

## HUMANITIES AND NATURAL SCIENCES COLLEGE ASSEMBLY

January 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, January 17, 2008 in Room 332 of Bobet Hall.

Attended: Anderson, Anderson, Beard (proxy to Walkenhorst), Berendzen, Bernardi, Birdwhistell, Blundell, Bourgeois, Brazier, Briscoe, Brungardt, Calzada, Cook, Dewell, Doll, Dorn, Ewell, Fernandez, Gerlich, Gossiaux, Henne, Hood, Hymel, Kelly, Keulman, Lewis, Li, McKay, Moazami, Moore, Mui, Randall, Rowntree, Sebastian (proxy to Mui), Spence, Underwood, Walkenhorst, Wessinger, Willems, Zucker, and Interim Associate Dean Hunt (non-voting).

#### II. INVOCATION

Sr. Elizabeth Willems delivered the invocation.

#### III. APPROVAL OF MINUTES

The minutes of November 15, 2007 were accepted as written.

#### IV. ANNOUNCEMENTS (Interim Dean Dr. McCay)

Regarding departmental moves previously discussed, Sociology indicated that they will wait. HuNS will not be involved until Sociology makes a move.

#### V. POSTING SYLLABI (Kathy Gros)

Kathy Gros demonstrated converting documents to PDF files, uploading and publishing on LORA. The link to the free PDF 995 converter is: <http://www.pdf995.com/>

#### VI. REPORTS

1. Faculty Evaluation Form (Fr. Leo Nicoll)

Dean McCay asked that a committee member speak on behalf of Fr. Nicoll (absent). Mary Brazier replied that the current form will continue to be used; modifications will be brought to the assembly.

2. Enrollments (Interim Dean Mary McCay)

Dean McCay presented SIS enrollment stat screens for 07F and 08S (copies attached). She said that sophomore retention most concerned her. She the topic was pursued in reading and conversations with the five HuNS student-representatives, and that she will bring it up at the next Council of Deans. Suggestions from the floor included: devise a mechanism so that exiting students must give reasons; host a town hall meeting with students; determine where to allocate resources(e.g., middle); determine which students are likely to leave and accept more of those likely to stay.

#### VII. PROPOSAL FOR GUIDELINES FOR MENTORING, PROMOTION AND TENURE (David Moore for Sara Butler)

*MOTION: The College Rank and Tenure Committee will henceforth require faculty applying for promotion and/or tenure to provide letters from external reviewers concerning the quality and reception of their scholarship. For the purposes of the CRTC, "external" should 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.*

In Sara Butler's absence, David Moore read the motion. Discussion followed. Request: clarity at the college level, with a statement on scholarship. Suggestion: for uniformity, reference the Provost's established guidelines in CRTC and departmental protocols. Point for change: the Provost's stated "limit of 6 external letters" become a "requirement of 3 letters" in the college and departments.

Motion to table was made, seconded, and unanimously passed by voice vote, with none opposed.

**VIII. PLUS AND MINUS GRADES (David Moore)**

March 2002 College Assembly approved + and - grades for implementation. Motion to resurrect the original proposal was made and seconded by Patricia Dorn. Substitute motion was made by Mark Fernandez: *"In 2002, the overwhelming majority of the faculty of all the undergraduate colleges voted to award + and - grades. Those votes have never been acted on. Therefore, HuNS requests that the Provost's Office implement the system."* David Moore withdrew his motion in favor of the substitute motion. "Straw vote" by voice resulted in the majority in favor, with 1 nay and 1 abstention. Vote will be at the next meeting.

**IX. ADJOURNMENT**

The meeting was adjourned at 1:30 P.M.

TOTAL HEAD COUNT BY COLLEGE BY CLASS						07F	AS OF: 09/16/07	
	FRESH	SOPHS	JUNIOR	SENIOR	OTHERS	TOTAL	GRADS	TOTAL
EN	208	228	238	178	19	871	12	883
SE	124	123	142	122		511	772	1283
BU	115	152	138	134	5	544	63	607
NA	136	116	123	114	1	490	10	500
SUBTOT	583	619	641	548	25	2416	857	3273
HNN	1	4	4	9		18		18
SSN	11	16	60	120	14	221		221
LW	322	47	256	233	7	865	3	868
OTHER					86	86	119	205
TOTAL	917	686	961	910	132	3606	979	4585
PF1: FT INFO	PF2: PT INFO	PF3: TOTAL CR/HRS	PF4: NEW TERM					

	TOTAL HEAD COUNT BY COLLEGE BY CLASS				OSS		AS OF: 01/14/08	
	FRESH	SOPHS	JUNIOR	SENIOR	OTHERS	TOTAL	GRADS	TOTAL
BN	176	161	213	215	13	778	11	789
SS	108	97	132	155	1	493	783	1276
BU	98	124	128	149	1	500	60	560
MA	117	81	116	149	3	466	12	478
SUBTOT	499	463	589	668	18	2237	866	3103
HWN	3	3	2	7		15		15
SSN	12	15	47	127	14	215		215
LW	316	42	244	205	5	812	4	816
OTHER					85	85	119	204
TOTAL	830	523	882	1007	122	3364	989	4353
PF1: FT INFO		PF2: PT INFO		PF3: TOTAL CR/HRS			PF4: NEW TERM	