



AGENDA & MINUTES
Department Chairs Meeting
Tuesday, December 15, 2020
12:30pm – 1:45pm
Dean Cavanaugh's Webex Room

NOTE: These minutes were taken by Kaitlyn Harrington on December 15th, approved by Dean Cavanaugh, then distributed by Kaitlyn Harrington to all 2020-21 Department Chairs and Program Coordinators on January 5th.

MEETING TIME: 12:32pm – 1:44pm (72mins)

ATTENDANCE:

The following colleagues were present: Vidhu Aggarwal, Amy Armenia, Dexter Boniface, Jennifer Cavanaugh, Nany Chick, Alice Davidson, Bobby Fokidis, Matthew Forsythe, Yudit Greenberg, Kevin Griffin, Kaitlyn Harrington, Nolan Kline, Phil Kozel, Susan Libby, Lee Lines, Cliff Manspeaker, Hesham Mesbah, Anne Murdaugh, Daniel Myers, Rachel Newcomb, Nancy Niles, Tim Pett, Kasandra Riley, CJ Robinson, Dawn Roe, Scott Rubarth, Samuel Sanabria, John Sinclair, Zeynep Teymuroglu, Lisa Tillmann, Patricia Tome, Tonia Warnecke, Jie Yu

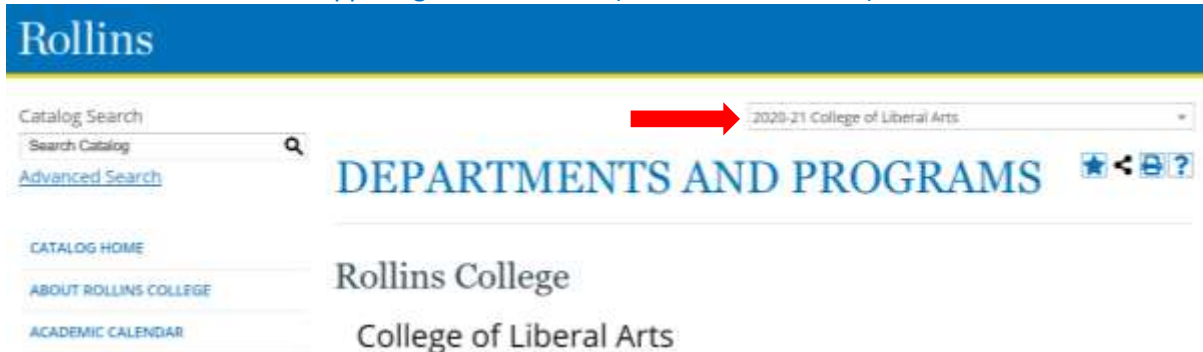
The following colleagues were not present: Claire Strom & Martina Vidovic (*mtg conflicts*)

TOPICS:

- I. **Welcome**
 - a. Dean Cavanaugh asked if the Chairs had any questions/concerns, and answered the following:
 - i. Rollovers in departmental budgets will likely not be swept, but we will know more once the Spring 2021 enrollment is set
 - ii. Provost is still working on position requests, but Chairs are encouraged to submit their needs to Dean Cavanaugh in the meantime
 - iii. Course releases for Chairs are likely not gone for good/the foreseeable future, but the President and Provost are looking into all the moving parts
 - iv. Stipends for rFLA courses will likely not return, but stipends for RCC courses likely will return next academic year
- II. **Major/Minor Maps, Degree Planners & Course Catalog Links**

Luke Woodling, *AVP of Marketing*
Cliff Manspeaker, *Director of Web Strategy*
CJ Robinson, *Digital Media Manager*

- a. Luke was unable to make today's (December 15th) meeting, but Cliff introduced himself before turning the presentation over to CJ
- b. CJ has been working with Janette Smith and Gabriel Barreneche in the Dean's Office and the Registrar's Office to "roll out" a more user-friendly and accurate hub for advisors, prospective/current students, etc.
- c. The broken links on the [Rollins Course Catalog](#) have been fixed, and CJ is working on including accurate links on each department's website for easy access
 - i. Ensure "2020-21 College of Liberal Arts" is selected on the drop-down menu in the upper right-hand corner (see red arrow below)



- d. Whatever information the Registrar's Office has in the system will automatically generate a degree planner prospective students' use, while [PDF versions of the major/minor maps](#) may be utilized for current students' use since a Rollins login is required to view
 - i. To load the degree planner, select the first icon in the upper right-hand corner (see red arrow below)



- e. Dean Cavanaugh tasked each Chair with reviewing their degree planners and major/minor maps, and bring ideas (i.e. finding a way to showcase what classes are currently being offered, when students should take which courses during their undergraduate career to finish their degree on time, etc.) to a future Chairs meeting with Assoc. Dean Barreneche and the Marketing Team
- f. Cliff and CJ were dismissed from the meeting

III. Evaluations during COVID-19

- a. Nancy Chick (Director of Faculty Development) lead a discussion around evaluating faculty, especially untenured folks in their annual/midcourse stage, during COVID-19
- b. Chairs are encouraged to evaluate their faculty members on [characteristics/behaviors](#) instead of relying heavily on CIEs
- c. Chairs and Nancy brainstormed ways in which Chairs could evaluate how faculty are engaging their students in the classroom this semester:

- i. Visit a class virtually or in-person
- ii. Speak with students directly
- iii. Request to be added their Canvas course as an “observer”
- iv. Review how their assignments, quizzes/exams, and activities are structured
- v. Have an ongoing conversation with them about their plans and ways in which they are thinking outside the box
- vi. Read informal midcourse evaluations
- vii. Evaluate how virtual and face-to-face students are participating and how the faculty member is balancing both groups of students
 - 1. Responses via Canvas
 - 2. Chat box during class
 - 3. Breakout groups
 - 4. Flipgrid
 - 5. Group wikis
 - 6. Video quizzes
 - 7. Mentimeter, Poll Everywhere, etc.
- d. Dean Cavanaugh encouraged the Chairs to speak with their faculty members about these things directly, to counteract the “hidden criteria” issues that sometimes arise
 - i. Nancy added that Chairs should sit down with their faculty members before the Candidate Evaluation Committee begins their work to identify the rubric or characteristics they will be evaluated on
- e. Nancy shared two resources (that are currently under construction) for faculty evaluating their peers *and* faculty being evaluated by their peers at the bottom of [this page](#)
- f. Dean Cavanaugh will ask the Faculty Evaluation Committee (FEC) if Candidate Evaluation Committees (CECs) may watch a recording of a class instead of attending virtually/face-to-face next semester
- g. All but Jenny, John, Kaitlyn, Kevin, Patricia and Zeynep were dismissed from the meeting

IV. **Senior Lecturer & Artists in Residence Criteria**

- a. The handful of faculty members being evaluated in the Spring 2021 semester are encouraged to make an appointment to work with Nancy on their Professional Assessment Statements
- b. Dean Cavanaugh’s letter will provide a conclusion to the process
- c. The purpose of this promotion is to celebrate their work over the years
- d. Chairs were tasked with tweaking their current departmental criteria for this group of faculty as they see fit
 - i. For example, the Department of Music is focusing more on professional work in the field and for the department than the typical teaching/scholarship/service areas
- e. Dean Cavanaugh hopes President Cornwell will announce these promotions with the others at the final CLA Faculty Mtg/Celebration in the Spring 2021 semester