

9-18-2014

Minutes, Arts & Sciences Faculty Meeting, Thursday, September 18, 2014

Arts & Sciences Faculty
Rollins College

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ROLLINS
A&S FACULTY MEETING
September 18; 2014
Agenda

Galloway Room from 12:30 to 1:45PM

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES FROM 4/30/14**
- III. ANNOUNCEMENTS:**
 - IT (Carrie Schulz)
- IV. REPORTS**
 - a. QEP (Jana Mathews and Norah Perez)
 - b. Title IX Changes (Diane Willingham)
 - c. Academic Affairs (Jill Jones)
 - d. Finance and Services (Don Davison)
 - e. Professional Standards (Fiona Harper)
 - f. Student Life (Derrick Paladino)
- V. QUESTIONS FROM THE FLOOR**
- VI. NEW BUSINESS**
- VII. REPLACEMENT ELECTION OF ONE REPRESENTATIVE TO INTERNATIONALIZATION COMMITTEE FOR ONE -YEAR TERM.**
 - Nominees:
 - Susan Libby
 - Eren Tatari
- VIII. THE SILENT MAJORITY AT ROLLINS? OR HOW DO WE ENCOURAGE FACULTY OF ALL RANKS TO SPEAK OUT AT MEETINGS AND COLLOQUIA**
 - This is always important but particularly pressing right now because of the presidential search. We will ask for a motion to adjourn to a committee of the whole for this discussion.
- IX. ADJOURNMENT**



A&S FACULTY MEETING

September 18, 2014

Minutes

Approved

Present

Anna Alon; Ilan Alon; Angelina Altobellis; Mark Anderson; Amy Armenia; Missy Barnes; Pedro Bernal; Gay Biery-Hamilton; Bill Boles; Dexter Boniface; Wendy Brandon; Carol Bresnahan; Jennifer Cavanaugh; Julian Chambliss; David Charles; Martha Cheng; Ed Cohen; Gloria Cook; Denise Cummings; Mario D'Amato; Donald Davison; Nancy Decker; Kimberly Dennis; Rosana Diaz-Zambrana; Stacey Dunn; Hannah Ewing; Marc Fetscherin; Bobby Fokidis; Julia Foster; Todd French; Christopher Fuse; Erin Gallagher; Kevin Griffin; Mike Gunter; Laurel Habgood; Dana Hargrove; Fiona Harper; Alicia Homrich; John Houston; Erik Kenyon; Brian Klocke; Emmanuel Kodzi; Harry Kypraios; Tom Lairson; Richard Lewin; Susan Libby; Lee Lines; Andrew Luchner; Christa Marr; Julia Maskivker; Jana Mathews; Amy McClure; Margaret McLaren; Matilde Mesavage; Jonathan Miller; Robert Miller; Jen-Scott Mobley; Susan Montgomery; Anne Murdaugh; Ryan Musgrave; Daniel Myers; Rachel Newcomb; Matthew Nichter; Kathryn Norsworthy; Maurice O'Sullivan; Thomas Ouellette; Emma Oxford; Derrick Paladino; Ellane Park; Jay Pieczynski; Alberto Prieto-Calixto; Jennifer Queen; Paul Reich; Kasandra Riley; Joni Roos; Scott Rubarth; MacKenzie Ryan; Marc Sardy; Steven Schoen; Jennifer Seitzer; Rachel Simmons; Bruce Stephenson; Claire Strom; Katie Sutherland; Eren Tatari; Lisa Tillmann; Patricia Tome; Martina Vidovic; Rick Vitray; Anca Voicu; Susan Walsh; Jonathan Walz; Yusheng Yao; Jay Yellen; Wenxian Zhang; Carrie Schulz; James Zimmerman; Mamta Accapadi

CALL TO ORDER

President Carol Lauer called the meeting to order at 12:34PM

APPROVAL OF MINUTES FROM 4/30/14

The faculty unanimously approved the meeting minutes from the A&S faculty meeting on April 30, 2014.

