



**AGENDA & MINUTES**  
**Department Chairs Meeting**  
**Tuesday, April 12, 2022**  
**12:30pm – 1:45pm**  
**Kathleen W. Rollins Hall, Room 310**

**NOTE:** These minutes were taken by Kaitlyn Harrington on April 12<sup>th</sup>. They were approved by Jennifer Cavanaugh before being distributed by Kaitlyn Harrington to all 2021-22 Department Chairs and Program Coordinators on April 18<sup>th</sup>.

**MEETING TIME:** 12:45-1:28pm (43mins)

**ATTENDANCE:**

The following colleagues were present: Mark Anderson, Amy Armenia, Dexter Boniface, Jennifer Cavanaugh, Nancy Chick, Gloria Cook, Hannah Ewing, Bobby Fokidis, Todd French, Mattea Garcia, Lisa Gilliean-Crump, Kevin Griffin, Kaitlyn Harrington, Donna Lee, Lee Lines, Andrew Luchner, Jana Mathews, MacKenzie Moon Ryan (*arrived late due to mtg conflict*), Dan Myers, Anne Murdaugh, Rachel Newcomb, Nancy Niles, Tim Pett, Kasandra Riley, Eric Smaw, Patricia Tome, Robert Vander Poppen (*Art & Art History representative*), Martina Vidovic, Tonia Warnecke, Jie Yu

The following colleagues were not present: Denise Cummings, Amy McClure, Derrick Paladino, Rachel Simmons

**TOPICS:**

- I. **Welcome**
  - a. Dean Cavanaugh reminded the group that is the final meeting of the 2021-22 academic year
  
- II. **Presentation** – Lisa Gilliean-Crump, *AVP of Career & Life Planning (CLP)*
  - a. CLP team has been actively crafting a strategic plan, which will continue into the Fall 2022 semester, and focuses on the following areas:
    - i. Academic and career integration – thinking intentionally about the student experience; integrating mentorship and support; collaborating with campus partners
    - ii. Career access and inclusion – elevating and expanding exclusive practices; eliminating barriers; offering support
    - iii. Outreach and branding – sharing information; expanding programs; collecting success stories of “the value of a Rollins education”

- iv. Training and professional development for staff – extending opportunities to campus partners
- v. Enhancing external relationships and partnerships – offering more opportunities to partner with the Office of Alumni Engagement (or, in other words, continuing the successful “Share the Light” program)
- b. CLP team has also been reimagining its structure
  - i. Denisa Metko’s new role (Director of Experiential Learning), for example, provides students with experiences on and off-campus
  - ii. The following positions will be posted to Rollins’ Career Site soon:
    - 1. Student employment
    - 2. Career exploration
    - 3. Internship programs
    - 4. Employer/alumni connections
- c. CLP team would like to connect and partner with Department Chairs and Program Coordinators by:
  - i. Visiting classes, student organization meetings, meetings for individual departments/programs, etc.
  - ii. Assisting with the conversations faculty are having with students as they plan for and approach graduation (i.e. during Senior Seminar courses)
  - iii. Meeting with Lisa 1:1; please email [agcrump@rollins.edu](mailto:agcrump@rollins.edu) to schedule
  - iv. Attending a Department Chairs and Program Coordinators meeting next academic year
- d. Kaitlyn, on behalf of Lisa, will be emailing a questionnaire to all Department Chairs tomorrow (April 13<sup>th</sup>)

### III. **Position Requests Update**

- a. Dean Cavanaugh shared that Provost Singer has been consulting with the CLA Deans, Executive Committee (EC), and President Cornwell and understands the urgency and significance behind these decisions
- b. Provost Singer plans to meet with some Department Chairs to see if some position requests could align and service multiple needs
  - i. Our bylaws do not allow for joint appointments, but a question was raised re: if there are classes or area expertise that could be shared across departments
  - ii. Dean Cavanaugh’s hypothetical example: Department of Theatre & Dance’s Scenic Design hire could teach a studio art course for the Department of Art & Art History; not a joint appointment but skills shared across departments
- c. Jana Mathews shared that the Executive Committee will be announcing all position requests publically at the same time, to prevent miscommunications and gossip
- d. Dean Cavanaugh recognized the work of the Executive Committee, shared her understanding of wanting to provide visitors with the opportunity to apply for tenure-track positions, and expressed appreciation to those who have undergone the time consuming process of hiring multiple visitors

### IV. **Closing Out AY2021-22 & Looking Ahead to AY2022-23**

- a. Dean Cavanaugh thanked Department Chairs for their invaluable work on the three year plans
  - i. Dean’s Office is currently compiling this information into a spreadsheet that will be shared before the Fall 2022 semester begins

- ii. Please note that Department Chairs will be asked to keep up with these plans each academic year (or in other words, submit AY2026-27's plans to the Dean's Office next academic year)
- b. Dean Cavanaugh and Nancy Chick spent time with junior or pre-tenured faculty members and learned that there was some concern that they would be looked at negatively for utilizing the COVID-19 extension
  - i. At the CEC-level, please continue to have conversations and make it explicitly clear that the expectations for the tenure and promotion process are the same whether the extension was taken or not
  - ii. Chairs need to work collaboratively with the FEC to improve this cultural issue and address any climate of fear that may exist among untenured faculty
- c. Dean Cavanaugh also shared the following about her departure:
  - i. Timeline:
    1. June 3<sup>rd</sup> → Jenny's last day in the office
    2. In between → Jenny available remotely, but moving and taking PTO
    3. June 30<sup>th</sup> → Jenny's last day at Rollins
    4. July 1<sup>st</sup> → Ashley's/Amy's first day as Interim Deans
    5. Through first-year registration → Ashley/Amy may reach out to Jenny if needed
  - ii. Any documents or projects in Jenny's possession will be shared with Ashley/Amy
  - iii. Jenny stated that the job of three people will be shared by two people
    1. Lucy Littler will be serving as the RFLA Coordinator, taking that responsibility off of Ashley's plate
    2. Matthew Forsythe will be serving as the Academic Honor Code Coordinator, taking that responsibility off of Amy's place
    3. Ashley/Amy are still dividing up their Dean duties, but they plan to both attend Department Chair and Program Coordinator meetings (if possible) next academic year, as it is a priority
    4. Ashley will remain connected to curriculum and faculty, while Amy will remain connected to advising and students
  - iv. Continue to reach out to [kharrington@rollins.edu](mailto:kharrington@rollins.edu) re: getting time on any of the Dean's calendars
  - v. Provost Singer will be seeking input next academic year re: post-Interim Dean positions
- d. Dean Cavanaugh answered a few questions surrounding budgets:
  - i. The faculty salary budget is held by the Provost's Office
  - ii. Dean's Office budget shrank considerably during COVID-19, so a request to reinstate some of what was lost was made to the Board of Trustees
    1. A decision will be made during their May 2022 meeting
- e. Dean Cavanaugh thanked all 2021-22 Department Chairs and Program Coordinators for their service, and offered an additional round of applause to those cycling out of their positions at the end of this academic year
- f. Department Chairs thanked Jenny for her work, advocacy for faculty, and friendship; she will be missed!