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Minutes, College of Arts & Sciences Faculty Meeting, October 27, 1998

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Subject: Arts and Sciences Faculty Meeting

Date: Thu, 15 Oct 1998 11:05:44 -0400

From: Donald Davison <DDavison@Rollins.Edu>

Organization: Rollins College

To: Donald.Davison@Rollins.Edu

CC: MATthew.MITCHELL@Rollins.Edu

GENERAL MEETING

ARTS & SCIENCES FACULTY

Tuesday, October 27, 1998
12:30 - 1:45 p.m.
GALLOWAY ROOM

I. Call to Order

II. Approval of Minutes from Arts & Sciences
Faculty meeting of May 14, 1998
(distributed)

III. Announcements and Information

A. Actions Taken by the Executive Committee
(see attachments below)

1. Guidelines for Calendar
2. Alcohol Policy revision
3. Family Weekend (February 26, 1999)

IV. Old Business

A. Proposed Amendments to the Arts and Sciences Bylaws
(Rules for Debate: non-repetition; 5-minute rule per amendment; members limited to speaking twice on same item)

[to access the documents(2) see "Reports" on Governance web page]
<http://www.rollins.edu/governance/reports.html>

or

[copy the files from the R: drive]
R:\Governance\Proposed.Changes
R:\Governance\Complete.Text

V. New Business

VI. Reports -(time permitting)

- A. Academic Affairs
- B. Student Life
- C. Finance and Service
- D. Professional Standards

VII. Adjournment

Subject: Approved Minutes: A & S Faculty Meeting of May 14, 1998

Date: Wed, 28 Oct 1998 12:20:39 -0500

From: Donald Davison <DDavison@Rollins.Edu>

Organization: Rollins College

To: Donald.Davison@Rollins.Edu

CC: MATthew.MITCHELL@Rollins.Edu, BRIDGET.CONWAY@Rollins.Edu

Minutes of the May 14, 1998 meeting of the Faculty of A & S
Approved, as Corrected, October 27, 1998

To: Members of the A&S Faculty
From: H. Kypraios, Vice President and Secretary
Date: September 12, 1998
Subject: Minutes of the Faculty Meeting, May 14, 1998

The May 14, 1998 meeting of the A&S Faculty was called to order by D. Davison at 12:40 pm. Those in attendance were J. Addelston, B. Allen, M. Bekkedal, P. Bernal, G. Biery-Hamilton, E Blossey, A. Boguslawski, W. Boles,
R. Bornstein, W. Brandon, S. Briggs, S. Carnahan,
B. Carson, R. Carson, G. Child, J. Child, E. Cohen,
T. Cook, L. Couch, D. Davison, J. Davison, H. Edge, L. Eng-Wilmot, E. Friedland, L. Glennon, E. Gregory, D. Griffin, S. Hewit, J. Houston, G. Howell, P. Jarnigan, J. Jones,
S. Klemann, D. Kurtz, H. Kypraios, T. Lairson, C. Lauer,
R. Lemon, R. Lima, L. Lines, K. Manny, C. McFarland, M. McLaren, R. Moore, J. Nassif, M. Newman, M. O'Sullivan, T. Papay, P. Pequeno, S. Phelan, J. Provost, B. Ramsey, K. Reich, D. Rogers, E. Royce, S. Rubarth, M. Ruiz, J. Schmalstig, W. Schmidt, E. Schutz, J. Siry, A.C. Skelley, T. Softic, R. Steen, R. Stephenson, M. Stewart, K. Taylor, L. VanSickle, M. Vargas, B. Walker, G. Williams W. Zhang;
Student Body Attendees: B. Conway, M. Malfa, M. Mitchell

I. Approval of Minutes

The minutes of the April 23, 1998 Faculty meeting were approved as distributed.

II. Announcements

D. Davison announced that the ballots for the Faculty Evaluation Committee and Appeals Committee were overwhelmingly approved.

B. Boles announced softball game for May 15th at 4:00

Ballots for Governance Committees were then distributed. E. Schutz was added as a candidate for the Academic Affairs Committee. L. Valdez was added as a candidate for Professional Standards Committee. S. Klemann was added as a candidate for the Finance and Standards Committee.

D. Davison then reported three actions taken by the Executive Committee. These, as reported in the attachments, concerned the credits awarded to students entering with an International Baccalaureate degree, the concept that grades received from courses taken at other member colleges of the ACS will count in student GPA's, and a change in residency requirements.

