

Humanities and Natural Sciences College Assembly
March 17, 2011
MINUTES

I. Call to Order

The regular assembly meeting was called to order by Dean Jo Ann Cruz at 12:30 p.m. on March 17, 2011 in Bobet Hall 332. Attended: Abboud, Adams, Bednarz, Bell, Berendzen, Biguenet, Birdwhistell, Blundell, Bourgeois, Brice, Brungardt, Butler, Cahill, Calzada, DeGifis, Dewell, Dittrich, Doll, Egejuru, Eklund, Ethridge, Farge, Gauthier, Hauber, Hoffman, Hood, Hrebik, Kelly, Kornovich, LC student rep (signature unclear), Locke (English student rep), Mabe, Matei, McCay, Melancon, Moore, Mui, Murphy, Nielsen, Quesada, Rosenbecker, Rowntree, Saxton, Schaberg, Schwartz, Sebastian, Spevack, Thum, Underwood, Walkenhorst, Willems, Yakich, and Associate Dean Hunt.

II. Invocation

The invocation was given by Rev. Stephen Rowntree, S.J.

III. Approval of Minutes

The minutes of February 17, 2011 were approved, with one change from Dr. Walkenhorst: V. Reports, 2. Common Curriculum: change “80-20 split” to “20-80 split.”

IV. Announcements

1. Alumnus/Alumna of the Year -- Dean Cruz requested additional nominations for Institutional Advancement’s awards for Alumnus/Alumna of the Year, at two levels: young (recent years) and mature (past years).
2. Web Updates to Faculty CVs and Publication Lists -- Ms. Annie Goldman announced that she will upload updated faculty CVs and publications lists to the Faculty Bio page. She said that each faculty member’s photo is needed to replace the silhouette. Dean Cruz urged updates and said that recruits are looking at faculty publications. Faculty requested that the department pages be modified to reflect the mission of research. Dean Cruz suggested a meeting among particular faculty and the web team. Dean Cruz said that she would meet with Institutional Advancement and that faculty having particular internal search problems could meet with the web team.
3. Thesis Direction, Independent Study Forms -- Dean Cruz announced that Honors thesis direction will now be added to the Independent Study forms and can count toward a course release after 18 credits, assuming that the director meets with the student regularly (e.g. every two weeks) and the form details mentoring approximately equivalent to 3 credits. She said the CPT had asked to remand this issue to the Council of Chairs which supported the change.

4. Center for Latin American and Caribbean Studies Upcoming Events
Dr. Uriel Quesada announced events:
March 30, 7:00 p.m. – Forum on How Latinos Influence Contemporary U.S. Politics;
April 4, 7:30 p.m. – Forum Exploring Role of the Arts as a Means to Reduce Violence (Art Exhibit “An Artist’s Rage,” Gustavo Duque);
April 7, 6:30 p.m. – Claudia Yelin will present her book, *Emigrar: En Busca de un Espacio de Amparo*;
April 13, 7:00 p.m. – Dr. Angel Quintero-Rivera, “The Complex Geography of Salsa Music: Culture, Nation and Migration.”
5. Professor of the Year -- Dean Cruz called for nominations for the Professor of the Year Award.
6. ACJU Working Group on Attributes of Jesuit Higher Education -- Dean Cruz said the ACJU is inviting nominations from the college for a possible seat on the 14-member working group on attributes of Jesuit higher education; nomination deadline is March 31; the working group meets in late July.
7. Renovation Updates – Monroe Hall: Dean Cruz announced that the architects were due two weeks ago, work on funding continues, and a staging plan is needed. Bobet Hall: Dean Cruz announced that the plan was en route via overnight courier and the point person is Rev. William Farge, S.J.; she suggested that because additional restrooms would eliminate faculty offices and the conference room, staging should be the first two floors, leaving the higher floors untouched until later.
8. AAUP Chapter Topic -- Dr. Calzada said that an AAUP Chapter meeting on Monday will discuss removal of censure.
9. Valerie Martin Interview and Talk -- Dr. Adams announced that New Orleans-born writer and winner of the 2010 Louisiana Writer Award, Valerie Martin, will discuss her writing career during an interview by John Biguenet on March 28 following a reception in Bobet Hall.
10. Reception for Women in STEM Fields -- Dr. Butler announced that an appreciation reception for women faculty in the STEM fields is March 22.
11. E. Letitia Beard Distinguished Professorship in Biological Sciences – Dean Cruz said that she attended the recent reception for the endowed professorship named in Dr. Beard’s honor, with Dr. Beard as the first to receive the professorship. Congratulations were extended.

