

Rollins College

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Executive Committee Minutes

College of Liberal Arts Minutes and Reports

12-17-2020

Minutes, College of Liberal Arts Executive Committee Meeting, Thursday, December 17, 2020

College of Liberal Arts Executive Committee

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

12:30 p.m. via Webex

- I. Approval of Minutes from December 3, 2020 EC Meeting
- II. Business
 - a. Fall 2020—Lessons Learned, Adjustments Needed
- III. Reports
 - a. Curriculum Committee
 - b. Faculty Affairs Committee
 - c. Student Government Association



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

PRESENT

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, Manny Rodriguez, Karla Knight

CALL TO ORDER

Paul Reich called the meeting to order at 12:32 PM.

APPROVAL OF MINUTES FROM December 3, 2020 EC MEETING

Stone made a motion to approve the minutes from the 12/3/20 EC meeting. Lewin seconded the motion. Motion passed unanimously.

BUSINESS

Fall 2020—Lessons Learned, Adjustments Needed

Paul Reich

EC discussed the challenges faculty encountered during Fall semester and possible solutions.

Comments:

- In some ways technology was excellent but it was not reliable.
- Difficult to conduct small group discussions.
- Sound was a big technology issue—the echo in classrooms, mics not working, etc. all contributed to confusion in hybrid classes.
- Tracking attendance was an issue with people moving in and out of classrooms.
- MMC positioning is challenging. If you set it up so you can see people online, the camera is at such an angle that it becomes difficult to see everyone else. The cameras need to be on a pivotable base. Adding ceiling mics to the existing system could enhance audio. We could go further and add external wireless mics. It works but I.T. will not program them.
- Some faculty are concerned that Rollins will continue offering virtual teaching in the future. Expressive Arts faculty say this is not sustainable for their programs. It's not the plan to continue multiple modes of teaching in the future, but it will be interesting to see how faculty might incorporate some of the technology we've added into their regular classes. We will keep our

Webex subscription since faculty are using it in many ways and there are exciting opportunities for international collaboration.

- It's helpful to have someone act as a teaching assistant to monitor the chat box.
- Perhaps I.T. staff could visit classes to see a live setup and discuss with faculty afterwards. I.T. is doing their best, but they are not teaching on the front line. If we show them how we are using the technology, it's possible they could slightly reposition some of the equipment.
- Nancy Chick will analyze the student survey data and create communications for faculty. We could also give her some time at a faculty happy hour the week before the semester begins to share her findings and answer questions.
- Students who use their cell phone to connect to class struggle to see everything, particularly when the professor displays a worksheet for the class.
- Any student with technology barriers should reach out to the Help Desk and put "technology barriers" in the subject line.
- We will leave the Google doc up for faculty to add their comments about fall semester and schedule a happy hour session for the week before spring term begins.

Camera Issue

- Difficult to teach a mixed class when a good percentage of students are online and don't have their cameras turned on. Is asking students to turn on their cameras a legal issue?
- Students who come from lower socioeconomic families may be hesitant to show their surroundings and may not have the bandwidth to put up a background image.
- Some faculty noted there was not much difference between face-to-face students and virtual students who turned their cameras on, but there was a noticeable difference in engagement with the group who did not use their cameras.
- In the student survey we conducted many students reported they were likely to turn their cameras off 1) when other students turned them off, or 2) if they felt that the professor was ignoring the virtual students.
- Some virtual students have said it's partly the placement of the MMC in the front of the room that makes them reluctant to turn on their cameras. They feel like they are in a fish bowl and become very self conscious.
- One solution could be to have all students sign into their device, even in MMC classrooms. That way everyone is "in the fishbowl."
- I read about a professor who had the class set ground rules at the beginning of the semester. One of the rules they came up with was everyone should have their cameras on unless there was a reasonable excuse.

Lewin made a motion to adjourn. Rubarth seconded the motion. Meeting adjourned at 1:32 p.m.