

Rollins College

## Rollins Scholarship Online

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Executive Committee Minutes

College of Liberal Arts Minutes and Reports

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2-11-2021

### **Minutes, College of Liberal Arts Executive Committee Meeting, Thursday, February 11, 2021**

College of Liberal Arts Executive Committee

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## **EXECUTIVE COMMITTEE MEETING**

**February 11, 2021  
Agenda**

12:30 p.m. via Webex

- I. Approval of Minutes from January 28, 2021 EC Meeting
  
- II. Business
  - a. Governance Elections Timetable
  - b. Senior Lecturer and Senior Artists-in-Residence Bylaw
  - c. AY2021-2022 Academic Calendars (Revised)
  - d. Anti-Racist Faculty Recommendations
  
- III. Reports
  - a. Curriculum Committee
  - b. Faculty Affairs Committee
  - c. Student Government Association



**EXECUTIVE COMMITTEE MEETING  
February 11, 2021  
Minutes**

**PRESENT**

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

Excused:

**CALL TO ORDER**

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

**APPROVED OF MINUTES FROM January 28, 2021 EC MEETING**

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EC discussed whether to strip faculty names from the attached stipend/course release document. In the spirit of transparency, the decision was made to include the information.

EC unanimously approved the meeting minutes for January 28, 2021.

**BUSINESS**

**Governance Elections Timetable**

**ATTACHMENT #1**

Paul Reich

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Reich presented a timetable for governance elections this spring and asked for feedback.

Q: Should we close divisional elections a couple of days earlier to give you time in case we do not receive nominations?

A: We will close divisional nominations on March 18<sup>th</sup> instead of March 22<sup>nd</sup>.

Please encourage tenured and senior faculty to run.

## **Senior Lecturer and Senior Artists-in-Residence Bylaw**

### **ATTACHMENT #2**

Donald Davison

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Davison presented the proposed Senior Lecturer and Senior Artist-in-Residence Bylaw.

EC members pointed out that the "Evaluation by Provost" section should be labeled "f" instead of "g," and the date in January for candidates to upload their materials to Canvas should state "the first day of College business in January."

Queen made a motion to approve the amended Senior Lecturer and Senior Artist-in-Residence Bylaw. Davison seconded the motion. Motion passed unanimously and will go to the full faculty for vote.

Q: In January 2020, faculty passed recommendations about lecturers. This bylaw addresses the first recommendation. Where are we at on multi-year appointments for lecturers and establishing a date by which appointment letters are sent?

A: The intention was that faculty who earn the rank of senior lecturer would be offered multi-year appointments. We still need to have a conversation about the length of their term. We have not had further conversations about identifying a date by which appointment letters are sent. Part of the issue involves moving lecturer annual reviews to fall semester. We will address that next.

## **AY2021-2022 Academic Calendars (Revised)**

### **ATTACHMENT #3**

Martina Vidovic

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The Curriculum Committee (CC) worked hard to align calendars for Holt and CLA. In the past, Holt did not have a fall break and their Thanksgiving break was Tuesday-Friday. With this proposed schedule Holt will observe fall break and Thanksgiving recess will start on Wednesday. Holt will lose one Monday, but the number of meeting days will be the same for CLA and Holt.

For spring, Jenny has agreed to move Faculty Day of Scholarship so that both CLA and Holt can start classes on Monday, January 10<sup>th</sup>. The rest of the calendar aligns until finals week, so we built in an additional reading day.

Q: We need to anticipate that COVID will still be very much a part of life this fall. Before we pass this calendar, can the CC meet with the COVID Task Force to discuss what happens if we need to have a late start again this year?

A: We are aware we may be in the same situation this fall as last year. This proposed calendar assumes we will be operating as normal, but we know that might not be the case.

Q: Since it's unclear when we will be vaccinated and going back to double-occupancy rooms on campus for students, could CC develop two calendars for next year while they are here this spring, rather than needing them to convene over the summer?

A: CC will work with the COVID Task Force to develop back-up calendars for next year.

Queen made a motion to approve the proposed AY 2021-22 calendar changes. Stone seconded the motion. Motion passed unanimously.

### **Anti-Racist Faculty Recommendations**

#### **ATTACHMENT #4**

Jennifer Cavanaugh

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Due to time constraints, this item will be discussed at the next EC meeting.

### **Staffing the General Education Curriculum**

Ashley Kistler

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We are short three RCC and 13 rFLA courses for Fall '21. If we increase the course cap for RCC from 18-20, we will have enough courses, but that also increases the advising load.

If RCC faculty use peer mentors more effectively then perhaps they would be less burdened by an increase in the course cap. Departments should not be allowed to refuse to offer gen ed courses. It's an equity issue and responsibility to deliver the core curriculum.

