

Rollins College

Rollins Scholarship Online

Executive Committee Minutes

College of Liberal Arts Minutes and Reports

7-29-2021

Minutes, College of Liberal Arts Executive Committee Meeting, Thursday, July 29, 2021

College of Liberal Arts Executive Committe

Follow this and additional works at: https://scholarship.rollins.edu/as_ec



EXECUTIVE COMMITTEE MEETING

**July 29, 2021
Agenda**

11:00 a.m. via Webex

- I. Business
 - a. Fall 2021 Class Attendance Policy
 - b. Faculty Retreat
 - c. Governance Vacancies



EXECUTIVE COMMITTEE MEETING
July 29, 2021
Minutes

PRESENT

Missy Barnes, Jennifer Cavanaugh, Rosana Diaz-Zambrana, Hannah Ewing, Karla Knight, Richard Lewin, Jana Mathews, Jennifer Queen, Jamey Ray, Rob Sanders, Susan Rundell Singer, Anne Stone

Guests: Amy Armenia, Gloria Cook

Excused: Grant Cornwell, Daniel Elliott, Jill Jones, Ashley Kistler, Julia Maskivker, Dan Myers

CALL TO ORDER

Jana Mathews called the meeting to order at 11:00 A.M.

APPROVAL OF MINUTES FROM APRIL 22, 2021, EC MEETING

Approval of the minutes was deferred to the first EC meeting of Fall 2021.

BUSINESS

Fall 2021 Class Attendance Policy

ATTACHMENT #1

Gloria Cook

Two associate deans presented a comprehensive attendance policy for Fall 2021 to the Curriculum Committee (CC). CC made a few small edits and unanimously approved the attached policy on 7-26-21.

Queen made a motion to approve the Fall 2021 Class Attendance Policy. Ray seconded the motion. Motion passed unanimously.

Faculty Retreat

Jana Mathews

The afternoon portion of the August 17th Faculty Retreat is reserved for a CLA Faculty Meeting. The plan is for the Curricular Optimization Committee to present their findings and discuss why the move to 128 hours is being proposed at this time and what we need to do to move forward.

Table discussions will follow, and faculty will have the opportunity to ask questions. Jana would like EC members to sit at different tables to take notes and help guide discussions.

Comments/Questions:

Q: Are we planning to take a vote at this meeting? I'm concerned we will not have quorum.

A: There will not be a vote at this meeting. We want to use this opportunity to have a substantive conversation about the topic and be ready to move forward when the semester begins.

--The focus of the discussion should be on two principles: shifting to 128 hours and no major will dominate the 128.

--Curricular optimization includes many issues, but we want to focus this conversation on the 128 hours as the key issue and relatively urgent to move forward.

Governance Vacancies

Jana Mathews

We have three vacancies on standing committees: Curriculum Committee needs a social sciences rep, the Faculty Research and Development Committee needs a business rep, and the Faculty Affairs Committee has an at large opening.

Other

Susan Rundell Singer

We are planning an August 12 Town Hall for faculty and another for staff related to COVID. We are also working on communications to go out closer to the start of the term about what classrooms will look like. If you hear questions, please pass them on to Susan.

Barnes made a motion to adjourn. Queen seconded the motion. The meeting adjourned at 11:30 a.m.

ATTACHMENT #1

Title: Fall 2021 Class Attendance Policy	Type	Temporary-Emergency
No: TMP 1009	Approval Date: X-XX-2021	
Responsible Office: Academic Deans	Reviewed By: CLA Curriculum Committee, 7-26-2021; CLA Executive Committee, 7-29-2021 VPAA/Provost, X-XX-2021; President's Cabinet, X-XX-2021 Approved By: President, X-XX-2021	
Next Review: 2025-2026	Revision No:	

I. Purpose/Introduction/Rationale

Rollins College is committed to supporting the wellbeing of its students, staff, and faculty. The College plans to return to a fully in-person academic year in Fall 2021, and aims to accommodate students who are isolated or quarantined due to COVID-19 exposure or infection, in order to minimize the potential spread of COVID-19 among the College's students, faculty, and staff. This policy pertains to all students in the College of Liberal Arts (CLA) and the Hamilton Holt School (Holt)

II. Definitions

Fall semester 2021 will employ a temporary *modification* of attendance policies tied to course grades due to the COVID-19 pandemic.

III. Procedure or Application

CLA and Holt.

- Students who must miss in person class sessions due to COVID-19 isolation or quarantine orders will not have their course grade negatively affected by their absence from class.
- Students remain responsible for all assigned work in the course or instructor-approved alternatives.
- Instructors will be notified of a student's need to miss class due to isolation and/or quarantine by the COVID Operations Team.
- Students who receive notification of a COVID-19 diagnosis or need to isolate/quarantine from an off-campus source must contact the Wellness Center to have instructors notified of a need for accommodation.
- Instructors will work with students to make up course material missed through the absences. The means of accommodation will be determined by the instructor.
- Instructors shall not request medical information to verify student isolation/quarantine as this can be a violation of HIPPA privacy laws.
- The Academic Honor Code will bind students to be truthful in reporting COVID exposure and diagnosis. Lying to a faculty or staff member is considered a violation of the Academic Honor Code
- Students who miss class for reasons other than isolation/quarantine will be held to the terms of the instructor's attendance and participation policy as stated in the course syllabus.
- Excessive absences from class due to isolation/quarantine or other reasons can result in the student being unable to meet all of the learning objectives for a course. In such cases, students will consult with the Office of Student and Family Care to explore options such as a medical leave, incomplete course contract, or withdrawal from the course.

IV. Effective Date

This policy is effective August 11, 2021, and supersedes all previously issued versions.

VII. Rationale for Revision

