

11-24-2015

## Minutes, Arts & Sciences Academic Affairs Committee Meeting, Tuesday, November 24, 2015

Arts & Sciences Academic Affairs Committee

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## Agenda AAC

November 24, 2015

- I Approve the Minutes from the November 17<sup>th</sup> meeting
- II Sub-Committee announcements or reports
- III Old Business
- IV. New Business
  - a. Proposed changes to academic warning forms (Tiffany Griffin)
  - b. Proposal to add Title IX statement to syllabi (MacKenzie Moon Ryan and Oriana Jimenez)
  - c. Proposed policy on course auditing (Toni Holbrook)
- V. Announcements
- VI. Adjourn

## Academic Affairs Committee Meeting Minutes - 24 November 2015

Attending: Amy Armenia, Jill Jones, Robin Mateo, Jay Pieczynski, Gabriel Barreneche, Kasandra Riley, Tiffany Griffin, Anca Voicu, Oriana Jimenez, MacKenzie Moon Ryan, Toni Holbrook

**I. Approval of Minutes for 17 November 2015** – Move to approve: K. Riley, 2<sup>nd</sup> A. Armenia, Voted and approved. Minutes approved.

### II. Subcommittee Reports

- A. **New course** (K. Riley): Only two new courses awaiting review, both involving graduate counseling. Question about who relays messages concerning approvals or declines. G. Barreneche is the messenger of this information to faculty.
- B. **Academic Appeals** (G. Barreneche): nothing to report

### III. Old Business

**A. Discussion on clarification of process for when there are changes to majors, minors, and programs** (A. Voicu): Karla Knight should be contacted as the authority on any changes that are passed by AAC. Karla will copy Cindy Pokywra and Robin Mateo to pass on the information directly.

A. Voicu: Can we place this information somewhere so faculty members know to contact Karla once AAC approves any changes? Anyone have any ideas?

K. Riley: Can this information be put on the Dean's Office forms page?

A. Voicu: I can contact Karla and find out where she would like to have this information instead of just passing this on by word of mouth.

### IV. New Business

**A. Proposed changes to Academic Warnings Form** (T. Griffin). One of Tiffany's many roles is to oversee the academic warning system. After consulting with students, Tiffany noticed some problems with the document in terms of what is trying to be communicated to the student by their receipt of an academic warning. Academic warnings should be a call to action for the student, but students didn't necessarily understand this information. The proposed changes to the form are providing more feedback and more information for students and advisors by providing more options (see attached document). The goals of the proposed changes are to give more explicit information to student and make it easier for faculty to give feedback. This proposed changes are a draft and open for discussion by AAC.

G. Barreneche: Wordsmithing, can we change "unauthorized use of technology in course," to unauthorized use of technology in class?" (See Box 10 on attached document)

T. Griffin: Yes

J. Jones: I like what you have done, but I find the form a little long. Can we shorten it in anyway?

T. Griffin: The online form will be smaller and fit on one screen.

K. Riley: I like the proposed changes, as we use the academic warning system for students with all grades. Basically, we look at a student's trajectory and send academic warnings when we notice downward trajectory.

T. Griffin: I've also laid out the roles of support services under comments and recommendations. Examples include: talking to your advisor, speak to your professor, added WF deadline (see document). The goal of the proposed form is to allow faculty to push buttons and add comments to further explain recommendations given by faculty.

J. Jones: Can we change the word "Attendance is inconsistent" to "Attendance is problematic?" (See document, point 13)

T. Griffin: Yes

G. Barrenech: And this will go into effect for spring?

T. Griffin: Yes

M. Ryan: Can I move to approve the proposed changes to the academic warning form? 2<sup>nd</sup> J. Jones. Voted on and approved. Motion passes.

**B. Proposal to add Title IX statement to syllabi** (MacKenzie Moon Ryan and Oriana Jimenez)  
O. Jimenez and M. Ryan have been working on increasing Title IX awareness and visibility on campus (see attached form). Their goal is to bring Title IX out into the open by the inclusion of a concise and direct statement included on course syllabi. They are open to changes to the proposal in terms of content, formatting, or other modes of communication. Other institutes are using syllabi statements and are increasing transparency about the role of the faculty in Title IX support. A syllabi statement also gives the student the possibility to have the information if they don't feel comfortable approaching a faculty member. The proposed statement is based on statements from other institutes and our current disability statement. The proposed statement includes contact information for the Title IX Office and O. Jimenez, for faculty and students. O. Jimenez has spoken with the Dean's Office and Provost, and would have faculty vet this statement.

