

10-1-2015

## Minutes, Arts & Sciences Executive Committee Meeting, Thursday, October 1, 2015

Arts & Sciences Executive Committee

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**ROLLINS**  
**EXECUTIVE COMMITTEE MEETING**  
**October 1, 2015**  
**Agenda**

**12:30 in CSS 167**  
**Lunch will be served**

- I. Call to order**  
Dexter Boniface
  
- II. Approval of Minutes from 9-10-15**  
Dexter Boniface
  
- III. New Business**
  - a. Update on Student Affairs Initiatives – Mamta Accapadi
  - b. Appointment of faculty advisors to the Academic Honor Council
  - c. Board of Trustees (update/discussion)
  
- IV. Committee Reports**
  - a. SGA  
(Attachment #1)
  - b. PSC (time permitting)  
(Attachment #2)
  - c. SLC (time permitting)  
(Attachment #3)
  - d. AAC (time permitting)  
(Attachment #4)
  - e. F&S (time permitting)  
(Attachment #5)
  
- V. Adjournment**



**ROLLINS**  
**EXECUTIVE COMMITTEE MEETING**  
**October 1, 2015**  
**Minutes**

**PRESENT**

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Dexter Boniface, Emily Russell, Grant Cornwell, Craig McAllaster, Jennifer Cavanaugh, Ashley Kistler, Derrick Paladino, Anca Voicu, Eric Smaw, C.J. Dunn, and Mamta Accapadi (guest)

**CALL TO ORDER**

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Dexter Boniface called the meeting to order at 12:34 PM.

**APPROVAL OF MINUTES FROM 9/10/15**

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EC unanimously approved the minutes from the 9/10/15 meeting.

**NEW BUSINESS**

**Update on Student Affairs Initiatives**

Mamta Accapadi

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Accapadi shared three areas of focus identified by Student Affairs for the coming year including, the Wellness Center, diversity and inclusion, and accommodations for students with disabilities.

The Wellness Center continues to see increased student traffic in both student health and mental health. Even though the Center is fully staffed, nurse practitioners are often doubling up on appointments. They are exploring different service models such as conducting more group mental health work. Kistler mentioned there have been times when she has had a student in her office with an urgent mental health issue and was unable to get them in to see a counselor right away. Paladino noted the Center has crisis walk-in hours each day, and Accapadi recommended calling Penelope Strater who will ensure the student is taken care of immediately.

Conducting diversity and inclusion work in a more elevated fashion is another focus for this year, including looking at faith and spiritual development of students. Student Affairs is asking questions such as “What does an elevated spiritual community look like today?” and “What should a chaplain of a liberal arts institution look like?” Russell suggested the Religion Department would be an excellent resource when addressing these questions.

Finally, Student Affairs is questioning if we are thoughtfully supporting our students with disabilities and is looking at issues such as service animals and dietary needs. A new Disability Director was hired recently who is very knowledgeable about technology and service issues.

Accapadi also noted that from a Community Standards point of view, student misconduct numbers have decreased, primarily because the Care Team often intervenes before things escalate. Retention is up in part because students now have very intentional touch points for advising and are required to have a conversation with staff before they are approved for a leave of absence.

### **Appointment of Faculty Advisors to the Academic Honor Council**

Dexter Boniface

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EC is responsible for choosing two faculty members to serve as advisors to the Academic Honor Council for a two-year term. Boniface recommended appointing Mathews and Fuse who already work with the Council. Due to an upcoming sabbatical, Mathews would rotate off after this year and Fuse would serve through AY 16-17. Russell suggested sending out a general call to all faculty to see who would be interested in serving when the current appointments expire. EC voted to approve Mathews and Fuse as faculty advisors to the Academic Honor Council.

### **Board of Trustees Update**

Dexter Boniface

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Executive Council members will meet with the Board of Trustees (BOT) before they kick off their October meeting. Boniface reminded David Lord of the resolution passed by faculty last year requesting governance committee chairs be allowed to serve on Board committees.

