

HNS COLLEGE ASSEMBLY
October 16, 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 Tuesday, October 16, 2008 in Room 332 of Bobet Hall. Attended: Adams, R. Anderson, Berendzen, Bernardi, Biguenet, Birdwhistell, Brungardt, Butler, Calzada, Clark, Cook, Cotton, Dewell, Doll, Dorn, Fernandez, Gerlich, Goforth, Gossiaux, Henne, Herbert, Hood, Hrebik, Hymel, Kelly, Koplitz, Kornovich, Lewis, Mabe, Matthews, McHugh, Mui, Nicoll, Nielsen, Ross, Rowntree, Russell, Salmon, Sebastian, Sexton, Tucci, Underwood, Walkenhorst, Willems, Yakich, Zucker, and Associate Dean Hunt.

II. Invocation

Sr. Elizabeth Willems led the invocation.

III. Approval of Minutes of August 28, 2008 and September 23, 2008.

The minutes of August 28, 2008 and September 23, 2008 were approved.

IV. Announcements

- 1) Louisiana Board of Regents Grants:
BoR Enhancement Program (application deadline is November 10, 2008)
Support for enhancing teaching, research, curricula, infrastructure, attraction and retention of students, and Louisiana's economic and cultural development.
ATLAS Program (application deadline is November 21, 2008)
Support for completion of substantive works such as fine art exhibitions, fiction, poetry, film, drama, and scholarly monographs.
- 2) Marquette Faculty Fellowships (application deadline is November 14, 2008)
Stipends of \$7,500 for summer 2008. Contact Laurie Phillips.
- 3) Halloween Party on Friday, October 31, 3:30-5:00 P.M. in the Dean's Conference Room.
- 4) Weekend of Films October 18 and 19 in Bobet Hall, Room 332.
Images of 1968 in Cinema: A Weekend of Films on an Era of Revolt.
Contact John Clark for the film schedule.
- 5) Two Readings by Acclaimed Poet and Musician Ed Sanders (in Nunemaker Hall)
1968 Reflections on a Historic Moment, October 20, 7:30 PM;
Poems for New Orleans: A Reading and Performance, October 21, 7:30 PM.
- 6) Author Lynne Sharon Schwartz, Woodrow Wilson Fellow, Novelist, Essayist, Poet
Reception, October 20, 5:30-7:00 PM, Monroe Library; reading and lecture at 7:30 PM in the St. Charles Room.
- 7) Conference on World Peace begins the week of March 23; student Brittany Gondolfi, event chair, has information about the participating student organizations and invites your support.
- 8) Dux Academicus deadline is October 17.

V. Reports

On-line Student Evaluation of Instruction (Lynn Koplitz)

Lynn Koplitz reported that the on-line course evaluations in Summer 2008 went well. The one problem identified, students didn't always specify the course, will be solved by providing a form for each course. She invited faculty to volunteer for up to 20 sections for the pilot program on Blackboard (1-2 faculty per department). She clarified the following points: on-line questions are the same as those on hard-copy forms, spaces for comments are below each question, students' names are blind, timing is the same week as hard copy, attempting to avoid recognizing students' handwriting will no longer be an issue, response rates increased from 65% to 85% at the model university, future modifications may be made to the form.

VI. Old Business

1) HANDBOOK REVISIONS (Craig Hood)

Craig projected a clean version, which incorporated proposed changes to the text. He said he assumed that faculty had read the handbook versions and visited Blackboard, so that review would be swift. He explained that the committee's purpose was to reflect the new structure of the college and to update sections – not to make policy changes. In response to a question regarding implementation, Craig agreed that changes would go into effect as soon as feasible. He said the handbook must go to the Provost. As overview, Evan Zucker commented that text deleted as redundant from one section may be found in context in another section. Craig projected each section for discussion and action, as time allowed.

2) MOTION (Kate Adams): *"Approve the HNS Handbook."*

FRIENDLY AMENDMENT #1: *"Vote on each section"* was accepted by Kate. Each section below, under 'Passed' or 'Tabled,' was heard separately.

Passed:

"Move to call the question" was seconded; vote was by voice, with none opposed.

"Vote on the motion (section)" was by voice, with all ayes and none opposed. The section passed as given in the projected version and with any adopted changes noted.

Passed sections and adopted changes are listed below.

- **Goals and Mission Statement**
- **Constitution of the College Assembly**
- **Structure of the College** -- Changes: At "1. Humanities" delete *"Modern"*; at "2. Natural Sciences" insert *"Mathematics."*
- **Council of Chairpersons**
- **College Planning Team**
- **College Curriculum Committee** -- Changes: adjust for departments currently in the college.
- **Common Curriculum Committee** -- Provisionally passed; few changes are anticipated under next task force.
- **College Elections Committee** -- Changes: delete *"two tenured and two non-tenured members."*
- **Dean's Student Advisory Council**
- **Council on Graduate Studies** -- Retain in the handbook (was omitted).
- **Conciliation Committee**
- **University Honors Advisory Board**

Tabled:

- **College Rank and Tenure Committee (CRTC) Discussion:** Craig gave the committee's rationale for having a ten-member size. He that having one member per department affords all disciplines the opportunity to contribute to decisions on tenure and promotion, while recusals make the odd number for voting. The recommended one member per department elicited concerns as to potential repetitions in small departments vs. college-wide elections to find the best seven members. Suggested changes to text: at "Membership" insert "*The term of office shall be three years. No member shall succeed himself/herself on the committee.*" At "Selection of Members" replace "*two divisions*" with "*ten departments,*" and insert "*The entire college votes on all of the members.*" Motion to table in favor of progressing through less complex sections was accepted by voice vote. The section was tabled.
- **Salary Oversight Review Committee (SORC) Discussion:** Comments included suggested insertions and deletions as given below. Insert provisions to consider extraordinary faculty, with evaluations provided by chairs. Consider text changes: at "1. ELECTION" delete "*Except for departmental chairs who have already been elected to the committee at the time of this protocol*"; at "b)... performance evaluations" insert "*rating recommendations from 0-4*"; at "c)... call upon the chairperson" insert "*or any member.*" Motion to table was accepted by voice vote as assembly time was nearly up. The section was tabled.

FRIENDLY AMENDMENT #2: "*Vote on the 'Continued' sections as a group apart from the two tabled sections, CRTC and SORC, which require more discussion.*" The amendment was accepted by Kate Adams.

Continued:

- **Health Professions Advisory Board**
- **Faculty Guide to Common Curriculum**
- **Faculty Evaluations**
- **Redistribution of Faculty Time**
- **Search Procedures for New Dean**
- **Travel Guidelines**
- **Sabbatical and Leave Procedures**

Craig Hood requested that faculty send comments regarding CRTC and SORC in advance of the next assembly. Kate Adams thanked Craig and members of the handbook revision committee. (*Applause.*)

VII. New Business Continued

HuNS Blackboard Elections (Joseph Berendzen)

VIII. Move to Adjourn

The meeting was adjourned at 1:45 P.M.