Humanities and Natural Sciences Council of Chairs Meeting
Dean's Conference Room, Bobet 202J
October 7, 2013 - 3:30 p.m. – 5:00 p.m.

MINUTES
_____

I.   Call to Order
Dean Maria Calzada called the meeting to order at 3:30 p.m.

Attended: Blanca Anderson, Mary Brazier, Maria Calzada, Chris Chambers, Frank Jordan, Michael Kelly, Kenneth Keulman, Lynn Koplitz, Martin McHugh, David Moore, and Connie Mui

II.   Approval of Minutes
Minutes of September 9, 2013 were approved and accepted.

Reports from Dean Calzada

III.   Course Default Syllabi Update
To solve the problem of seeing 'syllabus not available ' on LORA, Student Records and Information Technology have come up with a course default syllabi system. There will be 3 levels of syllabi: term syllabi, default syllabi and default course syllabi. The default course syllabi will be generic in nature. Dr. Hunt has created a draft template that departments can use when making their own default course syllabi. The department administrative assistants will initially upload these to LORA. Chairs should give these to their administrative assistants for uploading. Ideally these will be uploaded for all spring courses, but this is an incremental process. The dean's office will be holding a LORA training session on October 17th for all administrative assistants. Kathy Gros will help train admins on the process. Chairs should send at least one default course syllabus electronically to their admins before this training date for practicing on LORA. Diane Riehlmann will send out information on the training to the admins this week.

IV.   Open House
Open House is Saturday, November 16th. This open house is different than the spring open house in that we are trying to get students to apply to Loyola. High school admissions counselors will be targeted by Admissions. We want to appeal to both parents and students. This year's proposed model will consist of 3 department sessions that repeat. There will be presentations from Psychological Sciences, Humanities, and Science Undergraduate Research along with Pre-Health. The times for the presentations are as follows:

Session 1 - 9:10 a.m. – 9:40 a.m.
Session 2 – 9:50 a.m. – 10:20 a.m.
Session 3 – 10:30 a.m. – 11:00 a.m.

There was also a discussion about having an informal lunch reception at noon for parents and students to meet faculty members. Dean Calzada will try to find out how many people are attending open house. (See attachment # 1)

V.   Future Time Change for Bulletin Production
A proposed timetable change for the bulletin production is being presented to SCAP and the Dean's. The bulletin revision process will begin in September with final approvals at the end of January. The goal is to have it published by March 14th before Open House. This will go into effect next academic year. (See attachment #2)

VI.   Initiatives from CPT
The SPT is working on strategic planning and the deans are contributing to this effort. The college strategic plan has to respond to the university strategic plan. Dean Calzada said to send any initiative ideas to her. (See attachment #3)

VII.   SORC Motion
There was a discussion about SORC and Dean Calzada said that she would put this issue on the agenda at the College Assembly. Four faculty members need to be elected.

VIII.   Calendar Items
a. October 18 – First of 2nd year letters
b. October 21 – Sabbatical Applications Due
c. October 22 – Sexual Harassment Training
d. October 24 – Make up Sexual Harassment Training
e. October 28 – Advising Begins

IX.   Spring and Summer Courses
The SCCC has approved use of experimental Common Curriculum courses in summer. The Chair has to look at the course and determine that it is the right type of course for their department. They would like online courses as well.
Also, J courses will no longer be used for Common Curriculum course designation.

X.   Move to adjourn
The meeting was adjourned at 4:50 p.m.

Attachments

Attachment #1: Open House

LOYOLA UNIVERSITY NEW ORLEANS
SATURDAY, NOVEMBER 16, 2013
FALL OPEN HOUSE

8:00 a.m. – 8:30 a.m.	**Registration** *Danna Center Porch* *(Rain Location: St. Charles Room)* *
8:45 a.m. –9:00 a.m.	**Dr. Marc Manganaro & Dr. Cissy Petty Welcome** Heather Seamen to Facilitate *Roussel Hall*
9:10 a.m. – 9:40 a.m.	**Academic Sessions I offered by:** *College of Business* *College of Humanities and Natural Sciences* *College of Music and Fine Arts* *College of Social Sciences*
9:50 a.m. – 10:20 a.m.	**Academic Sessions II offered by:** *College of Business* *College of Humanities and Natural Sciences* *College of Music and Fine Arts* *College of Social Sciences*
10:30 a.m. – 11:00 a.m.	**Academic Sessions III offered by:** *College of Business* *College of Humanities and Natural Sciences* *College of Music and Fine Arts* *College of Social Sciences*
11:00 a.m. – 12:00 p.m.	**Tours** *General Campus Tours* *Residential Life Tours* *Monroe Library Tours* **Student Activities Fair** **Admissions/Financial Aid Presentation**

Attachment #2: Bulletin Revision

Proposal: Changing the Bulletin Revision Schedule

Goal: Publish the University Bulletin for the next academic year in March, before President's Open House. This timeline will go into effect for the 2014-2015 year.

