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2-2-2023

Minutes, Executive Committee Meeting, Thursday, February 2, 2023

College of Liberal Arts Executive Committee

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Recommended Citation

College of Liberal Arts Executive Committee, "Minutes, Executive Committee Meeting, Thursday, February 2, 2023" (2023). *Executive Committee Minutes*. 256.

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**Executive Committee Agenda
February 2, 2023**

- I. Approval of January 26, 2023 Minutes
- II. Announcements
- III. Committee Reports
- IV. New Business
 - a. Guidelines for Course Caps
 - b. Proposal to move from 140 to 128 credit hours

Executive Committee Meeting Minutes February 2, 2023

Present

Adeline Davis, Rosana Diaz-Zambrana, Hannah Ewing, Todd French, Kevin Griffin, Ashely Kistler, Emmanuel Kodzi, Jana Mathews, Dan Myers, Anne Murdaugh, Susan Singer

Guest

Paul Reich, member of the Curricular Optimization Task Force

Call to Order

Jana Mathews called the meeting to order at 12:31 PM.

Approval of January 19, 2023, EC Meeting

Mathews motioned to approve the minutes from the January 19th meeting, seconded by Myers. ***Motion passed unanimously.***

Announcements

There were no new announcements for this meeting.

NEW BUSINESS

COTF's Report - Guidelines for Credit Hour Proposal & Course Caps

Reich presented the Curriculum Committee's Recommendations and Amendments for the **Credit Hours Proposal** and the Curriculum Committee's **Proposed Guidelines for Course Enrollments**.

- The **Credit Hours Proposal** is labeled as [Item C](#) in the Appendix.
- The **Proposed Guidelines for Course Enrollments** is labeled as [Item A](#) in the Appendix.

*In response to this information, Myers motioned to move to a committee of the whole, to discuss the Curriculum Committee's Recommendations and stipulations, seconded by Griffin. **Motion passed unanimously.***

*At 1:30PM, Mathews motioned to move back into the Committee, seconded by Myers. **Motion passed unanimously.***

The Committee then considered whether to vote to endorse the Curriculum Committee's Recommendations as a block, and whether such a vote would give the faculty an opportunity to thoroughly consider each aspect of the overall proposal.

*Myers moved to divide the Curriculum Committee's **Credit Hour Proposal** from the **Proposed Guidelines for Course Enrollments**, seconded by Kodzi. **The motion passed with one abstention.***

The Committee consulted the Curriculum Committee's amended **Credit Hour Recommendation** from the COTF (*see below*).

That Rollins change the required credit hours for graduation to 128 credit hours, with the following stipulations:

- a. That the minimum number of elective credit hours be increased from 16 (4, 4-credit classes) to 20 (5, 4-credit classes)
- b. That no major program exceed more than one half of a student's total credits required for graduation
- c. That CLA's policy of the single tuition cost model be continued (that there are no additional costs for classes taken during the fall and spring semesters) and be extended to Intersession.

Mathews motioned to support the Curriculum Committee's credit hour recommendations, seconded by Myers. Motion passed with two oppositions.

French motioned to support the Curriculum Committee's course cap guidelines, seconded by Myers. Motion passed with one abstention.

Adjournment

Griffin made a motion to adjourn. French seconded the motion. Meeting adjourned at 1:42 PM.

Appendix

A. Curriculum Committee's Proposed Guidelines for Course Enrollments

Background

The Curriculum Committee makes its recommendation based on the Rollins mission and best pedagogical practices.

Recommendations:

Recognizing the individual needs of different courses and different classes, we recommend that departments continue to set their own course caps with an emphasis on best practices and pedagogy as well as the recognition of student need. We also recognize that the Rollins mission and the Rollins promise embrace small class size, student/professor relationships, and excellent pedagogy which we believe requires faculty agency.

We propose the following recommendations, but do not endorse them as anything other than guidelines.

Standard Caps

We recommend the cap for standard courses be set between 17 and 24 students with the consent of the instructor and the department chair.

General Education Course Caps

rFLA

The standard caps for rFLA courses are as follows: rFLA 100, 24; rFLA 200, 22; rFLA 300 18. These caps have long been in practice for rFLA and are listed as guidelines on the rFLA course proposal form.

RCC

RCC classes will be capped at 18, in keeping with longstanding practice at Rollins.

