

**Humanities and Natural Sciences College Assembly
September 20, 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: Altschul, Berendzen, Birdwhistell, Bourgeois, Brice, Brungardt, Cahill, Chambers, Clark, Corbin, Dewell, Doll, Duggar, Dupuis, Eskine, Ewell, Farge, Fernandez, Gauthier, Goodine, Gossiaux, Gruber, Hamblin, Hauber, Henne, Howard, Hymel, Kelly, Keulman, Khan, Kornovich, Leland, Lewis, Li, Mabe, McCay, Mui, Neuberger, Nichols, Nystrom, Peterson, Rosenbecker, Rupakheti, Salmon, Schaberg, Sebastian, Shanata, Stephenson, Tan, Tucci, Underwood (R. Anderson's proxy), Vacek, Villarreal, Welsh, Wessinger, Willems, Yakich, Zucker, and Associate Dean Hunt.

II. Invocation

The invocation was given by Rev. William Farge, S.J.

III. Guest

Interim Dean Maria Calzada introduced Ms. Karen Anklam, the CHNS liaison with Institutional Advancement. Ms. Anklam said that philanthropy continues during economic downturns and gifts sometimes come from unlikely sources. She asked faculty members to make her aware of persons they may know who have the inclination and capacity to give.

IV. Report on Blackboard for Evacuations and University Closings

Interim Dean Calzada asked the assembly for permission to reorder the agenda. There were no objections. She introduced Dr. Melanie McKay to lead the informational session. Dr. McKay said that the emergency plan is under revision in the Office of Academic Affairs (e.g., power outages during recent hurricane closing disallowed on-line connections). She suggested that faculty routinely post their first month of fall courses on Blackboard and that they use Blackboard for the required make-up classes. She introduced Dr. Mary McCay and Dr. Erin Dupuis to present examples of their experiences with Blackboard and contacts with enrolled students. Dr. McCay said that she initially makes a list of students' smart phone or texting availability. She displayed her pre-class assignments, formats for weekly blogs, note sheets, and work sheets. Dr. Dupuis displayed her freshmen seminar assignments, with examples of students' work and responses.

V. Approval of Minutes of August 23, 2012

Postponed until the next assembly.

VI. Announcements

1. Common Curriculum: Interim Dean Calzada announced the deadline for proposals and listed approved courses to date. Dr. Don Hauber mentioned that previous advanced common curriculum courses will be cross-listed; unmatched courses will be flexibly treated.
2. Meet and Greet Party: September 27, 3:30-5:00 p.m. in the Dean's Conference Room and office areas.

3. Presidential Centennial Guest Series: September 20, speaker is the Most Rev. Gregory Michael Aymond, "Catholic Education: Gifts and Challenges in 2012 and Beyond."
4. Advising Seminar: September 21 at 3:30 p.m. in Monroe Library MM2, presenters are Laura Beatty (Mass Communications), Liz Rainey (Retention and Student Success) and Cathy Simoneaux (Financial Aid).
5. Family Weekend: September 28-30, reception in the Academic Quad, faculty and staff are invited.
6. Shadow Your Student to Class: September 28.
7. Faculty Handbook copies are available in the Dean's Office
8. NolaLoyola 2012 "Beats of the Streets: Brass Band Tradition in New Orleans" reception at 6:00 p.m. followed by performances at 7:00 p.m., September 28, Roussel Hall.
9. Service Learning: due October 19.

VI. Reports

1. College Faculty Handbooks: College Faculty Handbook and Common Table of Contents
Dr. Calzada referred to the College Handbook on the CHNS Intranet website. She reported that Dr. Mark Fernandez and Dr. Bill Walkenhorst had been working on changes to be presented to the CPT, followed by the Council of Chairs, and finally to the Assembly for approval. She then referred to the Common Table of Contents Handbook and said that she found it to be potentially useful. She said the challenge will be to keep it updated, even as to links (e.g. procedures for applying for sabbaticals are scattered). A question and answer session followed.
2. Creative Arts and Cultures
Dr. Calzada reported that she attended the SCAP meeting and conveyed the concerns with process left by former Dean JoAnn Cruz. Dr. Calzada said that procedural problems with the approval of criteria included the manner in which they were presented and passed in a rush at the end of the meeting. She said the Provost agreed to listen to the recording of the meeting; some members may have voted "no." She said that workgroup representatives Dr. Sebastian and Dr. Henne will be helpful to college faculty. Dr. Sebastian said faculty members have the opportunity to define unclear terms (e.g. "Popular Culture"). Dr. Calzada and Dr. McCay advised faculty not to be discouraged by the process, to submit proposals ahead of the deadline, and to revise and resubmit any proposals returned by workgroups.
3. Monroe Hall
Dr. Calzada reported on the steering committee meeting outcomes: the 6th floor will be added, 7th floor infrastructure will be available for future funding, Biology will not have a greenhouse, one-year timetable to decide the level of renovation for Nunemaker Hall was established, no code problems will remain, and the planned atrium will not be built.
4. Enrollment and Retention
Dr. Calzada reported that the budget was affected by a shortfall in the anticipated 909 students, with only 880 enrollments. She said the mandate from the Board of Trustees was 900. Assembly discussion considered factors at the university level: the \$500 application fee, the hurricane, disruptions with the dorms, problem that the annual budget is tuition-driven, problem with retention being under 75% for freshmen-to-sophomore years. Assembly discussion of the college-level factors included: exploring deeper considerations than the University Committee's broad initiatives, continuing student interviews conducted by Associate Dean Hunt's office (e.g., asking amount of tuition owed), looking into retention issues from junior-to-senior years (currently not addressed at the university level), addressing problems with admission of students into majors for which they are not academically

prepared (a serious issue in the sciences), observing that English placement scores were increasingly under 500, and dealing with conditional admits at 22%.

VII. Old Business

Postponed 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.” Interim Dean Calzada said that the subcommittee will bring the postponed motion back to the Assembly after further study. She said the subcommittee members are Dr. Mark Fernandez, Dr. Bill Walkenhorst, Dr. Brad Petitfils and Dr. Lori Ranner.

VIII. New Business

Consistent Policy on Alternates/Replacements for College and University Committees

Dr. Nathan Henne opened the informational discussion with suggested options: replace with the respective election’s runner-up, have the Dean make an emergency appointment, run another election, have the resigning person appoint a replacement. Faculty agreed that a college policy was needed. Dr. Calzada said the university was interested in college appointments to committees, but not in how the appointments were made. Dr. Henne said that the election committee knows when alternates are needed (e.g., sabbatical lists). Dr. Henne invited faculty to send suggestions to him.

IX. Move to Adjourn

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