J. Jones: I don't know if this is appropriate for a syllabus. Syllabi are getting quite long and I feel like the more we put on there the less students get out of it. Also, is this necessarily a classroom curricular issue? Is there another location for this statement where the students can receive this information?

O. Jimenez: We are open to that suggestion. You are the first group of faculty to discuss this statement.

A. Voicu: Do we have any suggestions on where to put this proposed statement if not in syllabi?

J. Jones: Aren't all our students required to get training on Title IX? Shouldn't they already have this information?

M. Ryan: The idea is to get the student information and resources and make them readily available. Course syllabi are something common to all classes and all students.

G. Barreneche: This statement points out to the student that faculty are required by law to report this information to the campus Title IX Coordinator (O. Jimenez). This is the only place students will get this information and I think it important for students to know the policy.

O. Jimenez: Only first year students get Title IX training. This statement will be a helpful resource for 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year students.

A. Armenia: Is this information posted in resident halls?

O. Jimenez: Not currently but plans are underway to include it. Projects are in the works.

K. Riley: Wordsmithing, there is a comma after include which shouldn't be there. Is there anyway that we can shorten this statement our syllabi are getting long. Can we take off "because of this commitment?"

O. Jimenez: Absolutely:

K. Riley: "Who can be reached at..." can be streamlined and contact information in parentheses.

O. Jimenez: I will streamline language. The list of basis for discrimination should remain and we will add sexual orientation to this list. (see attached document for updated version)

A. Armenia: Will this be a recommended or required syllabi statement?

A. Voicu: I think this should be required so that all students are informed.

J. Jones: Since syllabi are getting so large, is there another document where these policies can be placed?

M. Ryan: Usually this information is found historically in paper planners, could we provide these for students?

T. Holbrook: Students aren't really using paper planners any more, so I'm not sure these would serve their purpose of a go to guide for college policies.

K. Riley: Do we have the mandate to require this statement be included on syllabi?

A. Armenia: This will need faculty approval.

A. Voicu: I can take this edited version to the next EC meeting.

K. Riley: When taken to EC, we should emphasize that Title IX compliance effects the learning environment for students.

G. Barreneche: Faculty also should be aware that Title IX is a legal mandate, therefore faculty need to be aware of these policies.

A. Voicu: Everyone in favor of passing the recommendation that the proposed revised document as a requirement for course syllabi is taken to the EC?

AAC votes, results 7 yes, 1 no

A. Voicu will take this revised Title IX Statement to the EC, with the recommendation from the AAC that this statement be a required in all course syllabi.

**C. Proposed policy on course auditing** (Toni Holbrook): The College experienced several incidents last year involving bursar holds, students auditing courses, and subsequent requests for late awarding of course credit. We have policies concerning auditing courses in Holt and Crummer, but no policy exists in A&S or CPS. We are trying to align policies in Holt, A&S, and CPS (see attached document). What changes with this new policy is that non-degree seeking students (transient students) in A&S|CPS will be charged if auditing courses. Auditing courses is a liability issue because students who audit course are on campus but not enrolled, making any accident a liability. There is also a lost revenue issue since students auditing classes in the past were not charged. This proposed policy also requires students to speak with the registrar concerning availability of seats and then receive the instructor's consent. At this point the registrar, bursar, Deans, and the Planning and Budget Subcommittee, have seen this proposal, with the A&S AAC and CPS Curriculum Committee to follow. Approval is needed from A&S and CPS before we can move forward. This will then go formally in the A&S and CPS catalogues. Holt catalogue will be modified.

A. Armenia: What about the late audit policy? Is this going to be a problem? (See attached document, end of paragraph top of page 2)

K. Riley: This will be a backdoor for late CR/NC?

T. Holbrook: We can change the language to the end of the published add/drop period. This is the 10<sup>th</sup> day of class. I will add the add/drop line item in parentheses.

