



AGENDA & MINUTES
Department Chairs Meeting
Tuesday, April 20, 2021
12:30pm – 1:45pm
Jennifer Cavanaugh's Webex Room

NOTE: These minutes were taken by Karla Knight on April 20th. They were approved by Dean Cavanaugh then distributed to all 2020-21 Department Chairs and Program Coordinators by Karla Knight on May 11th.

MEETING TIME: 12:30-1:45 p.m.

ATTENDANCE:

The following colleagues were present: Vidhu Aggarwal, Amy Armenia, Dexter Boniface, Jennifer Cavanaugh, Nancy Chick, Alice Davidson, Hannah Ewing (*for Claire Strom*), Bobby Fokidis, Marisa Fuse, Kevin Griffin, Karla Knight (*for Kaitlyn Harrington*), Susan Libby, Lee Lines, Hesham Mesbah, Anne Murdaugh, Dan Myers, Rachel Newcomb, Nancy Niles, Derrick Paladino, Tim Pett, Kasandra Riley, Scott Rubarth, Rob Sanders, John Sinclair, Zeynep Teymuroglu, Lisa Tillmann, Patricia Tome, Tonia Warnecke, Jie Yu

The following colleagues were not present: Claire Strom, Martina Vidovic

TOPICS:

I. Welcome

II. Performance Reviews

Q: Having not been trained on performance reviews, what are your suggestions for completing them during a pandemic in a way that your staff feel valued, but is also honest?

A: Staff will prepare their own self review, then you will answer questions prepared by HR. Miranda Jung in HR can answer questions about the mechanics of reviews. In a pandemic, you complete reviews with grace and allowances for the difficult year.

A: Collaborate with staff on their goals. Highlight those goals and help develop strategies and plans to ensure a positive outcome.

A: Solicit feedback from the department. It's important to document areas of concern.

A: It can also be helpful to look at past reviews.

A: Have ongoing conversations throughout the year with lots of informal feedback. That way there are no surprises during the end-of-year review.

A: From her book, Therese Huston has this short video on "giving effective remote feedback" -- <https://www.youtube.com/watch?v=egrVfZxmnCw>

III. Adjunct Faculty Status

By minimizing the use of adjuncts and overloads, we were able to raise and standardize adjunct and overload rates for next year. This change is approved for as long as we can afford it, so we ask for your help in continuing to minimize adjuncts and overloads in CLA. Holt is set up to use as many adjuncts and overloads as needed to offer the curriculum.

Q: Recent college-wide e-mails regarding replacements and department chair course releases are causing some adjuncts to feel their work is not valued. Is there an advocacy group for adjuncts at Rollins?

A: When I send messages to adjunct faculty, I try to be very careful with language, so they don't feel devalued. We have been working on some things, such as an institute we hosted in January to support all faculty teaching in Holt. We continue to pass along information. There is not a formal group, but we can look at one to support the adjunct population.

Q: It was mentioned that funds are available to cover adjuncts for courses impacted by department chair releases. Is there a formal proposal for those funds?

A: I haven't heard of specific funds being available. You only need to submit an [Adjunct Request Form](#).

IV. Frozen Tenure-Track Searches & VAP Searches for Sabbatical Replacements

Department chairs do not need to submit formal position requests for sabbatical replacements. Departments with two semester-length or one full-year sabbatical may e-mail the Provost and Dean to request a visiting line.

Regarding frozen searches, the Provost is not ready to commit to tenure-track lines until the Curricular Optimization Committee completes their work. The Committee hopes to have a tentative report by the end of summer.

Administration is pushing for a student/faculty ratio of 11.5:1 as a size we can sustain with the existing budget and offer more competitive salaries. We are close to that ratio now even with the faculty cuts made last year. That makes it difficult to argue for additional faculty lines, even though we need them to cover certain areas. We don't know yet what the process will be for requesting faculty in the future.

The meeting adjourned at 1:30 p.m.