

**Humanities and Natural Sciences College Assembly  
October 18, 2012**

**MINUTES**

---

**I. Call to Order**

The assembly was called to order at 12:30 p.m. by Interim Dean Maria Calzada in Bobet Hall 332. Attended: Adams, Altschul, B. Anderson, Berendzen, Birdwhistell, Brice, Brungardt, Cahill, Chambers, E. Crago, Dewell, Farge, Fernandez, Goodine, Gossiaux, Gruber, Hamblin, Hauber, Henne, Kargol, Kelly (Randall's proxy), Keulman, Khan, Kornovich, Leland, Li, Mabe, McCay, McHugh, Moore, Mui, Nichols, Peterson, Ranner, Rodriguez, Rosenbecker, Rupakheti, Saxton, Schaberg, Schaefer, Sebastian, Shanata, Stephenson, Tan, Thomas, Vacek, Villarreal, Welsh, Willems, Yakich, Zuker, and Associate Dean Judith Hunt.

**II. Invocation**

The invocation was given by Rev. Edward Vacek, S.J.

**III. Approval of Minutes**

The minutes of August 23, 2012 and September 20, 2012 were approved without change.

**IV. Announcements**

1. Dr. Christi Sumich, Associate Director of First Year Experience, announced that First-Year Seminar proposals are being solicited in October for the coming academic year (2013-14). She said that first-time faculty participants are paid a stipend to attend the required Faculty Academy to be led by experienced faculty participants, and new teachers are welcomed.
2. Dr. Calzada announced that Dr. John Biguenet will receive the top literary award in the state; the Louisiana Writer Award will be presented at the Louisiana Book Festival on October 27.
3. The Center for Latin American and Caribbean Studies in collaboration with Tulane, will present "Jallalla: Masters of Bolivian Cinema," a screening of three films that are part of the Festival of Bolivian Cinema, October 17-19.
4. The Department of Chemistry and Dr. Lynn Koplitz and the Honors Program will present a screening of "Switch," a documentary that addresses controversial energy questions, on Thursday, Oct. 18.
5. Noted author Claire Keegan (Loyola '92) will give a reading of her work on October 24, as part of Loyola's year-long Centennial celebration; contact is Dr. Mary McCay.
6. Dr. Anne Daniell will present the Yamauchi Lecture on October 24, entitled, "Theology of Caring for a Coastal-Carnival Place."
7. The International Conference on Molecular Epidemiology and Evolutionary Genetics of Infectious Diseases will offer three plenary sessions on November 2, which are free to the Loyola community; contact is Dr. Patricia Dorn.
8. Illustrated lecture featuring details of ghost ships of the Klondike Gold Rush is Oct. 30, presented Dr. Robyn Woodward, Ph.D., as announced by Dr. Connie Rodriguez.

9. The Ignatian Faculty Fellows Program was presented by Dr. John Sebastian, who distributed flyers describing the semester-long faculty seminar: “exploring the life of Ignatius, history of the Jesuits and Jesuit education, Ignatian spirituality through the *Spiritual Exercises*, and the role of social justice in Jesuit higher education today.” He said that fellows will receive a \$750 stipend and a small resource library.

## V. Reports

### 1. Budget Update

Dr. Calzada referred to a recent article in the *Maroon*. She said that all colleges were asked to reduce operating budgets by 10%. She reported returning \$20,000 student-assistant funding (except WAC and Math tutor labs), as part of the 10% cut from CHNS. She said that the college will preserve the departmental budget increases from the last two years (10% increase last year and 4.5% increase this year). She said that operating budgets were still down from pre-Katrina levels.

### 2. Policy on Travel Funding

Dr. Calzada reported that she sent notice to chairs of a \$5,000 reduction in CHNS travel funding effective October 20. She said the maximum trip funding will now be \$1,400; priorities for funding will be paper presentation or conference organization; and funding for extraordinary, full time faculty is still available, with significant support from the departments. She requested that faculty who obtained approvals at the \$1,500 level try not to spend the entire amount. A faculty member suggested that faculty serving as conference organizers first request funding from the conference or other organization. Dean Calzada agreed that a qualifier might be written, e.g. “If no funding is available from... .”

