits makes it clear that Maymester grades will be calculated into a student's overall GPA. Another edit allows students to receive credit for courses taken at other schools while on Academic Suspension from Rollins.

Habgood made a motion to approve the revisions to the Academic Probation language in the catalogue. Zhang seconded the motion. Motion passed unanimously.

## **REPORTS**

### **Curriculum Committee**

Gloria Cook

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CC discussed the appeals committee and the make-up of the registration committee. They continue to approve program changes and expect a packet of changes from the Holt School.

The Registration Committee worked on the Course Repeat Policy. Cook asked if it's possible for this group to continue with the same membership. Habgood said it would be useful to have some non-members of CC or department chairs participate. Russell note the group might need more clarity in its charge.

### **SGA**

Nagina Chaudhry

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SGA is conducting elections this week. They will be final after 5:00 p.m. Friday, March 8.

**FAC**

Christopher Fuse

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FAC work has included meeting with the All-Faculty Appeals Committee regarding Bylaw changes, dealing with a question from faculty regarding interdisciplinary chairs being able to see CIE's of faculty outside of their department, and continuing work on a senior lecturer pathway.

FAC looked at lecturers' years of service versus pay. Results were opposite of what they expected to see. FAC plans to put forward some policy recommendations but does not have time this year to put forward a full-blown policy.

**ADJOURNMENT**

Ashley Kistler

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The meeting adjourned at 1:36 PM.

## ATTACHMENT 1

Rollins College Endowed Chair Policy

FAC Draft

EC endorsed – February 14, 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.

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. 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. 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 stipend, 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 stipend, 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.
  - c. Recipients hold the position for a term of six academic years. The holder of an endowed chair will receive a stipend, 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 stipend, 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 and strives for divisional representation.

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 2**

FEC Matrix	Business	Expressive Arts	Humanities	Science	Social Science	Social Science-Applied
<b>Present FEC in bold</b> *Leave/Sabbatical AY 2019-2020 **Leave/Sabbatical AY 2020-2021 *** Leave/Sabbatical Ay 2021-2022	Fetscherin McInnis-B. **Pett ***Rogers ***Warnecke	Charles **Cook ***Crozier Dennis Hargrove Lackman Libby **Simmons **Sinclair Ouellette	Aggarwal Boles Cook Cheng D'Amato Diaz-Zambrana ***Frost **Greenberg Jones **McLaren O'Sullivan *Prieto-Calixto *Tillmann	Anderson **Bernal Carnahan **Dunn **Harris Houston Lines *Moore *St. John Stephenson Sutherland Vitray ***Vellen	**Armenia Boniface Davison, D. ***Davison, J. **Gunter Newcomb ***Strom *Voicu	**Bommelje Homrich McLaughlin *Norsworthy **Paladino Richard **Wellman Zhang
2017-2018	Rogers	Hargrove	Boles	Houston	J. Davison	Ouellette
2018-2019	VACANCY	Dana Hargrove (to 2021)	VACANCY	Houston (to 2020)	J. Davison (to 2020)	VACANCY

