

1-13-2015

## Minutes, Arts & Sciences Professional Standards Committee Meeting, Tuesday, January 13, 2015

Arts & Sciences Professional Standards Committee

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**Professional Standards Committee**  
**Meeting Minutes for January 13, 2015**  
**Approved January 27, 2015**  
12:30 -1:45 P.M. in Bush 123

Committee Members Terms and Affiliation

Gay Biery-Hamilton, 2013-2015, Social Sciences  
Rosana Diaz-Zambrana, 2014 – 2016, Humanities  
Kevin Griffin, 2013-2015, Expressive Arts  
Fiona Harper, *Committee Chair*, 2014 – 2016 Science  
Julia Maskivker, 2013-2015, At-Large  
Anne Murdaugh, 2014-2016, At-Large  
Jillian Rondeau, 2014 – 2015, SGA rep  
Eric Smaw, 2013-2015, At-Large  
Anne Stone, 2014 – 2015 CPS  
Eren Tatari, 2014-2016, At-Large  
Meghan Wallace, 2014-2015, SGA rep

Committee Members in Attendance

Gay Biery-Hamilton, Rosana Diaz-Zambrana, Kevin Griffin, Fiona Harper, Julia Maskivker, Anne Murdaugh, Jill Rondeau, Anne Stone, Eren Tatari

I. Call to order: 12:34

II Approval of Minutes from 12/2/2014: Approved

III Old Business

- Faculty Advisory Committee for International Programs
  - Giselda crafted language for the voting structure of the Faculty Advisory Committee for International Programs.
  - PSC changes CPS representation to a vote, and clarified that the committee would come from an open call for nominations. PSC also made minor structural changes to the document to make the committee make up clearer.
  - As this an ad hoc committee, PSC determined that official SGA representation is not practical.
  - As all governance meetings are open meetings, this committee should make the schedule available. Preferably posted on the website.
  - Changes and statement were approved by PSC
  
- Request to investigate the Diversity Advisory Council
  - Eren will begin her service to DAC this semester. She will ask whether or not there is a website and if there is a formalized

committee structure and duties document, and if this document is published anywhere. She will report back at the next meeting.

#### IV New Business

- Course Instructor Evaluations delivery
  - Issues
    - Holt evaluations windows do not correspond to day school evaluations windows in student delivery, but if a class is cross listed the results are collapsed when presented to the professor.
  - PSC needs to investigate CIE delivery at our peer and aspirant schools.
    - Gay, Rosana, Eric and Julia will contact: Davidson, Birmingham –Southern, Trinity, Centre, Hendrix, Elon, Richmond, Bates, Colby and Furman.
    - Suggested questions:
      - Electronic or Paper?
      - When are they given, and what is the window?
      - Reward or penalty associated with completion?
      - In class or out of class? If in class, how is time allocated and anonymity preserved?
- At the last faculty meeting, Mike Gunter requested information on historical funding levels of the Critchfield (etc.) grants. There is a hard money line of \$67,950 since 2000, and additional money taken from Cornell funds (up to \$40,000). This year additional money was provided by the Dean's office to raise the \$75,000 total available for 2014-2015. This is not generally the case. Fiona will meet with Bob Smither and Karla Knight and report back.
- Coming up is a request for PSC to switch the grant system application to an electronic submission like the FSAR

#### **Attachment #1 (to include in minutes):**

Proposed changes to the International Programs Faculty Advisory Committee from Giselda Beaudin to Fiona Harper via email on 12/10/2014

#### **International Programs Faculty Advisory Committee**

Committee Structure:

- Six members total
- Five representatives from A&S
  - At least one must be an active member of AAC
  - At least one must teach regularly for Holt
- One representative from CPS
- Two year terms

- No more than one member from any department

#### Committee Member Selection:

- A&S representatives selected through a vote by A&S faculty
- CPS representatives selected by CPS Dean and faculty
- Holt representative selected as above with coordination from IP to ensure continuous Holt representation

#### Committee Responsibilities:

- Three-four meetings per semester
- Some discussion/feedback via email, particularly over the summer months
- Advise and assist the Director of International Programs in the following areas:
  - Strategic planning for study abroad/away
  - Development of new semester and summer programs
  - Review and selection of field study/summer programs for the following academic year
    - NOTE: if any committee members are proposing a program, they are recused from this process and IP will replace that member with a past committee member for the review and selection process.
  - Curriculum integration
  - Selection of Shanghai semester program faculty
  - Academic policies involving or affecting study abroad/away
  - Training for faculty program leaders
  - Workshops on the pedagogy of field experiences and intercultural learning
  - Broad assessment of student learning on study abroad/away
  - Policies or processes that impact or involve faculty such as compensation for study abroad, proposal process for new programs etc.

#### 2014-2015 Membership:

- Holt/A&S: Jana Matthews (through 7/15)
- CPS: Jim McLaughlin (through 7/15)
- A&S: Jonathan Walz (through 7/16)
- A&S: Martina Vidovic (through 7/16)
- A&S/AAC: Phil Deaver (through 7/17)
- A&S/AAC: Anca Voicu (through 7/17)

### 2013-2014 Membership:

- A&S: Pedro Bernal (through 7/14)
  - A&S: Nancy Decker (through 7/14)
  - Holt/A&S: Jana Matthews (through 7/15)
  - CPS: Jim McLaughlin (through 7/15)
  - A&S: Jonathan Walz (through 7/16)
  - A&S: Martina Vidovic (through 7/16)
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### **Attachment #2 (to include in minutes):**

PSC has been requested to investigate the current delivery structure of the CIEs from a faculty member.

#### **Tasks for PSC to accomplish with regards to CIEs**

1. Find the current policy in handbook or bylaws and review the language. Verbal communication indicates that the policy says the CIEs open 10 days before the end of classes and “normally” end on the last day of classes. PSC needs to review this language and assess whether any clarification or correction needs to be made.
2. Further, there needs to be added to the policy the requirement that the appropriate Dean’s office alert faculty a minimum of 3 business days prior to the opening of the CIEs in order to give faculty sufficient time to adequately prepare their students, in particular RCC students.
3. PSC should compare our existing delivery system and timing with peer and aspirant colleges.

#### Possible Questions:

- How are CIEs delivered: in class or outside?
- If given inside class, how much time is allocated? How is anonymity maintained?
- Paper or electronic?
- How long are CIEs available to students? Rollins is currently 10 days.
- When are CIEs available to students?
- How are students rewarded or penalized if they either complete the CIEs entirely or do not complete them. Rollins policy is currently to reward students by giving them access to grades earlier and penalize by email bombardment of 1 email reminder per class per day (which could mean 4 emails per day from the system).

Specific request from Karla Knight that any changes made to the current CIE structure by PSC are discussed with her office to ensure they are “executable”. Karla should be invited to attend any meetings related to this topic.

