



AGENDA & MINUTES
Department Chairs & Program Coordinators Meeting
Thursday, February 3, 2022
12:30pm – 1:45pm
Bush Auditorium

NOTE: These minutes were taken by Kaitlyn Harrington on February 3rd. They were approved by Jennifer Cavanaugh (and all colleagues mentioned) before being distributed by Kaitlyn Harrington to all 2021-22 Department Chairs and Program Coordinators on February 10th.

MEETING TIME: 12:30pm – 1:30pm (60mins)

ATTENDANCE:

The following colleagues were present: Danielle Abdon, Amy Armenia, Dexter Boniface, Shan-Estelle Brown, Sharon Carnahan, Jennifer Cavanaugh, Nancy Chick, Dan Chong, Gloria Cook, Whitney Coyle, Denise Cummings, Bethann Durlin, Hannah Ewing, Bobby Fokidis, Matthew Forsythe, Todd French, Marisa Fuse, Mattea Garcia, Zackary Gilmore, Yudit Greenberg, Kevin Griffin, Kaitlyn Harrington, Stephanie Henning, Scott Hewit, Ashley Kistler, Lee Lines, Andrew Luchner, Jana Mathews, Amy McClure, MacKenzie Moon Ryan, Susan Montgomery, Anne Murdaugh, Ryan Musgrave, Dan Myers, Rachel Newcomb, Matt Nichter, Tim Pett, Paul Reich, Kasandra Riley, Steven Schoen, Susan Rundell Singer, Rachel Simmons, Eric Smaw, Janette Smith, Patricia Tome, Robert Vander Poppen, Martina Vidovic, Tonia Warnecke, Jie Yu

The following colleagues were not present: Barry Allen, Mark Anderson, Vidhu Aggarwal, Don Davison, Elke Framson, Robin Gerchman, Phil Kozel, Jennifer Manak, Nancy Niles, Thomas Ouellette, Derrick Paladino, James Patrone, Kathryn Patterson Sutherland, John Sinclair, Steven St. John, Anne Stone, Valerie Summet, Li Wei

TOPICS:

- I. **Welcome**
 - a. Jennifer Cavanaugh (Dean of Faculty) thanked everyone for their kind messages since her departure from Rollins was announced; her last day will be June 30th
 - b. Amy Armenia (Interim Dean for Advising for the College of Liberal Arts) and Ashley Kistler (Interim Dean for Academics for the College of Liberal Arts) start their new roles July 1st
 - c. Faculty will also continue to be supported by:
 - i. Karla Knight (Coordinator of Academic Administration)
 - ii. Janette Smith (Coordinator of Academic Support)
 - iii. Kaitlyn Harrington (Executive Assistant to the Office of the Dean of Faculty & the Endeavor Foundation Center for Faculty Development)

- iv. TBD (Coordinator of Academic Advising/Rollins Gateway Program)
 - 1. Please send any inquiries to [this job posting](#)
- II. **Announcements**
- a. **Latin American Latinx Studies Symposium** – Susan Montgomery
 - i. **Please see page 7 of this PDF**
 - ii. Faculty and students are encouraged to attend
 - iii. [Click here](#) to register, submit a proposal, and learn more
 - b. **ALEKS Math Assessment** – Anne Murdaugh
 - i. **Please see page 8 of this PDF**
 - ii. If your department/program is interested in data on students' math readiness upon entering Rollins, contact amuraugh@rollins.edu
 - c. **ACS Summer Teaching & Learning Workshop**
 - i. **Please see page 9 of this PDF**
 - ii. Tenured or tenure-track faculty (especially those mid-career) are encouraged to apply; non-tenure track positions will be considered thereafter
 - iii. Kaitlyn will be emailing another "call for interest" later today (February 3rd)
 - iv. If you are interested in being one of the three nominees, please email kharrington@rollins.edu before February 18th
 - d. **Annual Reviews**
 - i. February 17th's deadline re: annual reviews has been lifted; Jenny asked Amy and Ashley to look at adjusting this deadline in the bylaws next AY
 - ii. Jenny asked departments to take their time, but please ensure it is submitted to the Dean's Office before the end of the semester so they may be read and filed
 - e. **Rollover Funds**
 - i. Any monies not spent this AY will not rollover, but it will aid next AY's budget
 - f. **FSAR Hiatus**
 - i. FSARs are on a hiatus, while FAC takes a deeper dive
 - ii. CVs are still needed by September 30th for accreditation purposes; Kaitlyn will send a call for those next fall
- III. **Guests**
- a. **Accessibility Services** – Bethann Durlin
 - i. **Please see page 10-15 of this PDF**
 - ii. Bethann started as the Director of Accessibility Services at the end of September 2021
 - iii. She brings 30 years of experience to Rollins, and 18 of those years have been in higher ed accessibility services
 - iv. Her team is growing:
 - 1. TBD (Lead Coordinator, full-time, 12-month position) will be announced soon; this new position will expand the office's bandwidth
 - 2. Jenn Petersen and Cameron Robinson (Coordinators, part-time) continue to handle day-to-day operations
 - 3. Cayman Geraldino (Graduate Assistant/Intern) oversees organizational strategies for students
 - v. Resources offered by the Office of Accessibility Services (OAS)
 - 1. Testing Accommodations
 - a. 800 tests were proctored last semester alone
 - 2. Organizational Strategies

