

Humanities and Natural Sciences Council of Chairs Meeting
Dean's Conference Room, Bobet 202J
April 7, 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: John Sebastian

I. Approval of Minutes

Minutes of March 10, 2014 were approved.

II. Summer Courses

Dean Calzada referred to an email from Provost Manganaro that encourages robust summer enrollments (Attachment #1). Beginning this Fall, summer schedules should be ready by September 26th, and will be prepared concurrently with spring schedules, which must be loaded into SIS by October 3. This will hopefully provide a revenue increase, and allow advisors to discuss options for two upcoming terms (Spring and Summer).

III. Common Curriculum Courses for Non-traditional Students – John Sebastian

John Sebastian gave a report on the need to offer more common curriculum courses to non-traditional students. He handed out a plan (Attachment #2) designed to ensure that these students are able to complete their degree in a timely manner. He asked that everyone take a look at the list of courses needed, and see if anyone can commit to any of them. He stated that the goal is to increase offerings and on-line courses for these students.

IV. Adjunct Faculty Evaluations

Dean Calzada stated that there are no guidelines for part-time faculty evaluations, and suggested that a simple guideline is sufficient (Attachment #3). Some departments do have their protocols and they can follow those. Chairs can also use their own method of evaluations. A simple PNF to the dean's office means you want to re-hire the part-time faculty.

Dean Calzada suggested using the term 'part-time' instead of adjunct, and suggested that with the chairs consent this does not need to go to the College Assembly because it is a non-substantive change. The chairs agreed.

V. Program Review and SCAP

Maria will incorporate the SCAP criteria into the HNS self-study instructions. She will present at the next Council of Chairs.

VI. Travel Policy and Computer Replacement Policy

Travel – Dean Calzada spoke about the travel policy, which was developed with the input of the CPT and the COC last spring and tried for the first time this year. \$74,000 was approved for this year's travel budget. Previously, travel funds ran out. But this year the budget was stretched. She highly recommends this new policy. The chairs agreed (Attachment #4).

Computer Replacement – Guidelines have been created for computer replacement (Attachment #5). These guidelines include ordering standard PC's and MAC's, and, endowed professors and chairs are expected to purchase their own computers.

VII. Web Changes

Dean Calzada said that Crystal Forte from the web team sent out the current department web content to the web editors with some suggested changes. Editors should look these over, make any changes and send back to Diane Riehlmann.

VIII. Honors Convocation

The HNS Honors Convocation is on Friday, May 9th at 11:00 a.m. The convocation program will include recognition of retiring faculty. A reception will follow. This reception will honor all students, retiring faculty and staff, and serve as the end of the year HNS faculty and staff party.

IX. Commencement

Commencement is on Saturday, May 10th. There will be a shuttle from Loyola to the superdome.

X. Update on Recruitment and Open House

Dean Calzada reported that 279 students attended Open House, which is 37 above last year. Feedback on all of the presentations was excellent. Faculty expressed that all departments need signs. Dean Calzada said that next year Uriel Quesada will work with all departments and other colleges to better coordinate the Open House.

XI. College Restructuring

The Provost and Melanie McKay gave a college restructuring presentation to the deans and to the Provost Council. An Ad Hoc Committee of the Senate is looking closely at the plans to restructure the colleges. The Board of Trustees urged them to be creative and to bring something new to the table. There are at least 5 models. The timeline is to present to the Board of Trustees in May, get feedback and then decide in October which plan may be implemented in Fall 2015.

XII. Staff Reviews

May 30th is the deadline for submitting completed staff employee reviews. Please send your reviews to Human Resources with a copy to the dean's office.

XIII. Environment Program Presence at Council of Chairs

Dean Calzada asked for feedback from the chairs on the environment program having a presence at the Council of Chairs. Faculty objections and comments included the following statements: that they are not a department, there would be too many people at the COC, most are Biology majors anyway, they are not completely housed in the College of HNS, and they do not have a faculty. Another faculty commented that whatever we do for one program, we would have to do for all programs.

Move to Adjourn

The meeting was adjourned at 5:00 p.m.

