

Rollins College

## Rollins Scholarship Online

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Executive Committee Minutes

College of Liberal Arts Minutes and Reports

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9-17-2020

### **Minutes, College of Liberal Arts Executive Committee Meeting, Thursday, September 17, 2020**

College of Liberal Arts Executive Committee

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**EXECUTIVE COMMITTEE MEETING**  
**September 17, 2020**  
**Agenda**

**12:30 p.m. via Webex**

- I. Business
  - a. Virtual faculty meeting procedures
  - b. Associate Dean of Advising search
  - c. Updates from our first week of classes
  - d. CLA faculty meeting agenda
  
- II. Reports
  - a. Curriculum Committee
  - b. Faculty Affairs Committee
  - c. Student Government Association



**EXECUTIVE COMMITTEE MEETING**  
**September 17, 2020**  
**Minutes**

**PRESENT**

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Jennifer Cavanaugh, Dan Chong, Grant Cornwell, Donald Davison, Ashley Kistler, Richard Lewin, Julia Maskivker, Jennifer Queen, Jamey Ray, Paul Reich, Scott Rubarth, Rob Sanders, Susan Singer, Anne Stone, Martina Vidovic, Karla Knight.

Excused: Manny Rodriguez

**CALL TO ORDER**

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Paul Reich called the meeting to order at 12:30 PM.

**APPROVAL OF MINUTES FROM September 3, 2020 EC MEETING**

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Chong made a motion to approve the minutes from the 9/3/20 EC meetings. Ray seconded the motion. Motion passed unanimously.

**BUSINESS**

**Virtual Faculty Meeting Procedures**

**Attachment #1**

Paul Reich

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EC discussed whether legislation voted on through Webex should require a 2/3 approval to accommodate the fact that non-voting faculty members attend meetings and might inadvertently respond to the Webex poll, or if we should stick with a simple majority rule. It was noted that we have a student honor code, and we assume the honesty and integrity of our students. We should hold our faculty and staff to the same standards and just remind everyone at the meeting who is eligible to vote.

A motion was made to change the requirement for 2/3 majority approval for normal legislation to a simple majority. Motion passed 6:3.

Queen made a motion to approve the amended virtual meeting rules. Chong seconded the motion. Motion passed unanimously.

The full faculty will vote on these procedures at the next faculty meeting via Webex.

## **Associate Dean of Advising Search**

### **Attachment #2**

Paul Reich

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The search will follow the same process as the search for the Associate Dean of Academics. This position is different in that it includes responsibility for supervising several other positions and has a close working relationship with Student Affairs.

The search committee will consist of the six divisional representatives on EC, the president of the faculty, the SGA president, Leon Hayner, and Micki Meyer. Jenny Cavanaugh will join for the larger discussions before the interviews.

Q: What is the length of the position?

A: Three years with an option for a fourth year.

Q: What is the timeline for the search?

A: We want to hire this position by the end of this semester so they can shadow Gabriel in the spring.

The call for applications will go out next week and we will give a reminder at the faculty meeting.

## **Vice President of Student Affairs**

Grant Cornwell

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We have begun the process to find our next Vice President of Student Affairs. I'm normally a proponent of national searches; however, four times in my career I've recruited a candidate rather than run a search. I prefer this approach when there is an outstanding candidate we wouldn't normally get through a national search. I have begun a conversation with a senior professional in student affairs and would like to begin a vetting process to assess the suitability of this candidate. If the candidate is found to be acceptable then we would hire this person. If not, we will launch a national search.

EC was asked to appoint a short roster of faculty to serve on the vetting committee. EC recommended the president and vice president of the faculty, the associate dean of academics, associate dean of advising, and recommended two additional faculty representatives. Grant will contact them to see if they are able to serve.

The vetting process is expected to finish by mid-October.

## **Thanksgiving**

Susan Singer and Grant Cornwell

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We will not have a vaccine or good medicine to treat COVID by Thanksgiving. We are very concerned about students traveling over the break and returning to campus. We are considering

different options for handling this situation. One possibility is to strongly encourage our students to remain on campus during the break. If they choose to travel, we will support that choice but will require them to shift to virtual learning for the rest of the semester.

Q: What if students are quarantined around that time? Will they be required to stay on campus?

A: Anyone who is quarantined or isolated cannot travel on any kind of public transportation. If parents want to come take them home, that is allowable.

Q: How many students live within 100 miles of Rollins who might want to go home?

A: 60% of students in CLA are from Florida.

Q: Students are already making plans to travel this semester for other events. Are there other options? What if everyone goes home at Thanksgiving and we complete the semester online?

