

**College of Humanities and Natural Sciences**  
**Council of Chairs Meeting – Bobet 202**  
**January 12, 2015 • 3:30 p.m. – 5:00 p.m.**

**MINUTES**

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**Call to Order**

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

**Attended:** John Biguenet, Mary Brazier, Maria Calzada, Eileen Doll, Frank Jordan, Michael Kelly, Kenneth Keulman, Lynn Koplitz, David Moore, Connie Mui, Uriel Quesada and Connie Rodriguez

**I. Approval of Minutes**

Minutes of December 8, 2014 were approved.

**II. Provost Retreat Update**

Dean Calzada reported that she attended a Provost retreat today. The Provost reported there is a significant deficit for 2015-2016, and that it will continue the following year. The voluntary severance plan savings were minimal. The Board of Trustees asked Fr. Wildes to present a long-term plan for financial stability. Fr. Wildes will hire a higher education consultant to address this issue. A steering committee of faculty will be formed and will include vice presidents, a dean representative, one representative from each college, and other members who will work closely with the consultant. The chairs expressed that there should be two representatives from HNS, one from the humanities and one from the sciences. Dr. Rodriguez said that she would report back to the Senate that The College of HNS would like two representatives. The chairs also expressed their concerns about no future raises and the effect it might have on junior faculty.

Dean Calzada handed out a preliminary stats report for Spring 2015 (Attachment #1) which shows that the number of undergraduates is going down. She then talked about the personalized letters from departments to help recruit prospective students. Dean Calzada said that she would let enrollment management know that faculty need more lead-time on the letters. Professor Biguenet offered to share his letters with the other chairs.

**III. Academic Integrity Issues**

Associate Dean Uriel Quesada reported on the status of the honor code. The Provost approved the latest draft for the 2015-2016 bulletin. This semester the deans will have to circulate that version to the Council of Chairs and decide on the approval process. This fall the senate will make the final decision on this regard.

Dr. Quesada went on to discuss his concerns about reporting honor code violations. Some professors prefer not to report anything, which makes it difficult for the dean's office to track students who commit several violations. Also, sanctions, most commonly plagiarism, are minimal. We should work with WAC to educate students on plagiarism, possibly requiring the students to take a test on plagiarism online.

Dean Calzada said that some departments have a uniform policy on honor code violations and others don't. She suggested a sub-committee of the Council of Chairs to address the issue, and asked Dr. Mui to help. Dr. Moore said that someone from his department could also possibly help.

**IV. Bulletin Update**

Dr. Quesada said that January 15<sup>th</sup> is the deadline for submitting corrections for the bulletin. Several departments have not given any changes to their course descriptions. Some of the chairs expressed the need for a different process and for help remembering changes to courses. Dean Calzada said that there is no automatic process for this. Dr. Quesada said that he would help the department by sending course approval letters from the UC&CC to the chairs.

Also, if you have a new course or program, it must be approved by the UC&CC in January or it cannot be in the bulletin.

**V. On-line Evaluations**

Dean Calzada reported that students seem to like the on-line evaluation process. There were some issues with Blackboard being blocked until the students completed their evaluations, and Information Technology is working on this.

**VI. Faculty Evaluations by Chairs**

Dean Calzada said that faculty evaluations by chairs are very important. It is good for faculty to know that their chairs are aware of what they are accomplishing. She asked the chairs to please highlight their achievements with a short narrative, without using numbers. Dean Calzada also said that she should know about any concerns. Vita updates go to the chairs and the dean's office in December. Faculty publication and presentation information is sent to the Provost for the Provost Report. Evaluations are now due mid-February, after Mardi Gras.

**VII. Calendar**

January 14 – Chairs submit faculty retirement notices and letters of recommendation on emeritus status to the dean.

January 23 – Chairs submit renewal recommendations for 1<sup>st</sup> and 2<sup>nd</sup> year of service faculty to dean

February 27 – Fourth year pre-tenure track faculty submit materials to chair

**VIII. Website Update**

Dean Calzada announced that there is a new copywriter on the web team who is available to help with our department websites. If anyone needs help with copywriting, please let Diane Riehlmann know and she will help coordinate with the web team.

**IX. Strategic Planning**

Dean Calzada said that there would be two motions at the next College Assembly. One is to recommend Loyola College as the new name and the second is to accept the mission, vision, and values as proposed. All material is posted on the College of HNS intranet.

