

HNS COLLEGE ASSEMBLY
October 15, 2009 -- 12:30 PM
Bobet Hall, Room 332

Agenda

I. Call to Order

II. Invocation

III. Approval of Minutes of September 15, 2009

IV. Guest Presentations

1. Jesuit Center Support for Strategic Plan: Enhancing Jesuit Values –
Dr. Judy Deshotels, Jesuit Center Fellow
2. First-Year Seminars – Dr. Melanie McKay, Vice Provost for Faculty Affairs

V. Announcements

Default Syllabi
Textbook Information Requirements
E-doptions
Marquette Fellowships
Media Guide to Experts
Sabbatical and Academic Leave

VI. Reports

VII. Old Business

Location for Salary Disclosure Data – Dean Jo Ann Cruz
“That the College Handbook requires the Dean to make available salary-disclosure data in the Office of the Dean rather than delivering it to the library.”

VIII. New Business

CPT Resolution for Increased Travel Funding and Faculty Replacements – Dr. Mark Fernandez

DRAFT Language for resolution:

Whereas the University has adopted a thoughtful and outstanding strategic agenda in *Loyola 2012* with academic and mission priorities in the forefront, its current budget cuts and budget structure stand to undermine the academic goals and strategies contained therein. In order to enhance retention through a comprehensive FYE, enable the creative revision of the common curriculum, and move Loyola forward toward enhancing national and international reputation, and climbing in the *U. S. News and World Report* rankings, the top priority for the university must be to enhance its traditional academic programs as the foundation for all strategic goals, objectives, and overarching strategies.¹ Therefore:

Be it resolved that the University prioritize academic investment by increasing the academic operating budgets (working toward restoring the post-Katrina budget cuts), investing in faculty and undergraduate research support, new faculty hires, faculty development, and travel and academic program development.

IX. Move to Adjourn

¹ These points are especially relevant in *Loyola 2012* in “Overarching Strategies 1,2, and 3, and the implementation plans regarding improving student retention through the First-Year Experience and all of the “Enhance Reputation and Stature” strategies cited in *Loyola 2012*, pp. 5-7

First-Year Seminars (FYSEMS) Frequently Asked Questions

- 1. Are FYSEMS Required?** Yes. First-year students are required to take one, either in the fall or in the spring.
- 2. Do students take FYSEMS in their major?** No. FYSEMS will become part of the revised Common Curriculum and are counted as CC courses (see # 7 below). Like other CC courses, the seminars are intended to be taken outside the major.
- 3. Do advisors register students in FYSEMS?** No. The registrar's office enrolls each student in a seminar before pre-registration. The seminars are closed on LORA.
- 4. If the students are pre-enrolled, do they have any choice of the seminar they take?** Yes. Before pre-registration, students are sent a form listing the seminars and asking them to rank their top five choices in priority order. The registrar is able to accommodate most preferences. If students do not send the form back, their preferences cannot, obviously, be honored.
- 5. How do we handle Add/Drop for the FYSEMSs?** Because special registration procedures apply to the seminars, you should send students who wish to change seminars to your Associate Dean.
- 6. The FYSEMS don't appear anywhere on the DPCL. Where should I count them?** FYSEMS count as Common Curriculum courses but they do not substitute for any of the 122, 124 or 125 courses. During this pilot year, three credits from the Advanced Common Curriculum are being used to satisfy the FYSEM requirement. Therefore, you should count the FYSEM in the Advanced Common Curriculum elective slot.

When the revised Common Curriculum is fully implemented, the revised DPCLs will group the FYSEMS with introductory courses.

Proposing First-Year Seminars (FYSEMS) Frequently Asked Questions

The Request for Proposals (RFP) says...

- 1. that the seminars must approach a subject from the perspective of different disciplines. What if my training does not qualify me to do this?** Because the seminars are not designed to introduce disciplinary methodologies, this multi-disciplinary approach can be satisfied by assigning texts from two or three disciplines and/or by inviting guests lectures from other disciplines.
- 2. that the seminars must examine the topic in the light Jesuit values and educational vision. I'm new to the university and am not sure I understand the values and vision completely. May I still submit a proposal?** Yes. The Faculty Academy will include a segment on Jesuit values and vision and how to incorporate these into your course.
- 3. that those whose proposals are accepted will attend the Faculty Academy. Is the Academy required?** Yes. All faculty teaching in the program for the first time must attend the Academy. If you have not taught in the program and know that other commitments will prevent your participating in the Faculty Academy this spring, you should wait to submit a proposal in another year.
- 4. that participants in the in the Academy receive a \$3,000 stipend. So the stipend is paid for the Academy, not for teaching the course.** Correct. The \$3,000 is a faculty development stipend. It is paid after you have completed all the work required in the Academy (syllabus for the course, sample assignments, assessment plan).
- 5. I've taught a FYSEM already and want to teach the same one again. Do I have to submit a proposal?** No. Simply send a hard-copy memo to Melanie McKay (box 198), indicating what you want to teach and whether you have a preference for fall or spring. The memo must include sign-off by your department chair and dean so that the FYE committee knows you have the necessary approvals.
- 6. I've taught a FYSEM already and want to propose a new course. Do I have to submit a proposal?** Yes. All new courses must be reviewed by the screening committee. Please use the form attached to the RFP.
- 7. I've taught a FYSEM already and attended the Academy, but I'm proposing a new course. If it is accepted, can I attend the Academy again and receive a stipend?** You cannot receive another stipend, but you are welcome to attend all or part of the Academy as many times as you wish.