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Minutes, Arts & Sciences Faculty Meeting, Thursday, Sept. 22, 2005

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**Minutes of the Meeting
Arts and Sciences Faculty
September 22, 2005**

Members Present: S. Agre, V. Aggarwal, B. Allen, M. Anderson, B. Balak, G. Barreneche, P. Bernal, G. Biery-Hamilton, E. Blossey, R. Bommelje, D. Boniface, E. Bouris, W. Brandon, S. Carnahan, S. Carrier, R. Carson, R. Casey, J. Cavanaugh, J. Chambliss, D. Charles, M. Cheng, G. Child, D. Child, D. Cohen, E. Cohen, G. Cook, T. Cook, R. Cowan, D. Crozier, D. Cummings, M. D'Amato, D. Davison, N. Decker, K. Dennis, R. Diaz-Zambrana, L. Duncan, J. Eck, H. Edge, M. Fetscherin, E. Friedland, G. Gardner, J. Gorman, E. Gottlieb, Y. Greenberg, E. Gregory, D. Griffin, D. Hargrove, F. Harper, P. Harris, S. Hewit, A. Homrich, J. Houston, G. Howell, S. Husband, R. James, Y. Jones, S. Klemann, H. Kypraios, S. Lackman, T. Lairson, C. Lauer, E. LeRoy, B. Levis, L. Lines, D. Mays, M. McLaren, M. Meyer, A. Moe, B. Moore, J. Morrison, R. Musgrave, S. Neilson, R. Newcomb, M. Newman, T. Papay, P. Pequeno-Rossie, J. Provost, J. Queen, R. Ray, M. Sardy, J. Schmalstig, W. Schmidt, E. Schutz, B. Sherry, R. Simmons, J. Sinclair, J. Siry, J. Small, P. Stephenson, M. Stewart, D. Stoub, K. Sutherland, B. Svitavsky, L. Tavernier-Almada, K. Taylor, M. Throumoulos, G. Valiante, R. Vitray, D. Wellman, G. Williams, Y. Yao, J. Yellen, W. Zhang

Guest: Caitlin (Cat) McConnell

I. Call to Order: T. Cook called the meeting to order at 12:43 p.m.

II. Special Announcement: President Duncan made a special announcement recognizing Professor Erich Blossey for 41 years of excellent service. Erich was elevated to Full Professor in 1975 and is the first holder of the D.M. and J.M. Cram Chair of Chemistry. He has served as a department chair, division chair, is a member of the American Chemical Society, the Royal Chemical Society and the American Association for the Advancement of Science. He has been a reviewer for a number of publications. Erich also conducts collaborative research at the University of Maryland and most importantly with our own Rollins students.

T. Cook also thanked past-President Yudit Greenberg and past-Vice President Susan Lackman for their outstanding assistance in making for a smooth transition.

III. Approval of the Minutes: The minutes from the May 4, 2005, meeting were approved as amended.

IV. Announcements:

A. Parliamentarian: T. Cook announced that Marvin Newman (a.k.a. El Ramon) has agreed to serve as Parliamentarian for the 2005-2006 academic year.

B. Governance Website: T. Cook announced that the faculty governance website is up to date. Included on the site are the governance committee members and meeting minutes. There is also a link to the By-Laws. Marni Stahlman was recognized for her exceptional work in organizing the faculty governance website.

- C. Fall Faculty Party:** T. Cook announced that the Fall Faculty Party will take place on Friday, November 11, 2005 in a meeting room at Baldwin Park, at no cost. It was decided that, rather than have a formal catered sit-down dinner, the party will be done in a New Orleans theme. The money that would ordinarily be spent on the dinner, which amounts to approximately \$2,000 – 3,000, will go towards hurricane relief. The main dish will be provided by Sodexo-Marriott and the remainder of the food will be pot-luck or a side dish provided by the faculty members. Invitations will be sent out soon.
- D. Student Initiative:** T. Cook introduced Caitlin (Cat) McConnell who is the President of the Student Government Association. C. McConnell announced that SGA has developed a Park Avenue discount card initiative. There are currently 43 stores that are involved in the project who offer discounts to Rollins students, staff and faculty. On Friday, 9/23/05, in celebration of Rollins Day, SGA will be having a kick-off celebration on the steps of the City of Winter Park town hall. C. McConnell invited the faculty to come out to support the initiative.
- E. International Initiatives:** T. Lairson announced that as a result of President Duncan's initiative, Rollins now has a considerable amount of money to support faculty who want to have an international travel experience. Over the next 3 years, the hope is that every member of the faculty will do so. Each faculty who participates will receive \$3,000. T. Lairson encouraged faculty to begin developing proposals for this wonderful opportunity. Faculty who develop self-organized trips will also be supported. There are also a number of available opportunities for staff members to participate.
- Dean Casey announced that two faculty seminars and travel opportunities have been launched for Spring 2006. One seminar/travel trip will be to China and will be led by Wenxian Zhang and Bob Moore. Yudit Greenberg is organizing a seminar/travel trip to the Middle East. There is a Galapagos trip being planned for Alumni this coming year and there may be a few spots available for faculty.
- F. Interdisciplinary Initiative:** Dean Casey indicated that an email announcement had been sent out this past week on the new interdisciplinary initiative that focuses on coursework and collaboration. President Duncan has previously mentioned this new project and Dean Casey encouraged faculty who are interested in it to read the email and respond accordingly.
- G. Interim Term Proposals:** Dean Casey shared that he has received a large number of proposals for the interim term. The selection process is underway to determine curricular balance.
- F. Cornell Distinguished Faculty Award Nominations:** E. Cohen announced that the deadline for nominating colleagues for the Cornell Distinguished Faculty Award is Oct. 1, 2005. Any faculty member who is tenured or tenure-tracked is eligible. Those who are not eligible include current endowed chairs and colleagues who were selected last year. Nominations should be sent to E. Cohen or Karla Knight.

