Professional Standards Committee Minutes   College of Arts and Sciences Minutes and Reports

2-24-2015

Minutes, Arts & Sciences Professional Standards Committee Meeting, Tuesday, February 24, 2015

Arts & Sciences Professional Standards Committee

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Approved Meeting Minutes for February 24, 2015
Meeting of Professional Standards Committee
12:30 -1:45 P.M. in Bush 123
Approved March 24, 2015

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, Kevin Griffin, Fiona Harper, Julia Maskivker, Anne Murdaugh, Jillian
Rondeau, Eric Smaw, Eren Tatari

I. Call to order: 12:32PM

II. Approval of Minutes from 02/10/2015: minutes were approved

III. Old Business
   a. **Diversity Advisory Council**
      i. PSC had one minor change the DAC Infusion Grant Application–
         moving submission information under "Deadlines"
      ii. Grant Application was approved with this minor change

I. New Business
   a. **OER Grant Application:**
      i. OER grant application was approved with changes. Some
         oversights were corrected and a minor change to structure.
      ii. PSC would like Jonathan to reconsider the request for information
          about other grants received by Rollins, the publication/research
          focused abbreviated CV, and the questions asked in the final report
          form.
   b. **CIE:**
      i. The proposed CIE schedule and delivery changes have been
         approved by director of MLS program in Holt School. The
         changes are being reviewed by CPS today. PSC will present to EC
         at their next meeting**.**

c. **Ashforth/Critchfield/Development Grant Guidelines:**
   i. PSC has decided to remove the prioritization portion of the previous iteration of the guidelines, and then submit these revised guidelines to the faculty for approval.
   ii. PSC will meet after spring break to work out these guidelines.

d. **By-laws to clarify process and composition of ad hoc Hearing Committee for dismissal of tenured faculty:**
   i. Harper reported that a request had been made to PSC by EC to craft language for inclusion in the A & S by-laws to indicate the use of the AAUP 1958 statement on procedure for proceedings concerning the fitness and possible dismissal of a tenured faculty member. Harper reported that EC had recommended that the by-laws include a statement about the composition of the ad hoc Hearing Committee consist of four tenured faculty with the rank of Professor. The Executive Committee of the Arts and Sciences would then present this slate of faculty names to the Faculty of Arts and Sciences for approval. The specific language of this proposal is included in attachment #3.

   ii PSC voted by email to approve this language and present it to the A & S EC and the A & S faculty for approval and inclusion in the A & S By-Laws

Meeting Adjourned at 1:27pm

Attachment #1 DAC grant proposal

Attachment #2 OER grant proposal

Attachment #3 Proposed A & S College By-Laws for ad hoc Hearing Committee

Diversity Infusion Grant
GENERAL INFORMATION

The Rollins Diversity Advisory Council invites proposals from faculty and staff to support projects in keeping with our guiding principles that will help to further our mission of increased diversity, equity, inclusion and social justice on campus. Successful applications will demonstrate the potential for enduring impact at Rollins.

Guiding Principles:

- We affirm the value of human diversity because it enriches our intellectual lives and our community.
- We celebrate the open exchange of ideas within a climate of civility and mutual respect.
- We reject all forms of prejudice and discrimination, including those based on sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, physical characteristics, or any other category protected by federal, state, or local law.
- We take individual and collective responsibility for helping to eliminate bias and discrimination and for increasing our own understanding of these issues throughout the Rollins community

Suggested projects include:
- Designing a workshop series on diversity for students never previously offered on campus.
- Designing a "train the trainer" program for course redesign, pedagogical practices, or co-curricular programming never previously offered through an existing office on campus.
- Researching and drafting a proposed policy change that will positively impact the employee or student experience
- Revising or designing a course that will be offered on a recurring basis
- An implementation plan for best practices leading to increased recruitment and retention of underrepresented faculty and students
- An assessment plan for current efforts in recruitment and retention of underrepresented faculty, staff, or students
- An assessment plan for diversity across the curriculum

We encourage applicants to review the published results of our 2014 student campus climate survey and to consider how your project might address the most striking themes.

