

Rollins College

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The College of Liberal Arts Faculty Minutes

College of Liberal Arts Minutes and Reports

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Fall 9-23-2021

### **Minutes, College of Liberal Arts Faculty Meeting, Thursday, September 23, 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  
September 23, 2021  
12:30 via WebEx

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**Presiding:** Jana Mathews, President of the Faculty

**Recording minutes:** Richard Lewin, Vice President of the Faculty/Secretary

**Monitoring Chat:** Julia Maskivker, Parliamentarian

**Members in attendance via WebEx:** 092321

Aggarwal; Al-Haddad; Allen; Althuis; Archard; Baldwin; Balzac; Barnes; Bernal; Boles; Bommelje; Brannock; S. Brown; V. Brown; Cannaday; Carlan; G. Cavanaugh; J. Cavanaugh; Charles; Chong; G. Cook; T. Cook; Cooperman; Cornwell; Cummings; D. Davison; J. Davison; DeLorenzi; Dennis; Diaz-Zambrana; Douguet; Dunn; Elva; Etatari; Ewing; Fetscherin; Flick; Fokidis; Forsythe; French; M. Fuse; Garcia; Gerchman; Gonzalez; Grau; Greenberg; Griffin; Guerrier; Guittar; Gunter; Gutenshon; Habgood; Hargrove; Harper; Harwell; Heileman; Hope; Houndonougbo; Houston; Hudson; Jamir; Jones; KC; Kincaid; Lewin; Libby; Lilienthal; Lines; Luchner; Manak; Maskivker; Mathews; McClure; Mesbah; Akheem Mitchell; Mohr; Montgomery; Moore; Mosby Murdaugh; Newcomb; Nichter; Niles; Nodine; Ouellette; Painter; Paladino; Parsloe;; Pett; Philips; Pieczynski; Poole Queen; Ray; Reich; Riley; Robinson; Roos; R.S. de Sant' Ana; Rubarth; Russell; Ryan; Sahn; Sanabria; Santiago-Navaraez; Sardy; Savala; Schoen; Singer; Smaw; B. Stephenson; P. Stephenson; Stone; Summet; Sutherland; Svitavsky; Szopa; Tome; Walton; Warnecke; Williams; Wunderlich; Yao; Yeager; Yu; Zelenty; W. Zhang;

**Guests:** Nancy Chick; Stephanie Henning; Toni Holbrook; Karla Knight; Lorrie Kyle; Brooklyn Lerhner; Zoe Pearson; Rob Sanders; Janette Smith; Student Government

**CLA Byelaws:** Those eligible to vote in CLA: all full-time faculty, including artists-in-residence, visiting appointments, lecturers, and instructors.

**Quorum:** We are at 203 voting faculty in 2021; thus **68** present meets the quorum threshold  
Comments will not be annotated by name in line with abbreviated version of

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Meeting called to order at 12:32pm. Recording session on Webex

**I. Approval of Minutes** from April 15th, 2021 CLA Meeting:

- a. Jana Mathews asked for any changes to the minutes as circulated. None being proffered - Matt Nitcher proposed, and Susan Montgomery seconded.
- b. Mathews asked for approval of the minutes via WebEx Poll: Do you approve the minutes from the April 15<sup>th</sup> CLA faculty meeting? Minutes were approved by quorum: 65 yes votes, 1 no vote & 3 abstentions.

**II. Announcements**

- I. Attention drawn to the new Faculty Government Canvas page
- II. Faculty governance are general open meetings
- III. All documentation, including Meeting minutes and Agenda will be made available
- IV. **Curriculum Optimization Taskforce** – meeting with Divisions throughout this month for information; feel free to reach out accordingly.

### III. Business:

- a. **Modification of Holt Graduate Appeals Policy:** Holt Dean Rob Sanders
  - Policy in place for a number of years, reviewed to align with CLA undergraduate policies.
  - Existing Policy was a separate policy, so taken language directly from CLA and undergraduate appeals and asking for alignment as part of Holt Program Appeals policy.
  - Saunders proposed and Susan Montgomery seconded the motion to amend Holt Graduate Appeals Policy to align with CLA Graduate policy.
  - Mathews, hearing no questions, called for approval to amend the Holt Graduate Policy via WebEx poll; 92 yes, 1 no, 5 abstentions, motion passed accordingly.
  
