

**Humanities and Natural Sciences College Assembly**  
**January 17, 2013**

**MINUTES**

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**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: Beard, Bednarz, Biguenet, Birdwhistell, Blundell, Bourgeois, Brazier, Brungardt, Chambers, Clark, Corbin, Dewell, Doll, Dorn, Duggar, Eklund, Ewell, Fernandez, Goodine, Gossiaux, Gruber, Hauber, Henne, Howard, Hunt, Kelly, Keulman, Khan, Koplitz, Kornovich, Leland, Lewis, Li, Mabe, McCay, Moazami, Moore, Mui, Peterson, Rodriguez, Rogers, Rosenbecker, Rupakheti, Salmon, Saxton, Schaberg, Schaefer, Shanata, Spence, Stephenson, Thum, Tucci, Underwood, Vacek, Welsh, Willems and Zucker.

Also in attendance: Dr. Marc Manganaro, Provost and Vice President for Academic Affairs

**II. Invocation**

The invocation was given by Terri Bednarz, R.S.M.

**III. Provost's Visit to the Assembly**

Dr. Marc Manganaro, Provost and Vice President for Academic Affairs visited the assembly and reported on the following:

1. Monroe Hall Renovation – The project is on schedule, and the steering committee is having regular meetings. Bret Jacobs is the point person. The noise is going to get louder later in the semester when work begins on the core of the building. We will maximize the loud noise in the summertime. Windows will be covered up soon for a long while. When decisions have to be made, we will be very sensitive. Next year we will begin to see the fruits of our labor.
2. Budget – The Board of Trustees voted to approve a 4.9% increase in tuition, a 4.9% increase in room and board, and a 0% increase in salary pool. We hope not to be in this situation next year. We are honoring promotion increases. We are also looking carefully at how we give financial aid, and are working with a financial aid consultant. There was a dip in retention rate – 75% this year, and we should be at 80%. We will be looking closely at first and second year retention rates.
3. Retention – We recently had a Summit on Retention, which consisted of various departments participating in a half-day meeting. Faculty and staff broke up into small groups to discuss the issue. We will now be creating university work groups, and creating a Standing University Committee.
4. Transitions – We are in the process of searching for a Humanities and Natural Sciences Dean. Thanks to everyone working on this process. We are also searching for a financial aid director. And, Luis Miron will be leaving as dean of Social Sciences. Roger White will be the interim dean.
5. Instructional Efficiency – Melanie McKay and I have been meeting with deans on instructional efficiency. We are looking at rationale and equity across the university.
6. Common Curriculum – Thank you for work with preparing courses for approval on the new common curriculum. The next phase will be helping departments determine how

many sections of courses will be offered. We will work with deans, associate deans and chairs.

Provost Manganaro opened the floor for questions. A faculty member asked if there will be cuts to faculty travel. He responded that it would be up to the deans, but we are looking at equity across the board.

Another question was whether or not Provost Manganaro had any offensive strategies on the retention issue. His response was that he considered what we were doing to be very pro-active and not defensive.

A question was raised about budget efficiency and if all departments in the university are participating. Provost Manganaro said it has to go on throughout the university, and the university must always be in a campaign.

A concern was raised by a faculty member that the Strategic Planning Team might not be giving the faculty enough of a voice, and that too much power is being given to the Vice Presidents.

#### **IV. Approval of Minutes - December 6, 2012**

The minutes of December 6, 2012 were approved by voice vote, with no objections and one abstention.

#### **V. Announcements by Interim Dean Maria Calzada**

1. Nominations have been open for the HNS faculty awards in teaching, advising, research, service and staff excellence awards. Packets are due in the HNS Dean's Office no later than April 15, 2013.
2. Who are we? HNS or HuNS. As recommended by the CPT and the Council of Chairs we will now use HNS on official documents.
3. Common Curriculum—Courses for spring 2014 are due to the dean's office by February 22<sup>nd</sup>. We are working on how we are going to phase in common curriculum for new students.
4. Lynda Favret is retiring at the end of January. There will be a goodbye party with cake on Tuesday, Jan 29<sup>th</sup> from 12:30 p.m. – 2:00 p.m. in the dean's office.