Grants of up to $1000 will be awarded as a stipend for time spent developing the project. Up to an additional $750 may be awarded for specified costs associated with the project. For collaborative projects, grant awardees will each be awarded a $1000 stipend, but expenses will remain limited to $750 per project.

OVERVIEW OF THE APPLICATION PROCESS

I. Review of Grant Proposals

Please remember that while your proposal will be reviewed in a spirit of collegiality, there is <u>no discipline specific review</u>. Grant proposals will be reviewed by the faculty, staff, and student members of the Diversity Advisory Council.   Your objectives must be well conceived, clearly stated, and written in a language that can be understood by a general audience.

In addition, proposals which support department activities should be accompanied by a statement from the department head or director, or from the appropriate dean. This statement is particularly important when supplies, space, and supporting personnel for the project relate to departmental activities and budget support.

II. Deadlines

    A.   The submission deadline is **Friday, April 3, 2015**.

III. Submission of FSAR (for faculty)
Grant applications will only be considered from faculty members who have filed their most recent FSAR with the Dean of Faculty's office. Submissions of the grant should be sent in .pdf or .doc format to diversitycouncil@rollins.edu.

IV. Final Report and Presentation

Following the receipt of a Grant Award, recipients are required to file a report on his or her accomplishments with the Diversity Advisory Council. A Final Report is due by May 30 of the year following receipt of the grant. A specific accounting of expenditures will be part of this report. Your application and report are considered to be matters of public record. If you do not wish either to be made public, explain why in the application.

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APPLICATION GUIDELINES

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I. Eligibility

    A.   Staff and full-time faculty with continuing contracts are eligible for Diversity Infusion Grants.

    B.   Proposals will be judged on the completeness of the application, the quality of the project, the perceived value of the work, the likelihood that the applicant can and will complete the project. Funding in future grant cycles in contingent upon evidence of successful completion of the project.

    C.   The committee <u>will not fund</u> proposals that have the following characteristics:
        1.   Lack clearly stated goals and methodology.
        2.   Lack a clear, detailed budget and rationale for all requested funds.

    D.   The committee <u>will not review</u> proposals:
        1.   Submitted after the application deadline.
        2.   With missing information, e.g., no vita, no budget, incomplete responses.

3. With budget exceeding $1,750, including stipend
4. From faculty members who have not submitted an FSAR for the previous year.

E. Proposals meeting the following criteria will be given priority in the event that the number of applications exceeds available funds:
1. Proposals with exceptional merit.
2. Proposals demonstrating lasting impact on the Rollins campus.
3. Proposals that fulfill the guiding principles of the Diversity Advisory Council
4. Proposals that address specific areas of concern revealed by the report of the 2014 Student Campus Climate Survey
5. Grants that include mechanisms to assess/compare student experience or campus climate before and after the changes you plan to implement.

II. Permitted Expenditures

Expenditures must be justified in terms of their relationship to the project. The budget parameters for current college rates for travel, the current minimum wage, and current status on faculty stipends is available from the Finance Department.

Additional funding parameters include:

A. Grant awards will fund a $1,000 stipend.

B. Software or hardware requests (requests should be submitted to the Dean of Faculty or Chief Information Officer as part of regular support funding).

C. Travel (automobile travel will be funded at the current indexed rate per mile).

D. Per Diem in accordance with federal guidelines

E. Grants may be funded up to a maximum of $1,000 as a stipend and up to $750 for substantiated associated project costs, if the budget and number of proposals permit.

F. The project must be undertaken during the fiscal year (June-June) following the grant award decision. Funding will not be awarded for projects with an unknown proposed start date or with a vague or unrealistic timeline.

III. Excluded Expenditures

A. Funding for conferences and meetings that are typically or can be supported by faculty travel grants or by a staff member's department budget.