Proposal:

- *September*: bulletin revision process would begin for all departments
- *October*: university approval processes; revisions made
- *November*: university approval processes; revisions made
- *December*: university approval processes; revisions made
- *January*: All anticipated programmatic changes, course proposals, and academic regulation updates would need to have final approval by the end of January
- *February 14*: bulletin edits would need to be finished
- *March 14*: Web Team publishes the bulletin (or before President's Open House)

Benefits: Put the degree requirements and course descriptions in the hands of prospective students, their parents, the faculty advisors they will meet on visits and speak to on calls, and admissions counselors marketing the university to prospective students around the country; allows prospective students and their parents to search for this information on the internet when making their decisions on where to go to college.

Challenges: Requires longer term academic planning, as programmatic changes would have to close earlier in the year to be included in the following year's bulletin: that is, any changes that will affect DPCLs will need to be finalized by the end of January for inclusion in the following year's bulletin.

Mitigating challenges: The website infrastructure is already in place to fully integrate with the bulletin. Departments already have dedicated web space to support the publicity of any new courses or updates (that do not substantially change programs) that are approved outside the schedule of bulletin publication. Bulletin structural revisions over the past two years have been made specifically to anticipate this need.

For the 2014 Bulletin: The timeline used in previous years will be the model for this year, with a few updates based on last year's assessment. The process will begin sooner (this Fall instead of January), and the hope is to publish the bulletin in April or May, so advisors and programs will be able to look at the document before Orientations in June.

If you know of any departments planning big academic changes that will need to be in the 2014 Bulletin, please ask them to get their proposals in the process as soon as possible.

Analytics & Assessments

"Nobody really looks at the bulletin, do they?" Our pageviews tell a different story.

Website analytics for the 2012 Bulletin before June and the 2013 Bulletin after June, indicate a major spike in use of the bulletin in the Spring semester, especially in April during advising and before the May deposit day.

Views of the bulletin are very sparse during the summer months, suggesting use of the bulletin is strongly tied to advising and student/advisor decision making.
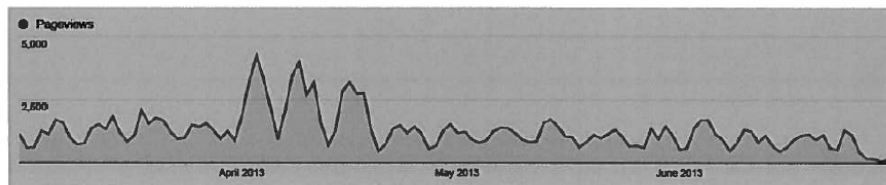
Total pageviews of the 2012 Bulletin and subpages were close to 160,000 during this timeframe. Notice also that the scale to measure daily use is $0 - 2500 - 5000$. This indicates daily use on high traffic days in the 3500+ range.

Compare this to the 2013 Bulletin, launched in June during the summer:
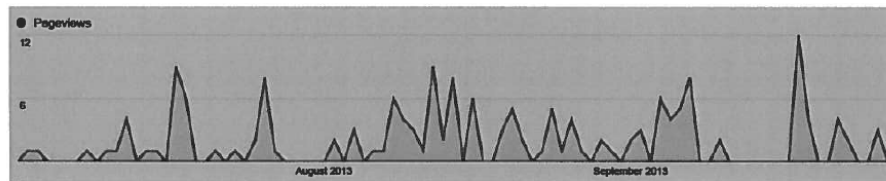
Here, the scale is much smaller, going only from $0 - 6 - 12$, indicating only a handful of views per day.

These numbers indicate we are missing a tremendous opportunity to market academic programs and courses available for the Fall, and that students and advisors ARE using the bulletin in the Spring when Fall decision making is made.

Additional metrics measure time viewers spend on specific bulletin subsites. The bulletin sites with the highest traffic and the longest time spent on the page are:

1. Pages that describe a specific academic program
2. Pages that present course descriptions for an area
3. Pages that describe academic regulations

Attachment #3: CPT Initiatives

CPT Initiatives

Since the SPT is working on the next strategic plan, HNS must wait to create our new strategic plan, as our plan has to support the University's strategic plan. Instead of a strategic plan we will work on a set of priorities (rooted on the Loyola 2012 plan) for the College, including:

- Fundraising for departmental endowment accounts (as Physics and English have done)
- Fundraising at the College level in support of faculty travel, research fellowships and initiatives in support of teaching
- Fundraising for naming opportunities for classrooms, offices and labs
- Working to encourage University to upgrade equipment in classrooms
- Other initiatives