

**Humanities and Natural Sciences College Assembly**  
**February 21, 2013**

**MINUTES**

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**I. Call to Order**

The assembly was called to order at 12:35 p.m. by Dean Maria Calzada in Bobet Hall 332. Attended: Biguenet, Birdwhistell, Biswas, Brice (Mui's proxy), Brungardt, Cahill, Chambers, Corbin, Dewell, Doll, Dupuis, Durocher, Eskine, Farge, Goodine, Gruber, Hauber, Henne, Howard, Kelly, Keulman, Khan, Kornovich, Leland, Mabe, Matei, McCay, McHugh, Moazami, Moore, Murphy, Neuberger, Nystrom, Peterson, Philip, Quesada, Rodriguez, Rosenbecker, Rupakheti, Schaberg, Sebastian, Shanata, Spence, Stephenson, Tablante, Tan, Thum, Tucci, Underwood, Vacek, Walkenhorst, Welsh, Wessinger, Zucker, and Associate Dean Hunt.

**II. Invocation**

The invocation was given by Rev. William J. Farge, S.J.

**III. Approval of Minutes**

The minutes of January 17, 2013, were approved.

**IV. Announcements**

1. Community engagement funding opportunities for faculty were announced by Dean Calzada, as distributed via electronic and campus mail by Kelly Brotzman, Director of Service Learning.
2. Retention and Student Success Summit, renamed Student Success Summit, was mentioned by Dean Calzada, with workgroups meetings underway; she said her Instructional Effectiveness group will meet February 22.
3. The assembly was invited by Dr. Connie Rodriguez to join her in congratulating the new Dean, Dr. Maria Calzada. (*Applause.*)
4. The opportunity for Loyola students to participate in excavations in Cyprus was described by Dr. Rodriguez, with handouts available at the front table for the July 7-11 Archaeological Field School sponsored by University of Edinburgh and Cyprus American Archaeological Research Institute. Dr. Rodriguez said she plans to offer independent-study credit in the fall.
5. Approval of the Computer Science Minor was announced by Dr. Ralph Tucci.
6. The presentation "Tejas/Texas: An Open Wound," by Mexican author Carmen Boulosa, was announced by Dr. Uriel Quesada. The author will speak on March 7 at 7:00 p.m. in Nunemaker Hall.

**V. Reports** None.

**VI. Old Business**

1. HNS College Assembly Quorum Number

Dean Calzada presented the motion to revise the HNS Faculty Handbook regarding assembly quorum was presented for vote: "*A quorum required and sufficient for voting shall be constituted by 40% of the full-time faculty of the College, inclusive of the president.*" Motion to amend was made: change "*full-time*" faculty to "*ordinary*" faculty. Voice vote on the amendment by was inconclusive. Vote by show of hands was 38 for, 9 against, and 4

abstained. The amendment passed. Move to call the question was made, seconded, and unanimously passed by voice vote. Voice vote on the motion as amended was as follows: one opposed, none abstained, all others in favor. The amended motion passed.

2. Redistribution of Faculty Time

Dean Calzada presented the motion for proposed changes to the HNS Faculty Handbook regarding redistribution of faculty time. The motion was distributed to the assembly with the January 13 agenda and minutes, redistributed with the February 21 agenda, and electronically displayed to the assembly. Discussion included a recommendation to amend the motion by inserting “*Except for contractually agreed upon course releases,*” which was followed by a motion both made and seconded “*that Drs. Walkenhorst and Cahill work to amend the language.*” After brief discussion, the maker moved to withdraw the motion. Hearing no objections, the motion was withdrawn. Discussion resumed, with additional proposed amendments to item 2 of the main motion. The Parliamentarian, Dr. Rosenbecker, said that these could be considered as one amended motion: insert “*non contractual*” course release; change “*proposed*” to “*forwarded*” by the chair; specify contact hours as 9 contact hours “*for ordinary and 12 contact hours for extraordinary faculty.*” Motion to call the question was seconded. Voice vote on the amendments was unanimous in favor. Vote on the amended main motion was passed by unanimous consent. (Attached: approved revision to HNS Faculty Handbook)

**VII. New Business** None.

**VIII. Common Curriculum Workshop**

Dr. Don Hauber presented slides of material that he said was previously sent to faculty and remains displayed on the website. He reviewed the former and new common curriculum course listings. He continued in a Q&A format. He discussed changes, categories, cross-listings, RAC, drop-down menus, SIS blocks, upgraded advanced common curriculum courses, resubmissions to workgroup coordinators, funding challenges, and the Fall 2013 new DPCLs for incoming freshmen and transfer students.

**VIII. Move to Adjourn**

The assembly was adjourned at 1:45 p.m.

Attachment: Approved revised section: “Redistribution of Faculty Time”

*[Handbook revision approved 2/21/13 by HNS College Assembly]*

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## **Redistribution of Faculty Time**

### **Procedures**

As a result of the diverse contributions of the faculty to the mission of the University, the University *Faculty Handbook* states criteria and conditions under which faculty receive a teaching load reduction. In the College of Humanities and Natural Sciences the following procedures are to be followed:

1. Ordinarily any faculty member wishing a teaching load reduction for the coming year will fill out a faculty time distribution form (Updated Vitae Form available on College intranet) detailing his/her activity and planned activities in teaching, research, and service for the current and next year and send it to his/her chairperson prior to the establishing of class schedules for the year in which the reduction would occur. The chairperson will forward copies of the completed faculty time distribution forms for his/her department to the Dean for approval.
2. Any non-contractual course release below 9 contact hours for ordinary and 12 contact hours for extraordinary faculty per semester must be forwarded by the chair and approved by the dean ordinarily at least one semester before the release will take place. The request must include a plan to cover courses.
3. Both the chairperson and the Dean should consider the faculty member's work load as reflected on the completed time distribution form when they make teaching assignments. Final decisions on teaching assignments will be made by the chairperson or the dean as specified by the University *Faculty Handbook*.
4. The Dean should inform the faculty member in a timely manner if the request is denied. Similarly, if the faculty member chooses to appeal, the appeal should be filed with the Conciliation Committee within two weeks of the faculty member's notification of load reduction denial.