B. Per Diem expenses for longer than 5 days.

C. Computer hardware and software.

D. Travel for support staff.

E. Car rental expenses in excess of the per diem.

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GRANT APPLICATION FORM
Diversity Infusion Grant

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Applicant Information:

Name:	
Academic Rank/Title:	
Department:	
Office Phone Number:	
E-Mail Address:	

Grant Proposal:

Short Title of Grant Proposal:	
Proposed Start Date:	
Proposed End Date:	

Description of Grant Proposal:

Objectives of grant proposal: Please list objectives that are clear, specific, concrete, and measurable.	1) 2) 3) (etc.)
Describe why this project is important. In what ways is the proposal going to positively impact the campus? How does it add value to the student experience?	
Describe the expected outcome(s) for this project.	
Background/Interests: Describe how your background and/or interests prepare you to complete the proposed project.	
Plan of Action: Describe how you will complete the project given competing demands on your time or in addition to your normal job responsibilities.	
Feasibility and Collaboration: With which other offices on campus will you need to collaborate to ensure the success of your project? What additional resources will be needed, if any?	

Proposed Budget:
(Please review Permitted Expenditures section and provide as much detail as possible. Be specific about what costs will be incurred for travel, telephone, staff support, photocopying, etc. This budget will be for one year only).

Item	Justification	Amount
Stipend	Automatically included	$ 1000.00
		$
		$
TOTAL		$

* conference travel to present results of the project is not normally funded

Additional Support for Current Proposal

1. Have you applied for or been granted any external or other internal sources of funding for this proposal?	YES	NO
If yes, clearly identify all other requests which duplicate this proposal, indicating the periods and amounts of all support requested and/or received, along with the status of the support.		
If you are requesting funds for a second or third year of support for one project, attach a progress report.		

Attach to this application:

Abbreviated Vita or Resume (3 pages maximum)

Department Approval Statement: Proposals requiring departmental approval (new course development, curriculum redesign, faculty leave, etc.) or support (supplies, space, supporting personnel, etc) should be accompanied by a statement from the department head, director, or appropriate dean that affirms support for the project. This statement is particularly important when the proposal involves the design of a new course or changes to a department's curriculum.

Staff applicants should seek a statement of support from their department head that outlines the expected number of hours in total for exempt staff or per week for hourly staff that will be necessary for successful completion of the project. The statement of support from the department head should include their understanding that you may require time away from your normal job responsibilities in order to work on your proposed project and/or that in the very least, this project is something you are voluntarily choosing to take on above and beyond your normal job responsibilities. It is within the department head's purview to request a written plan of action from the staff member outlining how they plan to continue to fulfill their normal responsibilities in addition to their proposed project given its scope and timeline.

Signature _____ Date _____

Send this application electronically as .pdf or .doc to diversitycouncil@rollins.edu by April 3, 2015.

OPEN EDUCATIONAL RESOURCE GRANT
GENERAL INFORMATION

Textbooks are a significant cost for students in all programs. Therefore this grant is open to all faculty members, including adjuncts, teaching in any Rollins program, including the Holt School. This program aims to:

- Significantly lower the cost of required materials (i.e. textbooks) to enrolled students in a specific course,
- While maintaining or improving student learning outcomes and satisfaction with the required materials.
- Contribute to the growing body of OER available to the global higher education community.

Grants in the form of stipends of up to $3000 are available for Rollins faculty members interested in working with a team consisting of the Director of the CAJ Institute for Effective Teaching, an instructional technologist, and a librarian to lower the textbook costs for students in a specific course using Open Educational Resources (OER.) The grant will be for three years, or three iterations of a specific course[1]. Therefore grants could last for a minimum of three semesters and a maximum of six years.

OVERVIEW OF THE APPLICATION PROCESS

I. Review of Grant Proposals

Please remember that your proposal will be reviewed in a spirit of collegiality, there is no discipline specific review. Your application must be well conceived, clearly stated, and written in a language that can be understood by an audience of your faculty peers.

Grant proposals will be reviewed by the grant committee, with the grant committee requesting recommendations from the appropriate Dean. In A&S, the Professional Standards Committee (PSC) will provide the Dean with the funding recommendation. In CPS, the Curriculum Committee will provide the Dean with the funding recommendation. For Crummer faculty the grant committee will review and approve proposals directly.

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[1] In the case of new courses that use OER from their inception, see the section on new courses for specifics.

In addition, proposals which involve a course taught by multiple faculty members should be accompanied by a statement from the department head or director, or from the appropriate dean supporting the proposal.

II. Deadlines

The submission deadline is **Friday, April 27 2015**.

III. Submission of FSAR

If the FSAR is required from your school, grant applications will only be considered from faculty members who have filed their most recent FSAR with their Academic Dean's office.

