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Annual Report, Arts & Sciences Professional Standards Committee, 2015-2016

Arts & Sciences Professional Standards Committee

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Annual Report for the Professional Standards Committee

Professional Standards Committee Members.

Eric Smaw, 2015 – 2017, at Large Rep, and Committee Chair

Stacey Dunn 2015-2017, at Large Rep, and Committee Secretary

Rosanna Diaz, 2014 – 2016, Humanities Rep; Fiona Harper, 2014 – 2016 Science Rep; Anne Murdaugh, 2014-2016, at Large Rep; Eren Tatari, 2014 - 2016, at Large Rep; Anne Stone, 2014 – 2016 CPS; Susan Montgomery, 2015 – 2017, Expressive Arts Rep; Amy McClure 2015 – 2017, Social Sciences Rep; and Nathan Juhos 2015 – 2016. SGA Rep.

Section I. *Grants*.

I.1. Grant Funding.

Throughout the academic year 2015-16, the Professional Standards Committee (PSC) reviewed, ranked, and submitted recommendations to the proper person(s) concerning funding for the Student/Faculty Collaborative Research Grants; Critchfield, Ashforth, and Individual/Course Development Grants; FYRST; Open Education Research; and all other internal grants within its purview.

I.1.a. Over the past two years, the total amount of money allocated for the Critchfield, Ashforth, and Individual/Course Development Grants was reduced because of budgetary constraints. PSC requested that the Dean's Office return the total amount of money allotted for the Critchfield, Ashforth, and Individual/Course Development Grants to the original amount of \$85,000.00.

The Dean's Office agreed and returned the grants budget to its original amount for the year 2015-16.

I.1.b. PSC investigated and learned that the FYRST Grants were being paid out of the adjunct/overloads budget.

PSC appealed to the Dean's Office to move the funding for the FYRST Grants from the adjunct/overloads budget to an official line item in the Budget for the Dean's Office.

The Dean's Office will investigate and advise.

I.2. Enhancing the Critchfield, Ashforth, and other Online Grant Application Forms.

Throughout the academic year 2015-16, the Professional Standards Committee discussed possible enhancements to the online grant application form. More specifically, PSC discussed adding a preview function to the online grant application forms. The preview function will allow grant applicants to review their application at various stages in the process of completing the application. PSC also discussed adding a send function (a button which allows applicants to automatically send themselves a copy of their completed/submitted applications) to the online grant application system. The send function will allow applicants to identify

oversights/problems with his/her application and communicate directly with the Chair of PSC before the applications are reviewed.

PSC has communicated with Katherine Sanchez and Mark Schendel (both in IT) about developing a preview function on the online application forms.

Katherine and Mark have agreed to add a preview function. Regarding the send function, Karla Knight has agreed to email each applicant a copy of his/her completed/submitted grant application. (Karla assured PSC that this will not substantially increase the amount of work that she does for PSC because she downloads the completed grant applications onto PSC's Blackboard site currently).

I.3. Creating Online Application Forms for other Grant.

PSC discussed the possibility of developing online application forms for FYRST, Student/Faculty Collaborative Research, and other internal grants with Katherine Sanchez and Mark Schendel (both in IT).

IT believes that such a project will take a considerable amount of planning, time, work, and, possibly, enhancements to our current systems. IT will investigate and advise.

I.4. Grant Procedures.

In the spring of 2016, PSC initiated a conversation about reviewing the procedures for evaluating grants and offering feedback to faculty who apply for grants. PSC began considering ways to make the evaluation procedures more objective, fair, and efficient. Conversely, PSC considered ways to offer feedback to all faculty who apply for grants so that their applications are improved in the future. For example, PSC has noticed that some grant applicants omit important information, e.g., the faculty stipend. PSC believes that offering faculty feedback on their grants will help them to avoid this and similar mistakes in the future.

I.5. New Grants.

The library now offers an Open Education Research Grant (OER) for Rollins faculty interested in working with the Director of the CAJ Institute for Effective Teaching, an instructional technologist, and a librarian to lower the costs of textbooks by using teaching materials that can be accessed without charge. Only one person applied for the OER grant this year. PSC believes that faculty members are not aware of this grant and has agreed to publicize the OER grant, possibly by announcing it at faculty meetings.

I.5. Tasks for Faculty Affairs Committee.

The Faculty Affairs Committee will have the tasks of following up with the Dean's Office to ensure that (1) the amount of money allotted for the Critchfield, Ashforth, and Individual/Course Development Grants is \$85,000.00 for the year of 2016-17, and that (2) the funding for the FYRST Grant has been moved to a line item in the budget of the Dean's Office.

Additionally, the Faculty Affairs Committee will have the tasks of following up with Karla and IT to ensure that (1) each grant applicant receives a copy of his/her completed/submitted grant application and that (2) the online grant application form is upgraded with a review function.

The Faculty Affairs Committee will have the task of following up with IT about the possibility of developing online application forms all internal grants.

The Faculty Affairs Committee (FAC) will have the task of reviewing procedures for evaluating grants to make it more objective, fair, and efficient. Additionally, PSC recommends that the FAC offer feedback to faculty to apply for grants.

Finally, the Faculty Affairs Committee will have the task of publicizing the OER Grant.

Section II. *Course and Instructor Evaluation (CIE).*

II.1. Common beginning and ending dates for the A&S, CPS, and Holt CIEs.

In the academic year 2014-15, the Professional Standards Committee investigated and learned that the timeframe for completing the Holt, and CPS and A&S CIEs were different from one another. For example, at the end of the fall semester 2014, the timeframe for completing CIEs for A&S students taking cross-listed Holt classes ended earlier than for the timeframe for A&S students not taking crossed-listed Holt classes. This prevented some students from completing their CIEs.

