

2-16-2012

Minutes, Arts and Sciences Executive Committee Meeting, Thursday, February 16, 2012

Arts and Sciences Executive Committee

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

Recommended Citation

Arts and Sciences Executive Committee, "Minutes, Arts and Sciences Executive Committee Meeting, Thursday, February 16, 2012" (2012). *Executive Committee Minutes*. Paper 29.
http://scholarship.rollins.edu/as_ec/29

This Minutes is brought to you for free and open access by the College of Arts and Sciences Minutes and Reports at Rollins Scholarship Online. It has been accepted for inclusion in Executive Committee Minutes by an authorized administrator of Rollins Scholarship Online. For more information, please contact wzhang@rollins.edu.

Minutes
Executive Committee Meeting
Feb 16, 2012

In attendance: Jill Jones, Jenny Queen, Dexter Boniface, Gloria Cook, Joe Siry, Bob Smither, Carol Bresnahan, Emily Russell, and Alexandria Mozzicato.

I. Call to Order. The meeting is called to order at 12:33pm.

II. Approve minutes. The minutes are approved.

III. Next Faculty Meeting

1. Institutional Planning (ask Laurie Joyner to speak to us at next A & S meeting. Ask Laurie as DoC and VPoP to report to the faculty). Jill Jones asks if she should ask Laurie Joyner to address the next faculty meeting regarding the Strategic Planning initiative. The committee responds favorably. Jenny Queen asks Jill if the goal of having Laurie report to the faculty is to make this a regular report by the Dean of the College like that which takes place with the Dean of Student Affairs. She notes that the bylaws specify that the Dean of Student Affairs must address the faculty. Joe Siry suggests it might be considered a 'courtesy' for all administrators to address the A&S faculty even without specifying it in the bylaws. Bob Smither notes that the Dean of Admissions often addresses the faculty but not on a regular schedule. Gloria notes that regardless of the bylaws it is important that Dean Joyner address the faculty.
2. Jill next raises the issue of the A&S faculty resolution on business accreditation and Carol Bresnahan's subsequent response. Carol Bresnahan notes that the faculty asked her to report back to them and she has done so by sending her response to EC. In the interest of disseminating the information to a larger group, Jill suggests that perhaps she and Carol could forward the response letter to the entire A&S faculty in a joint email.

IV. Committee Reports

1. PSC. Emily Russell reports that one of the issues that has been debated in the discussion over the A&S bylaws is the A&S voting membership and especially the distinction between instructors and lecturers as voting members of the A&S faculty. Dexter Boniface recalls that this issue was discussed at the last meeting and comments that this is a separate issue from integrating CPS and perhaps it should be dealt with separately as an important issue in its own right. Gloria Cook states that artists in residence, after six years, are converted to part-time and that this could complicate their voting status. Jenny Queen states that the voting membership issue could sidetrack the main issue of integrating CPS. Emily next reviews the proposed changes to the A&S bylaws (see attached document). One difficulty she emphasizes is which student body is relevant in Section 5 on Petitions of Review and how to choose the appropriate language. She welcomes the feedback of the EC on wording. Jenny suggests that rather than redefining the relevant study group, perhaps the threshold could be lowered to one-fourth or one-fifth. Dexter Boniface suggests that perhaps a number, say 500 signatures, could be required for a petition. Carol Bresnahan asks who verifies the signatures. On a separate point, she also raises the question of the voting privileges of all-college administrators. The revised A&S bylaws, she notes, language would exclude her as Provost since her appointment in History is not as a full-time teacher. Emily suggests a word change to take back to the committee that would clarify the voting privileges of administrators. Bob Smither asks about Holt and whether or not new majors proposed in Holt have to come through AAC. Jill Jones notes that this issue has already come up with the creation of the new communications major in Holt which was apparently approved even though it was never brought to AAC. Bob Smither adds the same problem could arise with respect to Graduate Education. Gloria Cook notes that the Dean of Holt, Sharon Lusk, does not attend AAC meetings in spite of the fact that she has implored her to do so. Gloria states that the Holt program is a gray area in the bylaws. Jenny Queen suggests that we need clarification on this issue, either from the senior administration or the new Executive Council. She notes that the A&S Executive Committee should call together the Executive Council specifically to address this issue of Holt and who controls its curriculum. Emily suggests that the Executive Council should also look into an additional issue: whether or not campus-wide policy changes, such as the posthumous degree and attendance policy,