No questions were raised on any of these issues.

III. Old Business

No old Business.

IV. New Business

A. The Provost asked the Faculty for endorsement for the Candidates for Graduation from both the day and evening programs of A&S.

The Faculty endorsed the candidates unanimously.

B.1. D. Kurtz moved the proposal to adopt the Mini-Term Interval. The AAC also recommended that a committee be appointed to oversee this interval and proposed the theme of "The individual and community" for next January.

Questions asked concerned how many faculty have expressed interest in participating, whether students could fail and would the failure show on the transcript (yes), and on the timing of publishing this information.

Dean Briggs responded that these would not be the usual courses. These courses would be experiential and with unifying activities. The Faculty involved in the discussion have shown great enthusiasm, but additional discussion would be needed. He added that if this proposal passes, it would be organized, presented, and published in the fall.

The motion on the Mini-Term carried.

B.2. D. Davison then referred to the Tentative Calendar proposed. He pointed out a minor correction concerning the first day of spring term classes, which was listed as Wednesday, January 19th but should be Tuesday January 18th. Otherwise this tentative calendar parallels the 1998-99 calendar.

A motion was made and seconded to adopt this calendar.

H. Edge noted that some of reasons for eliminating the Winter Term were to end the spring semester earlier so that students could participate in summer school programs elsewhere and could seek jobs earlier. He asked if there had been any discussion on whether the spring term could start a week earlier.

D. Kurtz replied that a compromise was sought. We wanted to allow some extra time for student trips during the Mini Term while still allowing enough time at the end of the semester for students to enroll in summer school.

The Faculty voted to adopt the tentative calendar.

IV. Committee Reports.

D. Kurtz, from the AAC, reported on the status of the German Major. The AAC has decided to postpone a decision on this issue until the fall semester. This would give time for the Foreign Language department to revise and propose a change in the curriculum. The change considered is to change the German Major into a European Studies major.

S. Carnahan noted how in an era of a United Germany we will be dropping the German Major.

J. Houston, from the Student Life Committee, retraced the history associated with its charge on the issue of diversity and related issues. The SLC has identified four goals. First, to link together the fragmented elements of the community. Second, to open and maintain a constructive dialogue among the various groups. Third, to establish a shared vision of Rollins College that cultivates responsibility, trust and pride in our community. The fourth goal is to evaluate the process towards these goals. The purpose of Community Day is to jump-start this process.

Community Day was moved forward to September 16 so as to start this process as early as possible. Attendance would be mandatory. There will be a keynote speaker. The activities will be intra-group in the morning and inter-group in the afternoon. Finally, there will be a closing event. J. Houston then asked the faculty if they would endorse this resolution.

The resolution was endorsed and seconded.

Discussion and questions concerned: attendance, what students would have learned by the end of the day, and how staff participation would fit in this.

The faculty endorsed this resolution and Community Building Day.

D. Davison reported the results of the election for the Governance Committees. E. Royce was elected to the AAC.

L. Lines and D. Kurtz were elected for the PS committee.

J. Houston, P. Jarnigan, and R. Moore were elected for the SLC. J.

Nassif, and S. Klemann were elected to F&S.

J. Schmalstig, from the Professional Standards Committee, presented a proposal submitted by J. Provost from Committee W. The proposal attempts to support the diversity initiative through a pilot survey on how this issue is treated in the classroom. Information could be gathered by adding some questions on a separate sheet of course evaluations on how cultural diversity is perceived in the classroom for a one-year period. Student responses would be filed with student evaluations, which could then be reviewed by faculty. Then these would be collected and evaluated by a committee of PS. The hope is to gather information on how students perceive these issues in the classroom. We could then see what we are doing right and wrong. This information would be useful in identifying issues for workshops. Faculty could then decide on how to proceed with this information with regard to further evaluations of courses and/or faculty.

G. Williams asked whether this evaluation could include student evaluation of other students on this issue. He also wondered if this could end up being interpreted as a question on political correctness, which may have an impact on different learning styles.

The response was that adding another question on student perceptions of other students would be OK. However, the Committee felt that the question on instructors demonstrating sensitivity and respect for diversity of student learning styles should be left in the questionnaire.

K. Taylor added that we are now operating in the dark. This is a way to get information as to what is learning style.

S. O'Sullivan noted that some classes might not fit with these questions. For example, a course on women authors may be more appropriate than a course on Shakespeare.

