

## Rollins College Rollins Scholarship Online

---

Academic Affairs Committee Minutes

College of Arts and Sciences Minutes and Reports

---

4-28-2009

# Minutes, Arts & Sciences Academic Affairs Committee Meeting, Tuesday, April 28, 2009

Arts & Sciences Academic Affairs Committee

Follow this and additional works at: [http://scholarship.rollins.edu/as\\_aa](http://scholarship.rollins.edu/as_aa)

---

### Recommended Citation

Arts & Sciences Academic Affairs Committee, "Minutes, Arts & Sciences Academic Affairs Committee Meeting, Tuesday, April 28, 2009" (2009). *Academic Affairs Committee Minutes*. Paper 111.  
[http://scholarship.rollins.edu/as\\_aa/111](http://scholarship.rollins.edu/as_aa/111)

This Minutes is brought to you for free and open access by the College of Arts and Sciences Minutes and Reports at Rollins Scholarship Online. It has been accepted for inclusion in Academic Affairs Committee Minutes by an authorized administrator of Rollins Scholarship Online. For more information, please contact [wzhang@rollins.edu](mailto:wzhang@rollins.edu).

## AAC Minutes (April 28, 2009)

In attendance: Wendy Brandon, Laurie Joyner, Jim Small, Steve St. John, Susan Lackman, Scott Rubarth, Jennifer Cavenaugh, Eric Zivot, Yusheng Yao, Barry Levis, Alex Boguslawski, Alex Grammenos, Alex Winfree

---

Discussion on the issue of grade default and the new Incomplete Policy. Wendy: If no grade is submitted, it is a "F". Laurie: We will make the new [Incomplete] policy clear at the fall faculty retreat. Now we publicize it but not enforce it until the fall. This will include Holt School. Wendy: I will work with Sharon Lusk on the new policy. Jim: right now, the Incomplete will be automatically turned into a "F". Do we need a grace period? Laurie: We may need to move back the Commencement Day. [As it is], any semester is a nightmare. We may need to put exams more closely together. Wendy: the grade default and the Incomplete are two different issues. Barry: Sometimes it is not students but we who are unable to turn in the grade on time. We will put on the next year's agenda academic calendar change and submitting grade on time.

Minutes of April 21 passed with corrections.

Wendy: I will, on behalf of AAC, send an email to the faculty about the Maymester as a AAC approved pilot. Laurie: Maymester is a success. We have 100 registered.

Wendy: the Executive Committee made a request that AAC to collaborate with the Student Life Committee to review issues surrounding residential organizations, learning communities, and residential space on campus. Laurie: There should be open discussion on allocating space on campus. There is an assumption that once any group was assigned housing, it will stay there perpetually. It should have on-going review like allocating resources on campus. Jim: There should be a system. Barry: there was. I was the chair... Laurie: We always recognize the contributions the Greeks organizations make whether they have separate housing or not. Wendy: Don Davison asked AAC and Students Life to come up with the unifying frame as the College mission. We will set an agenda at AAC's first meeting next fall. We will, with Student Life, have an open forum about this.

Discussion of Diversity Committee e-mail, which asked for AAC support "in principle" to develop a college wide on-line application process that can infuse diversity dimensions into our candidate pool. Eric and Jim wanted to have more details before giving their support. Wendy: Details will be developed by Diversity committee in consensus with AAC, PSC and F & S. Eric: Is it hiring policy? If so, I am more conformable with AAC handling it. Jim: my concerns are with the details. Laurie: they ask support to use on-line system more systematically for HR to track applicants. But the last item—"screening questions..." seem prescriptive and should go through governing system and chairs of Departments. As for the on-line system, we've already used it and this is to keep people on board. Scott: This is not policy change, only informational. Susan: the Music Department used the on-line system. It simplifies the process. It helped us review 300 applicants. Their background date was sent to the Dean's Office and others concerned. As for the specific "screening question" we may love it or oppose it. Wendy: We

can ask Diversity Committee to come and talk about their development of details after the summer. Motion to support in principle Diversity Committee's request to use the on-line application process was passed.

Old Business about Eric's draft of Academic Appeals Policy. Wendy said she had made a few changes in the ordering of Eric's draft. Laurie asked if "suspension year" in the draft was better changed to "suspension period" to reflect more closely the realities. Eric disagreed with the proposed change with the reason that "suspension year" was closer to the original policy. Scott suggested AAC passed Eric's draft and then revisit the policy next fall with the aim to modify and clarify the language. AAC will also ask the Dean to discuss the suspension cases she has handled and the issue about the length of time of suspension.

Jim discussed his draft of a new policy on topic course offering to eliminate the abuse of the system. He insisted that repeating the topic course must go through the vetting process of the new courses subcommittee. Scott raised the concern that one experiment may not be enough for some faculty to be sure about the success of the course. Eric shared Scott's concern and suggested two times rather than one time to be allowed for a topic course offering. Jim had no problem with this modification and the draft was passed as a general policy guiding both A&S and the Holt School. Wendy will send the final version to the members.

In response to Jim's concern about the jurisdiction on Holt School graduate programs, Susan Lackman, on behalf of AAC, amended the bylaw regarding AAC. The amend reads as follows: "to include the Hamilton Holt School to confirm the Holt School programs as a vital part of the College of Arts and Sciences." Laurie pointed out the inaccuracy of the language of the last sentence in the bylaw regarding hiring: the search is completely handled by the Dean's office. Holt School has no power to hire except for the adjunct. However, she said there were larger implications than just a change of this sentence such as the model of the college. Alex Boguslawski: There are bigger issues with the Holt. The motion was passed to table the amendment.

Wendy asked AAC members to give a formal OK to discontinue LASA in response to Jim Eck's email request. Wendy asked members to look at the CE course proposal, matrix and give comments.

Good-bye to departing members and election of Jim Small as the new chair.

Barry asked to put on AAC agenda next fall the issue of the time table for students' withdrawal. Compared with our aspirant schools the final date for the withdrawal was too late.

Discussion of Steve Klemann's email about the recent change in the Chemistry's curriculum calling for an adjustment in the Biology's curriculum. Wendy: we need a more formal response from Biology—a formal proposal for curriculum change.

The meeting was adjourned.