M. Ryan: When does and auditor get a seat in class?

T. Holbrook: It should not be until the end of the add/drop period. I will add this rhetoric in at the end of the paragraph ending on the top of page 2, "Auditors may attend courses but will not be guaranteed a seat until the week following the close of the schedule change period (add/drop)."

K. Riley: Where can we refer students who ask to audit courses?

T. Holbrook: You can refer them right to the policy if this proposal passes. This policy gives a student the potential to audit courses if there is space. With a firm policy in place, auditing students should take their audit status more seriously since they are being charged.

K. Riley: I would move to approve the policy with minor changes, Armenia 2<sup>nd</sup> – voted and approved.

T. Holbrook: Now that the AAC of A&S has approved, I need to take the proposal to CPS and then take it to planning and budget subcommittee, and then the president's staff. This is because of financial implications of the tuition.

A. Voicu: I will announce that AAC has approved this policy but it is going to other bodies for approval.

**V. Announcements – None**

**IV. Adjournment**

## **Proposal to Amend Current Academic Warning Form**

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I would like to propose that the College amends the options on the current Academic Warning form. The goal of the proposed changes is to give students, academic advisors and support services more detailed information on the issues of concern. This format change will also help the advisor and the student identify what resources to utilize, why to utilize those resources, and all the resources available. Finally, the new updates to the form will reduce interpretation errors while increasing the chances for students to receive and act on the information.

The proposed layout and the current layout for Academic Warnings can be found on the following pages.



# Academic Warning

## Proposed layout

**Student Name:** Tommy Tar

**Course Title:** Academic Warning Class

**Instructor:** Dr. T.Tar

**Date:** October 12, 2015

**Indicate any performance which is unsatisfactory by clicking on the boxes below:**

- Preparation for class; completion of readings
- Understanding of content in course
- Engagement in class: Listening/Participation
- Completion of assignments on time
- Quality of lab work or journals
- Quality of written work
- Ability to manage time and materials to complete academic work
  
- Participation in group work
  
- Communication with Professor
  
- Unauthorized use of technology in course
  
- Tests & quizzes are below class average
  
- Tests & quizzes are below passing
  
- Attendance is inconsistent
  
- Missed the maximum amount of classes allowed
  
- Student has stopped coming to class without contact

**Estimate of Current Grade** (Indicate grade(s) by clicking on the boxes below.)

**NOTE: You may check up to THREE grades.**

- N - Grade not yet determined
- F    D-    C-    B-    A-
- D    C    B    A
- D+    C+    B+

**Comments and Recommendations**

(Comments are shared with the student, faculty advisor, Dean's office, VPSA office.)

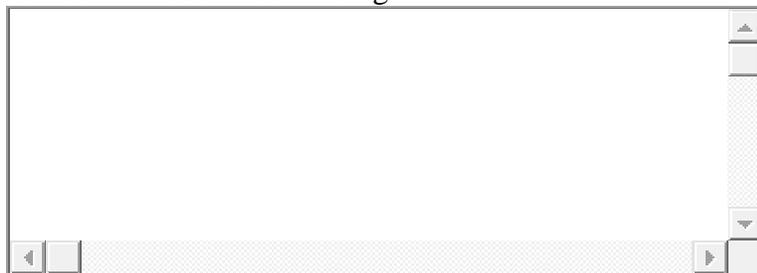
- Consult your Academic Advisor** for academic options and referrals.
- Reach out to your professor** during open office hours or by appointment.
- Recommend Withdrawal before "WF" deadline** on October 30, 2015.
- Use Writing Center** to improve your writing skills in any discipline.
- Use Tutoring Services** to improve your understanding of the content in this course.
- Use Residential Life and Explorations Coaching** for time management & organization.
- Continuing Unsatisfactory Performance**

(Student was issued a previous Academic Warning and is still performing at an unsatisfactory level in the same areas.)

- Other

**Please type comments directly in the box below. (Limit to 2000 characters.)**

Please indicate areas on which student should focus or additional comments which will help the advisor or student seek the right services.



When you are finished, click on the "Submit Warning" button.  
To erase what you have entered and input new data for this student, click on the "Reset" button.