- a. Students meet with a member of the OAS team to work together on academic performance issues (i.e. time management, testing anxiety, etc.) throughout the semester
 - 3. Accessibility Support
 - a. Hold regular meetings with students
 - b. Hoping to increase awareness
 - 4. Temporary Accommodations
 - a. Students with a short-term injury (i.e. concussion)
 - b. Collaborate with RLE to secure a private room or emotional support animals for students in need of those services
 - vi. Her goals for the upcoming year include:
 - 1. Offering programming on neurodiversity
 - 2. Training/welcoming faculty collaboration re: Universal Design for Learning
 - 3. Rebooting the Accessibility Audit Project from 2019 to address the challenges/barriers of the physical location of OAS and establish a long-term plan for the College
 - vii. How OAS Can Assist Faculty
 - 1. OAS staff offers supports to...
 - a. The student in need
 - b. The faculty member facilitating the service during class
 - 2. Faculty may contact Bethann or her team with any questions or concerns (i.e. what is/is not on a student's accommodation letter, how to better support students with accessibility needs)
 - 3. Keep an eye out for Bethann's section, "The Accommodation of the Month," in the Endeavor Foundation Center for Faculty Development's monthly faculty newsletters
 - a. [Previous newsletters may be found here](#)
 - viii. Accommodate Faculty Portal
 - 1. [Log in here](#) to...
 - a. View your students' approved accommodations
 - b. Approve/reject students' test requests
 - c. Upload your tests to securely provide them to the OAS office
 - 2. Email jxsmith@rollins.edu if you would like to view the recorded training from the Fall 2021 semester
 - ix. Email access@rollins.edu; visit the Olin Library (1st floor); or [learn more here](#)
- b. **Fellowships** – Danielle Abdon
 - i. Danielle is the new Fellowships Advisor (and a Rollins alumna!)
 - ii. Her priorities include:
 - 1. Increasing the number of students applying for fellowships
 - 2. Improving the diversity of the applicants
 - 3. Spreading awareness re: the various types of external fellowships and scholarships available beyond the Fulbright Scholarship
 - iii. She is also working with an Advisory Committee, who will be reaching out to faculty soon
 - iv. Six Pillars of Fellowship:
 - 1. Additional funding for study abroad experiences
 - 2. Undergraduate funding