A: That is an option but there are risks either way. Sending everyone home has significant financial consequences for the College.

Q: Does it sound reasonable to ask students to stay on campus, but if they elect to go home, they are making the choice to not come back?

A: We need to see where we are with COVID in November. It should be dependent on the virus numbers in Florida at that time.

Q: What do you believe the odds are that faculty will also follow this general guidance?

A: Faculty should be given the same policy.

A: Faculty will object to being told they cannot travel.

### **CLA Faculty Meeting Agenda**

Paul Reich

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The 9-24-20 CLA Faculty Meeting will include an update on student mental wellness, committee reports, a vote on virtual meeting procedures, and the Holt transfer credit policy.

### **ADJOURNMENT**

Paul Reich

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Meeting adjourned at 1:50 PM.

## Attachment #1

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### Virtual Meeting Rules:

- Legislative items sent to faculty one week before meeting (CLA Agenda)
- Discussion of legislation
  - If discussion of legislation is brief, then item can be voted on by faculty.
  - If discussion of legislation is extensive, then item can be “postponed until next faculty meeting.” A motion to “postpone to our next faculty meeting” must be offered, seconded, debated (if necessary), and approved by majority of the attending faculty. Postponed legislation can also be discussed in smaller faculty groups through (open) divisional meetings and/or colloquia organized by divisional reps between faculty meetings.
- Legislative Votes
  - Normal legislation is voted on through WebEx polling and requires quorum (AY 20-21 = 64 faculty) and a **2/3** majority for approval.
  - Bylaw legislation is voted on through Qualtrics survey (distributed after the appropriate faculty meeting to those who attended it) and requires quorum and a 2/3 majority for approval.

## **Call for Applications for the Associate Dean for Advising**

Dear Colleagues,

I invite you to apply for the Associate Dean for Advising, (to begin July 1, 2021). The position carries a 3-year term, renewable for 1 additional year. Only faculty with tenure will be considered for the position.

The Associate Dean for Advising primarily works in the areas where the Student experience and the academic program intersect and is the primary liaison between Student Affairs and Academic Affairs. The Associate Dean for Advising works with the Holt Dean and Holt students when appropriate. (See more details below.)

Gabriel or I would be glad to discuss the position in more detail if you are interested in learning more. Should you choose to apply, please submit a letter of interest and your CV to Kaitlyn Harrington (kharrington@rollins.edu), electronically by 5pm, Monday Oct 21.

### **Associate Dean for Advising** **Updated August, 2020**

#### **Position Overview**

The Associate Dean for Advising primarily works in the areas where the Student experience and the academic program intersect and is the primary liaison between Student Affairs and Academic Affairs. The Associate Dean for Advising works with the Holt Dean and Holt students when appropriate.

The Associate Dean for Advising has four direct reports:

- Director of Academic Advising and Support Services
- Director of Business Advising
- Director of External and Competitive Scholarships
- Health Professions Advisor

#### **Portfolio (August, 2020)**

- Academic Advising (in collaboration with Tiffany Griffin)
- Rollins Gateway and Kathleen W. Rollins Hall leadership (in collaboration with Micki Meyer)
- R-Compass – RCAM program, public face, budgeting, reporting, and assessment
- Leadership of EAB student success initiative
- Chair – Academic Appeals Subcommittee
- Advisor for Academic Honor Council
- Interface with students and concerned parents (re: grades, appeals, concerns with faculty)
- Student-faculty conflict resolution

- Academic Probation students
- Academic Affairs Interface with Student Affairs
  - Disability Services, Dean of Students, Student & Family Care, Residential Life & Explorations, Leadership & Community Engagement, Inclusion & Campus Involvement
- Liaison with Bonner Scholars (selection committee, Bonner-Alfond Immersion)

### **Committees/Groups where Assoc. Dean represent Academic Affairs/Dean's Office**

- Deans' Review Team (Care Team)
- Retention Task Force
- Admissions events and panels
- BETA Team
- Fee Appeals Committee
- Community Engagement
- Title IX
- Accessibility Services
- Diversity and Inclusion Initiatives

### **Primary Collaborators in Other Departments**

- Leon Hayner (Dean of Students), Stephanie Henning (Registrar), Whitney McDonald (Accessibility Services), Penelope Strater and Carrie Glatting (Student & Family Care), Mae Fitchett (academic appeals), Admissions, CCLP, Katie Sanchez and Meghal Parikh (EAB), Holt Advisors

### **Assistance provided to Dean of Faculty**

- Faculty evaluation – read and summarize Course and Instructor Evaluations
  - Cornell Distinguished Faculty Award
  - Counsel to the Dean of Faculty for special projects
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