Faculty returned to the budget topic, *Reports, 1. Budget Update*. They cited budget problems related to unmet targets for recruitment and retention and concerns with student selection, student debt, economic demographics and compatibility with the university’s mission and scholarship.

### 3. Annual Giving

Dr. Calzada asked to have full participation. She said that faculty may split their gifts between the college and department. She also requested that faculty support the Capital Campaign and contact Karen Anklam with the names of potential “high” donors.

### 4. Common Curriculum

Dr. Don Hauber referred faculty to the on-line form for submission to the respective college.

### 5. Office of Teaching Certification

Dr. Calzada directed faculty to bring teaching certification DPCL concerns to Mr. Rich Wilson in the Dean’s Office, ahead of the teaching certification proposal being forwarded to chairs for signatures next week. She asked that faculty who may know a high school administrator willing to write a letter of support contact her for specifics.

6. Update on Student Retention

Dr. Calzada displayed slides of retention rates (shown below) for the 2011-2012 academic year and discussed reasons for non-retention: students' performances, financial inability to pay, financial choice, program, fit, etc. She and Associate Dean Judith Hunt said they want to identify non-retention reasons that should have been apparent at the beginning (e.g. academic potential for pre-health and pre-med programs). Other concerns cited included medical leaves resulting in debts needing repayment prior to re-enrollments, ethics of bringing in unprepared students who are poor and leave in debt, challenges with advisees in undisclosed "protocols" from Sarah Smith in the Academic Resource Center, and assistance for immature students who are academically capable.

HuNS First Year Retention	70.67%	Reason for Not returning	
		Academic Performance	23
Here in Fall 2012	265	Academic Program	12
Not Retained	110	Behavior	2
TOTAL	375	Distance	17
		Employment	1
		Financial Ability	21
		Financial Choice	13
		Fit	8
		Health	3
		Leave of absence	3
		Medical	5
		Other	2

7. Monroe Hall

Dr. Calzada reported the following updates:

Greenhouse – seeking ways to modify rather than eliminate.

Plans – revised plans are anticipated by the end of the week.

Maintenance – Dr. Calzada requested plans for maintenance of the new building be provided.

8. Dean's Search

Dr. Mark Fernandez reported that the committee and consultants developed the ad and ad's placement, including accurate information for candidates.

**VI. Old Business**

1. Part-time Faculty Representation

Interim Dean Calzada reported that the subcommittee is looking into the matter.

**VII. New Business**

1. Wording from Dr. Nathan Henne:

*Motion to establish a consistent committee replacement policy in the College of Humanities and Natural Sciences*

*HUNS should adopt a consistent policy for replacing committee members when they will be absent (for sabbatical or other planned leave) from committee meetings for at*

*least one semester but not for more than a year. For consistency and fairness purposes this policy should apply to: members of all college committees; and to all college members who serve on university committees, unless the university committee has another procedure for replacement in its protocol, in which case the university committee's policy shall supersede this unified college policy.*

*Move that elected HUNS committee members, who will experience planned absences of at least one semester but not more than a year, shall appoint their own replacements for those committee seats, unless a university committee has an established procedure for replacement in its protocol. If the absence shall be for more than a year, the College Election Committee will run an election to replace the member. If the absence shall be for less than one semester, normal proxy rules shall apply. If the absence is not planned, the CEC shall run a new election.*

Dr. Henne displayed a slide and Dr. Calzada read the motion to the assembly. The motion was seconded. Discussion regarding paragraph 2, "shall appoint their own replacements," was considered. The motion was not amended; Dr. Henne will work on modifying the motion for the next assembly, based on the discussions.

2. Suggested College Faculty Handbook Revisions

Dr. Maria Calzada presented the attached motion. The motion was seconded. Dr. Calzada said that the motion will be voted upon at the next assembly.