V. **Guests**

Capital Campaign Update and Corporate Giving -- Mr. Chris Wiseman, Associate VP for Development, began by asking that faculty let IA know what customization they want for the “Publications.” He then described the comprehensive six-year campaign, preparations for Loyola 2012, evolution of the case statement, and highlighted the “sea change for development” under the new VP, Mr. Bill Bishop. In response to questions from the floor, he clarified corporate giving policy. He said that if a gift became inconsistent with Loyola’s mission, it would be returned. A faculty member said that a current statement defining Loyola was needed. He replied that he would defer to Ms. Terrell Fisher. He said a written policy on naming for donors was being developed to include time limits and renewable options.

VI. Reports

1. SORC (Dr. Kurt Birdwhistell)

Dr. Birdwhistell thanked Dr. Calzada for help with the report. He then displayed and discussed slides (attached). He reviewed procedures to arrive at salary figures and general SORC policies. Faculty suggested that the value of advising and community engagement be revisited.

2. CCITF Report on Workshops and Sub-committees (Dr. Bill Walkenhorst)

Dr. Walkenhorst introduced the March 1, 2011 memorandum, "Proposal for Common Curriculum Implementation Workgroups," (copy attached) from Dr. Lydia Voigt to Dr. Edward Kvet, as distributed with the assembly's agenda. Discussion followed. Library representation on the Writing about Literature workgroup was questioned; questioner praised the library as being important to all programs, though not in the criteria development role.

Roles of liaison and workgroup member were considered interchangeable by Dr. Voigt according to a faculty member; a CCITF member said they are non-voting. Foreign Languages workgroup's pending status was described, citing ongoing subcommittee efforts to arrange meetings among FLs and Deans for further developments.

Pre-Modern representation was discussed, with concerns regarding College of Business representation (non-teachers of pre-modern). A member of the CPT said that sciences had raised similar concerns. Dean Cruz ended discussion due to time constraints. She invited faculty to submit comments to her via email. She said she had similar comments from CPT and had asked Dr. Voigt to delay submission to SCAP so that concerns could be addressed.

3. CPT Re Working Document on Faculty Representation on University Committees (Dr. Maria Calzada)

Dr. Calzada displayed a slide (attached) and reported that Dr. Mark Fernandez had suggested endorsing one of the methods; she said that the Hill-Huntington method was considered the best. The related motion was introduced under "Old Business."

VII. Old Business

Motion (Dr. Maria Calzada): *"The Assembly of the College of Humanities and Natural Sciences endorses the Hill-Huntington representation method. Further, the college asks that the Faculty Handbook Revision Committee consider the apportionment suggested by the Hill-Huntington method to determine SCAP faculty representation."*

The motion was made and seconded. Move to call the question was made and seconded. The Parliamentarian, Dr. Karen Rosenbecker, determined that provisional approval could be obtained from the assembly. Dean Cruz called for a vote. Result of the voice vote was unanimous in favor, with none opposed and none abstained. The motion passed provisionally for approval at the next meeting.

VIII. Move to Adjourn

The assembly adjourned at 1:50 p.m.

Attachments

SORC Report to the College Assembly, March 17, 2011

- The following report provides an overview of the salary distribution/Evaluation system SORC used for 2011 salary increases as well as some background on the general procedure used by SORC and the Dean to determine a salary figure.
- **SORC has ABSOLUTELY** no input on the size of the salary raise pool.
 - This year **1.5%** , College of HUNS, **\$92,883**.

