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Minutes, College of Liberal Arts Student Life Committee Meeting, Tuesday, March 28, 2017

Student Life Committee
College of Liberal Arts, Rollins College

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1. Call to Order
 - a. In attendance
 - i. Nathan Arrowsmith (staff)
 - ii. Jen Atwell (staff)
 - iii. Leslie Aguirre (CSR staff)
 - iv. Stephanie Briganty (CSR staff)
 - v. Maeghan Rempala (CSR staff)
 - vi. Alexa Gordon (staff)
 - vii. Hannah Ewing (faculty)
 - viii. Lexi Tomkunas (staff)
 - ix. Gay Biery-Hamilton (faculty)
 - x. Hannah Ewing (faculty)
 - xi. Matt Nichter (faculty)
 - xii. Mae Fitchett (staff)
 - xiii. Amanda Byrnes (student)
 1. Absent
 - a. Destinee Lott (staff)
 - b. Nam Nguyen (student)
 - c. Jimmy Norris (faculty)
 - d. Theo Schutz (student)
 2. Upcoming Meeting
 - a. April 25, tentative
 3. Approval of Minutes
 - a. Alexa Gordon
 - b. Lexi Tomkunas (second)
 4. Community Standards and Responsibility, Update, EC and Hearing Feedback
 - a. Approval of CSR policy in Fall 2017, as the consultant will be coming to CSR.
 - b. Educational Conferences and Hearings Presentation
 - i. See attached presentation.
 5. SHIP Report
 - a. 16 applicants, funded in Spring was \$12,000 awarded.
 - b. We've spent full year of allotted funds.
 - c. Financial reload will hopefully ask in April.
 - d. "Give Back to Rollins"
 - i. Write blogs
 - ii. Summit presentation
 - e. SHIP chairs want to return to grant model
 - f. Participation in competitive application based workshops (qualify for lower funding caps).
 1. External people to be invited: Finance (Carrie Schulz), Student Affairs (Dean of Student Affairs)
 - g. See attached.
 6. Food Service Committee



- a. Cancelled.
- 7. New Business
 - a. Turnover of faculty
 - i. April 25th will be a new SLC/SGA Chair
 - ii. July 15th nominations went out in 2016.
- 8. Fox Day
- 9. Open Discussion
- 10. Meeting Adjournment
 - a. 1:35 pm

Scholarship for High-Impact Practices (SHIP)

Application Guidelines for Rollins Students

GENERAL INFORMATION

Student scholarships are awarded on a competitive basis for students who complete a high-impact practice. High-impact learning happens when students are actively engaged in the educational process, when their learning goes beyond the classroom to be applied in their personal and work lives. Students engaged in high-impact learning are more engaged in their education and work collaboratively in community and with peers.

Permitted Expenditures:

1. Presentation in academic conferences or co-curricular conferences.
 - a. Participation in conferences is defined as: presenting a paper or performance, presenting a poster session, responding to a paper or a speaker, art showcase, or presenting a workshop.
2. Participation in non-Rollins study abroad – when an approved program that meets the same needs does not exist. Applicants must confirm support from the Office of International Programs with a letter of support signed by a staff member. This letter must be submitted with the SHIP application to be considered.
3. Participation in internships. Applicants are required to confirm support from the Center for Career and Life Planning with a letter of support signed by a staff member. This letter must be submitted with the SHIP application to be considered.
4. Participation in volunteer/service experiences. Applicants are required to confirm support from the Center for Leadership and Community Engagement with a letter of support signed by a staff member. This letter must be submitted with the SHIP application to be considered.
5. Participation in a competitive, application-based workshop (qualifies for a lower funding cap).

The Student Life Committee (SLC) will review only completed proposals. The committee will advise the Vice-President of Student Affairs to distribute funds in a manner that permits the support of as many competitive projects as possible. Funds are limited and rationed (see below). It is anticipated that the results funded by these grants will enhance the academic life of the student. **The student agrees to fulfill the requirements of the grant as listed below. If the student fails to complete all requirements, student will be subject to return funds or be held accountable by the Honor Council.** Class related experiences are normally not funded, with the exception of internships and study abroad. Applications should list a Rollins faculty member or staff sponsor. The applicant is required to cc' the Rollins faculty sponsor on the submission of this application. **Students can only receive SHIP funds once per academic year.**

SHIP grant recipients must complete the following:

- Completion of 2 blogs within 15 days after return from high-impact practice emailed to: shipgrant@rollins.edu
 - Both Blogs (Each roughly 225-300 words with pictures) should focus on a critical experience from the conference or write a significant reflection on the experience.

Overview of the application process

A. Review of Grant Proposals

Please remember that while your proposal will undergo a blind review in spirit of collegiality, there is no discipline specific review. The Student Life Committee is composed of members of the general faculty, staff, and students. Your objectives must be well conceived, clearly stated, and written in a language that can be understood by a general audience.

