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Minutes, Arts & Sciences Academic Affairs Committee Meeting, Tuesday, February 10, 2015

Arts & Sciences Academic Affairs Committee

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Academic Affairs Committee

Feb 10

Attending: Giselda Beaudin, Jonathan Walz, Robin Matteo, Carol Bresnahan, Jenny Cavanaugh, Greg Cavanaugh, Holly Pohlig, Gloria Cook, Vidhu Aggarwal, Philip Deaver, Lexi Tomkunas, Rachel Kesler

I Approve the Minutes from Jan. 27, 2015

Motion: Lexi, 2nd Greg; unanimous approval of unchanged minutes.

II Sub-Committee Announcements or reports: (none)

III Old Business: (none)

IV. New Business:

1. Policy for dropping a neighborhood course (Claire Strom). Claire presented the problem that a number of students wanted to drop their neighborhood class this spring because they were planning to transfer out of Rollins in Fall 2015 (some had actually been accepted to transfer and others not). They wanted to enroll in "more transferrable" classes. The concern is that students will use supposed transfer as an excuse to get out of a class.

Group: After minimal discussion, the group unanimously advised that students should NOT be allowed to drop/change classes, given they all transfer as elective credit.

2. Clarification of definition of "5+" (Gloria). Gloria indicated that the original intent of 5+ was much more expansive (including collaborative research, etc.), and requested a clarification from both Carol and Claire on the most recent definition given that a minority of faculty have expressed concerns at recent meetings.

Claire: A small number of faculty are concerned that the course release is now more limited, and they had been viewing it as a significant incentive to participate in the program. Incidentally, many of the faculty who have expressed concerns have not been particularly involved in the development of the curriculum.

Greg: From the CPS perspective, the expectation is that any course release would be for time to prepare for the special course, and regardless, few faculty can afford to take the release. Thus, the notion that they are losing a release is not present in CPS.

3. Policy for reviewing previously approved courses in light of new policies and standards (Giselda Beaudin). Field studies are being actively reviewed (including syllabi) for new courses, but International Programs people are interested in reviewing previously approved courses after a certain amount of time has passed, presuming that standards and policies may have changed over time. Perhaps there should be a process for reviewing long-term field

studies? And does the college as a whole have a policy for reviewing “old” courses after a certain amount of time? (general consensus was NO)

Greg: CPS does not re-review old courses and has a streamlined process for approving courses with minor changes.

Jonathan: Review of older study-abroad courses makes sense, given that some older courses (>15 years) may no longer be consistent with current standards. This would increase the workload of the New Course Subcommittee, but it may make sense and be worth the effort to review courses ~7+ years old.

Jenny: Could departments be asked to select which courses need re-review. The field studies courses may be in a special category.

Giselda: How do we move forward?

Kasandra: Is it acceptable to simply ask the older courses to re-submit new proposals?

Greg: setting a norm will help ensure that specific people/departments don't feel targeted.

Jenny: Can you (Giselda) easily identify older courses (>5 years) and simply ask them all to resubmit? (general agreement that this will work). Recommended that Giselda talk to CPS and put a proposal together.

V. Announcements

1. Greg presented a topic for future discussion the general issue of how our course waitlists work. CPS has expressed concerns about a problem with waitlists that exist during registrations...but then disappear during add/drop week. This is a problem for students who miss a window. (Greg)

Robin: the “waitlist” was intended not as a waiting list, but more as a way to keep track for class demand.

Kasandra: we often hand sign-in students into the last several reserved seats (created by setting caps lower) so we can ensure the students who get the seats will need.

This will be tabled until a future meeting after CPS has discussed it further.

VI. Adjourn