#### **VI. Reports**

1. Salary Oversight and Review Committee (SORC) - There was a SORC meeting last week to discuss the advantages/disadvantages of going through the SORC process in a year with no raises. No final determination was made but there was general agreement that SORC should review its own processes and some recommendations. Lynn Koplitz has agreed to be the chair of SORC and will call another meeting after the dean search process is complete. Please send your thoughts and comments on this matter to Lynn or to me.
2. Monroe Hall –Thom Spence reported that everything is on schedule and the steering committee is meeting once every other week during the windows. The steel structure is done, the internal walls on the 5<sup>th</sup> are down and work on the core will begin soon. The scaled down drawings will be in the Chemistry department if anyone wants to view them. Dr. Spence is on the Space Allocation Committee and they will be looking at uses for Veritas Hall. It is unclear if the building is up to code for any use right now.
3. Dean Search – Faculty raised concern that they haven't had clearance to do off-line referencing. Dean Boomgaarden is discussing this issue with the national search firm,

Witt-Kieffer. Diane Riehlmann will also contact Witt-Kieffer about keeping the feedback form links active on all candidates until 3 days after the final candidate visit.

## **VII. Old Business**

### 1. Document: Concerns about Planning/Decisions

As decided by the assembly on December 6, the draft document was returned for College Planning Team and Council of Chairs. The resulting document (*Attachment #1*) was up for approval by the assembly.

Motion was made and seconded with no opposition and abstention. Motion passed.

### 2. Motion: To Accept Suggested Revisions to the HNS College Faculty Handbook (Dr. Maria Calzada)

The suggested revisions for assembly consideration are from the agendas of October and December. The December assembly ended before they were considered. (*Attachment #2*)

Motion was made and seconded. There were no discussions. Voice vote on the motion was unanimous, with no abstentions. Motion passed.

### 3. HNS College Assembly Quorum

#### a) Quorum House Rule (Dr. Karen Rosenbecker, Parliamentarian)

Proposed house rule: "A quorum count will be conducted only if a member of the assembly requests the count." *Rationale*: This has been the practice (unwritten house rules), which is different from Robert's Rules of Order. A member of the assembly has recommended that the assembly vote to make this house rule part of the record (minutes). Motion was made to accept and seconded, with no discussions and no abstentions.

Motion passed.

#### b) Quorum Number

Suggested HNS College Faculty Handbook revision: "A quorum required and sufficient for voting shall be constituted by 40% of the full-time faculty of the College, inclusive of the president." *Rationale*: We currently have 131 full-time faculty. A simple majority of the full-time faculty is 66, which we hardly ever hold. Forty-percent of the full-time faculty is 53, which is a reasonable number to expect to have in attendance.

There was discussion on this motion including the possibility of changing the words "40% of the full time faculty" to "40% of the ordinary faculty."

Motion was made to postpone vote, and seconded with one opposition. Motion was postponed due to time constraints and will be up for discussion at the next assembly.

## **VIII. New Business**

### 1. Redistribution of Faculty Time (Dr. Maria Calzada)

The proposed revisions were distributed with the December agenda; they were not considered due to assembly time constraints. (*Attachment #3*)

## **IX. Move to Adjourn**

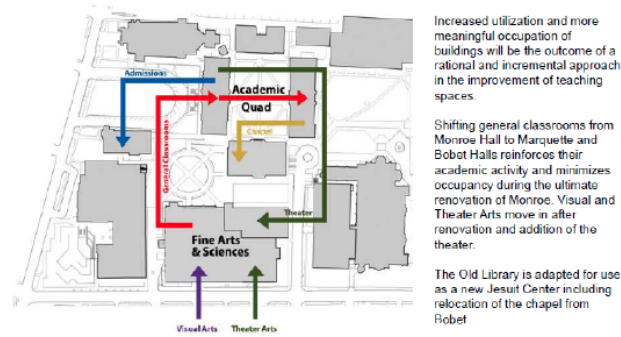
# Attachment #1: Concerns about Planning/Decisions

## Concerns about Planning/Decisions

The Faculty of the College of Humanities and Natural Sciences wishes to express its concern and dismay over the lack of process in recent allocations of space on campus.

Loyola University's Master Plan<sup>1</sup> is the basis for the construction, and projects Loyola recently completed and is currently undertaking. Page 18 of the Master Plan is copied here:

### Campus Reorganization



This figure clearly indicates that once Thomas Hall was renovated and Admissions offices were moved from Marquette to the new Thomas, Marquette would become more of an academic building during the construction period. Page 20 of the Master Plan states: "This vacated space in Marquette could provide immediate swing space for future renovation/construction needs."