## Academic Warning Current Layout

**Student Name:** Tommy Tar  
**Course Title:** Academic Warning Class  
**Instructor:** Tiffany Kellie Griffin  
**Date:** October 13, 2015

Indicate any performance which is unsatisfactory by clicking on the boxes below:

- Attendance and/or punctuality
- Completion of readings or homework
- Participation
- Understanding of readings or homework
- Completion of assignments on time
- Quality of lab work or journals
- Tests & quizzes
- Quality of written work

**Estimate of Current Grade** (Indicate grade(s) by clicking on the boxes below.)

**NOTE: You may check up to THREE grades.**

- N - Grade not yet determined
- F    D-    C-    B-    A-
- D    C    B    A
- D+    C+    B+

### Comments and Recommendations

(Comments are shared with the student, faculty advisor, and TJ's staff.)

- Recommend Withdrawal
  - Use Writing Center
  - Use Tutoring Services
  - Residential Life and Explorations Coaching
  - Continuing Unsatisfactory Performance
- (Student was issued a previous Academic Warning and is still performing

at an unsatisfactory level in the same areas.)

Other

**Please type comments directly in the box below. (Limit to 2000 characters.)**

If you checked "Use Writing Center" or "Use Tutoring Services," please indicate areas on which student should focus.

A large, empty rectangular text input box with a thin black border. On the right side, there is a vertical scroll bar with a small upward-pointing arrow at the top and a downward-pointing arrow at the bottom. The box is currently empty, intended for entering comments.

When you are finished, click on the "Submit Warning" button.  
To erase what you have entered and input new data for this student,  
click on the "Reset" button.

## Title IX Statement (addition to syllabi)

Rollins College is committed to making its campus a safe place for students. Because of this commitment, if you tell any of your faculty about sexual misconduct involving members of the campus community, your professors are required to report this information to the Title IX Coordinator. Your faculty member can help connect you with the Coordinator, Oriana Jimenez, who can be reached at [TitleIX@rollins.edu](mailto:TitleIX@rollins.edu) or 407.691.1773. Oriana will provide you with any information, resources and support that you may want and need.

Behaviors that are considered “sexual misconduct” include, sexual harassment, stalking, intimate partner violence (such as dating or domestic abuse), sexual assault, and any discrimination based on your sex, gender, gender identity or your gender expression that creates a hostile work or learning environment. For more information, visit [www.rollins.edu/TitleIX](http://www.rollins.edu/TitleIX).

## UPDATED STATEMENT AFTER DISCUSSION BY AAC:

Rollins College is committed to making its campus a safe place for students. If you tell any of your faculty about sexual misconduct involving members of the campus community, your professors are required to report this information to the Title IX Coordinator. Your faculty member can help connect you with the Coordinator, Oriana Jiménez ([TitleIX@rollins.edu](mailto:TitleIX@rollins.edu) or [407.691.1773](tel:407.691.1773)). She will provide you with information, resources and support.

Sexual misconduct includes sexual harassment, stalking, intimate partner violence (such as dating or domestic abuse), sexual assault, and any discrimination based on your sex, gender, gender identity, gender expression or sexual orientation that creates a hostile environment. For information, visit [Rollins.edu/TitleIX](http://Rollins.edu/TitleIX).



<b>Title: Course Auditing</b>	<b>Type: Academic</b>
No: AC 2007	Approval Date:
Responsible Office: VPAA/Provost; Deans; Registrars	Approved By: Deans/Registrars; A&S-AAC: CPS-CC; P&BC, President's Cabinet
Next Review:	Revision No:

## I. Purpose/Introduction/Rationale

This policy articulates guidelines for Arts and Sciences (A&S), College of Professional Studies (CPS), Hamilton Holt School (Holt), and Crummer Graduate Business School students (Crummer), alumni, or others, who wish to audit courses at Rollins College.

## II. Definition

An audit is “an educational term for the completion of a course of study for which no grade or assessment is made” and no academic credit is earned. Auditors may be Rollins undergraduate degree-seeking or non-degree seeking (special) students or graduate students (except for Crummer alumni wishing to audit a Crummer course; such alumni are covered by Crummer policy) interested in the subject of a course. Auditors do not need to complete assignments or exams.

