

Humanities and Natural Sciences College Assembly
Bobet Hall 332
Thursday, August 15, 2013
4:30 p.m. - 6:00 p.m.

MINUTES

I. Call to Order

No attendance taken.

II. Invocation by Fr. Vacek

SPECIAL REQUEST FROM DEAN MARIA CALZADA

Dean Calzada asked to change order of agenda and to postpone approval of minutes and business until September meeting. Hearing no objections these suggested changes were approved.

III. Guests

1. Mikel Pak, Public Affairs:

Mikel announced that faculty can publicize success stories, research, etc. in her newsletters and media announcements (on-line request for publicity or email mlpak@loyno.edu)

2. Dr. Marc Manganaro, Provost:

Provost Manganaro described the administrative change in leadership with Roberta Kaskel (Interim VP of Enrollment Mngt.) and Carrie Glass (Director of Office of Scholarships and Financial Aid) as reason to expect enrollment to return to normal levels next year, along with university hiring of two national enrollment firms retained to audit Loyola recruitment, financial aid and marketing practices. He discussed enrollment statistics, the consequent budget deficit, and immediate plans to cut costs. A faculty question and answer period followed, covering questions such as funding for faculty research and student program and financial needs.

IV. Announcements

1. Dean Calzada:

Check your book orders to make sure they are correct.

Post your syllabus on LORA.

Please attend the New Student Convocation on Friday, August 23.

2. John Sebastian:

Dr. Sebastian announced Common Curriculum Workshops to be held and the Ignatius Development Program solicitation of IS Fellow applicants.

V. Travel

Dean Calzada discussed travel policy for AY 2013-2014. (Attachment #1)

VI. Move to Adjourn

Attachments

Attachment #1: Travel Policy

Policy on Faculty Travel Expenses for HUNS, 2013–2014

August 1, 2013

- The total budget allocated for faculty travel to conferences from the Dean's office will be \$60,000* for the 2013-2014 academic year.
*If the HNS operating budget is not further reduced from its original 2013-2014 allocation, the travel pool will be increased by \$10,000 in January of 2014.
- There will be an initial deadline of September 30th, 2013 where both tenure and tenure track faculty can request a first conference only. A conference presentation will be required for funding. Eligible travel requests will be reviewed and approved, while funding is available.
- After the September 30th 2013 deadline and while funding is available, tenured faculty can continue to request conference funding. Funding for tenured faculty will be for one conference and for up to \$1,500. A conference presentation will be required for all conference funding.
- After the September 30th 2013 deadline and while funding is available, tenure-track faculty can continue to request conference funding. Funding for tenure-track faculty is for two conferences and for up to \$2,250. A conference presentation will be required for all conference funding.
- Since travel funds often are depleted by November, it is recommended that faculty make early conference plans, including estimates for all costs and a personal commitment to present at the conference. Travel requests can be amended as issues are clarified.
- Requests from Distinguished Professors who have funds in their expense accounts will not be funded.
- This academic year, because of budgetary constraints, extraordinary faculty will not be eligible for travel funds.
- Completed travel expense statements must be submitted to the dean's office upon return. Financial Affairs has strict policies on how receipts are submitted. Department administrative assistants are responsible for helping faculty expedite their travel expense reports. If the submitted travel expense form does not meet the Financial Affairs guidelines, it will be returned for correction. Travel advances must be accounted for within 10 working days after the expense has been paid. Receipts must be received by

the dean's office within 60 days of *purchase* to ensure refunds. Financial Affairs Policies on travel can be found on the following links:

<http://finance.loyno.edu/financial-affairs/travel>

<http://finance.loyno.edu/financial-affairs/cash-advances>

Maria Calzada

Submitted by: Christine Murphey