- The salary raise pool in HUNS is split 50/50 between
 - **straight dollar amount : percentage of salary**
 - Each person that scores a 3.5 overall score gets the same dollar raise for that score. The other 50% of the raise is dependent on the individual salary.
- **See spreadsheet example.**

Salary differences

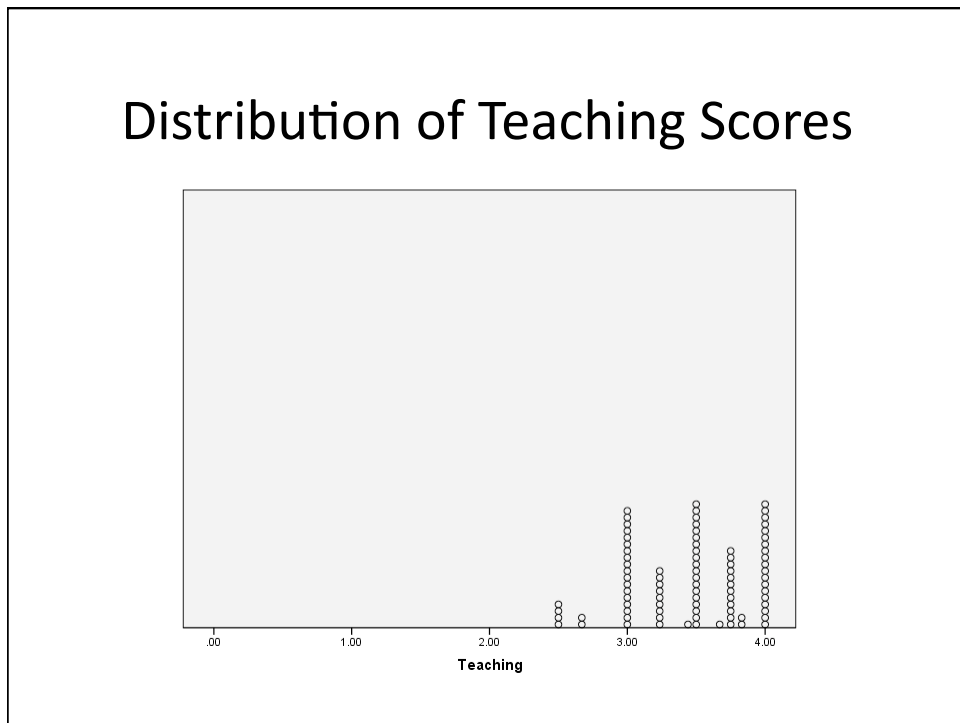
- The largest difference between department average raises was **\$160**.
- The largest difference between highest raise and lowest raise was **\$841** per year.

Other General SORC policies.

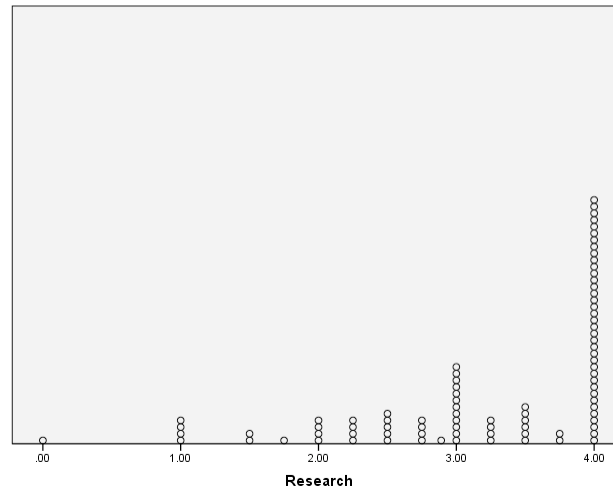
- **Dux Academicus** winner gets a score of 4 for three years after the award
- **Assigned a 4** in research for having a peer reviewed publication with a 2010 publication date.
- **First year faculty**: were assigned T(3), R(3), S(2) (small adjustments were made in exceptional cases)
- **Faculty on Sabbatical** during 2010. Their scores were averaged over the past three years. We made small adjustments based on vita update.