ATTACHMENT 3

<b>Department: Business</b>		Lecturer to replace an unexpected faculty departure				
		<b>Number of Majors:</b>			<b>Number of Minors:</b>	
<b>Number of Majors and Minors</b>		Declared	Holt	Exploring	CLA	Holt
201609		648	172		31	18
201701		612	159		52	24
201709		476	160	17	39	23
201801		522	145	58	33	24
201809		427	128	71	16	13
<b>Current BUS Faculty</b>		<b>ANT RCC, rFLA, HON, etc. course coverage</b>				
		<b>AY</b>	<b>RCC</b>	<b>HON</b>	<b>rFLA</b>	<b>Interdisciplinary</b>
Tenured		<b>6</b>	201609	1	0	1
Tenure Track		<b>7</b>	201701	0	0	1
Non tenure-track		<b>3</b>	201709	1	0	3
Lecturers		<b>3</b>	201801	0	0	2
Exec in Residence		<b>1</b>	201809	3	0	0
<b>Enrollment from 201609 - 201809:</b>						
<b>201609:</b>				<b>201801:</b>		
Total courses offered:		89		Total courses offered:		100
Total seats available:		1722		Total seats available:		1959
Total seats occupied:		1606		Total seats occupied:		1773
Percentage of occupied seats:		93%		Percentage of occupied seats:		91%
<b>201701:</b>				<b>201809:</b>		
Total courses offered:		104		Total courses offered:		77
Total seats available:		1873		Total seats available:		1649
Total seats occupied:		1708		Total seats occupied:		1437
Percentage of occupied seats:		91%		Percentage of occupied seats:		87%
<b>201709:</b>				<b>201901: (to date)</b>		
Total courses offered:		93		Total courses offered:		55
Total seats available:		1920		Total seats available:		1180
Total seats occupied:		1652				
Percentage of occupied seats:		86%				

**Position 1:**

Person filling out this form: Tim Pett  
 Department: **Business**  
 Academic Year – start: 2019 – 2020  
 Position title: Lecturer  
 Position type: Retirement replacement  
 Retirement Person: Christy Delk

Does your faculty teach in an interdisciplinary major? No  
 Does your department offer graduate courses? No  
 Does your department offer Holt courses? Yes  
 How many Holt courses does your department offer on average per year? 50

Anticipated courses this person will teach in the major: Course MGT 101, RCC, BUS elective

Describe the departmental expectation for this person to teach service courses (such as RCC, rFLA, Honors, courses required by other majors. None at this time - introductory course for all Business majors s(Management and International Business as well as Holt Business program) This person will teach RCC

How will the addition of this position advance the Mission of the College? This position will allow the department to satisfy the management major requirements and maintain accreditation. Also, having this person teach an RCC continues to support the college's mission.

How might this position benefit other departments? This position will teach an introductory business management course, which has no prerequisites that could benefit all incoming students and departments. The new exploring requirement implemented on campus this course provides an opportunity for students to take a class before declaring a major in BUS or in another area. In addition, a strong business management major provides numerous opportunities for students in support of languages, minors across the college and other courses.

Make a case for why your department needs this position now (for example - to cover major courses, to cover service courses, department is currently missing a necessary area of expertise) The Business Department just received a resignation letter from a full time lecturer for the management business major. This person taught all the introductory courses for the management major (including Holt). The introductory management core course (MGT 101) is required but with the resignation of existing lecturer it also creates an expertise shortage. This lecturer is critical for the management major. The department currently has an open search underway for an INB lecturer position, the department requests to use that search for this position as well.

How do you envision this new faculty position enhancing the diversity of your department's membership, curriculum, and/or co-curricular activities? The department has an excellent record for seeking diversity in candidates which further enhances student's understanding of today's business environment.

Has your department considered how a more diverse and inclusive faculty might attract the ethnically diverse population of students that we know will be the next generation of college students? Yes

Has your department held open conversations about the ways in which these changing demographics can/will/should affect your decision-making, not only about hiring faculty, but also about the design and implementation of curriculum of your department? Yes