President Cornwell said we will pilot a standing meeting between faculty and the trustees (unmediated by administration) at each BOT meeting. David Lord will invite the faculty chairs of each governance committee to attend the respective Board committee meetings. President Cornwell recommends the Executive Council prepare an agenda of discussion items to be submitted to the Board in advance of the meeting.

EC discussed continuing the faculty cohort meetings with local BOT members. Cavanaugh asked if there would be an opportunity in the future for lecturers and long-term adjuncts to be included in a meeting with Board members, stating the Board may benefit from their long-time association with Rollins. Russell suggested convening a meeting of untenured faculty to ask for their insights. Cornwell announced there will be an R-Compass themed lunch while the Board is on campus this month and that will be another opportunity for faculty to interact with Board members.

Boniface suggested the faculty members on the Executive Committee meet separately to further discuss these issues.

## **REPORTS**

### **President**

Grant Cornwell

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President Cornwell asked for EC's opinion about the composition of the Provost Search Committee and said his initial thoughts are to include members of the Executive Committee and add untenured faculty. Boniface noted that EC is not divisionally represented and the additional workload of serving on the Provost Search Committee may interfere with the regular work of EC.

Paladino reminded Cornwell to include representatives from Holt and CPS. Russell suggested the President come up with the number of individuals needed from A&S and EC would recommend a slate of faculty. Boniface said he is comfortable with the slate model and that it is consistent with past practice. The President will give EC a number and the Committee will populate the slate.

#### **SGA**

CJ Dunn

[\(See Attachment #1\)](#)

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The proposed resolution in favor of divestment of fossil fuels on campus has been tabled twice. SGA believes there is not enough information on the topic to make a decision. Members will research alternatives to fossil fuel divestment, possible effects on tuition, and financial impact on academic opportunities at Rollins. Dunn will request time on the faculty meeting agenda to present the idea.

SGA discussed merging the academic and social honor codes and will meet with the Meghan Weyant to discuss whether this is a viable option. Cavanaugh recommended reaching out to Karen Hater who was here the last time this topic was addressed.

#### **F&S**

Ashley Kistler

[\(See Attachment #5\)](#)

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F&S received a petition to revisit the merit pay policy and asks if we should look at what faculty passed six years ago and compare it to how merit pay has been distributed since that time. Boniface recommended F&S pass a resolution that would reiterate exactly what the faculty voted for when merit pay was adopted so that the message is clear to our new administration. Kistler noted when the resolution was originally passed we were one faculty and any resolution passed today would only be on behalf of A&S. President Cornwell suggested it would not be productive to look back and instead look forward and say what faculty want. McAllaster noted there are two issues—compression and merit—and said there is money budgeted each year for compression issues but they have to be brought forward before they can be addressed.

Working conditions and buildings that have serious water leakage came up at the last faculty meeting and F&S has a desire to look into these issues. Kistler noted multiple work orders have been submitted and no one is following up from Facilities. This is a campus-wide issue and includes dorms.

#### **ADJOURNMENT**

Dexter Boniface

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Boniface adjourned the meeting at 1:47 PM.

## ATTACHMENT 1

### **Karla Knight**

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**From:** Cortlandt Dunn  
**Sent:** Thursday, October 01, 2015 4:59 PM  
**To:** Karla Knight  
**Subject:** Minutes - Sorry for the delay.

Here are Student Government's full minutes!