## III. Procedure or Application

ALL auditors must contact the appropriate registrar's office prior to auditing a course to be informed of specific audit requirements and be accepted as an auditing student. ALL course audits at Rollins are permitted only with the instructor's permission. Rollins' various schools and colleges have differing processes for audits. These processes are discussed below.

**General Requirements.** ALL auditors must communicate with appropriate admissions offices and program registrars to initiate enrollment in courses on an audit basis. Once admission is made, registrars will determine space availability and contact instructors to obtain consent to enroll an auditor. Once enrolled, auditors must contact the instructor before the course begins to determine the instructor's expectations for classroom participation and whether the instructor is able to provide feedback to auditors on their performance. Instructors have the right to refuse an individual the permission to audit a course, even if space is available.

In no case may auditors displace a particular program's matriculated students taking the class for credit. Auditors should remember that the instructor's prime responsibility is teaching matriculated students, and that auditors are guests in the classroom.

In no case may students or others, including alumni, on bursar hold or otherwise not in good standing with the College, be allowed to audit a course until holds and other issues are resolved.

**A&S|CPS.** A&S|CPS courses may be audited by full-time A&S|CPS students and those with special student status (part-time students), based on space availability and instructor approval. All students requesting to audit a course are responsible for any class fees or books. Full-time A&S|CPS students are not charged extra tuition; those with special student status (part-time students) are charged 50% of the Holt undergraduate course rate. Degree-seeking students from other programs of the College (e.g., Holt or Crummer) may audit courses on a space-available basis under the guidelines for cross-

enrollment articulated in the College catalog and/or handbook of the auditor. Audited courses will be noted on the academic transcript with the grade "AU." Full-time students not originally enrolled as auditors who wish to change their status to that of auditor must do so in writing before the last published date to withdraw without penalty; they will not receive a tuition discount.

Non-student auditors must seek admission to A&S|CPS as special students and must submit a completed Special Student Application for Admission, official transcripts from all high school and college-level study, scores from all standardized tests (SAT or ACT) if the tests have been taken, and an essay explaining their reasons for study in the special student category to the College's Office of Admissions. Special Students may audit a maximum of two courses per term on a space-available basis and must make a formal request for readmission for each consecutive term. Once admitted to Special Student status, candidates must consult the Office of Student Records to complete official enrollment(s) and the course instructor to determine classroom expectations.

**Holt.** Students who wish to audit a course may register once the degree-seeking student registration period is complete, provided there are available seats. Audited courses are noted on the academic transcript with the grade of "AU" for "audit" that is assigned during the registration process. Students who register as auditors in Holt will be charged 50% of the usual tuition for the course and are also responsible for any class fees or books. Degree-seeking students from other programs of the College (e.g., A&S|CPS or Crummer) may audit courses on a space-available basis at no cost under the guidelines for cross-enrollment articulated College catalog and/or handbook or the auditor. Students not originally enrolled as auditors who wish to change their status to that of auditor must do so in writing before the last published date to withdraw without penalty; they will not receive a tuition discount.

**Crummer:** Crummer classes are open to alumni of the School of Business based on seating availability and prior instructor approval. There is no charge for tuition if alumni choose not to receive credit, but there may be costs associated with books and fees.

#### IV. Related Policies or Applicable Publications

Extract from *Hamilton Holt School Catalog 2014-2015*, "AUDITORS: Audit registrations are accepted on a space-available basis. At the discretion of the instructor, some courses may be closed to auditors. Students who register as auditors will be charged 50 percent of the tuition for the course. Although regular attendance is expected of auditors, they are not liable for quizzes, examinations, and other assigned work, and they receive no credit for the course. Students not originally enrolled as auditors who wish to change their status to that of auditor must do so in writing before the last published date to withdraw without penalty. They will not receive a tuition discount."

*Crummer Graduate School of Business Courses for Life Policy:* <http://www.rollins.edu/business/why-rollins/courses-for-life.html>.

#### V. Appendices/Supplemental Materials

*Not Applicable.*

#### VI. Rationale for Revision

*Not Applicable.*