Q: Conversations in recent years have centered around how to serve majors and the general education program. Our priority has been to take care of majors. Can you help departments strategize how to offer their curriculum?

A: While this doesn't solve the immediate need, curricular optimization will help. Some majors require over half of a student's courses to be in the major. A typical liberal arts curriculum is 1/3 in the major, 1/3 general education, and 1/3 electives to explore interests.

A: Perhaps we can hire strategic one-year visiting assistant professors for departments who are struggling.

Q: Will we receive overload pay next year?

A: We don't want to ask faculty to teach more than their contracted load. We are working to clarify Holt versus CLA teaching. Some CLA faculty are entirely paid by Holt and should be teaching on load in Holt. Overloads should happen when faculty whose salaries are paid by CLA want to teach in Holt.

Q: Some departments offer competencies in lieu of rFLA/RCC courses. Can we offer the curriculum we've created with our current staffing level?

A: Yes, we can. Competencies are considered a contribution to the general education program. We are still feeling the loss of 11 lecturers who taught 8 courses per year, many in the rFLA curriculum.

Q: Can we rethink the rigidity of the time matrix for RCC courses so faculty with childcare obligations could teach in the program?

A: I have begun conversations with the Registrar to make the matrix more flexible. It won't be in place for fall, but it's something we are working towards.

**Faculty Meeting Agenda for 2-18-21**

Paul Reich

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The faculty meeting agenda will include an update from International Programs and Global Initiatives and the senior lecturer bylaw.

Q: Could we discuss curriculum needs and general education staffing?

A: Yes, and we will move to a committee of the whole for this discussion.

Meeting adjourned at 1:42 p.m.

## ATTACHMENT #1

### **Governance Elections Timetable (Draft)**

**March 11:** Announce divisional vacancies and nominations open

March 22: Divisional nominations close at 12 pm

March 24: Electronic ballots distributed

March 30: Divisional elections close

**April 1:** At-large vacancies announced, and nominations open for standing committees and all-college committees; divisional elections results announced

April 12: At-large nominations close at 12 pm

**April 16:** Elections for at-large vacancies on standing and all-college committees; ratify slates for FEC, All Faculty Appeals

### **Open Divisional Seats AY 2021-2022**

Business: FEC

Expressive Arts: CC, FRDC, FEC, Global Initiatives

Humanities: EC, CC (?), FRDC, Diversity Council, Global Initiatives

Science and Mathematics: EC, CC, FAC, FRDC, Diversity Council, Global Initiatives

Social Sciences: EC, CC, FAC, FEC, Diversity Council

Social Sciences-Applied: FRDC, Diversity Council

### **At-Large Seats AY 2021-2022**

EC: Faculty President

CC: 2

FAC: 3

FRDC: 1

All-Faculty Appeals: 1 + 2 alternates

Student Life: 2

## ATTACHMENT #2

### **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 her/him 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 July 1:

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.

**g. 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 by:	June 1
Candidates materials uploaded to Canvas	January 1
CEC's letter to Dean and candidate by:	March 1
Dean's letter to candidate and Provost	April 15
Provost's decision	April 30

ATTACHMENT #3

<b>FALL SEMESTER</b>	<b>CLA 2021-22</b>	<b>HOLT 2021-22</b>	<b>Aligned with CLA - HOLT 2021-22</b>
New International Students Report	Sun., Aug.15		
New Students Report	Wed., Aug.18		
Returning Students Report	Sat., Aug.21		
<b>First Day of Class</b>	<b>Mon., Aug.23</b>	<b>Mon., Aug.23</b>	<b>Mon., Aug.23</b>
Labor Day Holiday (No Classes)	Mon., Sept. 6	Mon., Sept. 6	Mon., Sept. 6
Fall Break (No Classes for CLA only)	Mon., Oct. 11 to Tues., Oct. 12	Holt classes will meet during CLA Fall break	Mon., Oct. 11 to Tues., Oct. 12
Academic and Career Planning for Spring Begins	Mon., Oct. 25		
Thanksgiving Recess (No Classes)	Wed., Nov. 24, to Fri.,Nov 26 (CLA)	Tues., Nov. 23, to Fri., Nov. 26 (Holt) Thur., Nov. 25, to Fri., Nov. 26 (Grad Counseling )	Wed., Nov. 24, to Fri., Nov. 26 Thur., Nov. 25, to Fri., Nov. 26 (Grad Counseling )
<b>Classes End</b>	<b>Fri. Dec. 3</b>	<b>Fri., Dec. 10</b>	<b>Fri., Dec. 10</b>
Reading Days	Sat., Dec. 4, and Sun., Dec. 5		
<b>Final Exams</b>	<b>Mon., Dec. 6, and Tues., Dec. 7</b>	<b>Mon., Dec. 6, through Fri. Dec. 10</b>	
Reading Day	Wed., Dec. 8		
<b>Final Exams</b>	<b>Thurs., Dec. 9, and Fri. Dec. 10</b>		
<b>Grades Due at Noon</b>	Tues. Dec. 14		
(Contingency Days)	Mon., Dec. 13, through Fri. Dec. 17	Mon., Dec. 13, through Fri. Dec. 17	Mon., Dec. 13, through Fri. Dec. 17

