

**Humanities and Natural Sciences Council of Chairs Meeting
Dean's Conference Room, Bobet 202J
January 7, 2013**

MINUTES

I. Call to Order

Interim Dean Maria Calzada called the meeting to order at 3:30 p.m.

Attended: Mary Brazier, Maria Calzada, Chris Chambers, William Farge, Mark Gossiaux, Frank Jordan, Michael Kelly, Kenneth Keulman, Martin McHugh, David Moore, Thom Spence

Also in Attendance: Bret Jacobs, Vice Provost for Information Technology and Chief Information Officer

II. Approval of Minutes

Minutes of December 3, 2012 were accepted as written and unanimously approved.

III. Reports

1. **Monroe Hall Renovations** - Bret Jacobs gave an update on the Monroe Hall renovations. He stated that the project was in full swing, with some of the noisy work being done over the semester break. Work on the north side of the building is being done during the day to mitigate noise. Abatement and demolition is now being carried out throughout the fifth floor. There were some issues with dust. If there is a major problem with noise, the chairs should contact Tommy Raymond in Physical Plant. He reported that there would be periodic forums during the window in Monroe Hall that will provide updates on the project for anyone who would like further information from the contractors.

The Chairs reported to Mr. Jacobs that there was a big problem with the elevators in Monroe Hall. He said that he would address that issue as soon as possible.

Mr. Jacobs also pointed out that the sketches for the project are posted on the Monroe Steering Committee website, and that the contractors will make more use of the construction blog.

2. **Quorum Electronic Vote** – There was a discussion about the house rules and the quorum at College Assembly. Nathan Henne is putting together a vote on the quorum electronically to confirm the vote of the December assembly.

3. **Handbook Revision on Quorum (approved by the CPT)** – The Chairs all agreed that the following revisions should be brought before the College Assembly:

“House” rules will be: A quorum count will be conducted only if a member of the assembly requests the count.

Rationale: This has been the practice (unwritten house rules), which is different from Robert's Rules of Order. It was recommended that we vote on to make this house rule part of the record.

Handbook change: A quorum required and sufficient for voting shall be constituted by 40% of the full-time faculty of the College, inclusive of the president.

Rationale: We currently have 131 full-time faculty. A simple majority of the full-time faculty is 66, which we hardly ever hold. 40% of the full-time faculty is 53, which is a reasonable number to expect to have in attendance.

4. **Handbook Revision on Time Redistribution** – There was a discussion about the changes to the ‘Redistribution of Faculty Time’ in the college handbook. The proposed changes are ready to go to the assembly. (See attachment #1)

5. **HNS vs. HuNS** – There has been a request from the College Planning Team that we use HNS for all official documentations. The CPT approved the use of HNS. The Chairs approved the change, and an announcement will be made at the College Assembly that everyone should now use HNS.

6. **Administrative Calendar** –

- Retiring faculty: Faculty submit one letter formally announcing retirement and requesting emeritus status. Chairs submit letter recommending emeritus status on Jan. 17.
- Fourth-year review materials due to the chair on Jan. 15 and to the dean on Feb. 22
- Faculty and staff excellence award nominations will open Friday, Jan. 15. Packets due on April 15.
- Second year faculty: recommendations for reappointment due on Jan. 23. A letter from the Chair is sufficient.

7. **Teaching Certification** – The college approved the teaching certification program last semester. Last week the advisory committee met about assessments, etc. There are two issues to iron out with the Provost – whether or not we can pay for the program, and if there is enough interest in the program. Dr. Calzada says she will do a proposal to support the program. The Chairs encouraged Dr. Calzada to present the proposal as soon as possible. Everyone agreed that it would be important to have approval by time of Open House. Chairs will write letters supporting the program to incorporate into the proposal by Jan. 10.

8. **Concerns Document** – Given the fact that the Provost and Bret Jacobs have responded, the question was raised if it was necessary for this to be approved by the College Assembly. The Provost will be in attendance at the next College Assembly. The Council of Chairs stated that the concerns document could move forward to the assembly. (See attachment #2)

9. **Facilities Planning Committee -Veritas Hall** – Dr. Spence will report back to the Chairs regarding the future of Veritas Hall.

10. **Syllabi Problem** – There is a problem with syllabi not being posted on LORA on the first day of classes. There was a discussion about aiming for standard syllabi that will be posted before pre-registration, and whether or not this can be automated. There was also a discussion regarding the possibility of a pop-up course description and that it is important to attach this default syllabus to the course and not to the faculty. Dr. Calzada will speak with Mike Rachal and Kathy Gros about how to make this procedure more automatic.

11. **SORC and Faculty Evaluations** – Since there are no raises faculty evaluations have been postponed by one month. SORC is discussing the following:

- The merits of the SORC process when there are no raises
- Using this time to review the entire SORC process
- Bringing these issues up with CPT and CA for review

12. **Summit of Retention and Student Success** - There was a summit meeting in December at which groups of several departments broke up into smaller groups to discuss these issues. The smaller groups then reported to the larger groups. The Provost would like to create work groups to deal with these emerging issues and create a standing committee on student retention and success.