V. Committee Reports

A. Finance and Services Committee

D. Mays reported that the first order of business this year is to examine the recommendations of the salary task force. The four recommendations are: 1). To establish a minimum salary range for each rank of assistant, associate and full professor; 2). to establish a systematic review process for salary compression and increments that are awarded for promotion; 3). to ensure that salaries are in line with peer institutions; and 4). to create an administrative process of how salary data get reported to the F&SC. The primary thrust of F&SC this year will be to develop a plan to solicit feedback from the faculty. The final recommendations will be forwarded to the Dean and Provost for their consideration. This is a faculty salary strategy. D. Mays indicated that the Dean has been actively involved in the process throughout and has incorporated some of the principles into this year's budgeting process.

The second major initiative of F&SC this year is the 3 year budget planning process. The committee will be defining its role in this process and also identify ways to educate the Rollins community about the 3 year cycle.

The third major issue that the committee will examine relates to health care. Recently, the College changed to Blue Cross-Blue Shield as a member of ICUBA. This brought more benefits due to the economy of scale. F&SC will be monitoring how the new system is functioning.

B. Student Life Committee

P. Bernal reported that there is one issue remaining to resolve with the Honor Code relating to confidentiality. The goal of SLC is to produce a consensus document between the committee and students that will be ready to bring to the faculty at the November meeting.

C. Professional Standards Committee

N. Decker reported that PSC will be evaluating the implementation of the new course and faculty evaluation form. P. Harris was acknowledged for his outstanding work on the development of the form during the past three years. Two task forces have been established: 1). one for dealing with the measurement and statistics issues on determining the effectiveness of the evaluation form; and 2). one for examining how the new form will impact the tenure and promotion process and the relative weight of the form on teaching effectiveness. Additional implementation items will also be considered including the on-line version. PSC will bring the results of the task forces' recommendations on the appropriate use of the form to the faculty in the Spring term, 2006.

The second item PSC will examine is the travel policy and the amount of funds available. PSC has been charged with identifying procedures, in addition to those which have been established by the Dean, on how to make best use of the travel funds for the professional development of the faculty. There is currently a shortfall based on the number of requests and the funds that are available. The PSC has been asked to identify recommendations for making the most effective use of the funds.

The third item PSC will focus on is the institutional review board. A task force was created to examine initial ideas concerning the creation of a review board and research policies concerning the use of human subjects in research. The target for bringing this item to the faculty is the October meeting.

D. Academic Affairs Committee

M. Anderson reported that AAC has reviewed new course approvals and decisions have been made. Notifications are forthcoming. Also, Departments that have curricular changes should send them to M. Anderson. Currently he has received none. AAC will be assessing the General Education requirements this year, specifically the Q & D requirements. AAC will also be examining the General Education requirement as a whole for the purposes of making preparations for conducting an all faculty conversation in Fall 2006 on the curriculum.

VI. Proposal on Academic Standing.

M. Anderson brought forth a proposal by AAC on academic warning, probation and dismissal. The purposes of the proposal are to increase retention of students, raise academic standards, and streamline the process for academic probation and dismissal. If approved, it will apply only to students in or after the Fall Term 2006.

M. Anderson reviewed the current policy and explained the new proposal.

The proposal eliminates the regular and special probation appeal process. The proposal defines "Academic Warning" and "Academic Probation" and mandates that all students on academic probation will go through Mae Fitchett's Learning Strategies program the following semester. The intent is that students who do not perform effectively in a semester will go through the program and succeed at Rollins. There is currently a 75% success rate for those students who complete this program.

The motion was made and and it was seconded.