As the renovations of Monroe Hall became more of a reality in the 2011-2012 academic year, the expectations were that at least the fifth floor of Monroe would have to be relocated. This floor houses the Departments of Mathematical Sciences, Sociology, and Political Science, as well as Information Technology, the Honors Program, and a number of single offices and spaces used by Criminal Justice and the Evening Division. Additionally, the fifth floor also houses four heavily used classrooms.

Although the complete plans for re-locating these groups were not shared, we learned early in the summer that Information Technology and the Honors Program would be moved to the Monroe Library. Most faculty reasonably assumed that at least some of the departments mentioned above and four classrooms would be assigned to swing space in Marquette Hall.

At the end of the summer, Bret Jacobs met with the individual department chairs to share the staging plan for renovating Monroe and relocating affected faculty. At that time the department chairs of Math, Sociology and Political Sciences learned that they had been assigned to a modular building in the Mercy Parking lot. Additionally, department chairs learned from Mike Rachal that the available classroom space

<sup>1</sup> <http://www.loyno.edu/assets/blogs/docs/LOYOLAMPDRAFTFINALBOTcomp.pdf>

per time period was going to decrease from originally 41, to 35 in the fall of 2012, to 28 in the spring of 2013.

As the fall semester continued, faculty learned about new construction in Marquette Hall. Most dramatically, the Office of General Counsel has taken possession of a large portion of the second floor of Marquette floor.

During a year with a reported \$5.1 million shortfall, the extensive renovation of this space to accommodate the General Counsel seems unnecessary and excessive. This space could have been used to accommodate faculty office and/or classrooms.

Particularly during a time of construction, Marquette Hall should be used to showcase the academic work of our campus; this is a building that visiting students and parents see, and the Faculty questions the message that is communicated by the absence of academics—and the excessive presence of the General Counsel on the second floor of Marquette Hall.

The College of Humanities and Natural Sciences objects to the placement of administrative interests over academic needs and to the lack of transparency in the decision making process. We insist that future decisions regarding utilization of campus space and the renovation of Monroe Hall are part of a transparent process of shared governance. We understand that after the first of the year the Monroe Steering Committee will start meeting biweekly. We appreciate that these meetings will be occurring on a regular basis and see this as a positive first step towards transparency and participation of faculty in these important decisions.

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**Deleted:** It is evident that academic concerns were not at the forefront of these decisions, and the lack of transparent process has had a negative effect on faculty morale during an already challenging time. The Monroe Hall Steering Committee last met on May 2 of 2012. This committee is clearly not being treated as an advisory committee in any real capacity. -

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## Attachment #2: Suggested Revision to the HNS College Faculty Handbook

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, in consultation with the Council of Chairpersons and the College Planning Team, shall determine the agenda for the Assembly.

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#### **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 Council of Chairpersons in consultation with the College Planning Team

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#### **College Planning Team**

##### **Membership**

The Dean will appoint one representative each from SCAP and SPT.

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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 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, stating the purpose of the leave, or sabbatical,
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.

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.

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## Attachment #3: Redistribution of Faculty Time

### Redistribution of Faculty Time

#### Procedures

As a result of the diverse contributions of the faculty to the mission of the University, the University *Faculty Handbook* states criteria and conditions under which faculty receive a teaching load reduction. In the College of Humanities and Natural Sciences the following procedures are to be followed:

1. Ordinarily any faculty member wishing a teaching load reduction for the coming year will fill out a faculty time distribution form (Updated Vitae Form available on College intranet) detailing his/her activity and planned activities in teaching, research, and service for the current and next year and send it to his/her chairperson prior to the establishing of class schedules for the year in which the reduction would occur. The chairperson will forward copies of the completed faculty time distribution forms for his/her department to [Dean](#) for approval.

2. Any course release below 9 contact hours per semester must be proposed by the chair and approved by the dean ordinarily at least one semester before the release will take place. The request must include a plan to cover courses.

3. Both the chairperson and the Dean should consider the faculty member's work load as reflected on the completed time distribution form when they make teaching assignments. Final decisions on teaching assignments will be made by the chairperson or the dean as specified by the University *Faculty Handbook*.

4. The Dean should inform the faculty member in a timely manner if the request is denied. Similarly, if the faculty member chooses to appeal, the appeal should be filed with the Conciliation Committee within two weeks of the faculty member's notification of load reduction denial.

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Submitted by Diane Riehlmann