ANNOUNCEMENTS

Information Technology

Carrie Schultz

Schultz reported that the name of IT's Academic Computing department has been changed to the Instructional Design and Technology department to better reflect the services they offer. There are two trained instructional designers on staff; one former fulltime instructor; two assistants and evening support to ensure that the needs of the faculty are met.

REPORTS

Quality Enhancement Plan

Jana Mathews

Mathews reported that "a series of brainstorming sessions was held two weeks ago in which "your ideas and suggestions for programmatic development" were collected. Mathews announced "an exciting new initiative that aims to help prepare Rollins students for their lives and careers after graduation by integrating career preparation tools, training and resources into the faculty-student advising relationship." She characterized as "the next step" the solicitation of feedback regarding the provisional action plan Mathews extended "an enthusiastic invitation" to the faculty attend one of the upcoming all-campus colloquia:

1. Thursday, September 25 from 12:30-2:00PM in Bieberbach Reed (lunch provided)

2. Friday, September 26 from 3:30-5:00PM in Bush 176 (snacks/desserts provided)

Matthews called faculty attention to an email sent out on September 12, an invitation to the colloquia, and asked faculty to RSVP via the link provided in the email and to indicate any dietary preferences. The link: <http://www.wejoinin.com/sheets/salvp>

Title IX Changes

Diane Willingham

Willingham announced that she has assumed oversight for Title IX compliance at Rollins, replacing Maria Martinez. Title IX prohibits sex and gender based discrimination in educational programs and activities.

Willingham outlined procedural changes regarding the investigation and response to reports of sexual assault. Rollins has hired a part-time investigator to investigate all Title IX reports. The former hearing process has been scrapped: this limits the number of times students have to tell their story and helps ensure privacy. Rollins will honor a reporting party's wishes as to whether or not to investigate a report of sexual assault; except in instances where there is "risk of community harm."

Willingham said that "a large part of what I'm trying to do is infuse our Title IX prevention and education efforts into existing systems and structures. For example; we're working with the Dean's office to include a statement about Title IX in course syllabi."

Willingham announced that her office will offer more training opportunities for faculty and staff. "We know that responding to a disclosure of sexual assault is something faculty and staff are concerned about;" she said. Willingham announced a training session on Friday; October 03 from 1:00-4:30PM "to provide information on how to respond to a disclosure and...reporting obligations." The session will be co-facilitated with the Victim Service Center of Central Florida. Willingham asked the faculty "to look for a flier from the Dean's office with additional information;" about this training session and said; "I hope you'll plan on coming."

Academic Affairs

Gloria Cook (for Jill Jones)

Cook said that Robin Mateo introduced the Academic Calendars for 2015-16 and 2016-17. The motion to approve them was passed unanimously. The academic calendars were subsequently approved by the Executive Committee of the A&S faculty.

Rachel Newcomb and Chris Fuse outlined some changes they would like to the Honors Program: the first; to "de-couple" Honors in the major and the Honors degree because of some problems within specific majors. Second; Newcomb and Fuse proposed to allow Honors to renumber their courses to better reflect the developmental curriculum of the new General Education requirements. The AAC voted unanimously to support these changes.

Joan Davison reported some problems that have been created for student athletes as a result of the current academic warning system. This issue was discussed at length at the Executive Committee and will be brought to the full A&S faculty for discussion at an A&S faculty meeting this fall.

The AAC strongly suggests “that those on academic warning be given some sort of attention by the college;” that “[the College] not wait until students are on academic probation” to act. Too; the AAC proposes “that faculty warnings be called *academic alerts*,” since “there are currently two separate systems called ‘academic warning.’”

Finance and Services

Don Davison

Davison reported that the Finance and Services Committee held its first meeting September 9; 2014. The members discussed issues to be placed on the committee’s agenda for the year and generated this list:

At the request of the student members; the committee will examine dissatisfaction with the campus meal plan. The students are unhappy with:

- a) the cost of the meal plan
- b) the non-refundable balance left on their R-cards at the end of the school year
- c) quality of the meals; and
- d) a non-refundable plate breakage fee. Pat Schoknecht will attend our November 4 meeting to discuss these concerns.