Dean Calzada also said that there would be a CPT meeting tomorrow to talk about strategic priorities to develop action plans and a budget.

**X. Motions**

Dr. Koplitz brought two motions to the Council of Chairs:

Motion 1.) To make the final grades due not less than 3 full days after final exams are over.

The motion was seconded and all approved. The motion passed. Dean Calzada said that she cannot make this decision, but will take it to the appropriate bodies.

Motion 2.) Spring semester not to start before Jan 10<sup>th</sup>.

The motion was seconded and all approved. Dean Calzada said this motion would also be brought to the appropriate bodies.

Meeting adjourned at 5:00 p.m.

Attachment: (Preliminary Stats 2015S)

Loyola University New Orleans  
Office of Institutional Research and Effectiveness  
Total Head Count and Registered Hours by Full-time/Part-time Status by Level by College  
Across Classification

2015S Term  
PRELIMINARY STATS 2015S: AS OF 01/09/15

FT_PT	STUDENT LEVEL	COLLEGE	Freshman		Sophomore		Junior		Senior		Others		Graduate		Total	
			Head Count	Reg Hrs	Head Count	Reg Hrs	Head Count	Reg Hrs	Head Count	Reg Hrs	Head Count	Reg Hrs	Head Count	Reg Hrs	Head Count	Reg Hrs
Full-time	Undergraduate	1-Humanities & Natl Sci	208	3,178	173	2,687	230	3,505	235	3,427	19	278	0		865	13,075
		2-Social Sciences	101	1,554	83	1,301	144	2,220	111	1,685	6	82	0		445	6,842
		3-Business	105	1,623	102	1,607	153	2,356	132	2,102	8	118	0		500	7,806
		4-Music & Fine Arts	129	2,135	107	1,799	130	2,179	183	2,954	4	58	0		553	9,125
		6-Humanities & Natl Sci (Evening)	0		1	12	0		0		0		0		1	12
		7-Social Sciences (Evening)	1	12	1	12	3	36	6	75	0		0		11	135
		9C-Consortium	0		0		0		0		2	24	0		2	24
		<b>Full-time Undergraduate Total</b>			<b>544</b>	<b>8,502</b>	<b>467</b>	<b>7,418</b>	<b>660</b>	<b>10,296</b>	<b>667</b>	<b>10,243</b>	<b>39</b>	<b>560</b>	<b>0</b>	<b>0</b>
Full-time	Graduate	2-Social Sciences	0		0		0		0		0		388	2,559	388	2,559
		3-Business	0		0		0		0		0		8	75	8	75
		4-Music & Fine Arts	0		0		0		0		0		14	148	14	148
		9D-Special Programs	0		0		0		0		0		6	72	6	72
<b>Full-time Graduate Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>416</b>	<b>2,854</b>	<b>416</b>	<b>2,854</b>	
First Professional	9-Law	113	1,582	0		183	2,608	185	2,416	2	28	1	13	484	6,647	
Doctorate	8-Social Sciences (Doctorate)	0		0		0		0		0		63	659	63	659	
<b>Full-time Total</b>			<b>657</b>	<b>10,084</b>	<b>467</b>	<b>7,418</b>	<b>843</b>	<b>12,904</b>	<b>852</b>	<b>12,659</b>	<b>41</b>	<b>588</b>	<b>480</b>	<b>3,826</b>	<b>3,340</b>	<b>47,179</b>

Loyola University New Orleans  
Office of Institutional Research and Effectiveness  
Total Head Count and Registered Hours by Full-time/Part-time Status by Level by College  
Across Classification

