

**HNS COLLEGE ASSEMBLY**  
**April 17, 2008**

**Minutes**

**I. Call to Order:**

The meeting of the College Assembly was called to order by Interim Dean Mary McCay at 12:30 p.m. on Thursday, April 17, 2008 in Room 332 of Bobet Hall. Attended: Adams, Anderson, Bell, Berendzen, Bernardi, Biguenet, Bourgeois, Calzada, Chambers, Clark, Cotton, Crago, Dittrich, Doll, Dorn, Fernandez, Gerlich, Gnuse, Gossiaux, Gregson, Henne, Herbert, Hood, Hrebik, Hymel, Kargol, Kelly, Keulman, Kornovich, Lagvanec, Li, Mabe, McKay, Moazami, Moore, Mui, Nicoll, Rogers, Saxton, Sebastian, Shuh (proxy to Moore), Spence, Underwood, Walkenhorst, Willems, Wilson, Yakich, Zuker; Katharine McNair (non-voting guest); Richard Wilson (non-voting guest), and Interim Associate Dean Hunt (non-voting).

**II. Invocation:** Dr. Robert Gnuse led the invocation.

**III. Approval of Minutes:** The minutes of February 28, 2008 were approved.

**IV. Announcements:**

Dean McCay made eight announcements; additional ones (9-12) were contributed by faculty during the assembly:

- 1) International Survey – Debbie Danna requests on-line responses from faculty members.
- 2) Bulletin Revisions – Send copy to Katharine McNair.
- 3) Bobet Fellowship – Submission deadline is May 5, 2008 for \$5,000 summer stipends for scholarly work.
- 4) Dean's Office – Academic year-end thanks to support staff and faculty in attendance: Lynda Favret, Katharine McNair, Rich Wilson, Sally Smith (minutes), and Interim Associate Dean Judith Hunt.
- 5) Professorship – Congratulations to John Biguenet, Distinguished University Professor, and Lynn Koplitz, Vicknair Distinguished Professor of Chemistry.
- 6) Forensic Chemistry Lab Grant – Tom Spence and Maria Calzada obtained a grant award of \$192,000 and have purchased a \$72,000 spectrometer.
- 7) Visiting Professor of Jewish Studies Endowment Fund – the \$25,000 fund will become \$50,000 with the anticipated match.
- 8) Annual HNS Staff Award – Nominations are due and may be given to Lynda Favret.
- 9) Memorial Mass for Dr. Tony Lala – Kate Adams reminded faculty that the Memorial Mass is April 18.
- 10) College Election Committee – Joseph Berendzen announced that ballots for service on SORC will be sent to faculty via email; Dean McCay commended SORC and recommended service.
- 11) DPCLs – Rich Wilson called for DPCL changes due from departmental chairs.
- 12) Interim Dean McCay – Kate Adams spoke on behalf of the assembly to thank Mary McCay for her service as Interim Dean (loud applause followed).

**V. Reports:**

- 1) College Handbook Committee (Craig Hood)  
Craig distributed a handout (copy attached). He described the formation of the ten-member committee, necessary changes to accommodate the new structure of the colleges and standing committees, attempts to find a vetted copy of the faculty handbook, ongoing review and approval process on Blackboard, an eventual PDF on the college's intranet, and an anticipated physical and electronic document for the first HNS College Assembly next academic year.
- 2) Curriculum Committee (Mark Gossiaux)  
Mark distributed a handout (copy attached) and briefly reported on approved program revisions and new courses.
- 3) Common Curriculum (Judith Hunt)  
Judith distributed a handout (copy attached) and cited approved curriculum changes and new courses.

## VI. Old Business

- 1) “Plus and Minus Grades” Ballot Results (motion lacked quorum at previous assembly):  
*In 2002 the College of Arts and Sciences overwhelmingly accepted a motion to implement a system of plus and minus grades. The College of Humanities and Natural Sciences requests that this system be forwarded to the University Senate for action.*

Dean McCay reported that the motion passed; mail ballot results were:

Yes:	65	86.67 %
No:	10	13.33 %
Total:	75	100.00%

Fr. Nicoll requested clarification of the current number of HNS faculty, number needed for a quorum, and protocol for a paper ballot. (The Dean’s Office gave the count as 109 full votes, 7 part-time faculty each having ½ votes, and 75% of the eligible votes needed for a quorum.) Interim Dean McCay said that failure to reach a quorum was followed by paper ballots to decide the issue by a simple majority of responses.

- 2) “Proposal for Guidelines for Mentoring, Promotion & Tenure” Ballot Results  
(motion lacked quorum at previous assembly):  
*The College Rank and Tenure Committee will henceforth require faculty applying for promotion and/or tenure to provide three letters from external reviewers concerning the quality and reception of their scholarship. The candidate will provide a list of potential reviewers to the departmental chair. The chair will solicit letters on behalf of the candidate. For the purposes of the CRTC, “external” will be defined as experts in the applicant’s field of study outside Loyola. In the interests of impartiality, reviewers should be required to identify any relationship they may have with the applicant.*

Dean McCay reported that the motion passed; mail ballots results were:

Yes:	51	86.44 %
No:	08	13.56 %
Total:	59	100.00%

- 3) Writing Intensive Course  
A faculty member asked whether the starting point for obtaining approval is the WAC coordinator or chair. Melanie cited the designation process. Dean McCay said that she would speak to Kathy Gros.
- 4) Faculty Compensation / Salary Compression  
Mark Fernandez asked about upcoming raises. Dean McCay said the reported figure was 3%. David Moore asked for follow-up on compression. Dean McCay said that although she’d sent a list of compensation problems in the associate-professor rank, only promotion raises were definite. She said the issue needs to be reintroduced and continued by the next dean. Mark said the aspects are short term for associate professor and long term for professor. John Sebastian observed that every incoming hire is at a starting salary above the 3% increases. Robert Gerlich reported that the provost responded to the compression issue in specific cases, and was told of the need for a continuous policy and mechanism in place. Mark said that a formula already in place addresses raises, but faculty need 2% more than CPI -- a 5% raise in order to stay ahead of new hires; he said the board needs to change from CPI. Dean McCay advised faculty to insist next year that the college get the CUPA data, see whether salaries are on par with schools and institutions identified in the peer group, and have chairs use the data to press for increases. Gary Herbert said that faculty in the past had looked at peer-group institutions and worked up compensation figures. Mark Fernandez recalled that 2004 CUPA salary data showed gaps were worse than previously thought; he repeated that equity raise demands were useless without equity money. Dean McCay said the faculty handbook should deal with changing all raises. She suggested faculty urge the committee to ask to have the necessary money generated from somewhere.

## VII. ADJOURNMENT: The meeting was adjourned at 1:25 P.M.

Attached committee reports (handouts):

HNS Handbook Committee, HNS Curriculum Committee, and Common Curriculum Committee.

**HANDOUT 1** (Distributed by Dr. Craig Hood):

**Report on Handbook of the College of Humanities and Natural Sciences**

**Review Process**

The *ad hoc* College of Humanities and Natural Sciences Handbook Committee was formed in Spring 2007, to undertake a review and editing of the current College Handbook. The primary focus was to make changes to accommodate the current configuration of the College (departments and divisions), especially in Committee membership. A representative from each department (listed below) conducted the review. Committee members took responsibility for reviewing and making recommendations for specific sections. The Standing Committees were contacted for their suggestions for changes.

**Committee Members**

Biological Sciences, Craig Hood  
Chemistry, Bill Walkenhorst  
English, John Biguenet  
History, Mike Ross / Leo Nicoll  
Languages & Cultures, Connie Rodriguez / Cassandra Mabe  
Mathematics, Mike Kelly  
Philosophy, Gary Herbert  
Physics, Armin Kargol  
Psychology, Evan Zucker  
Religious Studies, Bob Gnuse

**College Review and Approval Process**

Our review and approval process was presented at the April 17, 2008 College Assembly. Draft copies of all sections were posted on April 17, 2008 to a **Blackboard website** with course name – **HuNS\_Handbook** –for review and comment by the College Community. A copy will also be posted on the College Intranet. These draft copies will remain, without further editing, **through August 1<sup>st</sup> 2008**. During this period (April 17<sup>th</sup>, to August 1<sup>st</sup>) any comments, suggestions for changes, should be directed to a handbook e-mail address – **hnshand@loyno.edu** – and/or you may discuss the draft sections with any of the Committee members.

Following August 1<sup>st</sup>, the *ad hoc* College Handbook Committee will consider all submitted comments and suggestions for changes, and will make any editorial changes to the drafts and re-post these by the early September.

**1<sup>st</sup> College Assembly in Fall 2008.** – At the first College Assembly of Fall 2008, the proposed changes to the handbook will be discussed, and following our College Assembly protocols, will recommended for approval, discussed, amended, and approved (or tabled).

**HANDOUT 2** (Submitted by Dr. Mark Gossiaux):

**Report from HuNS College Curriculum Committee**

During the 2007-8 academic year, the HuNS College Curriculum Committee approved the following proposals:

**Program Revisions**

City College English courses added to HuNS English Curriculum

The following courses from City College were incorporated into the English Department: ENGL A213 *Survey of British Literature I*; ENGL A214 *Survey of*

*British Literature II*; ENGL A244 *American Literature Since 1900*; ENGL A252 *The Black Writer*; ENGL A405 *Southern Women*.

Restructuring of Degree Programs in Modern Languages and Culture

B.A. in Modern Language & Culture, with concentrations in French, Spanish and Latin American Studies

Modifications to Philosophy (PHIL) and Philosophy Pre-Law (PHPL) majors

Major requirements were modified, and the total credit hours required for graduation were reduced to 120.

Biology program modifications

A modification of the Core Biology curriculum (courses required of majors in their first two years).

**New Courses**

HIST A202 *Historical Methods Lab*  
PHIL A330 *Modern Political Thought*  
PHIL A408 *Philosophy of Thomas Aquinas*

**HANDOUT 3** (Submitted by Dr. Judith Hunt):

**Common Curriculum Committee Report, 2007-2008**

The following proposals have been approved by the Common Curriculum Committee and the UC & CC\*:

**Curriculum Changes:**

1. Renumbering of the Advanced Common Curriculum.

**New Courses:**

1. PHIL V260: *Social Justice*.
2. ENGL V160: *Literature of Nature*.
3. GERMAN V\_\_ \_: *German Culture and Civilization II*.

**Cross-Listed Courses:**

1. JPNS U250, *Culture in Pre-Modern Japan* is cross-listed as HIST W260.
2. JPNS U251, *Culture in Early Modern Japan* is cross-listed as HIST W261.
3. JPNS U252, *Modern Japanese Culture* is cross-listed as HIST W252.

**Course Title Changes:**

1. HIST X256, *Hero in American History* is now *American Heroes*.
2. ENGL T125, *The Emerging Self* is now *Writing About Literature*.
3. ENGL V274, *Women in Literature* is now *Women Writers*.

The Advanced Common Curriculum Review Sub-Committee is currently chaired by Mary McCay and the review process is underway.

\*All proposals approved by the UC & CC are posted on the Provost's website.