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The College of Liberal Arts Faculty Minutes

College of Liberal Arts Minutes and Reports

10-21-2021

Minutes, College of Liberal Arts Faculty Meeting, Thursday, October 21, 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 October 21st, 2021
12:30pm Bush Auditorium (*and via WebEx for those in isolation*)

Presiding: Jana Mathews, President of the Faculty

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

Monitoring Chat: Julia Maskivker, Parliamentarian

Attendance via WebEx 102121: Nichter

Members in attendance: 102121 (*TBC as archives are a casualty of the Warren Exodus ☺*)
Aggarwal; Al-Haddad; Allen; Althuis; Anderson; 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; Kiefer; Kincaid; Lewin; Libby; Lilienthal;
Lines; Luchner; Manak; Maskivker; Mathews; McClure; Mesbah; Akheem Mitchell; Mohr;
Montgomery; Moore; Mosby Murdaugh; Newcomb; Niles; Nodine; Ouellette; Painter; Paladino;
Parsloe;; Pett; Philips; Pieczynski; Poole Queen; Ray; Reich; Riley; Robinson; Roos; R.S. de Sant'
Ana; Rubarth; Russell; Ryan; Sahm; Sanabria; Santiago-Navararez; Sardy; Savala; Schoen; Singer;
Smaw; B. Stephenson; P. Stephenson; Stone; Summet; Sutherland; Svitavsky; Szopa; Tome; Vander
Poppen; Walton; Warnecke; Williams; Wunderlich; Yao; Yeager; Yu; Zelenty; W. Zhang;

Guests: Troy Thomason, Kendra Strode, Faarress Parhan, Karla Knight; Lorrie Kyle; 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 202 voting faculty in 2021; thus 68 present meets quorum
Questions & Comments are not annotated by name, in line with abbreviated Roberts Rules

Meeting called to order at 12:34pm. (*Session streamed via Webex for those in isolation*).

I. Approval of Minutes from September 23rd, 2021 CLA Meeting:

- a. Jana Mathews, *President of CLA Faculty*, asked for any changes to the minutes as circulated. None being proffered. Proposed by Scott Rubarth & seconded by Emily Russell.
- b. Mathews asked for approval of the minutes from the September 23rd CLA faculty meeting. Minutes approved by quorum *via clickers*: 89 yes votes, 3 no votes & 4 abstentions.

II. Old Business:

- a. **Senior Lecturer Policy:** Jennifer Cavanaugh, Dean of CLA.
- A long time in the making but now finally about to be birthed into the world.
 - Of those who hold the rank of lecturer, many have been here over 10 years and some 25 years+, providing dedicated, 4+4 load and teaching large classes across our competences.
 - Previously no pathway to professional advancement or development for our Lecturers.
 - Working with FAC to develop a policy, such that after 6 years of positively strong evaluations, those Lecturers eligible may apply for a Senior Lecturer position.
 - Evaluated, as at tenure, but on teaching only - not accountable in terms of scholarship or service as Lecturers; although very many participate significantly in these activities.
 - Lecturers under 6 years that meet the criteria, will be evaluated by the time they have reached 6 years in position.
 - Process will be via FAC, *not through the FEC*, due to the burden, but a process nonetheless in 3 parts: Portfolios evaluated by CEC and FAC in exactly the same way, with class observation, materials and written letters to Dean and Provost. If all positive, then a candidate may be granted Senior Lecturer designation, including a salary bump and an extended contract of 5 years.
 - We are now asking for a vote of endorsement by the faculty.
 - *Jennifer Cavanaugh and EC moved the motion, seconded by Kevin Griffin.*

Discussion:

- Document 1A – membership - notes that 2 additional tenured faculty are required; but vague language is used in describing membership composition; i.e. ‘if possible’, what was intended, if it proves ‘impossible’?
- Jennifer Cavanaugh – Happy for an amendment of language to read as per the CEC as constituted within our existing byelaws.
- Some pre-tenured people were included in the verbiage to provide some wriggle room, different in P&T simply due to this, just to provide flexibility.
- This motion is extremely welcome and really quite overdue:

Amendment:

- Robert Vander Poppen proposed from the floor a Motion to amend, to include a copy of the language from the other byelaw sections regarding the composition of the CEC, and to use it for the CEC membership criteria. Seconded by Dexter Boniface
- Question called on the Amendment and approved by acclamation of the body.
- Call for a vote to amend the CLA byelaws to reflect the Senior Lecturer Policy, as based on the Amended motion.
- Mathews, hearing no further discussion, called the question to vote via clickers, to adopt the Senior Lecturer Policy as Amended; Approved by quorum: 106 voted in favour; 3 against and 1 abstention.