- b. **Closure of Holt Dance Minor.**

Declaration 2014 and 2015, last graduates in 2019 but no applications received – proposed closure due to difficulty to complete Holt Minor during the daytime.

  - a. Robin Gerchman proposed; Missy Barnes seconded the motion, Mathews hearing no questions asked for approval via WebEx poll; 90 yes, 1 no, & 5 abstentions, motion passed.

### IV. Committee Reports:

#### **Executive Council (EC):** President, Jana Mathews:

- undertaking FSAR review to streamline and including a proposal for mentoring within the FSAR framework.

#### **Curriculum Committee (CC):** Chair, Jill Jones

- Noted Study abroad program closures;
- CC order of Business: proposal to move from 140 to 128 full meeting discussion continuing via Divisions prior to recommendation
- No changes in course caps without departmental inclusion - merely a Covid implementation;
- Subsequently noted in the Chat that meeting minutes for Curriculum Committee can be found at: [https://scholarship.rollins.edu/as\\_cc/](https://scholarship.rollins.edu/as_cc/)

#### **Faculty Affairs Committee (FAC):** Chair, Missy Barnes:

- Meeting minutes available on Canvas Portal
- Topics include: CIE Questions & structure and how this is used for evaluation
- T&P process; bias, racial, gender identities etc, planning to review the taskforce documents looking at T&P on campus.
- FSAR review as needed:
- Racial and social justice.
- Wellbeing a wider topic for deliberation (as *Health and Wellness course suspended*).
- Faculty and Staff inclusive Diversity, Equity & Inclusion

#### **Faculty Research & Development Committee (FRDC):** Chair, Eric Smaw:

- Noted Bylaws are silent on scope;
- Taking up the question of scope via deliberation with EC;
- Research grant proposals are due tomorrow **09/24/21**

### V. Phi Beta Kappa: Don Davison, FAC Chair

- August 6<sup>th</sup> Theta chapter of Florida awarded to Rollins ‘relationship campus’ - 291<sup>st</sup>/4500+ US degree granting institutions.
- Inauguration/Induction date: March 3<sup>rd</sup> 2022, arrangements to follow.

- Grateful for support over 3-year process, with 700 pages of documents etc.

#### VI. Strategic Planning Update: Grant Cornwell, President

- Posed 3 questions at the retreat for a demanding process of 3 task force committees charged post the October Trustees Board Meeting.
- Covid restrictions suggest the pace should be eased; asking for everyone's attention here is not prudent, and dialectical thinking produced a better framework.
- Not a postponement, but a soft roll out, unfolding over time, and asked sequentially.

#### Process:

- Initial Taskforce charged post October Board meeting - **Diversity, Equity & Inclusion (D.E.I)**: Urgency to build on work already accomplished that will not wait, due to national movements and trends and culture.
- Spring - **Sustainability**: in operations via a triple bottom line approach: People, Planet and Prosperity.
- Fall - **Academic Programming**: a curriculum infused by the United Nations SDGs.
- More interesting is a spiraling out from the D.E.I. taskforce, to inform Sustainability, which can in turn inform how we think about enhancing our Academic Programming.

#### Q&A:

Qu) Racial Justice last year, this year D.E.I. What is the continuity between the two and/or why the switch?

Grant Cornwell: Taskforce will ask this directly in the framing of its own work. Central question of Racial Justice should have our attention, and yet issues around D.E.I. on campus stray beyond this, through the suite of values that relate directly to our mission.

Qu) How holistically are we addressing weaker diversity in recruitment this year, being linked to financial aid uncertainty?

Grant Cornwell: Dramatic increase of black students last year at 9% of intake, and we are now back to the previous 4%. Specific goals are perhaps anathema, but tactically recruitment very focused on the trend to be increasing in terms of diversity, via targeted support.

Qu) One possible benefit to a sequenced Strategic Planning approach could allow us to explore strategic priorities with greater depth, versus targeting these simultaneously.

Grant Cornwell: Agreed, 'error of enthusiasm', previously our Strategic Planning had greater urgency, now we can afford deeper thinking and to take a more measured approach to our organizational identity.

Qu) Legally we do not have numerical targets, but our student body should reflect the society we live in; if we do not have numbers, how do we reverse engineer getting there?

Grant Cornwell: Risk with targeting numbers being that if you achieve them, you might mistakenly believe you are done with the process.

**Motion to Adjourn:** Julia Maskivker moved and Missy Barnes 2<sup>nd</sup>

CLA Faculty Meeting adjourned at 1.22pm.