Competency Courses

- **We recommend WCMP courses be capped at 17**, in keeping with the practices of our benchmark institutions.
- **We recommend MCMP courses be capped at 24**, in keeping with the practices of our benchmark institutions.
- **We recommend FCMP courses be capped at 18 as will global language courses at all levels.**
- **We recommend ECMP courses be capped according to standard cap for the level of the course listed above.**

Courses with Special Considerations

The following courses have special consideration due to space limitations that impact the course size.

Performing Arts and Fine Arts

Performing Arts and Fine Arts classes will follow the above stated standard course caps, except when studio space/limited equipment constrains the size of a class.

Science courses

Science courses will follow the above stated standard course caps, except when lab space constrains the size of a class.

Course Minimums

Rollins traditionally runs courses with 8 or more students. However, **we recommend a course have a minimum of 6 enrolled students to move forward, in keeping with the practices of our benchmark group.**

In situations where a required non-elective major/minor course has fewer than 6 students and it serves a timely need for any of the remaining enrolled students, **we recommend that faculty and department chairs determine the course status on a case by case basis.**

Requests for Lower Course Caps

Faculty can submit requests for lower course caps for their courses with an accompanying rationale to the Dean of Faculty.

Note: The COTF's Credit Hour Worksheet can be found on the Executive Committee's Canvas page, under the February 2, 2023, EC Meeting Module.

B. Context for the COTF's Recommendations – Credit Hours & Course Caps

COTF Recommendation #1

Paul Reich <PREICH@Rollins.edu>

Fri 9/10/2021 10:49 AM

To: Grant Cornwell <GCORNWELL@Rollins.edu>; Susan Rundell Singer <SRSINGER@Rollins.edu>; Jana Mathews <JMATHEWS@Rollins.edu>; Jill Jones <jcjones@Rollins.edu>

Cc: Gloria Cook <GCOOK@Rollins.edu>; Jennifer Cavanaugh <JCAVENAUGH@Rollins.edu>; Rob Sanders <RSANDERS@Rollins.edu>; Ashley Kistler <SKISTLER@Rollins.edu>; Amy Armenia <AARMENIA@Rollins.edu>

Dear Grant, Susan, Jana, and Jill,

Attached you will find the Curricular Optimization Task Force's first recommendation for revising our undergraduate curriculum. As you will read, we recommend the CLA Faculty reduce the total number of credits required for graduation to 128, cap major programs to 64 credits, and increase the number of required elective credits to 20. We hope Curriculum Committee can take this matter up at its earliest convenience.

I have also attached an Excel spreadsheet that includes a major program breakdown highlighting those majors currently exceeding 64 credits. This spreadsheet also includes "worst-case scenarios" for students who need to complete two 100-level language courses before they satisfy their FCMP. Finally, it provides a major program worksheet that highlights competencies satisfied within the major, effectively reducing a student's credit burden; I use Business Management as model. We hope these tools will prove useful to CC as they review major programs.

I have meetings scheduled with 4 of our divisions to discuss these recommendations and would be happy to return to CC to answer any additional questions they may have. We also continue to engage with major programs that exceed 64 credits in the hopes that they can submit proposals to CC this year that align with our recommendation.

Thank you,

Paul D. Reich, Ph.D.

Note: The COTF's official 2021 Recommendation document can be found on the Executive Committee's Canvas page, under the February 2, 2023, EC Meeting Module.

C. Curriculum Committee's Proposal to Change Credit Hours Required for Graduation

The Curriculum Committee received the following Recommendation from the Curricular Optimization Task Force Report, regarding credit hours required for graduation:

That Rollins change the required credit hours for graduation to 128 credit hours, with the following stipulations:

- a. That the minimum number of elective credit hours be increased from 16 (4, 4-credit classes) to 20 (5, 4-credit classes)
- b. That no major program exceed more than one half of a student's total credits required for graduation

The Curriculum Committee amended and endorsed the following Recommendation from the Curricular Optimization Task Force Report, regarding credit hours for graduation:

That Rollins change the required credit hours for graduation to 128 credit hours, with the following stipulations:

- a. That the minimum number of elective credit hours be increased from 16 (4, 4-credit classes) to 20 (5, 4-credit classes)
- b. That no major program exceed more than one half of a student's total credits required for graduation
- c. That CLA's policy of the single tuition cost model be continued (that there are no additional costs for classes taken during the fall and spring semesters) and be extended to Intersession.