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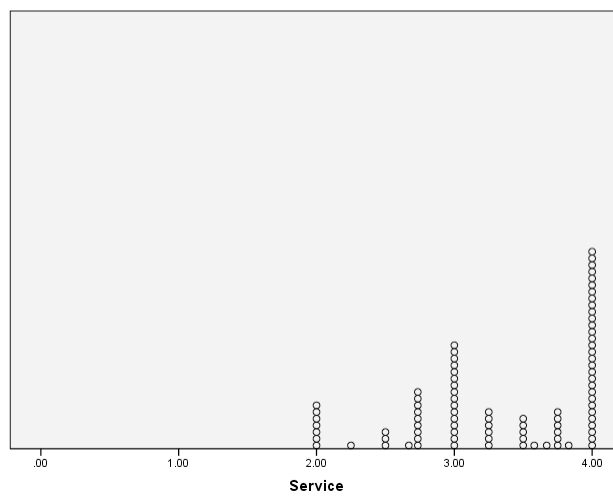
1.5% Raise Pool (The way it is now)					(If all variable)
Median Assistant Professor					
Salary	SORC SCORE	Fixed Raise	Variable Raise	Total Raise	Variable Raise
\$55,727	3.5	\$548	\$427	\$975	\$856
Median Associate Professor					
Salary	SORC SCORE	Fixed Raise	Variable Raise	Total Raise	Variable Raise
\$63,024	3.5	\$548	\$483	\$1,031	\$968
Median Professor Salary					
Salary	SORC SCORE	Fixed Raise	Variable Raise	Total Raise	Variable Raise
\$82,105	3.5	\$548	\$630	\$1,178	\$1,261



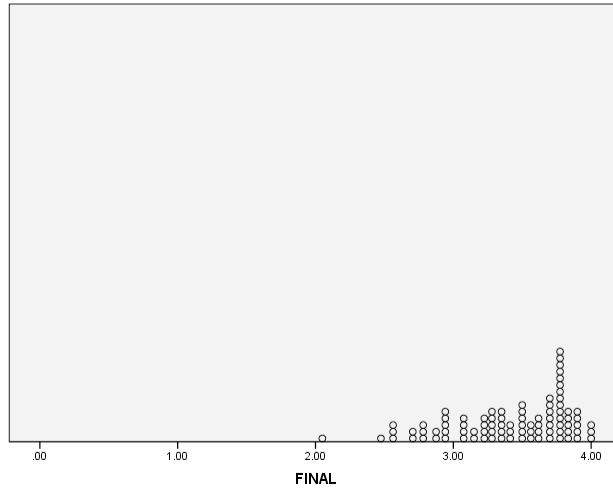
Distribution of Research Scores



Distribution of Service Scores



Distribution of Weighted Scores





To: Dr. Edward J. Kvet,
Provost and Vice President for Academic Affairs
And
Members of the Standing Committee for Academic Planning (SCAP)

From: Dr. Lydia Voigt
Sr. Vice Provost for Academic Affairs

Subject: Proposal for Common Curriculum Implementation Workgroups

Date: March 1, 2011

On behalf of the Common Curriculum Implementation Task Force (CCITF), I am submitting for your consideration the following description of the Common Curriculum Implementation Workgroup functions and specific composition of each workgroup.

The workgroups will be charged with developing criteria for evaluating proposals for courses or course modules offered to satisfy specific requirements of the Common Curriculum including "Requirements Across the Curriculum" (i.e., check-off requirements). Workgroups will establish criteria based on course descriptions that are available from respective disciplinary areas and consideration of the common curriculum learning outcomes.

The expectation is that these workgroups will function for 2 - 4 years and serve as the main arm of the Standing Committee of the Common Curriculum (SCCC) for course approval recommendations while the revised Common Curriculum is phased in. Faculty members serving on the workgroups from the appropriate colleges/departments would be selected according to college protocol.

The composition of the individual workgroups will depend largely on their specific charge and duties. The charge for each workgroup will also vary as will the anticipated term of activity. In general, workgroups will be made up of Ordinary faculty who are specialists in the specific disciplines. A member of the CCITF¹ will also serve on each workgroup.