<b>Department: Communication</b>		VAP – 1 year; sabbatical coverage for Hesham Mesbah				
		<b>Number of Majors:</b>			<b>Number of Minors:</b>	
<b>Number of Majors and Minors</b>		Declared	Holt	Exploring	CLA	Holt
201609		179	4		57	21
201701		201	4		63	21
201709		164	3	3	41	20
201801		165	3	15	38	14
201809		134		15	9	8
<b>Current COM Faculty</b>	<b>12</b>	<b>ANT RCC, rFLA, HON, etc. course coverage</b>				
		<b>AY</b>	<b>RCC</b>	<b>HON</b>	<b>rFLA</b>	<b>Interdisciplinary</b>
Tenured	<b>3</b>	201609	1	1	0	
Tenure Track	<b>4</b>	201701	1	0	3	
Non tenure-track	<b>0</b>	201709	1	0	3	
Lecturers	<b>5</b>	201801	1	0	3	
Exec in Residence	<b>0</b>	201809	0	0	4	
<b>Enrollment from 201609 - 201809:</b>						
<b>201609:</b>			<b>201801:</b>			
Total courses offered:		38	Total courses offered:		55	
Total seats available:		705	Total seats available:		945	
Total seats occupied:		669	Total seats occupied:		776	
Percentage of occupied seats:		95%	Percentage of occupied seats:		82%	
<b>201701:</b>			<b>201809:</b>			
Total courses offered:		45	Total courses offered:		53	
Total seats available:		774	Total seats available:		1059	
Total seats occupied:		709	Total seats occupied:		770	
Percentage of occupied seats:		92%	Percentage of occupied seats:		73%	
<b>201709:</b>			<b>201901: (to date)</b>			
Total courses offered:		48	Total courses offered:		34	
Total seats available:		913	Total seats available:		680	
Total seats occupied:		821				
Percentage of occupied seats:		90%				

Person filling out this form: Hesham Mesbah  
Department: **Communication Studies**  
Academic Year – start: 2019-2020  
Position title: Tenure track position  
Position type: Replacement for a faculty member who is leaving the COM department unexpectedly  
Does your faculty teach in an interdisciplinary major? no

Does your faculty teach in an interdisciplinary minor? no  
Does your department offer graduate courses? No  
Does your department offer Holt courses? yes  
How many Holt courses does your department offer on average per year? 40  
Anticipated courses this person will teach in the major:

COM 100 Intro to COM  
COM 302 New Media and Public Relations  
COM 318 Contemporary Public Relations  
COM 325 Communication Campaigns

COM 351 Writing for PR  
COM 418 Advanced PR  
COM 285 (295) Research Methods in Comm

[Describe the departmental expectation for this person to teach service courses \(such as RCC, rFLA, Honors, courses required by other majors\).](#) Since this is a tenure-track position, we expect the new faculty to teach service classes, such as RCC and rFLA  
[How will the addition of this position advance the Mission of the College?](#) We need to keep the standard of our course offerings during the sabbatical year of a COM faculty who teaches in the PR concentration and across the curriculum. About two thirds of the COM majors are also in the PR concentration, which creates a high demand for the PR classes and keep up the standard offering both hands on and critical thinking classes.  
[How might this position benefit other departments?](#) Some of the courses that the new faculty will be teaching are electives in other majors, such as COM 100, COM 295, COM 318, and COM 351.

[Make a case for why your department needs this position now \(for example - to cover major courses, to cover service courses, department is currently missing a necessary area of expertise\)](#) The position is a replacement for a faculty member who is leaving unexpectedly. Without this replacement, we will have a problem meeting the needs of our major in the coming academic year.

[How do you envision this new faculty position enhancing the diversity of your department's membership, curriculum, and/or co-curricular activities?](#) We have a diverse faculty at the COM department, in terms of ethnicity, age, gender, nationality, and expertise. It's part of our hiring strategy to keep growing this diversity. Part of the discussions within our search committees is how a candidate brings more diversity to the department.

[Has your department considered how a more diverse and inclusive faculty might attract the ethnically diverse population of students that we know will be the next generation of college students?](#) Yes

[Has your department held open conversations about the ways in which these changing demographics can/will/should affect your decision-making, not only about hiring faculty, but also about the design and implementation of curriculum of your department?](#) Yes

ATTACHMENT 4

**Proposal: Changing the Grade Requirement for Rollins Foundations in the Liberal Arts Seminars to a Cumulative GPA Requirement.**

Curriculum Committee unanimously approved the following motion to rescind the current requirement of a minimum C- grade in each Foundations Seminar course (rFLA 100, 200, and 300) and replace it with a minimum cumulative 2.0 GPA in all Rollins Foundations in the Liberal Arts courses (calculated including RCC, competencies, and Foundations Seminars).