1. The student government sat down with the Mamta Accapadi, Michele Meyer and Meghan Harte-Weyant and discussed the results of the campus climate survey. Different conversation points arose such as sexual assault, perceived income disparity, gender inequality and retention rate. These issues were discussed in full detail and were then brought up in front of the Senate. The student life committee decided to pursue a "Say Hey" campaign to increase the interaction between different individuals on campus.
2. The presidents council (Presidents of Inter Fraternity Council, Student Athletic Administration Council, Panhellenic Association, Off Campus Student Association, REP, Diversity Council and Student Government Association) met and discussed the idea of a It's on us campaign to speak out on behalf of sexual assault as a school.
3. A resolution proposed in favor of divestment was tabled by the Senate of student government the last two weeks stating that their wasn't yet enough information on the issue to make a concise decision on the issue. The student body would like to hear more about three specific points before voting on the resolution.
  - Alternatives to fossil fuel investment?
  - How much will this affect tuition?
  - Would this take away from academic opportunities at Rollins financially?
4. There will be a conversation with the President event held on November 9th in Bush Auditorium from 6:30 - 7:30. This event will sit the student body down with President Cornwell and allow them to have questions answered. There will be a series of vetted questions read by a panel of student leaders, as well as a question and answer period at the end. Encourage your students to come!
5. Student Government discussed the merging of the social and academic honor codes.
6. An umbrella rental program is under investigation.

## **Unapproved Meeting Minutes for September 29, 2015**

Meeting of Professional Standards Committee

12:30 -1:45 P.M. in Bush 123

### Committee Members Terms and Affiliation

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

Eric Smaw, 2015 – 2017, at Large Rep

Stacey Dunn 2015-2017 at Large Rep

Nathan Juhos 2015-2016, SGA Rep

### Committee Members in Attendance

Rosana Diaz-Zambrana, Amy McClure, Susan Montgomery, Anne Murdaugh, Eric Smaw, Eren Tatari, Stacey Dunn, Nathan Juhos

#### **I. Call to order: 12:31**

#### **II. Approval of Minutes:**

- a. Approval of the Minutes from September 1, 2015: Approved
- b. Approval of the Minutes from September 15, 2015: Approved

#### **III. Old Business**

- a. Update: Karla Knight agreed to get the Grants uploaded to PSC blackboard site by **October 9<sup>th</sup> as per PSC's unanimous vote to change the due date.**
- b. Update: **Dean's** Office approved the date of October 20<sup>th</sup> for PSC to submit its decisions on the grants.
- c. Update: Dean's Office has informed PSC of the Critchfield/Cornel/Ashford/Individual Development amount (\$67,950).

- d. Update: Decisions about FYRST grants only need to be submitted to the Dean's office. PSC does not have any financial recordkeeping responsibilities for FYRST grants.
- e. Update: All grant rejections require expressed reasons **for rejection** (Karla Knight must place reasons in her letter to the applicants).
- f. Update: CIE response rate over time (see addendum II below)
  - i. Eric Smaw stated that he is not worried about the low response rate **for last semester's CIE** since it was the first time the new CIE policy was implemented and that over time students and faculty will adopt to the new policy (sending fewer emails) and the rates will go up again. PSC decided to try the new policy for three semesters (Spring 2015, Fall 2015, and Spring 2016) before re-evaluating the new policy.
- g. Eren Tatari will invite Dan Chong (Chair of Faculty Internationalization Committee) to October 27<sup>th</sup> meeting.
- h. Eric Smaw suggested to Anca Voicu that FACIP should be under AAC since it deals with curricular issues (study abroad programs).
- i. PSC discussed ideas about the process of reports submitted as a result of College funded grants; Dean's office keeping electronic records of grant reports; how to close the loop (someone or a committee reviewing the reports to make sure the goals of the grant proposal were met and what publications or products resulted from the research).
  - i. Eren Tatari suggested that we add a question in grant applications for applicants to explain the results of past College-funded grants: publications, manuscripts submitted for publication, conference presentations, conference applications, reasons for failure...etc.
  - ii. PSC decided to table the discussion until Spring 2016 to come up with a question for the next grant cycle (2016-2017).

#### **IV. New Business**

- a. Emily Russell, issue of FACIP (see addendum I below):
  - i. Eric posed the question of why EC did not follow the election rules/criteria for FACIP set by PSC last year.