B. Deadlines

1. The Student Life Committee will review proposals four times during the academic year. For the 2017-2018 academic year, proposals must be submitted to shipgrant@rollins.edu no later than 5:00pm on the following dates: **September 29, November 17, February 16, and April 6.**
2. Students who are planning to participate in high-impact practices must apply before Day 1 of high-impact practice—prior to when it takes place or their application will not be considered. Proposals for summer experiences must be submitted by the final due date of the spring semester (**April 6**).
3. Students are normally notified of any decision within one week of the SLC meeting following review.

Application Guidelines

A. Eligibility

1. All full-time Rollins College undergraduate students (i.e., day school, Holt School)
2. Proposals will be judged on the completeness of the application, the quality of the project, the perceived value of the contribution to the Rollins community, and financial need.
3. The committee will fully fund proposals with comprehensive completion of the following:
 - a. Clearly stated objectives, outcomes, methodology, and give back to the Rollins community.
 - b. Clear, detailed budget and rationale for all requested funds.
4. The committee will not review incomplete proposals:
 - a. With missing information
 - b. With a financial request exceeding \$600 for domestic and \$1,200 for international experiences.
 - c. From applicants who have not met expectations of previously awarded grants.
 - d. From applicants who have unresolved disciplinary issues.
 - e. From applicants who are on academic probation
 - f. From applicants that already received SHIPs funds in the same academic year
5. All proposals deemed acceptable by the committee will be at least partially funded, funds permitting. If there is insufficient money to support fully all acceptable proposals, it will not necessarily be the case that each applicant will receive an equal percentage of the funds requested. Some proposals, for example, may receive 100 percent of what is requested, some

at 75 percent and some at 50 percent. In order to successfully allocate partial funding, the committee must have a complete picture of the total expected budget. Please give a detailed accounting of allowed expenditures, even if this projected total exceeds the funding maximum.

B. Permitted Expenditures

Expenditures must be justified in terms of their relationship to the permitted project (see permission eligibility on page 1). The budget parameters for current college rates for travel are available from the Finance Department (<http://www.rollins.edu/finance/payments/travel-entertainment.html>). Applicants should consult the Office of International Programs for international travel.

Grants may be funded for a maximum of \$600 (domestic) or \$1,200 (int'l), if the budget and number of proposals permits.

C. Financial Disbursement and Requirements

Money is advanced in grant form. If students receive money and do not complete the post grant responsibilities (e.g., blog posts), they will be held accountable to the Honor Council.

- Both Blogs (Each roughly 225-300 words with pictures) should focus on a critical experience from the conference or write a significant reflection on the experience. They should be submitted 15 days after return from high-impact practice to: shipgrant@rollins.edu

Scholarships for High-Impact Practices (SHIP) Student Application

Applicant Information

Student Name:

R-Number:

Academic Year:

Department:

Phone:

Email:

Description of grant proposal

A. Title of project:

B. Dates of High-Impact Experience:

C. Location of High-Impact Experience:

D. Type of High-Impact Experience:

- Presentation in academic conferences or 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.
- Participation in a competitive, application-based workshop. ***NOTE: Eligibility for funding is limited to XXX**

E. Description of the project (this should also include the length of presentation, status of acceptance and date of presentation):

F. Objectives of grant project. Please list objectives that are clear, specific, and measurable. Note: Include your contributions to the Rollins community here.

1.

2.

3.

G. Describe how this project relates to your current course of study at Rollins.

H. Describe the contribution of this project to your long-term learning goals.

Proposed Budget

Be **specific** about what costs will be incurred. Please provide sources for estimates where available, e.g. international proposals should reference the Office of International Programs. Your proposed budget should reflect your actual anticipated permitted expenditures, even if this amount exceeds the maximum SHIP award of \$600 (domestic) or \$1,200 (int'l) per experience.

<u>Item</u>	<u>Justification</u>	<u>Amount</u>
Travel (Airfare, car rental, etc.)		\$
Registration fee		\$
Lodging		\$
Meals		\$
Other (Please specify)		\$
Total		\$
Total REQUESTED Funds (CAP: \$600 (domestic) or \$1,200 (int'l))		\$

Other Support for Current Proposal

- Have you applied for or been granted any external or other internal sources of funding for this proposal? Y/ N
 - If yes, clearly identify all other requests that duplicate this proposal, indicating the source, periods and amounts of all support requested and/or received, along with the status of the support.*
 - You may not duplicate or "double dip" financial requests from any other source*
- Please explain any extenuating circumstances the committee should consider when reviewing your proposal.

Sponsor Approval Name: _____ **Date** _____
 (Name of faculty or department sponsor is required for all travel proposals.)

