

10-23-2007

## Minutes, Arts & Sciences Faculty Meeting, Tuesday, Oct. 23, 2007

Arts & Sciences Faculty

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**Minutes**  
**Arts and Sciences Faculty Meeting**  
**Tuesday, October 23, 2007**

Members Present: Vidhu Aggarwal, Barry Allen, Mark Anderson, Pedro Bernal, Erich Blossy, Bill Boles, Dexter Boniface, Roger Casey, Jennifer Cavanaugh, Julian Chambliss, David Charles, Martha Cheng, Gloria Cook, Tom Cook, Denise Cummings, Mario D'Amato, Creston Davis, Don Davison, Nancy Decker, Kimberly Dennis, Lewis Duncan, Susan Easton, James Eck, Hoyt Edge, Rick Foglesong, Elise Friedland, Laurel Goj, Yudit Greenberg, Eileen Gregory, Don Griffin, Mike Gunter, Dana Hargrove, Paul Harris, Karen Hater, Scott Hewit, Alicia Homrich, John Houston, Gordie Howell, Jill Jones, Laurie Joyner, Madeline Kovarik, Philip Kozel, Harry Kypraios, Susan Lackman, Tom Lairson, Carol Lauer, Ed LeRoy, Barry Levis, Susan Libby, Lee Lines, Mike Lippman, Shannon Mariotti, Dorothy Mays, Edna McClellan, Cecilia McInnis-Bowers, Margaret McLaren, Matilde Mesavage, Jonathan Miller, Al Moe, Bob Moore, Thom Moore, Ryan Musgrave, Steve Neilson, Rachel Newcomb, Marvin Newman, Kathryn Norsworthy, Socky O'Sullivan, Rhonda Ovist, Derrick Paladino, Twila Papay, Roger Ray, Micki Meyer, Ed Royce, Scott Rubarth, Maria Ruiz, Emily Russell, Judy Schmalstig, Eric Schutz, Marie Shafe, Rachel Simmons, John Sinclair, Joe Siry, Jim Small, Eric Smaw, Bob Smither, Bruce Stephenson, Darren Stoub, Bill Svitavsky, Ken Taylor, Mary Throumoulos, Lisa Tillmann, Patricia Tome, Rick Vitray, Debra Wellman, Gary Williams, Yusheng Yao, Wenxian Zhang

Guests: Greg Marshall, Sharon Agee, Sharon Carrier, Cara Meixner, Becca Hickman, Maruxa Murphy

- I. Call to Order Don Davison called the meeting to order at 12:40 PM.
- II. Approval of Minutes The minutes of the September 18, 2007 meeting of the faculty were approved as distributed.
- III. Executive Committee Actions and Report
  1. Interpretation of whether proxy voting is permitted.— Davison said that the Executive Committee had considered the increasing number of proxy votes cast in recent faculty meetings. Because the Bylaws make no mention of proxy voting, the Executive Committee determined that proxy votes will no longer be accepted.
  2. Interpretation of student voting privileges on standing committees – The AAC had asked the Executive Committee for a ruling on student voting privileges in standing committees. The Executive Committee ruled that students, duly elected by the SGA, indeed have voting privileges.

3. Procedure for committee reports to the general faculty – Davison said that he wants faculty to be as fully informed as possible about the proceedings of standing committees and to give faculty an opportunity to provide feedback. In what he described as the five-five rule, Davison will ask committee chairs to report for five minutes and for five minutes of faculty response as time allowed at the end of faculty meetings.
4. Approved academic calendar for 2008/2009– The Executive Committee had approved academic calendar for 2008/2009 as distributed to faculty (see Addendum I). Lines asked about the early start date for Spring Semester because of concerns about intercession overseas travel.
5. Approved slate for Institutional Review Board (see Addendum II) – John Houston presented the slate for the Institutional Review Board which the faculty approved.
6. Members of the Bylaws Task Force (see Addendum III) – Davison presented the list of faculty nominated to the Bylaws Task Force.