3. Monroe Hall Temporary Relocations

Faculty members objected that academic faculty offices were being moved to portable buildings on the Mercy Hall parking lot, rather than into swing space in Marquette Hall, afforded by other moves into the renovated Thomas Hall. A faculty member said that the Monroe Hall planning committee was not convened; the steering committee merely walked around the spaces; he said they were not told that the vacated space in Marquette Hall would be renovated for the few executive offices of General Counsel currently occupying the space. Faculty cited an apparent shift since Katrina toward expensively hiring additional administrators, while the post-Katrina faculty hiring represented replacements, not the needed expansion of the faculty. Faculty suggested taking action to either have the Council of Chairs meet with the Provost or to invite the Provost and key persons to the assembly.

### **VIII. Move to Adjourn**

The meeting adjourned at 1:50 p.m.

Attachment:

*"Suggested Revisions to the Faculty Handbook of the College of Humanities and Natural Sciences" from Dr. Maria Calzada*

SUGGESTED REVISIONS TO THE FACULTY HANDBOOK OF THE COLLEGE OF HUMANITIES AND NATURAL SCIENCES

THESE REVISIONS WERE REVIEWED BY THE COLLEGE PLANNING TEAM ON SEPTEMBER 25, 2012 AND BY THE COUNCIL OF CHAIRS ON OCTOBER 1, 2012

**The Constitution of the College Assembly**

II. Membership

V.4 The president, ~~and the~~ in consultation with the Council of Chairpersons and the College Planning Team, shall determine the agenda for the Assembly.

**Council of Chairpersons**

Purpose

The Council will operate as follows:

4. All changes in the *College Faculty* Handbook, however, they originate, will be placed as motions to the College Assembly by the decision of the ~~College Planning Team~~ Council of Chairpersons in consultation with the ~~Council of Chairpersons~~ College Planning Team

**College Planning Team**

**Membership**

The Dean will appoint one representative each from SCAP and ~~UPTSPT~~.

Goals and Charges to the Committee

Add the following:

- Work with the Dean and the Council of Chairpersons to set the agenda for the College Assembly

**Common Curriculum Committee**

Remove entire section

**University Honors Advisory Board**

Remove entire section

**Faculty Guide to the Common Curriculum**

Remove entire section; it is superseded by the SCCC protocols

## **Sabbatical and Leave Procedures**

Any faculty member in the college who is requesting an academic leave of absence, sabbatical, or an academic grant request should follow the ~~procedures and guidelines described by the University Grants & Leaves Committee~~ procedures stipulated in the *Faculty Handbook*. For academic grant requests, faculty should follow the procedures disseminated by the University Committee on Internal Grants. Sabbatical and leaves are discussed in Chapter 6 of the *Faculty Handbook*. For sabbatical/academic leaves Faculty should submit to the Dean the following:

1. A letter requesting the leave, or sabbatical or grant request stating the purpose of the leave, or sabbatical, or grant request.
2. A letter from the chairperson of his/her department approving the leave and stating what provisions are to be made for teaching the course load normally taught by him/her. If the chairperson of a department is requesting the leave, the letter of recommendation should come from all tenured faculty in the department.
3. A sabbatical/leave application including information about previous leaves and a description of the project/projects to be completed during the leave with expected outcomes. The application can be found in the College Intranet.

~~3. After the Dean endorses the leave, sabbatical, or academic grant request, the documents will be released only to the faculty member. He/she then has the responsibility of submitting the applications to the committee. The Dean reviews applications, may request information and makes a written recommendation to the Provost and Vice President for Academic Affairs indicating support for, or opposition to, the request for sabbatical/academic leave and whether a replacement will be needed. These documents shall be forwarded by the Dean to the Provost within thirty calendar days after the deadline for accepting applications. The Dean's decision will be forwarded to the chair and the faculty member. In the event of a negative decision, the faculty member may appeal to the Provost.~~

For additional requirements of a sabbatical leave, see the *University Faculty Handbook*, 6.4.

## **Handbook Review Committee**

The Dean, in consultation with the College Assembly, can convene an Ad Hoc Handbook Review Committee as needed. Recommendations from the Ad Hoc Handbook Review Committee go to the College Planning Team and then Council of Chairs for submission as agenda items to the College Assembly. All changes will be tracked and reported to the faculty assembly.