2015S Term  
PRELIMINARY STATS 2015S: AS OF 01/09/15

FT_PT	STUDENT LEVEL	COLLEGE	Freshman		Sophomore		Junior		Senior		Others		Graduate		Total	
			Head Count	Reg Hrs	Head Count	Reg Hrs	Head Count	Reg Hrs	Head Count	Reg Hrs	Head Count	Reg Hrs	Head Count	Reg Hrs	Head Count	Reg Hrs
Part-time	Undergraduate	1-Humanities & Natl Sci	3	21	8	63	10	86	33	235	13	59	0	0	67	464
		2-Social Sciences	3	15	9	78	7	59	20	150	2	14	0	0	41	316
		3-Business	2	18	5	42	3	21	13	96	0	0	0	0	23	177
		4-Music & Fine Arts	2	20	0	0	3	24	23	178	0	0	0	0	28	222
		6-Humanities & Natl Sci (Evening)	0	0	3	22	0	0	4	25	0	0	0	0	7	47
		7-Social Sciences (Evening)	7	44	1	6	14	96	32	197	0	0	0	0	54	343
		9C-Consortium	0	0	0	0	0	0	0	0	23	81	0	0	23	81
		<b>Part-time Undergraduate Total</b>	<b>17</b>	<b>118</b>	<b>26</b>	<b>211</b>	<b>37</b>	<b>286</b>	<b>125</b>	<b>881</b>	<b>38</b>	<b>154</b>	<b>0</b>	<b>0</b>	<b>243</b>	<b>1,650</b>
		Part-time	Graduate	2-Social Sciences	0	0	0	0	0	0	0	0	0	256	956	256
3-Business	0			0	0	0	0	0	0	0	0	54	455	54	455	
4-Music & Fine Arts	0			0	0	0	0	0	0	0	0	10	51	10	51	
9D-Special Programs	0			0	0	0	0	0	0	0	0	1	6	1	6	
<b>Part-time Graduate Total</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>321</b>	<b>1,468</b>	<b>321</b>	<b>1,468</b>
Part-time	First Professional	9-Law	23	253	30	330	17	204	15	140	4	36	6	58	95	1,021
		Doctorate	0	0	0	0	0	0	0	0	0	43	240	43	240	
<b>Part-time Total</b>			<b>40</b>	<b>371</b>	<b>56</b>	<b>541</b>	<b>54</b>	<b>490</b>	<b>140</b>	<b>1,021</b>	<b>42</b>	<b>190</b>	<b>370</b>	<b>1,766</b>	<b>702</b>	<b>4,379</b>
3-CE	Continuing Education	9B-Continuing Ed	0	0	0	0	0	0	0	0	83	318	0	0	83	318

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FT_PT	STUDENT LEVEL	COLLEGE	Freshman		Sophomore		Junior		Senior		Others		Graduate		Total	
			Head Count	Reg Hrs	Head Count	Reg Hrs	Head Count	Reg Hrs	Head Count	Reg Hrs	Head Count	Reg Hrs	Head Count	Reg Hrs	Head Count	Reg Hrs
TOTAL	Undergraduate	1-Humanities & Natl Sci	211	3,199	181	2,750	240	3,591	268	3,662	32	337	0		932	13,539
		2-Social Sciences	104	1,569	92	1,379	151	2,279	131	1,835	8	96	0		486	7,158
		3-Business	107	1,641	107	1,649	156	2,377	145	2,198	8	118	0		523	7,983
		4-Music & Fine Arts	131	2,155	107	1,799	133	2,203	206	3,132	4	58	0		581	9,347
		6-Humanities & Natl Sci (Evening)	0		4	34	0		4	25	0		0		8	59
		7-Social Sciences (Evening)	8	56	2	18	17	132	38	272	0		0		65	478
		9C-Consortium	0		0		0		0		25	105	0		25	105
		<b>Grand Total Undergraduate</b>	<b>561</b>	<b>8,620</b>	<b>493</b>	<b>7,629</b>	<b>697</b>	<b>10,582</b>	<b>792</b>	<b>11,124</b>	<b>77</b>	<b>714</b>	<b>0</b>	<b>0</b>	<b>2,620</b>	<b>38,669</b>
	Graduate	2-Social Sciences	0		0		0		0		0		644	3,515	644	3,515
		3-Business	0		0		0		0		0		62	530	62	530
		4-Music & Fine Arts	0		0		0		0		0		24	199	24	199
		9D-SPECIAL PROGRAMS	0		0		0		0		0		7	78	7	78
		<b>Grad Total Graduate</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>737</b>	<b>4,322</b>	<b>737</b>	<b>4,322</b>
	First Professional	9-Law	136	1,835	30	330	200	2,812	200	2,556	6	64	7	71	579	7,668
	Doctorate	8-Social Sciences (Doctorate)	0		0		0		0		0		106	899	106	899
	Continuing Education	9B-Continuing Ed	0		0		0		0		83	318	0		83	318
	<b>GRAND TOTAL</b>		<b>697</b>	<b>10,455</b>	<b>523</b>	<b>7,959</b>	<b>897</b>	<b>13,394</b>	<b>992</b>	<b>13,680</b>	<b>166</b>	<b>1,096</b>	<b>850</b>	<b>5,292</b>	<b>4,125</b>	<b>51,876</b>