IV. Old Business – There was no Old Business

V. New Business

1. At-Large election for member to Academic Affairs Committee – Davison announced that Jennifer Cavanaugh has agreed to be nominated for the vacancy. Marie Shafe was nominated from the floor. Harry Kypraios asked that for future elections the candidates be requested to express their intentions for serving on the committee. The nominations were closed, and Cavanaugh was elected.
2. Endorsement of Curriculum Steering Committee – Carnahan moved the approval of slate for the Curriculum Steering Committee recommended by AAC (see Addendum IV). She said that AAC based their choices on divisional representation, years of service, staff representation, and student representation. SGA elected the student representative who will be a voting member of the committee. The faculty approved the slate. Carnahan reviewed the charge to the committee.

## VI. Reports

1. Finance and Service – Davison had asked F&S to report back to the faculty to answer questions that emerged at the last faculty meeting. Vitray presented a preliminary report since he does not have answers to all questions asked. Budget and Planning Committee has been meeting weekly since August. The members include the President, Provost, Deans, Vice Presidents, Faculty President, and Finance and Service Chair. It is charged to formulate a balanced budget for 08-09 and a projected budget for the next three years. Dean Joyner has strongly advocated a significant market adjustment for faculty salaries. The Board of Trustees has accepted that recommendation with the restriction that performance appraisal be put into place. Vitray also present data about gender differences in salary at the Assistant Professor level. He found a \$535 difference in means which represented a 1.05% difference in means. Ruiz asked about the size of the difference in the statistics. Joyner said that the difference in salaries is no more than \$2000 although looks larger on the graph. Edge suggested that most of difference resulted from new hires coming in with previous experience and therefore came at a higher lever. Norsworthy said that when the figures are collapsed into means it makes, it hard to answer questions about individual cases. It erases the differences. Griffin argued that the study should use years of experience rather than years at Rollins to get a true picture. Vitray also reviewed Associate and Full professors. For Associates, he found a \$426 difference in mean (0.66%) and for Full a \$1524 difference in means (1.86%). Vitray asked the faculty to send him by email questions about future investigation.
2. Professional Standards – Alicia Homrich, substituting for Wendy Brandon, announced that the committee is working on course/instructor evaluations and allowing faculty to comment on their own evaluation as part of the viewable record and to eliminate percentiles as reported currently. The committee also wants to provide information for FEC and Department Heads about how to interpret and use CIE in the evaluation process and gather information on how to expand the use of the CIE for program enhancement. The committee will also be reviewing grant applications and centralizing the forms and application process through a grants web site. Also the committee will require an up-to-date AFAR for funding. Fiona Harper will be looking into the family leave program. The committee will also consider promotion to associate professor prior to the granting of tenure and hiring into programs rather than departments. Gregory asked about the evaluation of administrators. She observed that at one time the faculty took these evaluations very seriously, but we have not kept up with that procedure. O’Sullivan asked about making use of

the AFAR over a three-year period rather just a one-year snapshot for the purposes of grant applications.

3. Student Life Committee – Harris said that the committee had been in a little bit of lull since the passage of the honor code. The goal this year includes efforts to improve links between the curriculum and co-curriculum. The committee wants to determine how and to what extent faculty/ staff involvement in the co-curriculum is lacking. Where should SLC focus its efforts? They then want to identify the critical forces that drive faculty/staff to participate in the co-curriculum and critical forces that restrain participation. They then plan to propose a set of interventions that would minimize restraining forces and maximize incentives for co-curricular involvement. They would then implement and oversee the interventions proposed in the plan (as approved by faculty, staff, and students). Finally they plan to collect information to determine the effectiveness of the interventions in increasing faculty/staff involvement in the co-curriculum. Siry asked for a definition of co-curriculum. Harris answered that it included student organizations and clubs.
  