enacted by A&S also apply to CPS students. Jenny notes that one question yet to be answered is what would happen if a policy approved by A&S for undergraduate students is rejected by CPS or vice-versa. Jill Jones suggests that perhaps we need a CPS representative on EC and vice-versa (i.e., A&S representation on the CPS Executive Committee). Carol Bresnahan notes that one problem is that their meetings are usually scheduled at the same time. Returning to the proposed bylaw changes, Jenny Queen notes the problem of distinguishing between exempt and non-exempt staff, which is an issue on SLC and F&S since they have staff representation. Emily concludes noting that the committee still needs to discuss the issue of joint appointments between schools. She states the current bylaws do not address this issue adequately in light of the creation of CPS. Bob Smither asks if a faculty person with a joint appointment can vote in both colleges.

2. AAC. Gloria Cook reports that AAC just completed a series of three meetings to evaluate RP. She was charged to give an up and down vote. However upon further reflection she felt like an up and down vote was premature until faculty had a chance to make changes to the RP pilot. She notes that there is some resistance to changing the general education program but also support for the RP, so it is something of a gamble as to whether the new gen. ed. program would pass a vote of the faculty. She asks whether to bring this to the faculty. Joe Siry notes that there are many good reasons for supporting the new pilot; however, the fact that it has been in development for six years is not a compelling reason. He states that we should evaluate proposals on their merit rather than how much work went into them. Gloria states that she is afraid that the RP pilot is not ready to come before the faculty. For example, they have not even begun to work out how the new general education curriculum would be linked to RCC or how they would conduct assessment (i.e., LEAP learning outcomes). Jill Jones states that maybe it is time to create a new committee on this issue with people who could look at these issues with a fresh set of eyes. Gloria states that she had initially wanted to develop a committee to look at this issue more specifically; however, committee fatigue at Rollins discouraged her from doing so. Jill Jones notes whether or not this issue should be on the agenda for the next faculty meeting. Gloria says, no, it is not ready yet, but should be on the agenda in March. Jenny Queen notes that the March meeting will be a

busy one because we need to hold elections and deal with the bylaw changes. Bob suggests that the Strategic Planning committee on Academic Excellence could contribute valuable insights to RP. Allie Mozzicato notes that the RP pilot program does not have a good reputation among students. Gloria suggests that the idea is to re-brand the general education pilot (call it something else) and draw from the pilot program the strengths while eliminating the weaknesses.

Moving off of the agenda, Jill Jones brings up a different point. She is seeking the advice of the committee on what issues she should address at the upcoming Board of Trustees meeting. She and Gloria will address the education committee of the Board of Trustees. In addition to providing a summary of the many important accomplishments of the A&S faculty, she plans to discuss a few of the more contentious issues such as the merit pay system, AACSB accreditation, and the lack of communication between the faculty and the President. Carol Bresnahan, responding to the suggestion that the President does not communicate with the faculty, emphasizes that she is here at the Executive Committee at the President's behest. She notes that the President is extremely busy with the capital campaign and raising money for the Inn and Bush Science Center. Committee members next discuss the pros and cons of addressing contentious issues such as these before the Board of Trustees, particularly concerning the President and what many A&S faculty perceive as his lack of communication and leadership. In addition to these issues, Jill also notes a concern about faculty morale. Jenny states that she agrees there is a morale problem at Rollins and that the President has not succeeded in raising faculty morale. Emily adds that one recurrent concern for the faculty is that they have invested a lot of time in governance only to find many of their decisions and deliberations ignored. Jill agrees, citing the merit pay system as an example. Jill states that in spite of everything the A&S faculty are doing very well and have many great accomplishments to be proud of.

3. Student Life.¹ Jenny Queen reports that SLC received an update from Gabriel Barreneche and Whitney McDonald on the LLC & RCC collaboration. The general consensus was that it went well and it is

¹ This report was delivered by electronic mail; however, it was not discussed at the Executive Committee meeting.

being tweaked a bit for next year. Attached you can read some of the assessments done by ResLife regarding the success of the program. SLC has asked for another update next February. SLC also asked Leon Hayner about the procedure for determining who will reside in Lyman Hall next year. Leon stated that due to the renovations of Bush and Strong Hall, the 30 beds in Lyman were required for freshman LLC's next year and therefore the procedure for organizational housing applications will not be utilized. When Strong Hall comes back online as 4 small buildings, the procedure for organizations applying for housing will probably be implemented at that time (Fall 2013?). On another front, ResLife is contending with the destruction of Mowbray house which will leave Eco-Rollins unseated through no fault of their own. Leon and his staff are working diligently on filling next year's housing requests. Dan Chong presented the HIP advisory board's draft of the student travel policy. It was discussed and SLC determined that they were probably the right organization to be evaluating these requests. As such SLC thanked HIP for their excellent work and is now working on implementing some of the procedures outlined in the proposal (see attached).