3. Graduate funding in the USA
 4. Graduate funding abroad (i.e. Master's or PhD in the UK)
 5. Language learning abroad (i.e. a language not offered at Rollins)
 6. Post-graduate opportunities (i.e. Fulbright)
 - v. The sooner faculty can connect students with Danielle, the better; she does not want students to miss out on the great opportunities available or not be "as competitive as they can be" while applying
 - vi. She is the instructor for a course on applying for fellowships and preparing for graduate school; this course will be offered each spring
 - vii. Finally, she is happy to attend department meetings, sit-in on classes, offer a workshop, etc.
 - viii. Email dabdon@rollins.edu; visit her office (KWR 148); or [learn more here](#)
- IV. **Academic Honor Code & Advising** – Amy Armenia
- a. Academic Honor Code
 - i. Number of referrals drastically increased this year
 - ii. This was likely caused by the virtual/hybrid models of teaching, more take-home tests, etc.
 - iii. Amy offered to join department meetings to hear concerns and offer strategies to reduce cheating/plagiarism in the classroom
 1. This may be particularly helpful to departments with lecturers, visitors, and adjuncts
 - b. Advising
 - i. Amy offered to help any departments in need of guidance
- V. **General Education Courses, RCCs & the Class Matrix** – Ashley Kistler
- a. General Education Courses
 - i. Thank you to everyone who submitted general education courses for the 2022-23 academic year by the January 31st deadline
 - ii. Ashley, Stephanie Henning (Registrar) and Janette will be discussing a more streamlined process and revamped form; more information to come
 - b. RCCs
 - i. 10 classes short for the Fall 2022 semester, caused by the amount of sabbaticals being taken and the number of visitors currently in our pool
 - ii. Please encourage faculty to consider and reach out to Ashley ASAP
 - iii. Faculty do receive a stipend for teaching an RCC
 - iv. Some ideas:
 1. RCCs can count as an introductory course within a major
 2. Courses can count for both RCC and rFLA
 3. A full-time faculty member gives a course to an adjunct, so the full-time faculty member may teach an RCC instead
 - v. Ideal to have RCCs taught on-load, especially since the adjunct/overload budget for next academic year is not yet finalized
 - c. The Class Matrix
 - i. **Please see page 16-19 of this PDF (which is the final version – apologies for the multiple attachments/emails!)**
 - ii. Changes to the fall:
 1. RFLAs are now MWF at 10am instead of 12pm to ensure all first-year students may start on their language requirement early to avoid issues with study abroad, graduating on time, etc.

- a. 10am worked the best for the Department of Global Languages & Cultures and it allows first-year students to attend their RCC at 9am, followed by their language course at 10am
 - b. Ashley is happy to work with specific departments on this change, like she did for the Science Division
 - 2. Piloting an RFLA slot from 2:30-3:45pm on MW to avoid faculty teaching for both CLA and Holt having a 12-hour day
 - a. This slot was the least utilized class time
 - b. Other classes can be offered during this slot
 - iii. Changes to the spring:
 - 1. RFLA (and other classes) being offered during the 2:30-3:45pm on MW slot
 - 2. First-year language (and other classes) being offered during the 10-10:50am on MWF slot
 - iv. We needed to try something new and take baby steps towards finding better solutions for our faculty and students
 - v. Rob Sanders (Dean of the Hamilton Holt School) can answer any questions re: Holt class matrix
 - 1. Susan Rundell Singer (Provost and Vice President for Academic Affairs) mentioned that Rob and his team are investigating which days/times are ideal for working, adult learners before launching a new matrix
 - d. Ashley is happy to speak 1:1 about any of these topics, if Chairs/Coordinators have any additional or specific concerns
- VI. **Concerns Brought to Light at the Last CLA Faculty Mtg**
- a. Jenny acknowledged that Department Chairs were heavily burdened by a number of tasks during this past Winter Break; she apologizes and thanks everyone for their hard and meaningful work
 - b. Good news: this will not happen again, as we will be returning to the model that data will be provided in advance and position requests will be due in the fall semester
 - c. Three-year plans were fabulous and invaluable for the Dean's Office, the Registrar, and (eventually) students; Jenny hopes the exercise was helpful for departments as well
- VII. **Position Requests Debrief**
- a. 30+ position requests were received
 - b. Curriculum Committee reviewed them and provided feedback earlier this week
 - c. Janette will be in-touch re: where everyone's requests stand in the process
 - d. Department Chairs now have the opportunity to make any revisions before the position requests are reviewed by the Executive Committee
 - e. Executive Committee will be having an open meeting to review the position requests on March 1st from 6-8:30pm in Orlando Hall, Room 215 (with a back-up plan to move to Webex, if needed)
 - f. Several VAP searches are already underway
 - g. Department Chairs will hear back about any visiting positions before tenure-track positions
 - h. Approved tenure-track positions will either have their search in 2022-23 or 2023-24 based on need, to avoid hiring a large group at once
 - i. Susan estimates that about a third of the position requests will be approved, but she will continue to work with Grant Cornwell (President) and Ed Kania (Vice President for Business/Finance and Treasurer) on the budget; the large amount of faculty retiring will

help the bottom line, since the salary of those just starting out is lower; VAPs may be extended from a 1-year contract to a 2-year contract; etc.