Rationale: A minimum 2.0 cumulative GPA across all rFLA coursework would slightly raise expectations of student performance, while also distributing the grade requirement across multiple courses.

Note: Grade minimums for competency courses would remain unchanged.

Data of Students not meeting the required passing grade of C- by terms

Counts	D	D-	D+	F	HZ	W	I	HF	Totals
201501	4	1	4	2	0	11	1	0	23
201509	4	2	5	6	1	4	2	0	24
201601	5	5	3	11	1	32	3	0	60
201609	3	4	3	5	1	19	1	1	37
201701	8	4	9	16	0	36	5	0	78
201709	3	2	3	11	1	21	5	2	48
201801	15	7	4	9	3	41	4	1	84
201809	2	4	3	4	2	33	4	4	56

rFLA 100 courses only

Counts	Sp 2015	Counts	Sp 2016	Counts	Sp 2017	Counts	Spring 2018
D	4	D	4	D	4	D	3
D-	1	D-	1	D-	4	D-	2
D+	4	D+	3	D+	1	D+	1
F	2	F	7	F	7	F	4
HZ	0	HZ	0	HZ	0	HZ	1
W	11	W	16	W	14	W	18
I	1	I	2	I	3	I	2
HF	0	HF	0	HF	0	WF	0
<b>Total</b>	<b>23</b>	<b>Total</b>	<b>33</b>	<b>Total</b>	<b>33</b>	<b>Total</b>	<b>31</b>

Note for Context:  
 1) rFLA 100 (approx. 25 courses) only offered in spring semester  
 2) 1<sup>st</sup> full cohort was Class of 2018

Counts for cumulative rFLA GPA ranges for 117 students who received D/D+/D- since Spring 2015:

- 4 students 0-2
- 18 students 2-2.5
- 51 students 2.51-3
- 44 students 3.1-4

## ATTACHMENT 5

**Current:** ([https://www.rollins.edu/catalogue/academic\\_regulations.html](https://www.rollins.edu/catalogue/academic_regulations.html))

### ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL

Rollins College students are expected to earn and maintain a minimum grade point average of 2.0 to be considered in good academic standing. Students who fail to meet minimum academic standards ~~at the end of any term are~~ may be placed on academic probation, academic suspension, or ~~are~~ dismissed permanently from the College. ~~Students on academic probation are required to enroll in a minimum academic load of twelve (12) semester hours, and may not normally withdraw from a course no take a course on a credit/no-credit basis.~~

#### Minimum Academic Standards

Any student whose cumulative GPA falls below 2.00, or whose ~~previous~~ fall or spring term GPA falls below 1.5, will be placed on academic probation. ~~For the purposes of determining academic standing Maymester will not be considered a "term".~~ A Summer Term/Maymester GPA below 1.5 will not result in a student being placed on academic probation or suspended. However, changes in a student's cumulative GPA after Summer Term/Maymester course grades are calculated may result in a student being placed on academic probation or moved to good academic standing.

<b>A student with:</b>	<b>Cum below 2.0</b>	<b>Cum above 2.0</b>
<b>Fall or Spring Semester Term GPA <del>Term</del> below 1.5</b>	probation	probation
<b>Fall or Spring Semester Term GPA <del>Term</del> above 1.5</b>	probation	good standing

#### Academic Probation

Students on academic probation are required to enroll in a minimum academic load of twelve (12) semester hours during the fall or spring semester.

Students on academic probation may be prohibited from participating in Rollins-sponsored activities, such as athletics, fraternity/sorority life, leadership positions, study abroad, and/or internships for academic credit.

Students placed on academic probation will be asked to adhere to the General Requirements for Probation. Probationary students must complete a General Requirements for Probation form that specifies an individualized plan for returning to good academic standing and agree to abide by all probationary regulations, including enrollment in a specialized course focused on academic success. Failure to follow the terms of the General Requirements for Probation may ~~will~~ result in a student's immediate suspension or permanent dismissal, even during the course of the term in progress. Students who are academically suspended or dismissed prior to the end of a semester, Summer Term, or Maymester are subject to standard college refund policies for tuition, room, and board fees.