Student Name: _____ **Date** _____

By checking the following boxes, I confirm:

- Authorization to the committee to review my financial, academic and disciplinary records for consideration of my proposal.
- Agreement to the parameters of the application and post-grant responsibilities.
- Submission of required documentation (e.g., support letter from Office of International Programs, Center for Career and Life Planning, or Center for Leadership and Community Engagement)
- that I have not been participated in any academic or social misconduct as defined by the Honor Council and Community Standards and Responsibility

HONOR CODE:

STUDENT SIGNATURE: _____ **DATE:** _____

Include with this application (if needed):

Copy of completed Rollins College Trip/Event Informed Consent Form.

http://www.rollins.edu/hr/services/risk_management/documents/consent-form.pdf

Send completed application to shipgrant@rollins.edu. The applicant is required to cc' this application to the faculty sponsor on this grant.



ROLLINS

Community Standards Update: EC and
Hearing Feedback

Changes in Community Standards

- Peter Lake, a higher education law consultant, visited Rollins in the spring of 2014 and gave feedback on changes to policy and procedure
- We implemented his recommendations in phases
 - 2014-2015: phased out CHC and panel hearings, removed the Title IX hearings from the CSR process
 - 2015-2016: introduced a hybrid conduct model of both hearings and educational conferences
- Today's focus will be a progress report on the success of the hybrid model

Data

- Educational Conferences

- 2015 – 2016 Academic Year: 160 educational conferences held
 - 137 in the fall, 23 in the spring
 - 114 of the educational conferences involved Alcohol violations
- 2016 – 2017 Academic Year to date: 124 educational conferences held
 - 96 in the fall, 28 in the spring
 - 94 of the educational conferences have involved Alcohol violations

- Hearings

- 2015 – 2016 Academic Year: 193 hearings held
 - 133 in the fall, 60 in the spring
 - 112 of the hearings involved Alcohol, 42 involved Illegal Substances, 13 involved Abuse
- 2016 – 2017 Academic Year to date: 104 hearings held
 - 72 in the fall, 32 in the spring
 - 41 of the hearings have involved Alcohol, 25 have involved Illegal Substances, 10 have involved Abuse

Educational Conference Feedback

- “I feel as though this was an easily avoidable mistake and has pushed me to gain a further understanding of the College’s code in order to ensure that I never have to go through this process again. I also want to say that I feel the CSR process has been very easy and negotiable, and I wanted to commend you guys for that. While this was an unfortunate mistake, the process that CSR takes have made it into a productive one as far as the educational process goes and I appreciate that.” -Student reflection for the Know the Code worksheet
- “I look at this infraction more as a learning experience than a negative experience. I have gained a wealth of information about the community standards, the function and operation of the standards office, as well as the individuals that work there.” -Student reflection for the Know the Code worksheet
- “I also learned some information at the alcohol seminar that occurred in the wellness center. The main thing that I learned was how big standard drinks actually are, and how I can ensure that in the future I do not drink incorrectly and that I stay safe throughout my life. I also learned about how I will be held accountable for my actions and treated as an adult with the proper punishment to follow my actions. I had to go through the whole process on my own, without any guidance, and it gave me some life experience for the future.” -Student Know the Code Reflection
- “I want the charge and the hold removed immediately from my account and I think this deserves an apology too. I fulfilled everything that has been asked and I am still bothered with this, as this is impacting me enough already.” -Student email after follow up regarding sanction completion

Hearing Feedback

- “Thank you for the note letting me know that my case is closed. Although I would have rather never put myself in the situation that landed me in the CSR office, it was nice getting to know you and thank you for all your help over the past semester. I will take your advice and see [REDACTED] in the spring when necessary. I hope you have a great winter break and see you around campus in the spring.” -Student e-mail
- “Also wanted to write to you directly to say thanks again for taking the time to talk with me and explain everything. I wanted to also say again that we are fully prepared and in fact planning to work with you and [REDACTED] on learning from this experience. I am sure that he is learning a lot!” -Parent and student e-mail
- The time that I have spent away from Rollins has put things into perspective for me. I do not know if I would have stopped using if I didn’t go through the process. I'm doing great working in a structured environment on a schedule and staying busy in my personal life to continue adjusting to a healthy lifestyle. -Student phone call (paraphrased)
- “Your email as far as I am concerned does not mean anything to me I will not be attending your meeting nor submitting an essay. I would very much appreciate if you would stop contacting me about this incident I have no time to waste on this matter.” -Student e-mail

Next steps

- Peter Lake is returning this May to evaluate Community Standards, Residential Life & Explorations, our BETA and CARE Team models, our Student & Family Care process, and our Title IX process
- We will consider any new recommendations he makes for our office
- We believe the hybrid model is working, and hope that his recommendations will line up with what works for our campus