



**AGENDA & MINUTES**  
**Department Chairs/Program Coordinators Meeting**  
**Friday, September 18, 2020**  
**2:00pm – 3:15pm**  
**Dean Cavanaugh's Webex Room**

**MEETING TIME:** 2:05pm – 3:05pm (60mins)

**ATTENDANCE:**

The following colleagues were present: Alberto Prieto-Calixto, Alice Davidson, Amy Armenia, Anne Murdaugh, Anne Stone, Ashley Kistler, Barry Allen, Bobby Fokidis, Joshua Savala, Daniel Myers, Dawn Roe, Debra Wellman, Denise Cummings, Dexter Boniface, Donald Davison, Elke Framson, Eric Smaw, Hesham Mesbah, Jay Pieczynski, Jennifer Cavanaugh, Jennifer Manak, Jie Yu, Joan Davison, John Sinclair, Kaitlyn Harrington, Karla Knight, Kathryn Patterson Sutherland, Kevin Griffin, Lee Lines, Li Wei, Lisa Tillmann, Margaret McLaren, Martha Cheng, Martina Vidovic, Matt Nichter, Matthew Forsythe, Nancy Chick, Nancy Niles, Nolan Kline, Patricia Tome, Phil Kozel, Rachel Newcomb, Robert Vander Poppen, Robin Gerchman, Ryan Musgrave, Scott Hewit, Scott Rubarth, Shan-Estelle Brown, Sharon Carnahan, Stephanie Henning, Steven St. John, Susan Libby, Susan Montgomery, Timothy Pett, Todd French, Tonia Warnecke, Vidhu Aggarwal, Zeynep Teymuroglu

The following colleagues were not present: Claire Strom (*sent a representative*), Derrick Paladino, Emmanuel Kodzi, James Patrone, Jana Mathews, Kasandra Riley (*mtg conflict*), Marc Fetscherin (*declined*), Marisa Fuse (*mtg conflict*), Samuel Sanabria, Whitney Coyle (*declined*), Yudit Greenberg (*left voicemail*), Zackary Gilmore

**TOPICS:**

- I. **First Week of Classes Debrief** Dr. Jennifer Cavanaugh  
*Dean of Faculty*
  - a. Theatre & Dance shared their success with holding auditions for their fall productions via Zoom
  - b. Global Languages and Cultures experienced a lot of issues with the technology and internet connection
    - i. Dean Cavanaugh suggested chairs/coordinators encourage their department members to share tips with Ashley Kistler (Assoc. Dean of Academics) directly and via subgroups in Microsoft Teams
  - c. Education shared that several adjuncts were not able to test technology ahead of the start of classes
    - i. A one-sheet and/or additional trainings from IDT may help

- d. Physics shared their challenges with balancing teaching with policy management
  - i. Ashley is sending a policy reminder email, which will also include how to update attendance/seating charts in Canvas, later this afternoon (September 18<sup>th</sup>)
- e. Students should show their Campus Clear app results on a voluntary basis, to avoid a violation of privacy
- f. Faculty are encouraged to offer breaks in-class as they see fit, but remind students to practice social distancing at all times
- g. Dean Cavanaugh asked that chairs/coordinators brainstorm with their colleagues ways to engage virtual students
  - i. Nancy shared [this](#) as an additional resource