Students on academic probation need the permission of their academic advisor in order to add or drop any course during the add/drop period. Students on academic probation will need the approval of the Dean of Faculty (or designee) to complete the following academic transactions after the designated add/drop period: 1) withdrawal from a course; 2) take a graded course on a credit/no-credit basis; 3) file an Incomplete Course Contract.

## Academic Suspension

Students who fall within any of the following categories will typically be academically suspended from the College.

- Those who have been on probation and do not meet the minimum academic standards the following ~~term~~ fall or spring semester.
- Those on probation who fail to follow any of the General Requirements for Probation.
- Those who have been on probation two non-consecutive semesters (fall or spring only) and fail to meet the minimum academic standards at third time.

An exception is made for first-year students. First-year students will be academically suspended from the College after their first semester if their GPA falls at or below 1.25. If these students would like to be considered for continuation for a second semester, they should appeal their academic suspension to the Dean of the Faculty. If their appeal is accepted and they are continued in the Spring, these students will be subject to the General Requirements for Probation. ~~required to meet a second semester GPA designated by the Academic Appeals Committee in order to enroll the following Fall.~~

Students who are academically suspended from the College are not permitted to continue in any Rollins College programs, including the Hamilton Holt School. While on academic suspension, students should only be on campus to conduct business related to a re-admission appeal, and/or as an officially registered guest, and must abide the guest policies. **No academic credit earned during a suspension will be transferable back to Rollins.** Students may request to transfer back to Rollins any credits earned during an academic suspension. All transfer credits must be pre-approved prior to enrolling elsewhere via the Request for Permission to Study Outside Rollins College form.

Students who have been academically suspended a first time may petition for readmission by ~~writing a letter~~ completing the academic appeal to return form in which they articulate both insight into the factors ~~which~~ that led to the poor performance and a realistic plan to improve academic performance and return to good academic standing. This ~~letter is addressed to the~~ academic appeal to return may be submitted to the Office of the Dean of the ~~appropriate College~~ Faculty after a minimum of one (1) semester has elapsed. ~~The student appeal is then forwarded to the Curriculum Committee.~~ To be considered for readmission from academic suspension, students must demonstrate readiness to return and improved commitment to ~~scholarship~~ academic success. The academic appeal to return will only be considered if the student is in good standing with the Rollins Community (including but not limited to Community Standards, Bursar etc).

Students who are academically suspended a second time are dismissed permanently from the College and may not subsequently enroll in any program.

## **Rationale for changes**

- 1) We are clarifying the impact of Maymester and classes taken in Holt over the summer. The language currently in the catalogue does not clarify the impact on cumulative GPA and academic standing and was the result of a contested situation in which a student failed one Maymester course and was placed on academic probation due to this one poor grade. This also standardizes a practice in our office that takes students off of probation when Maymester or summer courses raise their cumulative GPAs above the 2.0 threshold.
- 2) Currently, students on Academic Probation must file an academic appeal in order to withdraw from a course or take a letter-graded course as Credit/No-credit. In these cases, the appeals committee consults with the Associate Dean for Advising and the Director of Academic Advising and Support Services. These seem to be cases that can easily be handled by the Dean of Faculty's office and would lessen the case burden of the Appeals Committee.
- 3) We have found that a most students suspended for academic reasons do not return to Rollins. Being "frozen" academically for one year does little to help students towards graduation. Also, we have found that many of the students on academic suspension who do return take classes at other colleges, only to not have these credits help them towards graduation. We believe this policy to be excessively punitive and a deterrent for students who make an academic recovery from returning to Rollins.
- 4) Many of the appeals to return are submitted over the summer or prior to the start of the spring semester, when the consulting the Curriculum Committee would not be feasible. This is why decisions on appeals would be better handled by the Office of the Dean of the Faculty.