Course proposals will be evaluated based on the criteria these workgroups develop. As course proposals are received by the CCITF, they will be forwarded to the appropriate workgroup to be evaluated. Following the review the results of the evaluation including the recommendations will

¹ CCITF will eventually become the Standing Committee of the Common Curriculum (SCCC) upon approval by the Handbook Revision Committee and Senate, and it should be understood that all references to CCITF assumes that it will in time transition to becoming the SCCC.

- **Catholic Tradition:** The workgroup will define the criteria for course offerings to satisfy the Catholic Tradition RAC, and evaluate proposed course offerings. The Catholic Studies minor committee will serve as the workgroup along with a member of the Jesuit community and a CCITF member.
- **Diversity:** The workgroup will define the criteria for course offerings to satisfy the Diversity RAC, and evaluate proposed course offerings. The workgroup will consist of one faculty from each college who has taught a diversity-based course, including one CCITF member.
- **Pre-modern:** The workgroup will define the criteria for course offerings to satisfy the Pre-modern RAC, and evaluate proposed course offerings. The workgroup will consist of two faculty members from the Humanities, one from CMFA, one from CSS and one from CBA; one workgroup member should be from the CCITF, and all members should have experience teaching Pre-Modern courses.

Special Workgroups

- **Foreign Language:** A subcommittee made up of CCITF members including Drs. Sara Butler, Joy Allen, and Sean Cain will work with two ordinary faculty representatives from the Department of Languages & Cultures and the four UG college deans to define the requirement for Languages in the revised Common Curriculum.
 - The Foreign Languages (FL) workgroup will be created after the FL subcommittee has defined the role of Languages in the revised CC following the input of data from incoming students. Faculty members from the Department of L&C and a CCITF/SCCC representative are expected to be a part of the FL workgroup to develop a general set of criteria for approval of Common Curriculum Language courses.
- **Honors Program:** Courses to satisfy the requirements of the Honors Program will be defined by the Honors workgroup, who will establish the necessary criteria for each Honors requirement. The workgroup will also evaluate proposed course offerings. The University Honors Advisory Board (UHAB) will serve as the workgroup along with one CCITF member.
- **Evening/Nontraditional Programs:** This workgroup will establish criteria and evaluate course proposals for Common Curriculum courses to be offered as part of the evening or nontraditional programs. The Professional & Continuing Studies Committee will serve as the workgroup along with a CCITF member.

be forward to the CCITF/SCCC. The recommendations will come to CCITF/SCCC with either "recommended" or "not recommended;" and in some instances the workgroup is authorized to return proposals to the faculty member for revisions and resubmission. Course evaluations forwarded by the workgroup to the CCITF/SCCC should include a summary of the disposition of votes as well as an explanation describing the reasons for the particular disposition.

Proposed Composition of Workgroups

- **FYS:** This workgroup will be the screening committee for FYS courses and will define the review process for these courses. The FYS workgroup will consist of one ordinary faculty member from each of the following: Humanities, Natural Sciences, College of Social Science (CSS), College of Music and Fine Arts (CMFA), College of Business Administration (CBA) and the Library; and the Director of the FYE. Two of the aforementioned will be from the CCITF.
- **Science Process:** Workgroup will refine the structure and content for modules based on the criteria established in the proposed common curriculum implementation plan, and evaluate course modules for this team-taught, interdisciplinary course. The workgroup will consist of two members from Natural Science faculty; one faculty from CSS; and one non-CSS, non-Natural Science CCITF member.
- **Writing about Literature:** Workgroup will define the criteria for the course content to satisfy the requirement and evaluate proposed course offerings. This workgroup will consist of two faculty members from English, one from Languages & Cultures, one from the Library and one at-large CCITF member.
- **Creative Arts and Cultures:** Workgroup will define the criteria for the course content to satisfy the requirement, and evaluate proposed offerings. The workgroup will be composed of three CMFA faculty members (each from a different department), the CMFA CCITF member, one faculty from creative writing or film, one from Languages & Cultures, and one from CSS.
- **Ethics:** The workgroup for this requirement will define the necessary criteria to satisfy the requirement and evaluate proposed course offerings. The workgroup will consist of one normative ethicist from RELS, one normative ethicist from PHIL, one normative ethicist from PHIL/RELS, one faculty from CSS, and one ethicist from CBA. One of the 5 members will be a representative from CCITF.
- **Social Science:** The workgroup for this requirement will define the necessary criteria to satisfy the requirement and evaluate course proposals. The workgroups will consist of three faculty members from CSS (to include one CCITF (CSS rep)), one from economics, and one from psychology.
- **Natural Science in Context:** The workgroup for this course will define the criteria for interdisciplinary courses that meet the requirement, and evaluate proposed offerings. The workgroup will consist of three faculty members from the Natural Sciences and one at-large member; any one of these members will be a representative from the CCITF.
- **Engaging in Science Lab:** The workgroup for this course will define the criteria to satisfy the requirement for interdisciplinary course offerings to include stand-alone labs, labs linked with the intro CC science course, and labs linked with the Natural Science in Context course. The group will evaluate proposed offerings and modules. This will be the same workgroup as the Natural Science in Context workgroup.