PSC formed a subcommittee comprising Gay Biery-Hamilton, Eric Smaw, Rosana Diaz, and Julia Maskikver to survey nine peer and four aspirant colleges about their CIE delivery system and structure. From these surveys, and in consultation with the Deans offices for A&S and Holt, as well as the Director of Graduate Studies in the Holt School, PSC recommended that the College establishes common beginning and ending times for Holt, and CPS and A&S CIEs.

The Deans of A&S and Holt agreed with this recommendation, the faculty adopted it, and PSC believed that the problem was solved.

However, PSC has learned that in spring 2016 Holt and A&S do not yet have common beginning and ending times for CIEs.

II.2. Frequency of CIE Email Reminders.

In the academic year 2014-15, the Professional Standards Committee proposed reducing the frequency of the email reminders to students who have not completed CIE's for each of their courses (from once a day until the CIE forms are completed to three times during the timeframe that the CIE's are available for completion). The Professional Standard's Committee also proposed to allow this change to continue for a period of three years, after which the PSC would revisit the issue of CIE email reminders and determine if Rollins College should adopt the new CIE email reminder standard.

In part, adopting the CIE email reminder standard depends on the overall CIE completion rate. Historically, Rollins CIE completion rate fluctuated between 71% and 80% (Fall 2010 – 80%; Spring 2011 – 76%; Fall 2011 – 76%; Spring 2012 – 82%; Fall 2012 – 77%; Spring 2013 – 79%; Fall 2013 – 71%; and Spring 2014 – 72%). Rollins’s target CIE completion rate is 85%. Currently, Rollins CIE completion rate is 64%. This is well below the historical and target CIE completion rates.

PSC has offered suggestions for improving our overall CIE completion rate: (1) each professor might allot class time to completing the CIE for his/her course, either in the classroom or in the Bib Lab; and (2) each professor might remind his/her students to complete the CIE for his/her course.

II.3. Review of College Evaluation.

The online Course and Instructor Evaluation system has not been reviewed since it was instituted in 2005. The Professional Standards Committee discussed whether or not the online CIE system should be reviewed for effectiveness and biases, and to determine whether Rollins should adopt a nationally recognized course and instructor evaluation system. PSC believes that it is time for a review of the online CIE system. PSC reached this conclusion because national data suggests that many courses and instructor evaluation systems suffer from implicit biases. PSC believes that Rollins should consider whether or not to adopt a nationally recognized system for evaluating courses and professors.

II.4. Tasks for Faculty Affairs Committee.

The Faculty Affairs Committee will have the tasks of (1) following up with the Deans of Holt and A&S to ensure that Holt and A&S students have common beginning and ending times for the completion of their CIEs; (2) tracking the CIE completion rates, (3) determining whether Rollins should adopt the new CIE email reminder standard, (4) proposing a review of the current CIE system, and of (5) initiating the conversation about adopting a nationally recognized standard for evaluating courses and instructors.

III. *Directorships.*

III.1. Rotating the Director of the Student Faculty Collaborative Research Grant (SFCRG).

The Professional Standards Committee also discussed proposing that the Director of the Student/Faculty Collaborative Research Grant rotate among the faculty. Generally speaking, PSC agrees with the concept of rotating directorships. However, since the current Director of the SFCRG has already initiated a conversation about a rotating chair, and since the SFCRG falls within the Office of the Provost and Rollins is getting a new Provost, PSC believes that it is best to wait before proposing a rotating directorship for the SFCRG.

III.2. Tasks for Faculty Affairs Committee.

The Faculty Affairs Committee will have the tasks of following up on the issue of a rotating Directorship for the SFCRG.

IV. Parental Leave Policy.

IV.1. Extending/Upgrading the Parental Leave Policy.

In the spring of 2015, the Deans of CPS and A&S, Maria Martinez, Matt Hawks, and Fiona Harper met to discuss and consider expanding parental leave policy to include faculty who adopt children over the age of 5 years of age. Previously the parental leave policy regarding adoption only applied to faculty who adopt children younger than 5 years of age.

While discussing the parental leave policy, the Deans of CPS and A&S, Maria Martinez, Matt Hawks, and Fiona Harper considered the parental leave policies of other institution. Many institutions have policies that cover parental leave for fathers. Additionally, other institutions offer paid time off, financial assistance with adoption costs, and etc. So, those who discussed the parental leave policy ask the Professional Standard Committee to investigate possible upgrades to Rollins's parental leave policy.

IV.2. Tasks for Faculty Affairs Committee.

The tasks of evaluating the parental leave policy and recommending improvements to it will fall to the Faculty Affairs Committee.

V. FSAR Report.

V.1. Due date for FSAR.

The Faculty Handbook requires that the assessment of faculty performance for merit purposes begins with each faculty member assessing his/her own performance. The Faculty Self-Assessment Report (FSAR) provides the opportunity for a faculty member to demonstrate that his/her is meritorious. Currently, the FSARs forms must be submitted to the Office of the Dean of Faculty by August 15th. The Dean's Office asked PSC to consider proposing that the due date for submitting the FSAR be pushed back to August 31st.

The Professional Standards Committee voted to move the due date for the FSAR to August 31st.

The issue will be moved on to the Executive Committee.

V.2. Tasks for Faculty Affairs Committee.

The Faculty Affairs Committee will have the tasks of following up with the Executive Committee on the issue of moving the due date for the FSAR to August 31st.