

Humanities and Natural Sciences Council of Chairs Meeting
Dean's Conference Room, Bobet 202J
May 6, 2013

MINUTES

I. Call to Order

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

Attended: Maria Calzada, Chris Chambers, William Farge, Mark Gossiaux, Don Hauber, Michael Kelly, Kenneth Keulman, Martin McHugh, David Moore, Thom Spence

Also Attended: Judith Hunt, Associate Dean and Rich Wilson, Academic Counselor

II. Approval of Minutes

Minutes of April 8, 2013 were accepted as written and unanimously approved.

III. Announcements from Dean Calzada

1. Dean Calzada spoke about Khan Academy, a collaborative effort with Tulane, UNO and Ben Franklin, which offers a complete curricula in a wide range of elementary school to college-level topics. There will be a town hall meeting on Monday, May 20th at UNO featuring Sal Khan, founder of Khan Academy.

2. The second annual Alumni College will take place June 7 – 9.

3. Bulletin changes are due today. All revisions will be given to the Chairs to sign off on.

4. Staff reviews are due to the dean's office by May 31st.

5. Honors Convocation is May 10 at 11:00 a.m. in Roussell Hall.

IV. Travel Policy

There was a discussion about how to handle the 2013-2014 travel budget. The first cutoff date for travel requests will be September 30th. Suggestions on how to handle the funds included not guaranteeing two trips, giving up to \$1,500 for first trip and giving junior faculty a second trip if funds are available.

V. Next Year's Class and Budget

Dean Calzada reported that next year's confirmations are lower than expected, and Loyola may not make 875 new students, which is the number the budget is created for. Class needs will have to be watched. This year's budget was cut 10% and next year's budget will need to be cut even more. There may be more cuts to operating and travel budgets.

VI. Success Summit

A report has been put together with action plans. It has been suggested that you put your best teachers in first year classes. Also, all academic departments should have a senior advisor. Schedules must be done properly so students can graduate on time.

VII. Summer Orientation Dates

Dr. Spence handed out the summer orientation dates (See attachment #1). There will be a continental breakfast on Day 2 where faculty can meet with students, hand out DPCL's and talk about research. Dr. Spence urged all departments to send a representative to this breakfast.

Associate Dean Judith Hunt and Academic Counselor Rich Wilson spoke about registering students this year, and requested help from the departments. They stated that they will give a list of the majors to departments in advance, and what courses majors will need their first semester.

VIII. End of Year Budgets

Dean Calzada urged the Chairs to use any funds left in their operating budgets to purchase computers for anyone in their department who is due one. Diane will send out the computer refresh information to all departments. Paula Ruiz has sent suggestions for which new computers to purchase, and this information will be forwarded to the Chairs.

Move to Adjourn

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

ATTACHMENTS:

Attachment #1: Summer Orientation Dates

SUMMER ORIENTATION DATES

Wednesday, June 19 – Friday, June 21

Sunday, June 23 – Tuesday, June 25

Wednesday, June 26 – Friday, June 28

Sunday, June 30 – Tuesday, July 2

Monday, August 19 – Tuesday, August 20 (This session reserved for international students, transfer students, students currently abroad, or by special request)