

Rollins College

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The College of Liberal Arts Faculty Minutes

College of Liberal Arts Minutes and Reports

3-11-2021

Minutes, College of Liberal Arts Faculty Meeting, Thursday, March 11, 2021

College of Liberal Arts Faculty, Rollins College

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Minutes of the Regular Meeting of the Faculty of the College of Liberal Arts
March 11, 2021
12:30 via WebEx

Presiding: Paul Reich, President of the Faculty

Recording minutes: Jennifer Queen, Vice President of the Faculty/Secretary

Members in attendance: Althuis; Anderson; Archard; Armenia; Balzac; Barnes; Bennett; Boniface; Brannock; S. Brown; V. Brown; Cannaday; Carnahan; J. Cavanaugh; Charles; Chong; Cooperman; Cornwell; Coyle; Crozier; Cummings; Davidson; D. Davison; DiLorenzi; Dennis; Diaz-Zambrana; Douguet; Elva; Ewing; Fetscherin; Fokidis; Forsythe; French; M. Fuse; Gerchman; Gilmore; Gonzalez Guittar; Guerrier; Guevara Pinto; Haddad; Haines; Hammonds; De. Hargrove; Harper; Harwell; Heileman; Hewit; Hope; Houndonougbo; Hudson; Jones; Kiefer; Kincaid; Kistler; Kline; Kozel; Lewin; Manak; Mathews; McLaren; Mesbah; Mohr; Montgomery; Moore; Mosby; Murdaugh; Musgrave; Myers; Namingit; Newcomb; Nichter; Niles; Nodine; Norsworthy; Painter; Parsloe; Pett; Pieczynski; Prosser; Queen; Rahimighazikalayeh; Ray; Reich; Riley; Robinson; Roos; Rubarth; Santiago Narvaez; Savala; Schoen; Singer; P. Stephenson; Stone; Summet; Sutherland; Svitavsky; Tatari; Teymuroglu; Tillmann; Tome; Vidovic; Warnecke; Williams; Wunderlich; Yankelevitz; Yao; Yellen; Yu; W. Zhang; Zimmermann; Zivot

Guests: Nancy Chick; Kaitlyn Harrington; Stephanie Henning; Toni Holbrook; Karla Knight; Rob Sanders; Kyle Baldwin; Leon Hayner; Meghal Parikh

Meeting called to order at 12:32pm.

- I. Approval of Minutes from February 18th, 2021 CLA Meeting
 - a. Paul Reich asked for approval of the minutes as circulated.
 - b. WebEx Poll Question: Do you approve the minutes from the February 18th CLA faculty meeting as circulated? 65 yes votes, 1 no vote, 5 abstentions. Minutes are approved.

- II. Announcements
 - a. Paul Reich invited divisional nominations for governance committees. We have the following divisional vacancies for AY 21-22:
Business: FEC
Expressive Arts: CC, FRDC, FEC, Global Initiatives
Humanities: EC, CC, FAC, FRDC, Diversity Council, Global Initiatives
Science and Mathematics: EC, CC, FAC, FRDC, Diversity Council
Social Sciences: EC, CC, FAC, FEC, Diversity Council, Global Initiatives
Social Sciences-Applied: FRDC, Diversity Council
 - b. Nominations for the at-large vacancies will be accepted in late March after divisional representatives have been announced. We have the following at-large vacancies for AY 21-22: EC Faculty President; CC (2); FAC (3); FRDC (1); All-Faculty Appeals (1 plus 2 alternates); Student Life (2).

- c. Stephanie Henning announced the cohort registration pilot (see attached).

Q: Why is the cohort system so much better?

A: We have a substantial number of students coming in with AA degrees. We have new students coming in with anywhere from 24 credits to 60 credits from Dual Degree programs which puts them ahead of some students who don't bring any credits in it all. So, a new first year student with coming in with 60 credits was getting the opportunity to register prior to some juniors or sophomores that need the classes to stay on track for a 4-year degree. We don't want students to bypass how we (as an institution) envision progress through a Rollins degree. We have built our general education specifically to cater to students and their maturity level in the transition to college, so, in order to make sure that our juniors are getting first dibs on the courses they need to graduate on a four-year plan, we felt we needed to extract those students that are bringing in a substantial number of dual enrollment credits and getting ahead of our students that are really stressed out and trying to get the courses for graduation.

Q: How are transfers being assigned a cohort given that they do have additional constraints?

A: Alexa Gordon is working with transfer students to assign them a cohort based on the credits they are coming in with. So, a student coming in from Valencia with an AA in 2018 would be assigned a cohort of 2020. She is being generous and making a best guess, because as those of us who work with transfer students know, they do not always get their transcripts in on time.

Q: Doesn't this new system disadvantage some of our strongest students (those who have completed IB and AP courses)?

III. Reports

- a. Executive Committee – Paul Reich reporting.