The committee requested that Bill Short and Jeff Eisenbarth give a budget presentation to the campus community during the fall semester. Bill reported that a presentation is already on their agenda.

We discussed whether there is a need for another educational session to answer questions about the Transamerica rollover. Since no one on the committee has received concerns from faculty or staff; we decided to place this item on hold.

There was discussion about the need for a comprehensive review of faculty compensation regarding problems of gender equity; compression; inversion; etc. Dean Smither said he is happy to work on this study but the data are in the provost’s office. (At the EC meeting of September 11; the provost reported the data are housed in the College’s Human Resources Department).

The AAC briefly discussed course releases. President McAllaster plans to bring the issue to the committee later this year.

The chair of Finance and Service along with the President of A&S are members of the College Planning and Budgeting Committee. A summary of the September 2; 2014 meeting is below.

- President Duncan overspent the Cornell discretionary funds leaving no reserves. The College is in the process of rebuilding the reserves.
- The College experienced a \$4.4M revenue shortfall in FY2013-14. Despite this large shortfall we were able to balance the budget ending May 31; 2014. The current year budget; FY2014-15; was balanced by reducing spending by approximately \$2M through the 3% and 6% budget reduction scenarios reported by all divisions. We began the year with a balanced budget but will realize surplus funds due to the record enrollment and improvement in all areas. This surplus will be used to replace the depleted reserves. (JE)

- The College hopes to distribute a 2% stipend (does not go into base salary) in September or October. The monies used for the stipend will come from 'carry forward' funds at the College level—it will not come from department budgets. The goal is to construct the FY 2015-16 budget with salary increases allocated to base salary.
- Rollins is enjoying a very healthy AY2014-15 enrollment. Admissions accomplished this enrollment using a 43% (approx.) discount rate. This is well below many of our peers. The large enrollment is primarily from new students; not retention.
- Rollins is not in financial danger although it must adopt a sustainable budget model as we move forward.
- Commercial properties generate about \$3m of annual revenue
- Faculty salary compression and inversion as well as concern about offering competitive salaries were identified as priorities. Concern was also expressed regarding lower-paid staff.
- The housekeeping staff has decreased by 4 or 5 positions through attrition. The plan is to remain at the smaller staff level resulting in faculty offices being cleaned twice per week; public spaces will continue to be cleaned daily.

Davison called on Lisa Tillmann who stated that “upon learning at the [A&S 2014 fall faculty] retreat that Lewis Duncan had overspent Cornell funds roughly to the degree it would have taken to give faculty a permanent salary increase, [Tillmann] went from thinking Duncan merely had been a poor match for Rollins to wondering if his financial decisions rose to the level of malfeasance.” Tillmann asked how it was structurally possible for one person, even a President, to overspend at this level? Did the Board know of his over-spending? If they did, why didn't they do anything about it? If they didn't know, why didn't they? Tillmann asked what “measures are being put into place to ensure this never happens again?” Tillmann reminded the faculty that at least two times, the Board has turned down faculty representation, and asked, “might faculty presence at those meetings and access to additional reports have made a difference?” She “respectfully charged the Finance and Services committee to re-explore faculty representation on the Board” and to seek answers to the questions she posed. “I am not asking them rhetorically,” Tillmann said.

Professional Standards

Fiona Harper

Harper said that PSC held its first meeting on Tuesday September 9; 2014. Two items were discussed:

1. Statement on Office hours: Per a request to PSC last year; PSC is working to develop language regarding office hours to be included in the Bylaws or Faculty Handbook. This statement will include provisions for 4 office hours per week for fulltime teaching faculty; to be held in faculty offices (as opposed to public locations like the library or coffee-shops); and that the office hours be posted outside faculty offices; where possible. A subcommittee; comprised of Kevin Griffin; Anne Stone (CPS); Julia Maskivker; and Eren Tatari; is crafting the language of this requirement and investigating the appropriate location (e.g. Faculty Handbook) and will report back to PSC at our next meeting scheduled for September 23; 2014. Once approved by PSC; this statement will proceed to EC for approval and then both the Faculty of A & S and CPS for approval.