ATTACHMENTS:

Attachment #1: Summer Session Email From Provost Manganaro

Dear Faculty and Staff,

As you know, our Summer Sessions are an important part of our academic programs, offering students the chance to catch up on course work and faculty the chance to supplement their teaching and salaries. Enrollments in our Summer Sessions also provide significant revenues to the university, revenues that are particularly needed in our present financial circumstances. Therefore, we need to do everything we can to ensure robust summer enrollments.

At present, summer schedules and registration open concurrently with registration for the following fall. This registration usually takes place in mid-March, only two months before Summer Sessions begin. Many universities have found that opening summer registration concurrently with spring registration (usually late October) boosts enrollments. This schedule allows advisors to discuss options for two upcoming semesters with students during the advising period in the fall; it allows students who are in academic difficulty to plan ahead for re-taking courses in the upcoming summer; it allows students and their parents time to plan summer activities and vacations around summer school schedules.

Beginning Fall 2014, we will implement this practice. Summer schedules will be prepared concurrently with spring schedules, which must be loaded into SIS by October 3. Because the Office of Summer Sessions always has checking to do after courses are loaded, we are asking for summer schedules to be sent to Melissa Landry (malandr2@loyno.edu) with a copy to Melanie McKay (mckay@loyno.edu) by September 28. Our previous deadline for summer course submissions was early December, so we are only moving the date up two months.

Your deans and chairs will be soliciting summer courses as soon as school begins, and will set their own deadlines for you to put your requests in for summer teaching. I wanted to let you know about this change now, so that you can begin thinking about Summer 2015.

I am grateful for your cooperation with this change, which we believe will have a positive impact on our enrollments in our Summer Sessions.

Sincerely,



Marc Manganaro, Ph.D.
Provost and Vice President for Academic Affairs

Attachment #2: Common Curriculum Course Rotation for Evening Students



To: Dr. John Sebastian
Director, Common Curriculum

From: Ms. Melissa Lightell
Director, Office of Professional & Continuing Studies

CC: Dr. Melanie McKay
Vice Provost, Faculty Affairs

Subject: Common Curriculum Course Rotation for Evening Students

Date: February 20, 2013 UPDATED March 19, 2014

The following rotational plan is designed to progressively ensure that nontraditional students are able to complete their degree requirements in a timely manner. This plan requires that some courses be taught online or through the Distance Learning Program (DLP)¹ to also meet the needs of those students pursuing the RN-BSN online program as well as those students with complicated schedules due to work and family priorities.

FALL

DLP/online courses

HIST I

MATH MODELS

RELS II

FYE FOR NONTRADS

PHIL II

ETHICS

on-campus courses

SCIENCE PROCESS

SPRING

DLP/online courses

RELS I

ENGL I / ENGL II ²

HIST II

CREATIVE ARTS

SOCIAL SCIENCE ELECTIVES

FYE FOR NONTRADS

PHIL I

on-campus courses

NATURAL SCIENCE CONTEXT

¹ With the dissolution of the DLP, online course options must be offered.

² These courses will be offered consecutively in the same semester as comparable courses have been in the past.

The courses listed in the DLP/online column are all courses that have been offered either through the DLP program or online in the past. The Office of Professional & Continuing Studies leaves the decision to offer a course through the DLP or online method up to the department. We ask that these sections be restricted to evening students only when registration opens to provide ample opportunity for evening students to register for their courses. Once sufficient time has passed, the remaining seats can be opened to traditional students who need these courses.

To adequately serve the evening student population, at least half of the seats in every on-campus evening common curriculum course (both introductory and advanced courses) must be reserved for these students. The only exception to this are the First Year Experience courses in which courses have been developed to serve both traditional and nontraditional students respectively. If we are unable to reserve seats in evening common curriculum courses or if evening common curriculum courses are not developed and/or offered in the evening, then the evening students will not be able to satisfy these requirements. All of the colleges and departments developing and offering common curriculum courses must agree to either reserve seats or offer full sections devoted to nontraditional students otherwise we cannot require these students to complete these requirements. The chart below indicates the number of courses that are needed in the evening for each of the requirements in the new common curriculum:

Requirement	Number of Sections Needed in the Evening
First Year Experience *	1
Philosophy I	1
Religious Studies I: Religions of the World OR Christianity & Society **	2
History I: The Emerging World OR Engaging in the Modern World **	2
English I: Critical Reading & Writing	1
Math Models	1
Science Process	1
Philosophy II	1
Religious Studies II: Adv. Level Christianity OR World Religions **	2
History II: Adv. CC ***	2
Writing About Literature	1
Creative Arts & Cultures ***	2
Natural Science in Context ***	2
Social Science ***	2
Ethics ***	2
Foreign Language ****	2

* A course template for this requirement has been developed by a workgroup from the Standing Committee on Professional & Continuing Studies. Faculty are encouraged and welcome to adapt this template to their course content to provide evening students with unique opportunities to explore and experience a variety of disciplines and subject areas within the context of the FYE program.

** Students have a choice between two courses to fulfill this requirement. Evening students should be afforded this choice, and therefore both courses should be offered in the evening in line with the course rotation set above.

*** These requirements should be fulfilled with SCCC approved electives, and to ensure that evening students have a consistent and accessible educational experience as all other undergraduate students on Loyola's campus, at least two SCCC approved electives for each requirement should be offered in the evening in line with the course rotation set above. These electives should also be rotated in and out every year to ensure that there is diversity and variety within the evening curriculum.

**** Necessary courses for this requirement will be decided by the results of evening students foreign language placement test. At least one course in Spanish and one course in French should be offered every semester, but the exact course that should be offered will depend heavily on the placement results of these students.

Attachment #3: Part-Time Faculty Reviews

Part-Time Faculty Reviews

Each spring department chairs will review teaching evaluations and CV's of each member of the part-time faculty in his/her department. The chair will use the results of the evaluations to make recommendations to the dean on re-hiring decisions for part-time faculty.

Attachment #4: Travel Policy

Policy on Faculty Travel Expenses for HUNS, 2013-2014

August 1, 2013

- The total budget allocated for faculty travel to conferences from the Dean's office will be \$60,000* for the 2013-2014 academic year.
*If the HNS operating budget is not further reduced from its original 2013-2014 allocation, the travel pool will be increased by \$10,000 in January of 2014.
- There will be an initial deadline of September 30th, 2013 where both tenure and tenure track faculty can request a first conference only. A conference presentation will be required for funding. Eligible travel requests will be reviewed and approved, while funding is available.
- After the September 30th 2013 deadline and while funding is available, tenured faculty can continue to request conference funding. Funding for tenured faculty will be for one conference and for up to \$1,500. A conference presentation will be required for all conference funding.
- After the September 30th 2013 deadline and while funding is available, tenure-track faculty can continue to request conference funding. Funding for tenure-track faculty is for two conferences and for up to \$2,250. A conference presentation will be required for all conference funding.
- Since travel funds often are depleted by November, it is recommended that faculty make early conference plans, including estimates for all costs and a personal commitment to present at the conference. Travel requests can be amended as issues are clarified.
- Requests from Distinguished Professors who have funds in their expense accounts will not be funded.
- This academic year, because of budgetary constraints, extraordinary faculty will not be eligible for travel funds.
- Completed travel expense statements must be submitted to the dean's office upon return. Financial Affairs has strict policies on how receipts are submitted. Department administrative assistants are responsible for helping faculty expedite their travel expense reports. If the submitted travel expense form does not meet the Financial Affairs guidelines, it will be returned for correction. Travel advances must be accounted for within 10 working days after the expense has been paid. Receipts must be received by

the dean's office within 60 days of *purchase* to ensure refunds. Financial Affairs Policies on travel can be found on the following links:

<http://finance.loyno.edu/financial-affairs/travel>

<http://finance.loyno.edu/financial-affairs/cash-advances>

Maria Calzada

Attachment #5: Computer Replacement Policy

Computer Replacement Policy

Each year the dean's office will set aside a budget for computer refresh. Normally, staff members are eligible for a computer refresh every three years and faculty every four years. Faculty and staff may defer replacement until the following year if their computers are still in good working order.

The college will work with Information Technology to develop standard PC and MAC computer models. Any departure from the standard computer models must be approved by the dean and the Vice Provost for Information Technology and Chief Information Officer.

Faculty holding endowed professorships and chairs having a drawdown for the current fiscal year are expected to purchase their own computers.