II. **Registrar's Update**

Stephanie Henning  
*Registrar*

- a. Registrar's Office Team will be rotating one member working on-site while the others work remotely, due to the low amount of traffic experienced this week
- b. Please review Stephanie's email re: Spring 2021 schedule
  - i. First deadline is October 2<sup>nd</sup>
  - ii. Feedback on the overall process is welcome
  - iii. Final schedule will be live on the Rollins website by October 23<sup>rd</sup>
  - iv. Advising begins on October 26<sup>th</sup>, with more details to come from Gabriel/Tiffany
  - v. Registration opens on November 9<sup>th</sup>
    - 1. Students are being divided into groups of 100 by the first letter of their last name (which group goes first will change each semester)
    - 2. Ashley is communicating with the RCC professors
    - 3. Students who have not declared a major received an email from the Registrar's Office, explaining that they will be placed on a registration hold until they declare
- c. Friendly reminder that chairs must approve students' major declarations via email, so the rest of the declaration process may continue
- d. No definitive decisions have been made for what the Spring 2021 semester will look like, but faculty should anticipate it looking similar to Fall 2020
  - i. Common hour will likely need to be utilized again, and freshman/seniors should have as many face-to-face classes as possible
  - ii. Dean Cavanaugh encouraged chairs/coordinators to begin the conversation about sabbatical plans with their colleagues now

III. **Departmental Visits to Discuss rFLA**

Dr. Ashley Kistler  
*Assoc. Dean of Academics*

- a. Please see Ashley's email re: visiting your department meetings this semester for a 30-minute discussion about rFLA

IV. **Frozen Searches**

Dr. Tonia Warnecke  
*SE Professor/Dept. Chair*

- a. These will be handled on a case-by-case basis

- b. Chairs should work with Dean Cavanaugh directly to make the most compelling case to the Provost, once financial restrictions are lifted and the future of these positions are more clear
  - i. Please contact Kaitlyn Harrington (Executive Assistant) via 407.646.2280 or [kharrington@rollins.edu](mailto:kharrington@rollins.edu) to make an appointment with the Dean via phone, Webex or in-person
  - ii. Note: Dean Cavanaugh continued this conversation with those interested from 3:05pm – 3:30pm (25mins)

V. **FYRSTs**

Dr. Jennifer Cavanaugh  
*Dean of Faculty*

- a. Dean Cavanaugh is awaiting clarifications from the Provost
- b. Colleagues should review the sabbatical schedule (which may always be found [here](#)) at their department meetings
- c. 2021-22 budgets, travel funds, etc. being restored depends on how the 2020-21 academic year turns out

VI. **Anti-Racist Syllabi Statement**

Dr. Amy Armenia  
*SOC Professor/Dept. Chair*

- a. Sociology has started discussing an anti-racist syllabi statement, to provide students with a point of contact for further support and resources
- b. Departments who have already done it or considering it may contact Amy directly
- c. Reminder that any college-wide syllabi statements must be approved by Curriculum Committee

VII. **CLA Faculty Retreat Breakout Discussion**

Dr. Nancy Chick  
*Dir. of Faculty Development*

- a. Anti-racist teaching site may be found [here](#), which includes resources and strategies
- b. PDF of the CLA Faculty Retreat breakout activities was sent via email around 5:00pm yesterday (September 17<sup>th</sup>)
- c. English recently completed an anti-racism retreat
- d. Theatre & Dance developed action plans from three working groups – academic, production and outreach – which consisted of current students, alumni and external supporters/partners all summer long
- e. Dean Cavanaugh stressed that this work is never done, we must engage in these intertwined pandemics, and continue this conversation at the departmental level

VIII. **Miscellaneous**

- a. Dr. Lisa Tillmann invited chairs/coordinators to join the group working on a draft proposal for an interdisciplinary minor in Activism & Social Justice
- b. Denise Cummings encouraged folks to support the 2020 Global Peace Film Festival from September 21<sup>st</sup> – October 4<sup>th</sup>
- c. Bookmark the [Dean of Faculty site](#), managed by Karla Knight

- i. The section labeled “Department Chairs and Program Coordinators” includes all the documents emailed by Kaitlyn yesterday (September 17<sup>th</sup>)
- d. Next meeting is Tuesday, October 27<sup>th</sup> from 12:30pm – 1:45pm in Dean Cavanaugh’s Webex Room.
  - i. Coordinators are not required to attend until January 19<sup>th</sup>’s meeting, but are always welcome!