IV. Final Report, Presentation, and Disposition of OER.

In the final year/course iteration of the Grant Award, recipients are required to
1. File a report on the outcome of the grant with their Academic Dean, due by May 30 of the final year of the grant.
2. Present the results of the grant to an on-campus audience.

Your application and report are considered to be matters of public record. Any OER created in the course of the grant must be uploaded to the Florida repository of OER, the Digital Orange Grove or a comparable open repository.

APPLICATION GUIDELINES

I.   **Submissions**
   A. Completed grant applications should be attached to e-mail and sent to Jonathan Miller, Library Director, at jxmiller@rollins.edu by **Friday, April 27 2015.**

II.   **Eligibility**

F. Rollins faculty members including adjuncts are eligible for OER Grants.

G. Proposals[2] will be judged on:

1. The completeness of the application.

2. The total cost to each student of traditional required materials the last time the course was taught. [The higher the better.]

3. The average enrollment in the course and the frequency with which it is scheduled. [The higher the better.]

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[2] See the section on new courses for how such courses will be judged.

4. The availability of suitable OER in major repositories ([MERLOT](#), Florida's [Digital Orange Grove](#), [OER Commons](#), [JORUM](#), etc.) [The greater the availability and quality the better.]

5. The likelihood that the applicant can and will complete the work involved in the three years/iterations of the grant. [The better the description of available OER, the applicant's ability to create OER, and the possible assessment mechanisms described in the application the better.]

H. The committee will fund one new OER project per academic year.

I. The committee <u>will not review</u> proposals:
   5. Submitted after the application deadline.
   6. With missing information.
   7. From faculty members who have not submitted a Final Report on the outcomes of previous grant awards.
   8. From faculty members who have not submitted an FSAR (if applicable) for the previous year.

J. Proposals meeting the following criteria will be given priority:
   6. Proposals that have the potential to lower the costs of textbooks for a large number of students because the course has high enrollment, is taught frequently, or in multiple sections.
   7. Proposals that include effective mechanisms to assess/compare student learning before and after the changes you plan to implement.
   8. Proposals from applicants who have consulted instructional technologists, librarians, and the Director of the CAJ Center during the preparation of the application.
   9. Proposals that make effective use of the Director of the CAJ Center, IT and Library personnel and resources.

III.   The stipend.

The successful applicant will receive three $1,000 stipends[3], delivered upon successful completion of each course year/iteration.

A. In the first year (or iteration) of the course the faculty member will:

   1. Teach the course using the traditional required materials.

   2. With the assistance of the team, assess the impact of the traditional textbooks or required materials on the course outcomes and on student learning.

   3. With the assistance of the team, select, or create, and organize OER materials for the course.

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[3] See the section on new courses for details of the stipend in such cases

4. With the assistance of the team, develop an assessment mechanism for measuring the impact of the OER on the course outcomes and student learning, and on student and faculty satisfaction.

B. In the second year/iteration the faculty member will:

   1. Teach the course using OER materials.

   2. With the assistance of the team, assess the impact of the OER on the course outcomes and student learning, and on student and faculty satisfaction.

C. In the third year/iteration the faculty member will:

   1. Make any revisions based on B (2) and teach the course using OER materials.

   2. With the assistance of the team, assess the impact of the OER on the course outcomes and student learning, and on student and faculty satisfaction.

   3. Upload any OER created in the course of the grant to the Digital Orange Grove or a comparable open repository.

   4. Publicize the results of the grant at a suitable on-campus event and be encouraged to communicate the work to a wider audience.