- ii. Emily Russell answered: there is a staffing problem, although there was a call for nominees, nobody volunteered to fill the empty seats in FACIP so Dr. Jim McLaughlin volunteered and stepped in. Although he is from CPS (he is serving as the Holt representative on FACIP) and therefore the **A&S representation on FACIP established by PSC and voted on by the faculty have been** violated. Nevertheless, Giselda decided to accept Dr. McLaughlin and EC accepted this.
- iii. Eric Smaw **raised the** issue that this was the first time to implement the new PSC rules and rules were not followed. What happens to the composition of FACIP if this keeps happening?
- iv. Emily Russell re-emphasized that it is hard to staff this committee (FACIP). There is a history of members changing (or dropping out), etc. The open position was for an A&S faculty who also teaches in Holt.
- v. Eren Tatari asked if the number of such faculty A&S/Holt are too few and therefore this issue of finding a faculty for this particular seat will keep recurring. Eric Smaw counted the number of departments who also teach in Holt and PSC members agreed that the number of such A&S/Holt faculty are not too few.
- vi. Eric Smaw stated that because of the unique time the College is in now, it might be preferable to overlook this situation and if it were to reoccur again then PSC and EC would have more pressure to make sure the rules and the composition are upheld.
- vii. PSC looked up minutes from the Spring A&S faculty meeting where elections were held for FACIP: 3/26/2015 There was a slate of 5 A&S faculty. The election resulted in Emma Oxford and Dan Chong being elected. None teach in Holt. So PSC realized that the problem was with the slate. And Giselda took necessary action to get representation from Holt. PSC **agreed to** accept this as an exception given what happened, but next time PSC accepts the rules to be followed in the future. Eric Smaw will ask the Faculty President to communicate this with Giselda and to make sure the slate put up for vote is in accordance with the rules.

## V. Meeting Adjourned at: 1:32

### Addendum I:

#### International Programs Faculty Advisory Committee

##### Committee Structure:

- Six members total
- Five representatives from A&S and one from CPS
- Of the A&S Representatives
  - At least one must be an active member of AAC
  - At least one must teach regularly for Holt
- Two year terms
- No more than one member from any department

##### Committee Member Selection:

- A&S representatives selected through an open call for nominations and vote by A&S faculty
- CPS representatives selected through an open call for nominations and vote by CPS faculty

##### 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)

There should be a statement on the website indicating that these are open meetings, and the schedule should be available in accordance with open meeting policy.

**Addendum II:**

Fall 2010 – 80%

Spring 2011 – 76%

Fall 2011 – 76%

Spring 2012 – 82%

Fall 2012 – 77%

Spring 2013 – 79%

Fall 2013 – 71%

Spring 2014 – 72%

Fall 2014 – 75%

Spring 2015 – 54%

## **Report to the Executive Committee from the Student Life Committee September 10, 2015**

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Below are some highlights of our meetings and work

1. The SLC had its first meeting on 9/8/15.
2. Stephanie Briganty & Maeghan Rempala: Community Standards Coordinator Office of Community Standards and Responsibility presented the Code of Community Standards revisions. (PowerPoint is attached)
  - a. Outside consultant Peter Lake came to review the code of conduct/responsibility and the code of community standards was reviewed. The language of policies and procedures were revised.
    - i. Created three categories of the code: 1. A community of trust and respect, 2. A commitment to honesty, and 3. An expectation of responsibility
    - ii. that the professional, trained staff make decisions and determine outcomes that stand with the office
  - b. Educational Conference. If student has no prior violation, it will not result in the student having a judicial record, but the case will be documented within CSR.
  - c. Hearing Process: designed for more serious incidents and if the student had a prior conduct record. Hearings will result in a student having a formal conduct record
  - d. Recognition Initiative: Acknowledging & rewarding students who go above and beyond. Student will receive a letter from the VPSA & Gift card or meal coupon to Campus center. The hope is to encourage students to be active and engaged
  - e. Amnesty policy – where the student who was under the influence of alcohol and was proactive in calling for help, they don't have a judicial record (no disciplinary warning or probation). They are eligible for RAP. They get the help they ask for – they are still required for assessment, etc.
  - f. Parents and families section. FERPA's role in what they can share or not share, tips and resources
  - g. Faculty / staff role: Explain what CSR does; educate, hold students accountable, help students learn from their mistakes. (Willing to speak to faculty about the process/education of CSR to students)
3. Micki Meyer talked about the launching of a strategic plan for Fraternity-Sorority-Life (FSL) and to gain some insight and feedback from the SLC.