2. Changes to Guidelines for Student-Faculty Collaborative Research Program (SFCRP):
Director of the program; Dr. Chris Fuse met with PSC to discuss two questions pertaining to the program:
Question 1: Is three years sufficient time to submit a manuscript for publication? Faculty often perform novel research; that and working with undergraduates slow the pace of scholarship; and
Question 2: Should the SFCRP consider a successful collaboration one in which the student either presents at a conference AND publishes; OR presents only at a conference; OR only publishes?

After much discussion about disciplinary differences; the PSC agreed that publication should be the end goal; but that the current assessment criteria were unrealistic. The committee unanimously approved the following language change to the SFCRP guidelines:

“The collaboration should result in; at a minimum; a publishable paper or artistic performance with 5 years; preferably both a publication and a presentation at a professional conference; where appropriate.”

Additional changes to the guidelines will also include language pertaining to the Academic Honor Code and required ethics training for students whose research project is funded. Dr. Fuse will be presenting the PSC with the language changes to the guidelines in November; after he meets with the Provost for her approval.

Upcoming items on the PSC agenda:

On behalf of an ad hoc committee looking at advising; Dr. Claire Strom will be bringing recommendations to PSC based on their findings. Some of these recommendations have apparently already been implemented. One suggestion that will be discussed is that departments be offered the opportunity to include language about advising in their PTE document. Dr. Strom will be attending the PSC meeting on Tuesday October 7; 2014 in Bush 123. Harper reminded faculty that all PSC meetings are “open and faculty are invited to attend.” The meeting schedule is posted on the Faculty Governance website.

Upcoming PSC deadlines for faculty to be aware of:

Faculty members planning sabbatical in 2015/2016 are invited to submit grant proposals for Ashforth/Critchfield and FYRST grants to assist in sabbatical activity planning. The application deadline for early proposals is Friday September 26; 2014. Grant application forms are available on the Dean of A & S website <http://rnet.rollins.edu/as/dean-of-arts-sciences/grants/grants-homepage.html>. Harper brought to the faculty’s attention that that “the Ashforth/Critchfield/Development grant application form has changed since last year and applicants are encouraged to read the instructions carefully.”

Student Life

Derrick Paladino

Paladino reported that the SLC had identified these “items of interest” for AY 2014-2015:

- Update regarding the Rollins Presidential Search
- A move toward a more proactive SLC (improving student life; gaining insights from students and SGA reps)
- Potential assessment of campus living and culture needs

- Examination of the issues surrounding Career Support and discovering ways to assist majors that require internships
- Identification of sustainable ways to continue projects in the area of community engagement (since 2/3 of the budget is funded externally)
- Expansion of Fraternity and Sorority life to meet the needs of the student community:
 - a. incorporating Sigma Alpha Epsilon into the community; and
 - b. invitation for three sororities to colonize
- Aspirational discussion regarding student well-being: “on creating a wellness arc that further blends academic and student development”

Paladino reported that Mamta Accapadi; Vice President for Student Affairs; reported to the SLC regarding recent changes in the Office of Student Affairs; Accapadi spoke about “big picture challenges and opportunities for further campus and SLC discussion.”

At this point, Lauer recognized Maurice (Sucky) O’Sullivan, who rose to tell the faculty that he had a proposal from Jill Jones (absent today) that he would like to read and discuss with the faculty. Lauer said that in order to do this the faculty needed to vote to suspend the agenda and to dissolve into a committee of the whole.

O’Sullivan read the proposal:

That no Arts And Sciences department or program and its major/minor should be dissolved or moved out of the College of Arts and Sciences without a majority approval vote of the concerned department or program and without a motion brought to the Executive Committee of the Arts and Sciences.

Lauer asked for a voice vote and more than two-thirds of the faculty assented to suspend the meeting agenda and to dissolve into a committee of the whole.

Discussion ensued (the taking of minutes was suspended), and the motion passed:

43 yes

28 no

CALL TO ORDER

Lauer adjourned the meeting at 1:54PM