4. The meeting adjourned at 2pm.

The following issues were not addressed:

- Charter for Emeritus Faculty Association
- Committee Reports for F&S, SGA.

To: A&S Executive Committee
From: Emily Russell, from Professional Standards Committee
Re: A&S Bylaws changes, where we are to date
Date: February 15, 2012

- 1) Add instructors and artists and residence to voting faculty to keep changing titles in line with the seeming intent of the A&S membership description

Section 3. Voting Membership of the Faculty of Arts and Sciences

The following have the privilege of both voice and vote in meetings of the Faculty of Arts and Sciences of Rollins College: the President of Rollins College, all those holding full-time positions as instructors, assistant professors, associate professors, and professors, who are appointed either to academic departments of College, to the Hamilton Holt School, or to the library and whose primary responsibility is to teach in the College of Arts and Sciences; Arts and Sciences administrators with faculty rank or holding tenure at Rollins College; Directors, librarians, and department chairs with faculty rank.

- 2) Change all references from "Dean of the Faculty" to "Dean of Arts and Sciences"
- 3) Cut phrasing from "the College of Arts and Sciences" to "Arts and Sciences" to avoid unresolved confusion over school/college terminology
- 4) Add clarifying language "and approve by a majority" to section on administrative appointments and add "Vice President of Planning and Dean of the College" to those appointments on which we would vote.

Section 2. Special Meetings

Special meetings of the Faculty of Arts and Sciences may be called by the President of the Faculty as deemed necessary or as the result of a petition as allowed in Article IV, Section 5. The Faculty of Arts and Sciences shall meet as needed to vote on administrative appointments to the positions of President of Rollins College, Vice President for Academic Affairs and Provost, the Dean of

the Faculty, the Dean of Student Affairs, the Dean of Admissions and Student Financial Planning, the Dean of the Hamilton Holt School, and the Dean of Knowles Memorial Chapel.

- 5) Changed language from “the student body of arts and sciences” to “relevant student body” regarding student petitions. PSC would welcome other suggestions for a more appropriate phrase here.

Section 5. Petitions of Review

Upon presentation to the President of the Faculty of Arts and Sciences of a petition of review signed by one third of the faculty members required for a quorum or one third of the student body of Arts and Sciences, or the Hamilton Holt School, any decision of the College administration which changes the letter or spirit of College policy must be submitted for review to a meeting of the Faculty of Arts and Sciences.

- 6) We corrected names of departments, added CMC, and deleted CPS departments.
- 7) The Arts and Sciences division and their constituent units are:

Expressive Arts: Art, Music, Library Science, Physical Education, and Theatre Arts and Dance;

Humanities: English, Modern Language & Literature, Philosophy and Religion;☐

Science and Mathematics: Biology, Chemistry, Computer Science, Environmental Studies, Mathematics, and Physics;

Social Sciences: Anthropology, Communications, Economics, Education, History, International Business, Political Science, Psychology, and Sociology.

- 8) Specified that chairs of A&S standing committees must be A&S faculty and changed the language on standing committee membership so that someone might serve on both an A&S and a CPS committee.

The President of the Faculty of Arts and Sciences, the Vice President/Secretary of the Faculty of Arts and Sciences,

and the chair of each standing committee shall be tenured faculty members. No faculty member shall serve more than two consecutive terms of any standing committee. No Arts and Sciences faculty member shall serve concurrently on two standing committees.

- 9) For AAC, specified authority over general education requirements and Holt (a change from a few years ago that seems not to have made it into the current copy of the bylaws) and adjusted membership of all committees to allow for a CPS member who “shall recuse him or herself from voting on matters strictly pertaining to A&S”

Section 1. The Academic Affairs Committee

Responsibilities. The Academic Affairs Committee shall have primary authority in all policy matters concerning curriculum, student academic standards and honors, academic advising, continuing and graduate education programs of the College of Arts and Sciences, the library and media services, and in all matters pertaining to academic schedules and calendars. Each year, the committee shall issue an advisory statement to the appropriate Deans on the appointment and replacement of members of the faculty.