- a. Current Student body (43% are in FSL, 95% retention rate from 1<sup>st</sup>→2<sup>nd</sup> year, numbers are increasing (avg 53-men, 73 women per org)
  - b. Created alumni focus group that recommended increases in Alumni engagement, evaluation, and institutional support
  - c. Publishing star ratings for students and parents
  - d. The taskforce will review the following items: potential growth, increased resources, advising, and education in the spirit of connecting the FSL environment to the college mission.
4. Meghan Harte Weyant (AVP – Dean of students) suggested a potential agenda item for the SLC can be combining the social and academic codes into one honor code.
  5. SHIP Grants: The Student Life Committee will review proposals four times during the academic year. For the 2015-2016 academic year, proposals must be submitted to pstrater@rollins.edu no later than 5:00pm on the following dates: September 28, November 16, February 15, and April 11.
  6. Our meetings will be held on Tuesdays from 12:30-1:45 throughout this next academic year.
    - 9/22/15 - Warden Dining Room
    - 10/27- Warden Dining Room
    - 11/17- Warden Dining Room
    - 12/1- Warden Dining Room
    - 12/8 (only if needed) - Warden Dining Room
  7. SLC Members
    - Derrick Paladino (chair), Margot Fadool (CPS Representative), Adriana Talbot (SGA Representative), Andrew Luchner (A&S), Hannah Ewing (A&S), Matthew Nichter (A&S), Ellane Park (A&S), Nathan Arrowsmith (Staff), & Alexa Gordon (Staff).

ATTACHMENT 4

September 30, 2015

## Academic Affairs Committee Report

Dear colleagues,

Since the last report on September 1<sup>st</sup>, the academic Affairs Committee met on September 8 and 15 in Bush 176 at 12:30 P.M. to address the following issues:

1. Re-invisioning Maymester

Why revisit Maymester?

In the past Maymester courses either had to carry an old Gen Ed designation or were a gateway to a large major allowing students to gain entry into upper level courses.

What should Maymester become now we have new Gen Ed curriculum (rFLA)?

Three items were discussed and unanimously approved by the committee.

1. Offering Competency classes (except W) – examples language, math, PED 101
2. Continuing to offer gateway courses: examples- communications, Business
3. Offering innovative classes that cannot be formatted for an entire semester – Examples include: immersive, abroad, service, non-traditional

The goal is to launch these for 2016 Maymester. Compensation for 2016 will need to be discussed as demand from faculty increased with pay increase. Compensation will be analyzed. Call for courses would need to be moved to Oct. 30th to allow time for students to prepare.

2. Proposed changes to the Economics major and minor.

In brief, the proposal is for the Economics MAJOR to move a 200-level course (ECO204) to 300-level (renamed ECO312) for pedagogical reasons. No new courses will be added, just move placement and prerequisites. ECO442 and 448 will be removed from Major map as these classes have not been offered in recent history. Economics MINOR changes – drop above ECO204 course from requirements and add a 300-level elective core course, still remains a 6 course minor.

3. Proposal to attach the writing (W) competency to the Honors RCC, HON201.

Traditionally the W Competency was waived in the old curriculum, but this was recently changed to keep it in line with rFLA 10 course core. In effect, this change added a course to the Honors Degree Program (HDP), if they didn't get W in HON201, these students would need 11 course instead of 10 for the normal rFLA curriculum guidelines.

This proposal is to limit the burden on ENG140 and ease advising by fulfilling competency in a course they are already taking.