4. Strategic Marketing Initiative – Duncan said that because Greg Marshall had to leave he would make the report. The initiative requires that we think about the business of higher education. How do we secure and promote our position in higher education? What are strategic challenges to move from good to great? Then we must provide support for faculty to complete their job: recruit better quality students (Rollins needs a well qualified student base to pay the cost of coming here), enhance the physical facilities. We need to address these questions: what is the product that we produce, who are we, and where are we going? Instead of hiring an outside firm, we are using faculty from Crummer, Greg Marshall and Jule Gassenheimer. Study groups have been established to determine the mission of the college. We need to be consistent in the mission we state. There are too many different images that we present to the outside world. We also need to consider what is our placement to our peers. We need to communicate our quality better than we have. Reputation has a lot to do with how much students are willing to pay for their education. We need to be concerned about pricing ourselves out of the middle class. We do not have a sustainable business models if we have to depend on the wealthy and giving huge amounts of financial aid for those who cannot afford our tuition. We lack a huge endowment. Therefore, we need to project our image to prospective students and the public. We need to improve our web presence. The message will be created by us and not an outside firm. We will create a buzz, publicize the faculty more than we have, enhance our national reputation. We must provide a consistent message to get the recognition that we deserve. Libby asked

if there will be more focus groups. Kovarik asked about parent focus groups.

VII. Adjournment -- The meeting was adjourned at 1:50 PM.

Respectfully submitted,

Barry Levis  
Secretary

## Addendum I

### ARTS & SCIENCES ACADEMIC CALENDAR 2008-2009

#### FALL TERM 2008

New Students Report	Tuesday, August 19
Returning Students Report	Saturday, August 23
First Day of Class	Monday, August 25
Schedule Changes (Drop/Add) August 29	Monday, August 25, through Friday, August 29
.....	
Labor Day Holiday (No Classes)	Monday, September 1
Credit/No Credit Deadline	Monday, September 8
Last Day to Drop a Class without Notation ("W")	Monday, September 8
.....	
Fall Break (No Classes) Tuesday, October 14	Saturday, October 11, through Tuesday, October 14
.....	
Last Day to Drop a Class without Penalty ("F")	Friday, October 31
Thanksgiving Recess (No Classes) Sunday, November 30	Wednesday, November 26, through Sunday, November 30
Classes End	Friday, December 5
.....	
Reading Days December 7	Saturday, December 6, and Sunday, December 7
Final Exams December 9	Monday, December 8, and Tuesday, December 9
Reading Day Final Exams December 12	Wednesday, December 10 Thursday, December 11, and Friday, December 12
.....	
(Contingency Days Friday, December 19)	Monday, December 15, through Friday, December 19

*Count: 69 In-Class/3 Reading/4 Exams/6 Holidays • Days: 13 Mon./14 Tues./14 Wed./14 Thur./14 Fri.*

#### SPRING TERM 2009

Winter Intersession January 9	Monday, January 5, through Friday, January 9
.....	
New Students Report	Monday, January 12
First Day of Class	Tuesday, January 13
Schedule Changes (Drop/Add) Tuesday, January 20	Tuesday, January 13, through Tuesday, January 20
M.L. King, Jr. Day (Holiday)	Monday, January 19
.....	
Credit/No Credit Deadline	Tuesday, January 27
Last Day to Drop a Class without Notation ("W")	Tuesday, January 27

Spring Break (No Classes) Saturday, March 7, through Sunday, March 15

Last Day to Drop a Class without Penalty ('F') Friday, March 27

Classes End Tuesday, April 28  
Reading Day Wednesday, April 29  
Final Exams Thursday, April 30, and Friday, May 1  
Reading Days Saturday, May 2, and Sunday, May 3  
Final Exams Monday, May 4 and Tuesday, May 5

Commencement Sunday, May 10 (Mother's Day)

***Count: 70 In-Class/3 Reading/4 Exams/6 Holidays • Days: 13 Mon./15 Tues./14 Wed./14 Thurs./14 Fri.***

**SUBMITTED 9-18-07**

Prepared by TSHolbrook, 9-17-07 - Approved by Arts & Sciences Executive Committee, XX/XX/XX- Approved by RLT Group, XX/XX/XX  
Approved by Vice President for Academic Affairs and Provost, XX/XX/XX