Hamilton's Method

Ave Rep 20.33

2011 numbers

Ave Rep 26.33333

College	Ordinary	Quota	Round down	Appor
HuNS	70	3.442623	3	3
SS	26	1.278689	1	1
BuS	19	0.934426	0	1
MFA	30	1.47541	1	3
Law	25	1.229508	1	1
Library	13	0.639344	0	2
total	183	9	6	9

College	Ordinary	Quota	Round Down	Appor
HuNS	88	3.341772	3	3
SS	35	1.329114	1	1
BuS	24	0.911392	0	1
MFA	34	1.291139	1	1
Law	34	1.291139	1	1
Library	22	0.835443	0	2
total	237		6	9

Senate 1
Total Faculty 10

Senate 1
Total Faculty 10

Webster's Method

Ave Rep 20.33

Ave. Rep 26.33333

College	Ordinary	Quota	Round	Cri Div	Cri Div	Appor1
HuNS	70	3.442623	3	20	15.55556	4
SS	26	1.278689	1	17.33		1
BuS	19	0.934426	1	12.67		1
MFA	30	1.47541	1	20	12	1
Law	25	1.229508	1	16.67		1
Library	13	0.639344	1	8.667		1
total	183	9	8			9

College	Ordinary	Round	Critical Divisor	Appor
HuNS	88	3	25.14286	4
SS	35	1	23.33333	1
BuS	24	1	16	1
MFA	34	1	22.66667	1
Law	34	1	22.66667	1
Library	22	1	14.66667	1
total	237	8		

Senate 1
Total Faculty 10

Senate 1
Total Faculty 10

Hill-Huntington Method

2011 numbers

Ave Rep

26.33333

College	Ordinary	Quota	Round down	Round up	Geometric mean	Appor	Critical Divisor	Final Apportionment
HuNS	88	3.341772	3	4	3.4641016	3	25.40341	4
SS	35	1.329114	1	2	1.4142136	1	24.74874	1
BuS	24	0.911392	0	1	0	1	16.97056	1
MFA	34	1.291139	1	2	1.4142136	1	24.04163	1
Law	34	1.291139	1	2	1.4142136	1	24.04163	1
Library	22	0.835443	0	1	0	1	15.55635	1
total	237		6			8		9
Senate						1		1
Total Faculty						9		10

2007 numbers

Ave Rep

20.33333

College	Ordinary	Quota	Round down	Round up	Geometric mean	Appor
HuNS	70	3.442623	3	4	3.4641016	3
SS	26	1.278689	1	2	1.4142136	1
BuS	19	0.934426	0	1	0	1
MFA	30	1.47541	1	2	1.4142136	2
Law	25	1.229508	1	2	1.4142136	1
Library	13	0.639344	0	1	0	1
total	183		9	6		9
Senate						1
Total Faculty						10

Motion

The Assembly of the College of Humanities and Natural Sciences endorses the Hill-Huntington representation method. Further, the college asks that the Faculty Handbook Revision Committee consider the apportionment suggested by the Hill-Huntington method to determine SCAP faculty representation.