- i. EC was invited to give feedback on a draft plan from Susan for the return of stipends and course releases. We spent the entirety of our January 28th meeting on this issue, and the divisional reps and President met again on January 29th to continue that conversation. The faculty have been a part of the stipend/release compensation culture for some time now. Last April, the faculty on the Strategic Financial Planning Task Force argued quite strongly that the elimination of stipends was going to result in a significant pay decrease this year beyond the advertised 1/2/3% felt by both faculty and staff in the fall. And even with the restoration of our salaries this spring—for which we are grateful—many of us still feel the loss of those stipends even as we continue to do the work for which we were previously compensated. In our discussions with Grant and Susan, Grant was asked directly about replacing this income, and he expressed his desire to exchange those stipends with permanent increases to our base salaries. It's difficult to adequately summarize the rest of our conversation. The link to the minutes from that meeting is available at the end of this announcement. There were at least three additional points that EC made clear to Grant and Susan. First, we advocated strongly that all department chairs should be given a course release regardless of the size of their department. A tiered system would perpetuate inequities given that it is impossible to determine workload for a chair from year to year, department to department. Second, we acknowledged that many of the endowments that fund chairs don't have the financial resources to cover their course releases. And while we understand—in the spirit of equity and sound

fiscal stewardship—that course releases may be temporarily removed from the benefits of an endowed chair; we implored the administration and the Office of Advancement to secure the donations necessary to fully fund those chairs and the releases they deserve. Finally, we argued that releases and stipends should be transparent and available to the faculty to ensure equity and prevent the possibility of “special compensation” for those in a position to negotiate for it. In the spirit of that transparency, the minutes of the Executive Committee of January 28 (https://scholarship.rollins.edu/as_ec/222/) contain the draft plan offered by Susan and the stipends/course releases given/earned by the faculty over the last few years. No decision has been communicated to EC on stipends and course releases for next year. It is probably obvious that there is a cost every time we remove a faculty member from the classroom or provide them with a stipend. A release of a full-time faculty member takes one of our best teachers out of classroom and either replaces them with an adjunct or increases the caps of additional courses; and stipends perpetuates a type of temporary compensation culture and possibly delays more permanent increases to our base salaries. We have to be judicious in what we think qualifies for either of those things. Just as we, too, need to hold the line on the creep of additional workload that we or the administration demand of us.

Q: Has there been discussion of how the expectations of faculty scholarship might be adversely affected by lack of course releases? Historically we have had increased scholarship expectations in addition to ongoing teaching excellence, so it seems important to make “space” for scholarship through course releases.

- ii. At our last meeting we were invited to give feedback on several visiting positions presented by Susan and designed to relieve pressure on schedule next year. These included three non-sabbatical positions VAP in CLA, and four VAP or lecture positions in Holt. The latter will be funded through the Holt budget. We were also invited to give feedback on a tenure track position in the library and that person will be head of research services for the sciences.
- b. Curriculum Committee – Martina Vidovic reporting.
 - i. CC aligned Holt and CLA calendars - same starting date and Holt will observe the same breaks as CLA (Fall break, Thanksgiving break - Wednesday through Friday).
 - ii. CC has been busy reviewing curriculum changes that were submitted by several departments. So far, we have approved changes to the following majors: Biochemistry/Molecular Biology; English; Health Services Management; Theater/Dance; Professional Writing ; Economics; Dance Minor as well as closure of Dance Minor in Holt.
 - iii. CC approved changes to the Business Concentrations for the Business Major - namely to limit double dipping to achieve multiple concentrations.

Q: Can you clarify what the issue was and how it was resolved?

A: The business department basically came forward with a proposal where they allow students to select on multiple concentrations, but they can only count 1 course towards 2 concentrations. If they want to achieve multiple concentrations they will have to take more courses.
 - iv. CC approved a proposal to limit the seats in rFLA100 classes to students with first year student status in order to secure enough seats for them.
- c. Faculty Affair Committee – Don Davison reporting.

- i. FAC's main item is on the agenda for later, the CIE White Paper distributed with the agenda.
 - ii. FAC continues to discuss the Faculty Salary Equity report which will hopefully be coming before this body soon.
 - iii. FAC began (but did not complete) a conversation about how to achieve an anti-racist campus for Rollins.
 - iv. FAC divisional representatives have been surveying their divisions regarding the budget and the post-COVID environment.
 - v. FAC has also been having a discussion about the FSAR. What is its purpose? Can it be streamlined? We hope to have that wrapped up soon.
- IV. Business
- a. COVID-19 Update (see attached)
 - i. Susan Singer and Leon Hayner gave an update on the campus transmission of COVID and the Student Affairs response to those students who violate the Tars Promise and fielded questions. Leon posted a link in the chat to the form where faculty can report students, they see consistently violating policies. (https://cm.maxient.com/reportingform.php?RollinsCollege&layout_id=3)
 - Q: When will Rollins get the vaccine?
 - A: All Rollins employees (including student employees) can take their pay stub to the Valencia West FEMA site and obtain a vaccine.
 - Q: Will all employees be required to get a vaccine?
 - A: No policy decisions have been made but we are aspiring to be a fully vaccinated campus in the fall.
 - Q: How will we know when we have achieved that metric?
 - A: We are working on a way for the entire Rollins community to volunteer information about vaccination so we can add it to the Dashboard. There is no nefarious reason we want to know this. It is only so we can report on our dashboard our progress on becoming a fully vaccinated campus.
 - Jenny Q and Paul R like to open their presents early, so we took an informal WebEx poll on who has been vaccinated. This poll included non-CLA faculty attendees. 70% of those present had at least one vaccine, 12% had none, 2% preferred not to answer, and 14% did not answer.
 - b. Senior Lecturer and Senior Artist-in-Residence Bylaw (see attached)
 - i. Don Davison moved approve the Senior Lecturer and Senior Artist-in-Residence Bylaw as circulated. Jenny Queen seconded. Don gave a brief background on the process (which had been interrupted by COVID) and asked for questions. There were no questions.
 - ii. As this is a bylaw revision a Qualtrics poll will be circulated by Troy Thomason to all eligible voting faculty in the WebEx CLA Meeting at 1:35 for a 2/3 vote.
 - c. CIE White Paper discussion was postponed until next meeting, so floor was opened to announcements. Grant took this opportunity to announce a three million dollar gift that would allow us to rebuild the black box theater.