Discussion: D. Griffin asked for a definition of academic warning. R. Casey defined this is as a classification of a student who is not in good standing and falls between a cumulative grade point average 1.25 and 2.00 grade point average. J. Siry asked how many students would be affected by this. R. Casey indicated that it is estimated there will be approximately 50 students would be impacted per semester. E. Gregory expressed concern regarding the difficulty of keeping track of the 2.00 GPA within the major. H. Kypraios inquired about special academic probation and M. Anderson clarified that in the new proposal this will be eliminated. B. Levis wanted confirmation on the elimination of appeals and this was affirmed by M. Anderson. M. Stewart asked about the role of the committee in the appeals process. R. Casey confirmed that there is no role because there will be no exceptions. Students who are dismissed can apply for re-admission after proving themselves successfully at another institution. P. Stephenson asked about the status of students who should be going on Special Academic Probation in Spring 2006 and R. Casey confirmed they are covered under the current system. President Duncan asked if AAC is comfortable with eliminating the academic appeals process for special circumstances. M. Anderson stated that it is not a permanent dismissal and emphasized that a student can return after a year if they have proven themselves. R. Vitray commented that he was not concerned about the lack of academic appeals committee faculty involvement because the faculty is involved when the student receives the grades that he or she has earned. K. Taylor noted that there are other circumstances for a poor GPA, like a medical withdrawal. S. Neilson commented on a second circumstance in which a student in the second term of probation does all things their supposed to do and falls short on the target 3.3 GPA and will be dismissed. R. Casey indicated that, in special circumstances like this, the student would create a contract for academic success

in the prior term. P. Pequeno explained that the faculty has the final voice. S. Carnihan emphasized that this places a huge responsibility on the development of the contract and that it be measurable, realistic and objective. Accordingly, the administration should staff it so that one person is not responsible for setting 50-60 of the contracts. A motion was made to call the question and it was seconded. The proposed policy reads:

Proposed Policy

The purposes of the following proposal are to increase retention of students, raise academic standards, and streamline the academic probation and dismissal process. If approved, it will apply only to students admitted in or after the Fall Term 2006.

Academic Standing

Beginning Fall Term 2006, all students must maintain a cumulative Grade Point Average of at least 2.00 and a single term Grade Point Average of at least 2.00 to be in good academic standing.

Academic Warning, Probation, and Dismissal

Students who fail to meet minimum academic standards at the end of any term are placed on academic warning or probation, or are dismissed from the College. Students on academic warning or probation are encouraged to enroll in an academic load of sixteen (16) semester hours, minimum. Students on warning or probation must enroll in at least twelve (12) semester hours and may not normally withdraw from a course nor take a course on a credit/no-credit basis.

Minimum Academic Standards

Students who maintain a cumulative Grade Point Average (GPA) of at least 2.00, but whose previous term GPA falls below 2.00 but above 1.25, will be placed on Academic Warning.

Any student whose cumulative Grade Point Average (GPA) falls below 2.00 or whose term GPA falls at or below 1.25 will be placed on probation. Students placed on probation will be asked to adhere to the General Requirements for Probation. Probationary students must first write a letter to the Dean of the Faculty in which they should "articulate both insight into the factors which led to the poor performance and a realistic plan to improve academic performance and return to good academic standing." They must then complete a Contract for Academic Success that specifies an individualized plan for returning to good academic standing and an agreement to abide by all probationary regulations, including enrollment in a specialized course focused on academic success. Failure to follow the terms of the Contract will result in a student's immediate dismissal, even during the course of the term in progress.

Students who fall within any of the following categories will be academically dismissed from the College.

- **Those who have been on probation and do not meet the minimum academic standards the following term.**
- **Those on probation who fail to follow the guidelines of the Contract for Academic Success.**

Students who are academically dismissed from the College are dismissed from all Rollins College academic programs, including the Holt School.

Students who have been academically dismissed a first time may petition for readmission by writing a letter to the Academic Appeals Committee of the Office of the Dean of Faculty after one (1) calendar year has elapsed. To be considered for readmission from dismissal, students must demonstrate readiness to return and improved commitment to scholarship.

Students who are academically dismissed a second time are dismissed permanently.

The motion of adopting the revision of the policy passed unanimously by voice vote.

VII. Revision of the first sentence of the mission statement

J. Eck, speaking on behalf of the Provost, proposed to make a motion to slightly change the wording of the mission statement to read:

Rollins College educates students for global citizenship and responsible leadership, empowering graduates to pursue meaningful lives and productive careers.

J. Eck reminded the faculty that Dean Casey introduced the topic of global citizenship and responsible leadership during the Fall faculty retreat. The proposed change is designed to bring additional clarity to the college mission statement.

The motion was made and seconded

Discussion: C. Lauer asked for the rationale behind the proposed change. J. Eck stated that the purpose is to make the mission statement more succinct and to create additional synergies between our planning process, our mission statement and our Quality Enhancement Plan. Additionally, this will be consistent with the short version of the mission statement. B. Balak asked about including scholarship in the statement. It was confirmed that this is just the first sentence and the full mission statement does include scholarship.

There was also a question about ethics in the mission statement and J. Eck stated there is some discussion around the word ethics and the difficulty of assessing the word ethics.

A motion was made to call the question and seconded.

The motion passed by voice vote

The motion of adopting the revision of the first sentence of the mission statement passed by voice vote.

XI. Adjournment: There was a motion to adjourn and the motion was passed at 1:40 PM.

Respectfully submitted,

Rick Bommelje
Vice-President/Secretary