III. Announcements:

- I. Representatives from the Curriculum Optimization Taskforce (COTF) visited each of the Divisions for feedback on the 128 credit hour proposal. COTF listened to feedback and will be feeding this into their report in January, with EC acting with the Administration to determine a path forward, so thank you all for your very helpful input.

IV. Business:

- a. **Phishing & Cybersecurity:** Troy Thomason, Head of IT, Kendra Strode, IT Support & Outreach, and Faaress Parhan, IT Security Architect.
- Phishing is a real problem across Higher Education - response proposed is via

multifactor identification.

- Definition: multiple independent means: to know, to have or are.
- Need it due to 41,000 phishing impacts this month alone, including 38 compromised accounts in the last 30 days, many hundreds more over the last 2 years.
- The point is not to annoy end users; but there is a clear need to add an extra layer of protection for a multitude of reasons. Protect of individual data, Assignments, IP, and avoid unexpected loss of access to your account etc.
- It is not a fun process to get over this if your account is compromised.
- Moreover no-one wants to be known as the account holder of record who spammed the entire campus!

Demonstration of OKTA Multi-factor identification video:

- OKTA Verify App: '*something you know, paired with something you have*', such as your phone or iPad, for example.
- Provides a notification – '*Did you just try to sign in*' - if it is you, you simply say yes it is me, and close the OKTA app on your phone. Simple.
- If you are in a weird location, an algorithm behind the program is used to filter out what appears risky.
- You will need a phone, or device, to get the push notification - through the app – although you are probably familiar with this, as this is what you already do for your bank.
- There is an option to receive a text, but you will still need your phone.

Timeline for Implementation:

- November 2021 – starting our communication now as we need to require this now, even for our Emeritae; for if you have a 'rollins.edu' email account; you pose an equal risk to the rest of the campus community.
- Cognizant of not wanting to interrupt grades, or breaks, or finals, so November 18th is the proposed deadline; as this will optimise every individual effort in the shortest possible time with the least interruption.

Q&A:

Qu. Could you not use a token instead, rather than a phone, for those of us out exploring the Amazon without a cell signal?

Thomason: Yes - for those in specific need - but an expensive approach at \$20 each, and not intended to be deployed across the entire campus community.

Qu: What about if you are offline from your data or cellular service?

Thomason: Code can still be obtained over Wi-Fi, even if your cell signal or data network is not available.

b. Composition of FEC:

Mathews: As to our second item of business, we have pulled this from the agenda as we already have a motion that has been previously put forward by the FAC for including Associates to serve on the FEC.

- EC will discuss this at our next meeting; supporting background documentation may be found on the Canvas governance page.
- Reminder that we allow visitors at the next EC meeting which is an open meeting.

c. AOB:

Mathews: Argument was made in the first few minutes that new antibodies have just started their academic career at Rollins. These are still in a formative state within the Body as this is their first time at an *in person* faculty meeting post Covid-19.

If you started in 2019, 20 or 21 will all of those faculty please stand to be recognised!

- Please note that for the remainder sitting in attendance, your homework today - and

as part of self-care - before you leave, we ask you to take the extra time provided to meet *at least* one of our new faculty - who joined since 2019 - and also ensure that you catch up with someone else you have not seen of in person in quite a while, as well!

Motion to Adjourn: Moved by Mark Anderson and seconded by Kevin Griffin.

CLA Faculty Meeting was adjourned at 1:06pm;

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 them 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 the first day that the college is open for business in January:

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.

f. 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	June 1
Candidates materials uploaded to Canvas	The first day that the college is open for business in January
CEC’s letter to Dean and candidate	March 1
Dean’s letter to candidate and Provost	April 15
Provost’s decision	April 30