D. Griffin was concerned that this could lead to misleading information.

M. Ruiz suggested that questions ask students to illustrate and give examples of what they mean.

E. Cohen wondered if we weren't mixing issues on college assessment with teacher and course assessments. He didn't think it appropriate to link these two together.

S. Carnahan, in reviewing the history of this proposal, noted that some on Committee W wanted to propose that this be made part of the faculty evaluation process starting immediately. Others wanted to gather information for study. Since it may be that our students may be more knowledgeable on these issues than we are, this process was seen as a

way of getting feedback from students on how to improve our courses.

J. Siry asked whether there was any support for faculty on appropriate learning styles.

S. Carnahan replied that workshops have been offered, but that these are poorly attended.

S. O'Sullivan thought that junior faculty could have cause to worry about this.

J. Schmalstig replied that there would be no tracing of faculty at this stage.

T. Lairson found the second question concerning sensitivity on world views to be problematic. For example, how does one demonstrate sensitivity to a student in class who is an avowed racist or fascist?

E. Schutz suggested that we endorse a review of our selves.

E. Cohen suggested endorsing a review of college policy.

D. Davison noted that this proposal is in a stage of compiling suggestions.

The meeting was adjourned at 1:44 pm.

Subject: UNAPPROVED Minutes of General Faculty meeting, October 27, 1998

Date: Wed, 04 Nov 1998 14:46:51 -0500

From: Donald Davison <DDavison@Rollins.Edu>

Organization: Rollins College

To: Donald.Davison@Rollins.Edu

CC: MATthew.MITCHELL@Rollins.Edu, BRIDGET.CONWAY@Rollins.Edu

Arts and Sciences Faculty Meeting
October 27, 1998

Unapproved Minutes

To: Members of the Arts and Sciences Faculty
From: Scott Hewit, Vice President and Secretary
Date: November 2, 1998

I. Call to Order

President Don Davison called the meeting to order at 12:45. Those in attendance were: Barry Allen, Mark Anderson, Marni Bekkedal, Gay Biery-Hamilton, Erich Blosssey, William Boles, Wendy Brandon, Stephen Briggs, Barbara Carson, Robert Carson, Gloria Child, Doug Child, J. Thomas Cook, Lezlie Couch, Donald Davison, D. Larry Eng-Wilmot, Elise Friedland, Lynda Glennon, Eileen Gregory, Donald Griffin, J. Scott Hewit, John Houston, Jill Jones, Stephen Klemann, David Kurtz, Carol Lauer, R. Barry Levis, Susan Libby, Lee Lines, Edna McClellan, Margaret McLaren, S. Joseph Nassif, Stephen Neilson, Marvin Newman, Maurice O'Sullivan, Twila Papay, Judith Provost, Kathleen Reich, David Richard, Edward Royce, Wallace Schmidt, Anne Skelley, James Small, Robert Steen, Paul Stephenson, Marilyn Stewart, Kenna Taylor, Richard Vitray, Bonnie Walker, Gary Williams, Wenxian Zhang, Les Lloyd

Students: Bridget Conway, Matthew Mitchell, Glenn Fleming

II. Approval of Minutes from Arts & Sciences Faculty meeting of May 1998 14,

Richard Lima's name was added to the list of those in attendance. Under New Business, section B.2. should read "Tuesday, January 18." With these changes, the minutes were unanimously approved.

III. Announcements and Information

A. Actions Taken by the Executive Committee (see attachments to agenda)

1. Guidelines for Calendar
2. Alcohol Policy revision
3. Family Weekend (February 26, 1999)

Don explained that the College was going back to one weekend per year for this event, that the Executive Committee endorsed the idea of the faculty hosting an event, that a Friday barbeque at the Farmer's Market for parents and students, around 6PM, was the current plan, and that new information would be provided as it is mad available.

4. There will be a discussion with the Athletic Department in the Galloway Room from 12:30 to 1:30 on November 10. Phil Roach, coaches, and faculty from the Athletic Advisory Committee will lead the discussion, which will focus on the welfare of the student/athlete on

campus and the status of the athletic programs. Comments from faculty will be elicited.