IV. Move to Adjourn

The Meeting was adjourned at 5:00 p.m.

ATTACHMENTS:

ATTACHMENT #1: REDISTRIBUTION OF FACULTY TIME

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 [Dean](#) for approval.
2. Any course release below 9 contact hours per semester must be proposed 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.

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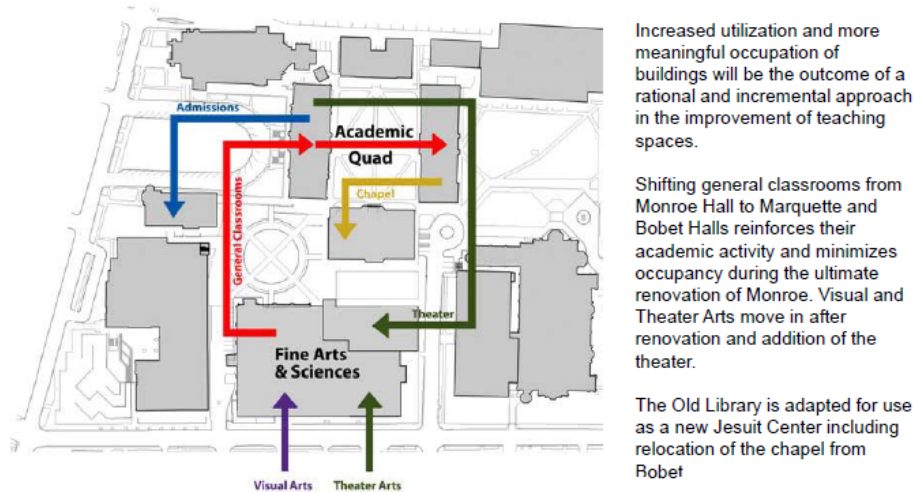
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ATTACHMENT #2: CONCERNS DOCUMENT

Concerns about Planning/Decisions

The Faculty of the College of Humanities and Natural Sciences wishes to express its concern and dismay over the lack of process in recent allocations of space on campus. Loyola University's Master Plan¹ is the basis for the construction, and projects Loyola recently completed and is currently undertaking. Page 18 of the Master Plan is copied here:

Campus Reorganization



This figure clearly indicates that once Thomas Hall was renovated and Admissions offices were moved from Marquette to the new Thomas, Marquette would become more of an academic building during the construction period. Page 20 of the Master Plan states: “This vacated space in Marquette could provide immediate swing space for future renovation/construction needs.”

As the renovations of Monroe Hall became more of a reality in the 2011-2012 academic year, the expectations were that at least the fifth floor of Monroe would have to be relocated. This floor houses the Departments of Mathematical Sciences, Sociology, and Political Science, as well as Information Technology, the Honors Program, and a number of single offices and spaces used by Criminal Justice and the Evening Division.

Additionally, the fifth floor also houses four heavily used classrooms.

Although the complete plans for re-locating these groups were not shared, we learned early in the summer that Information Technology and the Honors Program would be moved to the Monroe Library. Most faculty reasonably assumed that at least some of the departments mentioned above and four classrooms would be assigned to swing space in Marquette Hall.

At the end of the summer, Bret Jacobs met with the individual department chairs to share the staging plan for renovating Monroe and relocating affected faculty. At that time the department chairs of Math, Sociology and Political Sciences learned that they had been

¹ <http://www.loyno.edu/assets/blogs/docs/LOYOLAMPDRAFTFINALBOTcomp.pdf>

assigned to a modular building in the Mercy Parking lot. Additionally, department chairs learned from Mike Rachal that the available classroom space per time period was going to decrease from originally 41, to 35 in the fall of 2012, to 28 in the spring of 2013.

As the fall semester continued, faculty learned about new construction in Marquette Hall. Most dramatically, the Office of General Counsel has taken possession of a large portion of the second floor of Marquette floor.

During a year with a reported \$5.1 million shortfall, the extensive renovation of this space to accommodate the General Counsel seems unnecessary and excessive. This space could have been used to accommodate faculty office and/or classrooms.

Particularly during a time of construction, Marquette Hall should be used to showcase the academic work of our campus; this is a building that visiting students and parents see, and the Faculty questions the message that is communicated by the absence of academics—and the excessive presence of the General Counsel on the second floor of Marquette Hall.

The College of Humanities and Natural Sciences objects to the placement of administrative interests over academic needs and to the lack of transparency in the decision making process. We insist that future decisions regarding utilization of campus space and the renovation of Monroe Hall are part of a transparent process of shared governance. We understand that after the first of the year the Monroe Steering Committee will start meeting biweekly. We appreciate that these meetings will be occurring on a regular basis and see this as a positive first step towards transparency and participation of faculty in these important decisions.

Submitted by Diane Riehlmann