

Humanities and Natural Sciences College Assembly
August 23, 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, R. Anderson, Bell, Berendzen, Biswas, Brazier, Brice, Brungardt, Cahill, Chambers, Clark, Clay, Collidge, Corbin, Corprew, Dewell, Doll, Dorn, Duggar, Dupuis, Eskine, Ewell, Fernandez, Garrity, Gauthier, Gnuse, Goodine, Gossiaux, Gruber, Hamblin, Hauber, Henne, Howard, Hymel, Jordan, Kargol, Kelly, Keulman, Koplitz, Lewis, Li, Mabe, Matei, McCay, McHugh, Mix, Moazami, Moore, Mui, Newberger, Nystrom, Peterson, Philip, Randall, Rogers, Rosenbecker, Rupakheti, Salmon, Saxton, Schaberg, Schaefer, Sebastian, Spence, Stephenson, Tan, Thibodeaux, Tucci, Vacek, Walkenhorst, Welsh, Willems, Yakich, Zucker, and Associate Dean Hunt.

II. Invocation

Sylvester Tan, S.J., delivered the invocation.

III. Approval of Minutes

The minutes of May 3, 2012 were approved as written.

IV. Announcements / Guests

1. Provost -- Dr. Marc Manganaro, Vice President and Provost, greeted faculty and summarized key items: SACS' 5-year-review letter of approval, Monroe Hall renovation/expansion, common-curriculum implementation, confidence in faculty, budget timing and faculty hires in "buyers' market," equity issues and extras (e.g., interdisciplinary studies), the Provost's Retreat with Deans, the Centennial and Capital Campaign.
2. Institutional Advancement -- Mr. William Bishop, Vice President for Institutional Advancement, highlighted activities in development, alumni contacts and advancement data base, marketing and communications publications, speakers' series, leadership campaign, faculty/staff campaign, campaign council reps, and he invited faculty to continue contacts with Ms. Karen Anklam regarding potential donors.
3. Public Affairs -- Ms. Jessica Brown, Communications Coordinator for Public Affairs, cited their focus on the external community and "Loyola at a Glance;" she reminded faculty to submit publicity requests on-line.
4. Development -- Ms. Karen Anklam, Development Officer for CHNS, reintroduced herself to faculty, welcomed new faculty and Interim Dean Calzada, and looked forward to her continued collaboration with the college's interim dean and faculty.
5. Parliamentarian -- Dr. Karen Rosenbecker, HNS College Assembly Parliamentarian, accepted her continued role, displayed the *Robert's Rules of Order* revised edition (e.g. addition of electronic meetings), and invited faculty to speak with her anytime.
6. New Faculty -- Departmental faculty members were introduced and welcomed.
7. Travel Policy -- Interim Dean Calzada said the travel policy is on the intranet site. She announced that deadlines for submitting reimbursement requests are within 60 days of the purchase date (not travel date) to avoid being taxed as income, and within 90 days of the purchase date to be eligible for reimbursement.

8. Other Announcements – Dr. Calzada said the hurricane evacuation planning session will be on August 23. She said several books and one regalia robe were left for interested faculty by Dr. JoAnn Cruz and may be claimed in the Dean’s Office.

V. Reports

1. Common Curriculum -- Dr. Don Hauber reminded faculty that each advanced common curriculum course must be reworked and submitted as a proposal by deadlines to the Dean: October 12 for Fall 2013 and mid-February for Spring 2014. He called for natural science modules, labs, hybrid courses, modified existing courses, field courses, adherence to criteria for learning outcomes and assessments, RAC requirements and syllabi to workgroups. He thanked members of the workgroups and committee members. Faculty asked where to find the list of approved courses and information on work groups. This information can be found at <http://academicaffairs.loyno.edu/standing-committee-common-curriculum-sccc>.
2. Research Course Releases – Interim Dean Calzada reported that the information was given to the Provost and did not need to be in the handbook.
3. Creative Arts and Cultures – Interim Dean Calzada reported concerns left by outgoing Dean Cruz regarding the way the Creative Arts and Cultures criteria were established, the lack of a formal vote in SCAP, and the possibility that the criteria may preclude qualification of many culture courses from CHNS. Dr. Calzada proposed a two-pronged approach: she will go to the first SCAP meeting and repeat concerns about the criteria approval process, while CHNS faculty will propose courses for the Creative Arts and Cultures requirement to test the criteria.
4. Monroe Hall -- Dr. Calzada reported that the proposed number of floors will be decided in two to three weeks, and continued hope for a 6th floor. She said several classrooms on the 5th floor and one on the 4th floor will close in mid-December as construction reaches those areas. She said that beginning with the spring semester, Michael Rachel will schedule the fewest students possible in Monroe Hall and will schedule more courses in late afternoon, evening and early morning (e.g. 8:00 a.m.). She said offices in the construction areas will move to trailers in the Mercy Hall parking lot.

VI. Old Business

Motion “to revise the College Handbook with regard to assembly voting eligibility in Articles II (part-time) and VI (proxy), as given in the attachments.”

The motion had been introduced by Dr. Calzada on April 19, considered on May 3, and delayed until the fall semester. Discussion: Dr. Calzada said that subsequent discussions identified a problem in establishing quorums: few eligible half-time faculty members attend assemblies and each are allocated one-half vote; absences could negatively affect a quorum count. The issue of representation was also considered. A faculty member suggested reducing part-time faculty voting eligibility to 1-2 delegates. Interim Dean Calzada asked for a subcommittee consisting of Dr. Mark Fernandez and Dr. William Walkenhorst to develop recommendations to bring to the assembly.

VII. New Business

College Faculty Handbooks – Dr. Calzada said the intranet displays three handbooks: university faculty handbook, college faculty handbook, and college handbooks with a common table of contents. Discussions included having a static PDF vs. links to active updates, and watching for consistency after a faculty member observed that minor *ad hoc* changes had been made by the Provost’s Office.

VIII. Return to VI., Old Business, Motion

The Parliamentarian reminded faculty that the motion remained on the floor and the minutes need to reflect the assembly's decision, e.g., postponing until Drs. Fernandez and Walkenhorst make recommendations. Interim Dean Calzada called for a voice vote. The decision to postpone was unanimous.

IX. Announcements from the Floor

Interim Dean Calzada invited announcements. Five upcoming events were announced.

X. Move to Adjourn

The meeting was adjourned at 1:45 p.m.

Attachment: Motion (*re assembly voting eligibility, 2 pp*)

ARTICLE II

Membership

The membership of the Assembly shall be composed of the Dean, the Assistant/Associate Dean, and all members of the faculty. Full-time faculty members have one (1) vote and part timefaculty¹ members have one-half (1/2) vote.

¹ A part-time faculty is defined as a faculty member who is teaching (or is expected to teach) at least one 3-credit course each semester of an academic year. The office of the dean will compile a list of such part-time faculty in August each academic year. The list will be updated the following January.

ARTICLE VI

Voting at Assembly Meetings

1. In order to vote at Assembly meetings, members must be either present or submit notification in writing to the secretary designating who in that member's voting unit may cast his or her proxy. Proxies are allowed only for full-time members teaching a regularly scheduled class that conflicts with the meeting time of the Assembly and for faculty absent on University business. The proxy must be submitted one working day in advance of the meeting.