4. Proposed changes to the Political Science (POL) major and minor.

The main change of POL major is to change intro courses to allow for student choice; students chose POL160 or POL161 and POL100 or POL130, then take 2 required 200-level courses and a senior seminar. Change is to give students options, and then requiring a practicum.

The proposed change is to move from required 12 courses to 11 courses with some choices, plus a practicum experience.

[All the above listed items were unanimously approved by the AAC.](#)

5. Jil Jones has been invited and accepted to represent A&S on the CPS Curriculum committee.
6. Benni Balak accepted to represent AAC on the International Programs committee.

Your colleague,  
Anca Voicu



**Finance and Services Committee Report  
Executive Committee Meeting 9/10/15**

At the September 8 meeting of the Finance and Services committee, we discussed the following items of old business. President Cornwell and last year's Finance and Services committee chair, Don Davison also joined us.

**Old Business**

1. Don Davison recapped last year's Faculty Salary Study and we discussed our meeting with Dean Cavanaugh to review the study. While we had not heard any follow-up from Dean Cavanaugh after her meeting with Provost McCallaster to address the study, Udeh Lugo shared that HR had been asked to review relevant salary data and begin the follow-up process. We discussed developing a salary study policy that specifies the intervals at which such studies should be done. However, because a study such a study should include faculty from all of the colleges and not just A&S, we concurred that while such a policy might be developed by F&S, we should first initiate discussion with key stakeholders, like CPS and Crummer. We will follow-up on this issue at next month's meeting.
2. We discussed last year's resolution for faculty representation on the Board of Trustees. While the Executive Council has been invited to meet with the board this year to pilot a new model of board/faculty interaction, we discussed that it would be good to continue to find a way for junior colleagues to connect with members of the board and not have to wait until they are serving on the Executive Council to have their first interactions with them.
3. We will promote another meeting with the retirement committee that selected Transamerica and the funds available through Transamerica. While the committee itself will organize the colloquium, we will help promote it to faculty due to the poor faculty attendance and last year's event. The colloquium will be held on October 20, from 12:30-1:30pm in Crummer 222.
4. We decided not to pursue last year's inquiry into Rollins' Retirement policy and the compensation offered to faculty members who retire before or at certain ages.

**New Business**

1. We discussed the plans to eliminate the bookstore and make the current bookstore into an event space. Faculty on the committee expressed some concerns about the potential transition to a software program that will help students to order their books. If a software program is used, who will track down faculty who are late in submitting their book orders or who fail to do so altogether? What will happen when courses use open-access books? We polled the student

- representatives to the committee, who shared that they felt that there would be few problems if the bookstore was eliminated, as they prefer to buy books online. One student representative shared that he wanted to make sure that stationary items would continue to be available for purchase on campus, at the spirit shop or C-store, or elsewhere, so that students wouldn't have to travel off-campus to buy pens and other necessary items.
2. We also discussed the concerns I heard from faculty members who believe that important financial decisions are being made without input from the Rollins community. The committee felt that these concerns were adequately addressed in my meeting with Pat Schoknecht. However, I have invited Pat to attend our next meeting to follow up on concerns expressed during last Thursday's faculty meeting.
  3. We heard a brief presentation from Scott Novak, the student who is leading the movement to divest Rollins from the fossil fuel industry. I asked the committee to discuss his proposal and they felt that we should invite Rollins' investment consultant to come talk to us as a committee about the financial implications of divesting.
  4. We had a brief discussion with President Cornwell about shared governance and the flaws in the way that our governance committees are currently structured. We discussed working towards an improved system in the future. President Cornwell shared his concerns with us about a section that follows the F&S committee charge in the bylaws. This section is labelled, "Section Five: Authority" and says that what committees approve will become policy implemented by administrators. I stated that I thought this section pertained to all governance committees and not just F&S in particular. Since it seems that we do not follow this section of the bylaw, I agreed to present the concerns to EC.