## **Modification of Holt Graduate Appeals Policy: (*as circulated*)**

### **Current Policy**

#### **Hamilton Holt School Student Appeals Committee**

The Student Appeals Committee of the Hamilton Holt School meets approximately once a month to review student academic appeals related to policy and procedures. The committee is composed of Holt School staff, including the dean. Student appeals must be submitted in writing by the 15th of the month to be considered at the next meeting. Appeals are accepted online only at <http://www.rollins.edu/evening/documents/forms/holt-appeal.html>. Appeals should detail the circumstances or the issue(s), clearly state the student's request, and substantiating documentation on official letterhead as appropriate (e.g., physician statements, employer verifications, etc.). By submitting an appeal, the student understands the Committee reserves the right to discuss the appeal with academic or administrative personnel as deemed appropriate and necessary for fair consideration. Decisions by the Committee are final. Students will be informed in writing as to the outcome of their appeal.

### **Proposed policy – aligns with Holt undergraduate & CLA, with allowance made for program-level policies**

#### **ACADEMIC APPEALS**

##### College and Graduate-Level Policies

Students may appeal to the Academic Appeals Committee the effects of any college- or graduate-level academic policy that applies to them. All appeals must be made within one (1) year of the conclusion of term for which the appeal is made.

To submit an academic appeal, the student must complete the following steps:

Step 1: Consult with their Holt advisor to discuss their individual situation and to determine required documentation.

Step 2: Submit a written [Appeal](#) and supporting documentation using the online appeals process.

Step 3: Review their DegreeWorks academic audit for accuracy. Report any discrepancies to the Registrar's Office.

The Committee will discuss appeals only after all required documentation has been submitted. By submitting an appeal, the student understands the Committee reserves the right to discuss the appeal with academic or administrative personnel as deemed appropriate and necessary for fair consideration. Students will be informed in writing as to the outcome of their appeal.

##### Program Policies

Additional academic policies may apply to individual graduate programs. Students who wish to appeal a program policy should first seek informal resolution through the program director. If the student believes the program has not resolved the issue, a formal written appeal may be submitted to the Dean of the Hamilton Holt School.

## Closure of Holt Dance Minor



# Academic Program Hiatus | Closure Information Sheet

Programs being placed on enrollment hiatus (not accepting new students) or discontinued.  
A Teach-Out Plan must be completed and attached to this information sheet.

<b>Program Name</b>	Dance Program
<b>College</b>	Hamilton Holt
<b>Department or Program</b>	CLA Theatre and Dance Department
<b>Contact(s), E-mail, Phone</b>	Robin Gerchman * <a href="mailto:rgerchman@rollins.edu">rgerchman@rollins.edu</a> * 610-216-7024
<b>Type of Program</b>	Minor
<b>Level</b>	Undergraduate
<b>Credit or Non-Credit</b>	Credit
<b>Total Program Credit Hours</b>	38 Credit Hours for Total Program
<b>Effective Date</b>	Spring 2021
<b>Location(s) of Instruction</b>	Annie Russell Dance Studio
<b>Enrollment History (Most recent 10 Years)</b>	3 enrolled in the Dance Minor since Fall 2017. All graduated in Spring 2019. Currently there are no students enrolled in the dance minor.
<b>Rationale for Hiatus Closure</b>	Data shows a lack of enrollment over the past 10 years
<b>Number of Enrolled Students Subject to Teach-Out</b>	0
<b>Resource Requirements for Teach-Out and/or Faculty Reassignment Plans</b>	N/A

## REVIEWS – APPROVALS

<b>Department Chair</b>	Signature	Kevin E. Griffin (electronic signature)	Date	02/23/2021
<b>Dean</b>	Signature	Robert Sanders (electronic signature)	Date	2/23/2021
<b>VPAA   Provost</b>	Signature	<i>Susan Rundell Singer</i>	Date	2/23/2021
<b>Faculty Governance</b>				
<b>Curriculum Comm</b>	Signature	<i>Marta Hdoic</i>	Date	3/2/2021
<b>Executive Comm</b>	Signature		Date	
<b>Other</b>	Signature		Date	
<b>Administrative Council</b> (if financial resources required; completed by VPAA/Provost)	Signature		Date	
<b>President</b>	Signature		Date	
<b>Board of Trustees</b> (Notification Only)	Signature		Date	