## **Addendum II**

### **Institutional Review Board Members**

Sue Easton (Associate Professor, Communication)

John Houston (Professor, Psychology)

Yvonne Jones (Assistant Professor, Library)

Marvin Newman (Professor, Communication)

Dave Richard (Associate Professor, Psychology)

## **Addendum III**

### **Bylaws Task Force Membership**

#### **MISSION:**

To review the by laws of the Faculty of the College of Arts and Sciences for the purposes of: (a) clarifying ambiguous language; (b) To clarify provisions so that both intent and meaning can be (hopefully) understood by one who has never read them before (e.g. future faculty and administrators etc.); c) Locate conflicting provisions, report them to the respective standing committees and/or the Executive Committee--and perhaps, where necessary, to the faculty, so that the appropriate group can settle the conflict. (d) Review the faculty meeting minutes in the archives to be sure that by laws passed by the faculty in the last four years at least have been incorporated in the by laws; (e) Locate inconsistencies between the Faculty Handbook and the By laws; (f) Locate and report to the proper constituency for appropriate action, inconsistencies between the All College By Laws and the Arts and Sciences Faculty By Laws. We are not a constitutional revision committee.

#### **MEMBERS:**

Marvin Newman, chair  
Dexter Boniface  
Don Griffin  
Hoyt Edge  
Rhonda Ovist  
Judy Schmalstig (FEC)  
Wendy Brandon (PSC)  
Paul Harris (SLC)  
Rick Vitray (F & S)  
Sharon Carnahan (AAC)  
Deb Wellman

## ADDENDUM IV

**TO:** EXECUTIVE COMMITTEE  
**FROM:** ACADEMIC AFFAIRS COMMITTEE  
**SUBJECT:** CURRICULUM STEERING COMMITTEE  
**DATE:** OCTOBER 9, 2007  
**CC:** AAC MEMBERS

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The Academic Affairs Committee proposes to create a steering committee charged with overseeing the revision of the curriculum at Rollins College. This group will hereafter be referred to as the **Curriculum Steering Committee**.

Committee members will serve for at least one year and not more than two years, subject to reappointment by the Academic Affairs Committee. The committee will be composed of these people:

### Curriculum Steering Committee Year 1-2

<b>PERSON</b>	<b>PHONE</b>	<b>FROM</b>
THOMAS COOK	2518	SENIOR HUMANITIES
MARK ANDERSON	2323	SENIOR MATH AND SCIENCES
ROSANNA DIAZ- ZAMBRANA	2608	JUNIOR EUROPEAN LANGUAGES
MAURICE O'SULLIVAN	2662	SENIOR HUMANITIES
LAUREL GOJ	2219	JUNIOR SCIENCES
CAROL LAUER	2248	SENIOR SOC SCIENCE
MARC SARDY	1753	JUNIOR SOCIAL SCIENCE
RACHEL SIMMONS	2397	MID LEVEL EXPRESSIVE ARTS
CHRISTINA BUCCI		ELECTED BY SGA – VOTING MEMBER
KAREN HATER	2354	DIR TP JOHNSON CENTER

### **AAC Charge to the Task Force**

1. Elect a committee chairperson.
2. Read and review the findings of the summer work groups and 4C.
3. Conduct transparent, open, regularly scheduled meetings with an agenda published in advance.
  - a. Part of each meeting will be devoted to Steering Committee discussion.
  - b. Part of each meeting will be open for comment to anyone from the college community.
  - c. Some meetings will function as colloquy on specific issues.
  - d. Staff members and students will frequently be invited to present or discuss issues in their areas of expertise, as well as consultants or guest speakers invited by the Dean or AAC
4. By December 2007, present to the Academic Affairs Committee a rank-ordered list of priorities for revision of the curriculum and begin the process of developing a new curriculum.
5. Develop two or more concrete proposals to bring before the faculty for a vote by March 2008.
6. Report monthly to AAC via the Curriculum Steering Committee chairperson.