<b>SPRING SEMESTER</b>	<b>2021-22 Current</b>	<b>2021-22 (Mon. start) CLA/Holt</b>	<b>2021-22 (Wed. start)</b>
<b>Intersession</b>	Mon., Jan., 3 - Fri., Jan. 7	Mon., Jan., 3 - Fri., Jan. 7	Mon., Jan., 3 - Fri., Jan. 7
<b>First Day of Class</b>	<b>Tues., Jan. 11</b>	<b>Mon., Jan. 10</b>	<b>Wed., Jan. 12</b>
M.L. King, Jr. Day (No Classes)	Mon., Jan. 17	Mon., Jan. 17	Mon., Jan. 17
Spring Break (No Classes)	Mon., Mar. 14 to Sun. Mar. 20	Mon., Mar. 14 to Sun. Mar. 20	Mon. Mar. 14 to Sun. Mar. 20
<b>Classes End</b>	<b>Tues., Apr. 26</b>	<b>Mon., Apr. 25 (Mon. May 2 for Holt)</b>	<b>Tues. Apr. 26 (Tues., May 3 for Holt)</b>
Reading Day	Wed., Apr. 27	Tues., Apr. 26, Wed., Apr. 27	Wed., Apr. 27
<b>Final Exams</b>	<b>Thurs., Apr. 28 and Fri., Apr. 29</b>	<b>Thurs. Apr. 28 and Fri. Apr. 29</b>	<b>Thurs., Apr. 28 and Fri., Apr. 29</b>
Reading Days	Sat., Apr. 30, and Sun., May 1	Sat. Apr. 30, Sun., May 1	Sat., Apr. 30 and Sun., May 1
<b>Final Exams</b>	<b>Mon., May 2, and Tues., May 3</b>	<b>Mon. May 2 and Tues., May 3</b>	<b>Mon., May 2, and Tues., May 3</b>
<b>Grades for Graduating Seniors Due at Noon</b>	Wed., May 4	Wed., May 4	Wed., May 4
<b>Commencement</b>	<b>Sun., May 8</b>	<b>Sun., May 8</b>	<b>Sun., May 8</b>
<b>Grades for All Other Students Due at Noon</b>	<b>Wed., May 11</b>	<b>Wed., May 11</b>	<b>Wed., May 11</b>
<b>Counts</b>	Count:70 in class/3 reading/4 exam/6 Holiday,Days:14M/15T/14W/14R/14F	Count:70 in class/3 reading/4 exam/6 Holiday,Days:14M/14T/14W/14R/14F (15 class periods for Holt including exams)	Count:69 in class/3 reading/4 exam/6 Holiday,Days:13M/14T/14W/14R/14F (15 class periods for Holt including exams)
<b>MAYMESTER</b>	<b>2022</b>		
First Day of Class	Mon., May 9		
Memorial Day Holiday (No Classes)	Mon., May 30		
Classes End	Thur., June 2		
Final Exams	Fri, June 3		

## SUMMER

First Day of Class (12 and 1st 6-week session)

First Day of Class-Grad Counseling

Memorial Day (No Classes)

Last Day of 1<sup>st</sup> 6-week session

Independence Day (No Classes)

Grades Due (1<sup>st</sup> 6-week session)

First Day of Class 2nd 6-week session)

Last Day of Class Grad Counseling

Last Day of Class, 12-week & 2<sup>nd</sup> 6-week

Grades Due 12-week & 2<sup>nd</sup> 6-week

#### ATTACHMENT #4

The Faculty Affairs Committee is completing the final revisions to the CIE White Paper. Members from the FEC and FAC met to discuss highlights from the report and the FAC is integrating many of their suggestions into the report. The FAC is continuing its discussion of budget priorities in the post-COVID environment as well as ways to simplify the FSAR. Finally, the FAC is discussing the feedback from the faculty retreat regarding ways to become an anti-racist campus. The FAC plans to formulate a series of suggestions for faculty discussion.