

Humanities and Natural Sciences Council of Chairs Meeting
Dean's Conference Room, Bobet 202J
December 3, 2012

MINUTES

I. Call to Order

Interim Dean Maria Calzada called the meeting to order at 3:30 p.m.

Attended: Mary Brazier, Maria Calzada, Barbara Ewell (Chris Chambers' proxy), William Farge, Mark Gossiaux, Frank Jordan, Michael Kelly, Kenneth Keulman, Martin McHugh, David Moore, Thom Spence

II. Approval of Minutes

Minutes of August 20, 2012 were accepted as written and unanimously approved. Minutes of November 5, 2012 were accepted as written and unanimously approved.

III. Reports

1. Part-Time Representation at the Assembly

There was a discussion on the wording of part-time representation at College Assembly. Some minor word changes were suggested, and the motion is ready for the College Assembly. (See attachment #1)

2. Travel Funds Report

(See attachment #2)

3. Common Curriculum Update

Concern was expressed about the transition from old common curriculum to new common curriculum. We need to express concerns to the SCCC through Don Hauber. The dean's office will have to work closely with departments on scheduling courses. In the short run we may have 'efficiency' issues with some courses under-enrolled because of uncertainties. We need a cross listing grid for new vs. old common curriculum.

4. College Assembly

a.) Committee Substitution (Henne's motion)

It will be ready for Thursday's college assembly.

b.) Concerns document from CPT

Concerns will be brought to College Assembly and then to Senate. Other concerns are that the administration is top heavy; Monroe space planning and implementation; need more faculty communication and input; invite Bret Jacobs to Council of Chairs meeting to hear concerns.

5. Junior Leave Requests

Frank Jordan will send tenure extension document to Chairs. Chairs will send written requests for junior leaves to dean.

6. **Vita Updates**

They are due today to chairs and electronically to Diane Riehlmann in the dean's office to extract publications.

7. **Definitions of Programs, Majors, Concentrations/Tracks**

Registrar's office is implementing new definition. New software is driving a push to clean up definitions. (See attachment #3)

8. **Course/Program Proposal Forms**

New forms will be available in the spring incorporating SCAP criteria. (See attachment #4)

IV. Move to Adjourn

The meeting was adjourned at 5:00 p.m.

ATTACHMENTS:

ATTACHMENT #1: PART TIME REPRESENTATION AT THE ASSEMBLY

Motion: The ad hoc committee created to resolve the problem regarding voting issues for part-time faculty proposes the following changes (indicated in red) to the *HuNS Faculty Handbook*.

ARTICLE II

Membership

The membership of the Assembly shall be composed of the Dean, the Assistant/Associate Dean, and all members of the faculty. Full-time faculty members have one (1) vote and half-time faculty members defined as part-time faculty teaching at least six contact hours but less than full time in a given semester have one-half (1/2) vote.

ARTICLE V

Procedure for Meetings of the Assembly

1. Quorum

A quorum required and sufficient for voting shall be constituted by a simple majority of the full-time faculty of the College, inclusive of the president.

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ATTACHMENT #2: TRAVEL FUNDS REPORT

Report on Travel for the 2011-2012 Academic Year

- The dean's office funded 55 trips for full time faculty
- The average airfare was \$480
- The average mileage was \$440
- The average registration was \$256
- The average "domestic" additional expenses was \$715
- The average "international" additional expenses was \$1,127
- **The average TOTAL COST of travel was \$1,259**
- **The TOTAL amount spent in travel was about \$69,000**

ATTACHMENT #3: DEFINITIONS OF PROGRAMS, MAJORS, CONCENTRATIONS/TRACKS

LOYOLA UNIVERSITY NEW ORLEANS DEFINITIONS OF DEGREE PROGRAMS, MAJORS, MINORS, CONCENTRATIONS/TRACKS & CONTINUING EDUCATION CERTIFICATES

An academic program is a combination of courses and related activities organized for the achievement of specific learning outcomes as defined by the University. This includes programming at the undergraduate and graduate (i.e., master and doctoral) levels and consists of degrees programs with majors and minors as well as concentrations/tracks, and continuing education certificates.

Degree Program: An academic program of study leading to a bachelor, master, or doctoral degree. All degree programs require a minimum number of semester credit hours, as referenced in the official bulletins of the University that are produced each academic year.

Major: A major is a systematic concentration of at least 30 credit hours (ordinarily ten courses) taken in a given discipline that enables a students to acquire a more specialized knowledge of the discipline, its history, its methodologies and research tools, its subfields, and the areas of concern in which the discipline is presently involved. This is done by means of a hierarchical sequence of courses.

- **Concentration/Track:** A sub-set of a discipline organized in clusters of focused courses taken within a major. Typically a minimum of 12 credit hours (ordinarily four courses) must be earned in the concentration/track area.

Minor: A comprehensive course of study in a given discipline at the undergraduate level for students who wish to complement their major with intensive study in another area. The minor typically consists of a minimum of 18 credits (ordinarily six courses).

Continuing Education Certificates: A non-credit program in which a specific skill set is demonstrated at the end of the program. In order to earn a certificate, the program of study must be offered apart from a degree program. One Continuing Education Unit (CEU) typically represents 10 hours of class instruction.

ATTACHMENT #4: COURSE/PROGRAM PROPOSAL FORM

DRAFT College Program Proposal Form

10/30/2012

COLLEGE PROGRAM PROPOSAL FORM

Instructions: Use this form for all single discipline proposals. Use the Interdisciplinary Program Proposal Form for interdisciplinary program proposals.