- j. Susan explained that a pool of VAP lines will need to exist for sabbatical coverage; next year's 24 sabbaticals is not the norm
 - k. Jenny asked for feedback to be emailed to kharrington@rollins.edu (who will compile it before passing it along to Janette and Meghal Parikh)
 - i. What worked/did not work (minus the quick turn-around) for the position request process this AY
 - ii. What data was helpful/not helpful within the Tableau dashboard
- VIII. **Accommodating Faculty Who Need to Teach Remotely for a Short Period of Time**
- a. Susan and Jenny both support faculty teaching remotely for a short period of time
 - b. Anything beyond a week or 10 days, please work with Jenny and the Office of Human Resources
- IX. **Substitute Professor List**
- a. Jana Mathews (Faculty President) is compiling [a list of faculty](#)
- X. **How Many Meetings Do We Really Need?**
- a. Jenny recognizes that meeting with Department Chairs monthly is valuable, so we will be sticking with [this schedule](#), but she also asked her peers to give themselves grace if they have to miss a meeting (Kaitlyn will provide detailed minutes)
 - b. Jenny looks forward to having more interactive conversations in the future, such as "CEC Culture," with food (if COVID-19 continues to improve – keep an eye on the dashboard and out for an email from Susan)
- XI. **CEC Culture**
- a. Per the note above, this topic will be on the agenda for the next Department Chairs meeting on March 10th from 12:30-1:45pm in Kathleen W. Rollins Hall, Room 310



**Latin American
Latinx
Studies
Symposium**

SUBMIT YOUR PROPOSAL TODAY!

FRIDAY, APRIL 8TH, 2022

Please join us as Undergraduate Students present their research on Latin America or Latinx topics and issues.

More information can be found at:
<https://www.rollins.edu/las-symposium>

Assessment of ALEKS Math Assessment pilot

To be done some this spring and over the summer.

We have data on students who entered in 2020 and 2021.

Would your department or program be interested in data on student's math readiness upon entering Rollins?

Contact:

Anne Murdaugh amurdaugh@rollins.edu

Kaitlyn Harrington

From: Kaitlyn Harrington
Sent: Thursday, February 3, 2022 3:34 PM
Cc: Jennifer Cavanaugh; Kaitlyn Harrington
Subject: 2nd Call for Interest: 2022 ACS Summer Teaching Workshop

Importance: High

Hello colleagues,

[ACS's 29th Summer Teaching Workshop](#) will be held at Centre College in Danville, Kentucky from June 6-11, 2022. **If you are interested in being one of the three nominees for this workshop, please send an email to kharrington@rollins.edu ASAP (but before February 18th).**

The ACS Workshop uses a unique form of feedback through which instructors gain new insights into their instructional choices and how those choices impact students and learning. Working in small groups facilitated by two staff members from across the ACS, participants give and receive detailed, actionable feedback about instruction. In addition to these small-group sessions, large-group plenary sessions facilitate exploration of critical pedagogical issues and allow for collaborative problem-solving. During the workshop, participants will:

- Build on existing teaching strengths and identify areas for growth
- Increase awareness of learners' experiences in the classroom
- Explore new teaching and learning strategies
- Contribute to a collaborative community that values reflection on classroom choices and how those choices affect learners and learning.

Any professor with an interest in continuously improving their instructional practice will find this workshop of value. Mid-career and even veteran faculty often find themselves reinvigorated after attending and meeting colleagues from across the ACS.

Fiat Lux,

Kaitlyn Harrington '18

Executive Assistant

Office of the Dean of Faculty • Rollins College

1000 Holt Avenue – 2749 • Winter Park, FL 32789

407.646.2280 • kharrington@rollins.edu

Kathleen W. Rollins Hall 149 • [WebEx Room](#)





ACCESSIBILITY SERVICES

Partnering on our commitment to student success



THE TEAM

- **Bethann Durlin**, Director
- **TBD**, Lead Coordinator (FT/12 month)
- **Jenn Petersen**, Coordinator (PT/10 month)
- **Cameron Robinson**, Coordinator (PT/10 month)
- **Cayman Geraldino**, Intern

access@rollins.edu

Olin Library, first floor



OAS RESOURCES FOR STUDENTS:

- Testing Accommodations
- Organizational Strategies
- Accessibility Support
- Temporary Accommodations
- Housing Accommodations/ESAs



GOALS FOR THE COMING YEAR

- Programming surrounding neurodiversity
- Universal Design for Learning
- Accessibility Audit project re-boot



WHAT OAS CAN DO FOR YOU:

- Refer any student who discloses a disability to our office
 - Remember that in order to receive *any* accommodations, they *must* be registered with us
- Ask us for tips for working with specific students
- Complying with the accommodations letter
 - Questions about implementation in your course
 - Don't give an accommodation that hasn't been approved, unless it's "grace" that you would offer to any student



Q & A

○ The Team

- access@rollins.edu
- proctoring@rollins.edu
- 407.975.6463

○ Bethann

- bdurlin@rollins.edu
- 407.646.2344



Class Schedule Master Matrix

- Departments **must** evenly distribute courses across time blocks
- Courses meeting off matrix **must** be approved by the Dean of Faculty and classroom availability may be limited
- Room priority defaults to the Holt School starting at 4pm

Monday / Wednesday / Friday 50 Minute CLA Sessions

- 8:00 – 8:50 a.m.
- 9:00 – 9:50 a.m. *RCC courses ONLY in Fall - rFLA courses ONLY in Spring*
- 10:00 – 10:50 a.m. *1st year language courses; rFLA courses ONLY in Fall*
- 11:00 – 11:50 a.m.
- 12:00 – 12:50 p.m.
- 1:00 – 1:50 p.m.

Tuesday / Thursday 75 Minute CLA Sessions – 70 Minute Holt Sessions

- 8:00 – 9:15 a.m. *rFLA courses permitted*
- 9:30 – 10:45 a.m. *rFLA courses ONLY*
- 11:00 – 12:15 p.m.
- 12:30 – 1:45 p.m. *Reserved: Common Hour*
- 2:00 – 3:15 p.m.
- 3:30 – 4:45 p.m. *(Holt room priority)*
- 4:00 – 5:10 p.m. *(Holt room priority)*
- 5:20 – 6:30 p.m. *(Holt room priority)*
- 6:45 – 8:00 p.m. *(Holt room priority)*

Monday / Wednesday 75 Minute CLA Sessions – 70 Minute Holt Sessions

- 1:00 – 2:15 p.m.
- 2:30 – 3:45 p.m. *rFLA courses permitted*
- 4:00 – 5:10 p.m. *(Holt room priority)*
- 5:20 – 6:30 p.m. *(Holt room priority)*
- 6:45 – 8:00 p.m. *(Holt room priority)*

**Four or Five Meetings per Week
Monday / Tuesday / Wednesday / Thursday / Friday
50 Minute CLA Sessions**

- 8:00 – 8:50 a.m.
- 9:00 – 9:50 a.m. *RCC courses ONLY in Fall*
- 10:00 – 10:50 a.m. *1st year language courses; rFLA courses ONLY in Fall*
- 11:00 – 11:50 a.m.

150 Minute Class Sessions - Once per Week

- 1:00 – 3:30 p.m. on M or W or F
- 4:00 – 6:30 p.m. on M or T or W or R, or F (*Holt room priority*)
- 6:45 – 9:15 p.m. on M or T or W or R, or F (*Holt room priority*)

**Courses with Labs except RFLA
Once (CLA) or Twice (Holt) per Week**

- 2:00 – 5:00 p.m.
- 2:00 – 6:00 p.m.
- 4:00 – 6:30 p.m. (*Holt room priority*)
- 6:45 – 9:15 p.m. (*Holt room priority*)

**HOLT Intensive Courses
Half-semester courses
Twice per Week**

- 4:00 – 6:30 p.m.
- 6:45 – 9:15 p.m.

**HOLT Intensive Courses
Saturday**

- 9:00 a.m. – 4:00 p.m.

- In order to allow progress to degree within four years, students need a variety of courses in a variety of meeting times to create a feasible schedule.
- With the exception of Holt-only programs, each department and program must schedule at least one (1) 8:00 a.m. course for every ten (10) sections offered each term.
- Departments are expected to use all available matrix times before reusing a matrix time.
- Courses must be evenly distributed across the scheduling matrix.
- No courses without Dean's consent may be scheduled during RCC/rFLA time blocks:
 - 9:00-9:50 am MWF in fall or spring terms
 - 10:00-10:50 am MW in fall
 - 9:30-10:45am TR in fall or spring terms
- No courses may be scheduled during common hours, 12:30-1:45 p.m., TR.
- Required CLA major courses may not be scheduled from 4:00-6:00 pm unless there are duplicate or alternate sections also scheduled.
- CLA course capacities above 29 require Dean's consent.
- Courses requested at non-matrix times, along with CLA courses that cross the 4:00 pm hour may have limited classroom availability

12/7/21 Office of the Registrar