FT\_PT-FULL-TIME/PART-TIME CRITERIA:

1-FULL-TIME (FT) UNDERGRADUATES: 12 or more hours

GRADUATES MS-Q/SL: 10 or more hours; MSCI, MMT, or MM - 7 or more hours; MBA - 7 or more hours; MSN, MFS, MRE, MCI - 6 or more hours; Other Graduates - 9 or more hours

LAW - all day classifications excluding part-time day classifications; LAW classifications -LWA, TRP, LMI, and LMJ and 13 or more hours

DOCTORAL - 9 or more hours

2-PART-TIME (PT)

3-CONTINUING EDUCATION (CE) - Based upon Continuing Education Units (CEUs) not credit hours

REGHRS - Registered Hours. A student must have registered hours to be counted in the STS term file

Loyola University New Orleans  
Office of Institutional Research and Effectiveness  
Total Head Count and Registered Hours by Level by College by Semester

Preliminary: As of 01/09/15

STUDENT LEVEL	COLLEGE	2015 Spring		2014 Spring				2013 Spring		2012 Spring		2011 Spring	
		Head	Reg Hrs	Head		Official		Official		Official		Official	
		Count	As of	Count*	Reg Hrs*	Head	Official	Head	Official	Head	Official	Head	Official
		As of	As of	As of	As of	Count	Reg Hrs	Count	Reg Hrs	Count	Reg Hrs	Count	Reg Hrs
1-UNDERGRADUATE	1-Humanities & Natl Sci	932	13,539	997	14,840	1,002	14,840	1,115	16,500	1,081	16,052	956	14,236
	2-Social Sciences	486	7,158	501	7,400	508	7,480	565	8,383	554	8,100	507	7,519
	3-Business	523	7,983	518	7,858	527	7,976	591	9,089	588	8,846	551	8,306
	4-Music & Fine Arts	581	9,347	581	9,433	586	9,469	612	9,774	624	9,996	571	9,318
	6-Humanities & Natl Sci (Evening)	8	59	6	51	6	48	7	56	7	51	12	96
	7-Social Sciences (Evening)	65	478	107	782	110	771	125	835	135	981	156	1,169
	9C-Consortium*	25	105	25	82	18	61	23	74	28	92	29	101
	<b>UNDERGRADUATE TOTAL</b>	<b>2,620</b>	<b>38,669</b>	<b>2,735</b>	<b>40,446</b>	<b>2,757</b>	<b>40,645</b>	<b>3,038</b>	<b>44,711</b>	<b>3,017</b>	<b>44,117</b>	<b>2,782</b>	<b>40,745</b>
2-GRADUATE	1-Humanities & Natl Sci			1	10	1	10	8	51	7	40	16	146
	2-Social Sciences	644	3,515	744	3,955	751	3,940	780	4,066	890	4,947	874	4,612
	3-Business	62	530	52	361	51	355	53	385	57	384	75	492
	4-Music & Fine Arts	24	199	24	205	24	210	24	185	24	242	29	316
	9D-SPECIAL PROGRAMS	7	78	15		12	119						
	<b>GRADUATE TOTAL</b>	<b>737</b>	<b>4,322</b>	<b>836</b>	<b>4,531</b>	<b>839</b>	<b>4,634</b>	<b>865</b>	<b>4,687</b>	<b>978</b>	<b>5,613</b>	<b>994</b>	<b>5,566</b>
3-1ST PROFESSIONAL	9-Law	579	7,668	684	9,196	681	9,137	736	9,771	806	10,558	807	10,897
4-DOCTORATE	8-Social Sciences (Doctorate)	106	899	126	1,197	125	1,173	95	847	43	268	19	141
5-CONTINUING_ED	9B-Continuing Ed*	83	318	92	516	109	417	93	302	135	446	158	494
<b>TOTAL</b>		<b>4,125</b>	<b>51,876</b>	<b>4,472</b>	<b>55,886</b>	<b>4,511</b>	<b>56,005</b>	<b>4,827</b>	<b>60,317</b>	<b>4,979</b>	<b>61,001</b>	<b>4,760</b>	<b>57,842</b>

REG\_HRS: Student's registered hours

\*Consortium/Other is a calculated field based on a 4-year average since historical data as of 1/9/2015 did not separate consortium undergraduate from continuing ed