GRANT APPLICATION FORM

Faculty Technology Grant

Applicant Information:

Principal Researcher:	
Academic Rank:	
Department:	
Office Phone Number:	
E-Mail Address:	

Grant Proposal:

Short Title:	

Proposed Start Date:	
Proposed End Date:	

Description of Grant Proposal:

Title and number of course addressed in this proposal:	
Next term in which the course will be offered:	
Frequency with which the course is offered:	
Average number of enrolled students[4] (calculate this average based on the last three iterations of the course if possible):	
Total cost of materials (textbooks) *each student* **is required to purchase for this course[5]. Provide full citations for each title.** (Calculate this using the retail price for new copies of the materials. Do not include the cost of supplemental materials.)	
Briefly describe suitable OER in major repositories (MERLOT, Florida's Digital Orange Grove, OER Commons, JORUM, etc.)	
Identify gaps in the available OER and briefly assess your own ability to create OER that will fill those gaps:	

Outline possible assessment mechanisms for measuring the impact of traditional textbooks and OER on the course outcomes and student learning:	

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[4] See section on new courses for calculating enrollment in such courses.
[5] See section on new courses for how the cost of textbooks should be calculated in such courses.

New Courses

In the case of new courses that are planned with OER from their inception, applicants should calculate the cost of equivalent traditional required materials, and estimate the expected enrollment in the course. In these cases, the grant will only consist of two phases and the stipend will consist of two stipends of $1,000. Applications involving new courses can be submitted when courses are at any point in the course approval process.

Consultation

Applicants are strongly encouraged to consult with a librarian and instructional technologist about suitable existing OER and OER that might have to be created, and with the Director of the CAJ Center on possible assessment mechanisms prior to submitting this application.

Previous Funding from Rollins College:

1. Have you received previous funding for a Course or Faculty Technology Development Grant?	**YES**	**NO**
If yes, list all grants and the year received:		
2. Have you applied for other grants from Rollins this year?	**YES**	**NO**
If yes, list all grants applied for, grants awarded, and amounts to be received:		
3. Have you received any other grants or funding from Rollins during the previous five years?	**YES**	**NO**
If yes, list all grants awarded and amounts received over the last five years:		

Other Support for Current Proposal

2. Have you applied for or been granted any external or other internal sources of funding for this proposal?	**YES**	**NO**
If yes, clearly identify all other requests which duplicate this proposal, indicating the periods and amounts of all support requested and/or received, along with the status of the support.		
If you are requesting funds for a second or third year of support for one project, attach a progress report.		

Submit with this application:

Abbreviated Vita (3 pages maximum) listing all papers published and/or presented that are related to this project. If this is a new area for you, list your most recent publications/ presentations.

Signature of Principal Researcher _____

Date _____

Send this application electronically to the Library Director, Jonathan Miller (jxmiller@rollins.edu) by the application due date. The proposal will be evaluated by and forwarded to the appropriate decision making group.

GRANT AWARD FINAL REPORT FORM
OER Grants

Grant recipients are required to file a report on his or her accomplishments with their Academic Dean with a copy sent to the Library Director. Your application and report are considered to be matters of public record. <u>Future funding for your research is contingent on completion and transmission of a final report to the appropriate Academic Dean and the Library Director by the dates listed below.</u>

Due Date: *May 30th at the end of the academic year in which you completed the third year/iteration of the course that was the focus of the grant*

Grant Type Awarded:	
Principal Researcher:	
Title of Grant Proposal:	
Starting Date:	
Completion Date:	

Teaching How has this grant impacted your teaching?	
Scholarship Please list all refereed journal articles, other publications, presentations at national and local meetings or competitions, that are connected with the results of this grant.	
Academic Community What do you believe is the major contribution to the academic community from your grant award?	
Service Please describe how activities or results of this grant have	

contributed to service to the community (specify Rollins College, local, or beyond)	
OER Please list an OER created as a result of this grant and the repository to which they have been uploaded.	

Signature of Principal Researcher _____

Date _____

Send this report electronically to the appropriate Academic Dean and to the Library Director

Attachment #3
Proposed addition to the A & S College By-Laws

In cases of proceedings concerning the fitness and possible dismissal of a tenured faculty member, the college shall follow the AAUP 1958 statement on procedure. The ad hoc Hearing Committee charged with conducting these procedures shall consist of four tenured faculty with the rank of Professor. The Executive Committee of the Arts and Sciences will present this slate of faculty names to the Faculty of Arts and Sciences for approval. As per the AAUP 1958 statement, the choice of members of the Hearing Committee shall be on the basis of their objectivity and competence, and of the regard in which they are held in the academic community. The committee will be convened for the duration of the procedures.

Suggested location of this statement?
Perhaps in **Article VIII Faculty Evaluations?**