5. Steve Briggs presented updated information on Winter Celebration (see handout). The task force working on this event has identified a guest speaker (David Halberstam), a reading to be prepared by participants (Halberstam's, *The Children: Courage to Create an America that Works*), and a theme (The Civil Rights Movement). He distributed a schedule of events for the January 13-15 event, which will target certain student groups for participation and carry with it one semester hour of academic credit on a pass/fail basis. Steve encouraged the consideration of a reflective journal as part of the students' requirements, anticipated approximately 200 students and 20-25 faculty attending, and indicated a tentative \$400 stipend for any faculty who participate. He also encouraged the inclusion of any cultural events and athletic events in the master schedule of events during that time, and that a more general announcement would be sent out very soon.

Eileen Gregory asked when students would get information and sign up. Steve said that in the next few days students may be invited to attend. Gary Williams suggested that this event be presented in front of certain student groups we wish to target for the event.

Socky O'Sullivan asked whether we would have information on student semester hours by registration so we knew if a student needed the semester hour or not.

Steve said the freshmen are on Banner, but other students are on both Banner and RISC, the old system. The changeover will be done by March, and by registration we will have both reports on these students. Students will also be instructed to complete a handwritten copy of their academic record to bring with them to registration. Basically, Banner will not update what is on RISC.

Ken Taylor felt that the problem was how strict the College will be about the 140 hours for graduation. Steve said students can use either 35 course units or 140 semester hours.

There will be no cost for Winter Celebration, or for upcoming May Term experiences (except of course for any special program fees involved). Lezlie Couch asked if Holt students were eligible, and Steve said that we could work on ways to include them.

IV. Old Business

A. Proposed Amendments to the Arts and Sciences Bylaws (see Governance web page)

Don reported that Wally Schmidt, Laura Greyson, and Jim Small (Bylaws Task Force) searched the existing bylaws for changes needed in lieu of the elimination of the Faculty Senate. The revisions need to be approved by a 2/3 vote.

Jim Small then summarized the work of the committee, which was to convert from Senate model to where the Faculty receives work of the committees. A few related changes were also included. Jim moved to accept the amendments as a package. The package was unanimously approved.

Don thanked the committee for their work, and the Faculty applauded the committee for their work.

V. New Business

VI. Reports

A. Academic Affairs - Eileen Gregory

Items the committee is working on include honors students being able to complete honors in their majors, the request by SGA for more course information on the web, putting a faculty representative back on the Appeals Committee, academic standards, a report on academic appeals and probations, semester hour values of courses, a report on a European Studies major due 10/31, and the availability of general education courses and when students should take them.

B. Student Life - John Houston

Follow up work and monitoring is underway relative to Community Building Day.

John thanked everyone for their support and indicated that the goals, which are available on the web page, will be implemented during this academic year.

C. Finance and Service - Joe Nassif

The Strategic Financial Planning Committee heard the formal process of budget. This year looks good financially in terms of enrollment but bad in terms of an insurance cost increase. There will be 5-6 presentations from underwriters in the next few weeks.

Raises and compensation packages were also discussed. The dental plan will not change.

The domestic partners policy was presented to the Board of Trustees last Thursday.

The financial aspects of International Programs are being looked into, too, as are some issues related to the office of Human Resources with respect to confirmed staff salaries of long term employees and inequities. Joe indicated that he hoped the staff inequities were going to be taken care of before faculty compensation.

Bob Carson asked for names of underwriters: Joe named PRUCARE, Blue Cross/Blue Shield, Cigna, Aetna, HealthCare, and an independent underwriter.

Eileen Gregory asked if quality of care was also a factor, not just cost, and Joe said that it was indeed.

Doug Child, a member of the committee, said that he heard that problems were more with the PPO than the HMO.

Don Davison said that all of this is preliminary, that no decisions will be made until closer to the end of the year. The decision, however, will have to be made quickly, once the information is provided.

Don Griffin asked to get the information as far in advance as possible. Joe assured us that this would happen.

D. Professional Standards - David Kurtz

The committee's main focus is the overload compensation procedure, and the plan is to simplify it and provide for banking release time. Other issues are faculty evaluation of administrators, and a tenure clause to be applied in emergency situations. Critchfield Grant apps coming out in November, due in January.

VII. Adjournment

The meeting was adjourned at 1:27 PM.

Respectfully submitted,

Scott Hewit, Vice President/Secretary

Arts and Sciences Faculty Meeting

October 27, 1998

Approved Dec 8, 1998

To: Members of the Arts and Sciences Faculty
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Date: November 2, 1998

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