Title of Program: _____

Originating Faculty Member: _____

Department: _____ Chairperson: _____

Contact Phone and Email: _____

This is a ____ new program ____ modification of existing program requirements.

Summary Description of Proposal:

Please complete the following sections. Append relevant attachments and exhibits to the proposal.

I. ~~Justification-Rationale~~ for New Program or Modification in Existing Program

Provide a clear and compelling rationale for any proposed curriculum modification, including additions and deletions to the course inventory, changes in degree/program requirement, new degree programs, and other major curriculum revisions. The justification should state explicitly and clearly how the new or revised program ~~will relate~~s to the academic strengths and/or needs of ~~Loyola University, the college and the university.~~

~~The rationale should also consider the degree to which the proposed new minor or major will enhance retention, the extent to which the program will be a signature program for Loyola regionally and within the city (or, alternatively, the extent to which there are competing programs in other universities in New Orleans or regionally).~~

If this is a revision to an existing program, how will the proposed change or changes improve the program?

DRAFT College Program Proposal Form

10/30/2012

II. Mission*

Describe ways in which the proposed program responds directly or indirectly to the written mission of the university.

III. Alignment with the University Strategic Plan*

Describe ways in which the goals of the proposed program align with the university strategic plan's overarching objectives and strategies as well as the department and college strategic plans.

IV. Demand for New Department/Program*

A. Projected demand for proposed program shown in recruitment/admissions/retention information

B. National trend data for degrees awarded over the last five years

C. Qualitative data regarding the proposed program based on internal information and/or comparisons with peer programs

D. For programs requiring additional faculty lines or extensive resources, provide external market analysis research or trends arranged by the Office of Institutional Effectiveness and Research.

V. Relationships to other existing programs*

Include the following:

- A. Potential service to majors, minors, other programs and/or the common curriculum
- B. Ways in which the proposal enhances/complements existing programs and curricula
- C. Describe overlap and collaborations with other existing programs

VI. Impact on the Curriculum:

- A. Review your current course offerings and requirements in light of the proposed change. How will the proposed change or changes improve your program and enhance the educational outcomes you seek to accomplish?
- B. How will proposed change impact the major/adjunct/elective hour distribution requirement for the major or program? For new or significantly revised programs, provide a detailed description of the major/adjunct/elective elements of the curriculum, including copies of the old and new Degree Course Program Lists (DPCL) or equivalent.
- C. Specify whether any new courses will be offered, and whether this will increase the total number of courses or sections offered by the department.
- D. To what extent will any new courses for this program impact upon resources in the departments and programs in which these faculty are teaching? Will any new courses

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DRAFT College Program Proposal Form

10/30/2012

replace courses currently offered? Will any such courses prevent an important or required course from being offered in a given semester?

- E. Will there be a service learning component? Description of this component to be provided by director of service learning.
- F. If new courses will not increase the overall number of offerings, specify which course(s) or section(s) will be dropped in a given semester to create room.
- G. Specify any anticipated impact on enrollments in other courses or sections within the department and whether or not this program will prevent an important or required course from being offered in a given semester.
- H. Assess the impact of the proposed change on other departments, especially those serviced by your department or program and those that provide adjunct service to your department or program.
- I. All proposals must be accompanied by a supporting letter from the chair confirming the department's support.

VII. New Course Proposals

- A. List titles of any new courses created for this program.
- B. Attach proposals for all new courses including assessment plan, learning outcomes and complete syllabus to be created in proper form, each with a Course Proposal cover sheet, and including complete course syllabi.

VIII. Adequacy of Current Resources , Additional resources required*and Impact on Budget

- A. Staffing: Is current staffing sufficient or will new faculty or staff be needed (whether full-time or part-time)? Describe current faculty and staff resources, including those available through consortial agreements, and number of new faculty or staff required (may involve a stepped approach depending on enrollment projections).
- B. Support services. Will the proposed change require additional support services (Media Center audio/visual; typing/secretarial, computer services, computer time)?
- C. Will there be course development expenses?
- D. Library Information resources – including an assessment of the Monroe Library's resources in comparison with potential peer programs, to be provided by the library liaison.
- E. Instructional technology resources and staffing (e.g., learning management system capabilities, streaming media, videoconferencing, classroom capture).
- F. New equipment. Does the proposed change presuppose the purchase of new equipment, whether for support or instruction?
- G. Information Technology (learning management system capacity, network capacity, lab software)
- H. Describe other academic support services required.

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*Criteria of Standing Council for Academic Planning for new program proposals. Proposals for new programs will be reviewed using these criteria. While all criteria may not be satisfied, all criteria must be addressed in a proposal.

DRAFT College Program Proposal Form

10/30/2012

I. Space requirements. Describe instructional ~~space~~ and ~~administrative~~ support space ~~and classroom technology~~ needed for this program.

J. Financial plan including:

- i. annual operating budget;
- ii. actual or potential external grants;
- iii. contributions to and impact on fundraising;
- iv. plan for profit sharing, if applicable; ~~and~~
- v. accreditation or certification expenses.

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IX. **Assessment Plan***: Provide a detailed plan for assessment of the proposed program that includes the following elements:

- A. Student learning objectives, processes, implementation, and projected results
- B. Criteria that will be used to measure success
- C. Tools/instruments that will be employed to measure success
- D. Frequency and schedule of assessment
- E. Describe mechanisms that will be in place to ensure continuous improvement
- F. Structure and process for administrative and academic oversight
- G. Impact on accreditation or certification

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