Motion to adjourn by Susan Montgomery. Richard Lewin seconded. Meeting adjourned at 1:38 pm.

Changes to Assigned Registration Times

- ▶ Introduction of cohort registration in place of earned credits
- ▶ Change in order of registration for AMP, honors and athletes



What is cohort registration?

- ▶ Students will register with the class they enter with at matriculation rather than based on the number of accumulated credits.
- ▶ Benefits:
 - ▶ Having underclass students register prior to juniors (rising seniors) has proven problematic for this group of students as they oftentimes cannot get the classes they need when they need them to graduate on a normal four-year pathway
 - ▶ This change supports our Finish-in-Four Commitment but still allows for early registration for select groups
 - ▶ This change will eventually allow us to enforce prerequisites of junior or senior standing based on third/fourth year standing in alignment of the true spirit of these prerequisites

Changes to priority/early registration

- ▶ All AMP and honors students regardless of cohort or credits, will no longer register as one group prior to juniors. They will register prior to others in their cohort.
- ▶ 1st and 2nd year athletes will also register prior to others in their cohort, but not as a group.
- ▶ Bonner students will no longer qualify for early registration

How do I find my advisee's registration group?

Student Status	Active Student
Student Type	Continuing/Returning
Late 1-time CR/NC	
Holds	Registration Hold-See Advisor Student Financial Agreement
Cohorts	2023 Cohort AMP Program
Athlete	

F. PROCEDURES FOR SENIOR LECTURER AND SENIOR ARTIST-IN-RESIDENCE REVIEWS

Section 1. Candidate Evaluation Committee Structure and Evaluation

a. Membership

The Candidate Evaluation Committee (CEC) will consist of the chair of the department to which the candidate has been appointed and two additional tenured faculty members from the department, if possible.

b. Notification

Reviews for promotion to senior lecturer and senior artist-in-residence are conducted in the academic year preceding the award. Promotions commence September 1 the year following the review.

By April 15 of each year, the Dean of the Faculty notifies, in writing, those faculty members eligible for promotion to senior lecturer and senior artist-in-residence. The Dean of the Faculty provides them with a timetable for the evaluation process and a description of the materials each candidate must assemble for the evaluation file. Having received the Dean of the Faculty's notification of eligibility, candidates seeking evaluation must inform their department chair and the Dean of the Faculty in writing by May 15.

c. Collection of Materials for Review

The candidate will upload the following materials to Canvas by the first day that the college is open for business in January:

1. CV
2. Professional Assessment Statement
3. Prior departmental evaluations
4. Teaching Portfolio
 - a. Syllabi
 - b. Assignments
 - c. Examples of Student Work
 - d. Reflection on Student Evaluations
 - e. Letters from former students (optional)
 - f. Participation in teaching workshops, etc.
5. Supplemental material such as research or creative activity, service activity (optional)

d. Evaluation by Candidate Evaluation Committee

Based on a review of the candidate's file, class visit, and meeting with the candidate, the Candidate Evaluation Committee submits a report and recommendation to the Dean of the Faculty and the Provost.

e. Evaluation by the Dean of the Faculty

Based on a review of the candidate's file, class visit, and meeting with the candidate, the Dean of the Faculty conducts a separate evaluation. The Dean of the Faculty submits a report and recommendation to the Provost.

Candidates must receive a positive recommendation from both the CEC and the Dean to be promoted to senior lecturer/senior artist-in-residence.

f. Evaluation by Provost

Assessing the recommendations from the CEC and the Dean of the Faculty, the Provost makes the final decision.

Timeline for Promotion to Senior Lecturer and Senior Artist-in-Residence

Notification by the Dean's office of eligibility	April 15
Candidate notifies Dean re: intention	May 15
CEC formed	June 1
Candidates materials uploaded to Canvas	The first day that the college is open for business in January
CEC's letter to Dean and candidate	March 1
Dean's letter to candidate and Provost	April 15
Provost's decision	April 30