Membership. Membership of the Academic Affairs Committee shall consist of twelve voting members: eight from the faculty (four at large and four divisional, the latter of whom shall be selected from within the division they represent) and four students chosen by the Student Government Association. The students shall be appointed at the beginning of the academic year and remain on the Committee for a period of one year. The Dean of the Faculty serves as an ex-officio, non-voting member.

- 10) Added language about grant review for PSC, as agreed upon during AHFAC meetings.

Section 2. The Professional Standards Committee

Responsibilities. The Professional Standards Committee shall have primary authority and responsibility in all

policy matters dealing with the criteria and procedures for professional evaluation, professional leave, and research and professional development for the Faculty of Arts and Sciences. The Committee advises the President and Vice Presidents on the administrative structure of the College of Arts and Sciences, including the creation and elimination of administrative positions and the appointment, evaluation, and professional development of administrators.

11) Adjusted Student Life membership as requested (with question re: exempt employees).

12) **Section 3. The Student Life Committee**

Responsibilities. The Student Life Committee recommends policies and priorities with regard to student life to the Faculty and advises the administration concerning the implementation of such policies.

Student life concerns include, but are not restricted to, issues related to student housing, student services, student activities and organizations, student conduct and standards, recreation, and intercollegiate athletics.

Membership. The membership of the Student Life Committee shall consist of thirteen voting members: six elected from the faculty, two members of the professional staff elected by the members of the staff, and five students selected by the Student Government Association. The students shall be appointed at the beginning of the academic year and remain on the Committee for a period of one year.

13) Remaining to do:

- Get clarification re: "Authority" question about when policy goes into effect, i.e. after A&S vote, with CPS vote as well?

All committee recommendations become policy when approved by the Faculty. All policies shall be implemented by the appropriate administrators of Rollins College.

- Discuss policies around joint appointments between CPS and A&S in light of different evaluation procedures.

DRAFT

Student Life Committee: Recommended Policy for Student Funding

We recommend that the Dean of the College maintain a central website that lists all sources of funding for co-curricular activities undertaken by individual students, and provides basic criteria and an overview of application processes for each source. In addition, this webpage would list examples of past, funded projects, events, and travel.

We recommend the following general guidelines for all offices and individuals providing funding to students for curricular and co-curricular activities:

- Create a clear process for application, review and selection
- Determine specific criteria for awards
- Advertise the available funding to students
- Publicize application deadlines or publicize a rolling deadline with funding awarded first-come, first-serve
- Provide basic information about the funding, criteria and application process to the Dean of the College for inclusion on the student funding webpage

Lastly, we recommend the creation of Rollins College Student Scholarships for High-Impact Practices, which would entail the following:

- Pooled funds from the four Deans (A&S, CPS, Hamilton Holt, and the College), the Provost and the President will be allocated for student scholarships for high-impact practices for which there is *not already* a source of funding. We recommend that administrators provide a sufficient budget for these scholarships, and that they avoid funding student activities in an ad-hoc manner in the future.

Primary activities to be funded include:

- Participation in academic conferences
- Participation in co-curricular conferences
- Participation in non-Rollins study abroad—when an approved program that meets the same needs does not exist
- Participation in internships
- Participation in volunteer/service experiences
- The Dean of the College will provide the following services:
 - Maintain a website
 - Collect applications
 - Manage the budget and coordinate disbursements to students
- The Student Life Committee will manage the application and selection process as follows:
 - Create and update application materials
 - Review applications three to four times each semester

Draft

- Make selections and award decisions
- Consult with relevant offices and departments as needed for expertise on specific student proposals, and to ensure that funding sources do not overlap.
- Awards will be capped at \$1500; exceptions will be made on a case-by-case basis
- Application Requirements:
 - Applicants must be matriculated A&S, CPS or Hamilton Holt students
 - Paper application with an option to also present to the Committee
 - Clear articulation of the importance of the activity and the benefit(s) to the applicant and to the College
 - Clear articulation of financial need
 - Listing of other funding sources (parents, savings, civic group etc.)
 - Detailed budget of direct and indirect expenses
- Students who receive funding must:
 - Define a minimum of three learning outcomes for the experience
 - Post a minimum of two journal entries to an established blog on the Dean of College website
 - Complete a final written synopsis that addresses whether the learning outcomes were met; discussed other skills and knowledge gained; and reflects on the impact on academic and/or professional goals
 - If these requirements are not met, students would pay the college back
 - Two designated members of the SLC committee would oversee these requirements