

Humanities and Natural Sciences Council of Chairs Meeting
Dean's Conference Room, Bobet 202J
March 10, 2014 - 3:30 p.m. – 5:00 p.m.

MINUTES

Call to Order

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

Attended: John Biguenet, Mary Brazier, Maria Calzada, Frank Jordan, Michael Kelly, Kenneth Keulman, Lynn Koplitz, Martin McHugh, David Moore, Connie Mui, and Uriel Quesada (for Blanca Anderson)

Also attended: Judith Hunt, and Admissions Reps Crystal Vaccaro and Leslie Hollon

I. Approval of Minutes

Minutes of February 3, 2014 were approved.

II. Admissions Reps

Crystal Vaccaro and Leslie Hollon discussed faculty calling students who have been admitted to Loyola. They handed out scripts (Attachment #1) and said that Admissions will send out the spreadsheets of students contact information to the chairs. There will be a comment section on the spreadsheet, and these should be sent back to Admissions after the phone calls. They said Admissions could provide physical space for the calls if needed. Crystal also noted that cell phones are the best way to contact these admitted students. Maria said she would send the chairs emails to Crystal. Crystal also noted that scholarship letters are now going out.

Crystal also spoke about the March 29th Open House. The format will include a welcome, college sessions, special interest sessions and the college fair in the Rec Plex. The college fair will consist of smaller intimate sections.

III. Calendar and Bobet Fellowship

March 1 – Promotion/Tenure letters due

March 24 – Registration Advising Begins

March 14 - Syllabi will be live for faculty

March 21 – Syllabi will be live for students

March 28 – Names of awards should be sent to Rich Wilson

April 3 – Faculty/Staff excellence awards due

April 11 – Names of students receiving awards should be sent to Rich Wilson

Also, the Bobet Fellowship applications are due tomorrow, March 11th.

IV. Lawlor Brochure Update

The brochures will be available for Open House. Five thousand copies will be printed and delivered before then.

V. Rank and Tenure Materials – Blackboard

Maria suggested that chairs post these materials to Blackboard. Biology has done this, and we should consider moving in this direction. Books can be brought down to the dean's

office. The CRTC is open to this process. There was a suggestion to unify the tenure and promotion forms, and, also the 4th year review forms. There was also a suggestion to look at the guidelines of the external review process.

VI. Teacher Certification Party

The Teacher Certification Program will kickoff with a wine and cheese event on Wednesday, March 19 from 4:30 p.m. – 6:00 p.m. Many local educators and alumni have been invited.

VII. Syllabi

March 24 - Default syllabi should be up

VIII. Articulations

Thom Spence will be calling you about articulations with community colleges on the Gulf Coast. The idea is for associate degree students to transfer to Loyola with ease to complete their degree in two years. We are a ‘yellow ribbon school’ which means that veterans get special funding to study at Loyola.

IX. Strategic Plan

Maria urged the chairs to start thinking about what the college would like to see as strategic planning goals. The next step is to develop action plans relevant to the four strategies (Attachment #2). The chairs would like John Sebastian to know that the due date, March 17, is a concern.

X. Move to Adjourn

The meeting was adjourned at 4:40 p.m.

Attachments

Attachment #1: Admissions Phonathan Script

LUFAN Phonathon Spring 2014 Congratulatory Call Script

I. Introduction

- A. Greet the student by name.
- B. Tell the student your name and that you are a student/faculty member at Loyola University New Orleans.
- C. Congratulate them on their admissions decision.
- D. Ask how they've been, if they have adequate information, and if they have any new questions or concerns.

II. Purpose of Your Call

- A. Tell the student that you are calling to congratulate him/her on being admitted to Loyola University New Orleans. Be sure to convey to the student that we are really excited about them joining our family; that they will be an asset to our community; and that we are here to assist them in any way(s) possible.

Example: "Hello (student name here), this is (your name) a current student/faculty member of Loyola University New Orleans department of (state department). I would like to congratulate you on your admissions to Loyola and to tell you that we are very excited about you joining our family. I was calling to help answer any questions you might still have about Loyola University or the (state department)."

- B. Talk to the student about your area of expertise/department, exciting changes, or recent honors for your faculty and students. Communicate to them why it is exciting to study in New Orleans
- C. Encourage the student to attend the **President's Open House on Saturday, March 29, 2014 from 8:00 am to 2:00 pm.**
- D. Use this time to obtain the student's interest level in Loyola. The following are questions that may be asked to figure out the student's interest.
 1. Is Loyola still one of the schools you are considering?
 2. What are you looking for in colleges as you continue your search? (**use this time to re-affirm the qualities/activities/majors**, etc. that Loyola offers if they match what the student is looking for.)
- E. Answer any other general questions the student may have, and advise them to call their admissions counselor at **1-800-4-LOYOLA (456-9652)** or at **504-865-3240** if they have any specific questions or concerns.

III. Important Reminders

- ❖ **Scholarship award letters are being sent on a rolling basis, but not all admitted students would have necessarily received these awards at this time. It depends if they qualify and how recent they were admitted to the university.**
- ❖ If they have any questions, please encourage them to call the Office of Admission and speak with an admissions counselor. (504-865-3240)
- ❖ **Encourage the student to fill out the FAFSA (Free Application for Federal Student Aid)** so they can apply for need-based aid in the form of grants, loans, and work-study. First round of financial aid packages were mailed in mid-March.

- ❖ Encourage the student to visit campus. We offer two tours a day: 11:30am & 3:30pm. Students are also able to meet with an admissions counselor, or sit in on a class (if they schedule their visit at least two weeks in advance).

IV. Closing

- A. Reiterate to student our 800 # and email address in case she/he may questions in the future.
1-800-456-9652 **admit@lovno.edu**
- B. Encourage the student to visit our web site (**www.lovno.edu**.)
- C. Thank the student for speaking with you.

V. Record Call

- A. The following codes are to be used to notate each call attempted.

- LMP- left message with a person
- LMM- left message on a machine/voice-mail
- N/A- no answer
- DIS- disconnected or inactive phone line
- BS- busy
- TTS- talked to student
- RSVP open house on March 29

- B. Make a special note of students who need a call from an Admissions Counselor.

Attachment #2: Strategic Plan

Loyola University New Orleans Strategic Plan Overarching Strategies

Create a learning-centered community

- dedicated to a high-quality, experiential, and values-based education
- devoted to students' discovery of their career and a life of service
- infused by the cultures and traditions of New Orleans
- rooted in the Jesuit and Catholic commitment to justice

Strategic Planning Team, February 19, 2014
Revised by the SPT on February 27, 2014