

**College of Humanities and Natural Sciences
Council of Chairs Meeting
August 18, 2014 – 12:30 p.m. – 2:00 p.m.**

MINUTES

Call to Order

Dean Maria Calzada called the meeting to order at 12:30 p.m.

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

I. Approval of Minutes

Minutes of May 5, 2014 were approved.

II. Welcome to New Chairs

Dean Calzada welcomed the new chairs, Eileen Doll, Languages and Cultures, and Connie Rodriguez, Classical Studies

III. Calendar and Events

- The HNS administrative calendar for fall was sent out by email to the chairs. The entire AY 2014-2015 will soon be posted on the HNS intranet.
- August 26th is Meet the Majors day in the departments. These expenses should come out of your department budget.
- On September 2nd, there will be a Special College Assembly during the window in Bobet 332 with Provost Marc Manganaro and Dean Locander.
- On September 4th, there will be a Pre-Health informational meeting with the dean in Monroe Hall 610 during the window. An email will be sent out to all students.
- The university web redesign, which was due to roll out in June, has been postponed, and will now premiere in September.

IV. SCCC Replacement

Now that Kendall Eskine has moved to a new staff position, there needs to be a replacement for him on SCCC.

V. Annual Funds

Departments can write appeals to alumni for annual funds in either January or February. Please send an email to Laura Leiva, Director of Alumni Relations, stating that your department would like to do so.

VI. Update on Technology/Conference Room

New technology has been purchased with end of year funds. HNS now has two hi-tech conference rooms that can be reserved for meetings and videoconferences. Dr. Quesada's old office is now a conference room that can hold 8+ people. It has a large TV monitor that can be hooked up right from your computer or I-Pad with an Apple TV. There is a videoconference camera available from the dean's office for your use. The dean's conference room has these same capabilities. Please reserve any of these rooms with Gail Reynolds in the dean's office.

I-Clickers were purchased for use in college assemblies. These can be lent out to faculty.

VII. Advising

Dr. Brazier asked if there were any volunteers to help advise Psychological Sciences students. Due to the retirement of Dr. Matthews, and, with Dr. Eskine taking a staff position, the department needs help advising students. Dr. Rodriguez volunteered, and Dr. Brazier stated that Dr. Mui had also volunteered before.

Dr. Moore said that it would be helpful to have advising meetings for advisors. Dr. Rodriguez suggested webinar videos on advising.

There was also a discussion about how it is not a good idea for full-time, non-tenure track faculty to be advisors because those duties are not in their contracts.

VIII. DSAC

Dean Calzada said that it was time to revive DSAC (Attachment #1). Chairs should elect a student representative plus an alternate, and email their names to Associate Dean Quesada. The first meeting with DSAC will be sometime in September.

IX. Honor Code

Last year the University Senate approved a one-year trial for the Honor Code and appeals procedure and reapproved it again for a second year. There are two procedures for reporting problems:

1.) If a faculty finds an issue, they can report it to the Chair, and the Associate Dean, recommending a penalty. The Associate Dean adjudicates the matter. The student can then appeal through the Academic Integrity Council. Teri Gallaway is the chair of the AIC.

2.) Faculty can deal with the problem on their own and not involve the dean's office. The faculty member informs the student of the penalty and of their right to appeal to the AIC.

After a discussion about the process and the appeals process, Dr. Rodriguez said that she would get information on the history of the Honor Code from the Senate, and will report to the next College Assembly. The link to the Honor Code can be found in the bulletin: (<http://2014bulletin.loyno.edu/academic-honor-code>).

X. College Restructuring

Dr. Rodriguez handed out a draft motion for the University Senate that includes the recommendation of option 1 to the Provost and the President (Attachment #2). The Ad Hoc Committee on Academic Structures, a committee of the University Senate, originally proposed two options for the reorganization of the university. The Senate approved option 1 by a straw vote. Option 1 consists of five colleges, but eliminates the College of Social Sciences. Option 2 consists of three colleges and a library. The restructuring recommendations will be going to the Provost and he will bring a proposed recommendation to the Board of Trustees at the October meeting. If anyone has any suggestions on the language in the motion, please send to Dr. Rodriguez. Dr. Rodriguez invited the chairs to the Senate meeting scheduled for September 11th.

The chairs expressed concern that there was no budget included with any of the models. A motion was put forward – “The HNS Council of Chairs requests information on the budgetary repercussions of the two restructuring options offered by the Senate Ad Hoc Committee on Academic Structures.” The motion was seconded, and approved with one abstention. Dean Calzada will send the motion to Provost Manganaro.

XI. Strategic Planning Update

Dean Calzada reported that an SPT meeting was held on July 9th to discuss the strategic plan for the College of HNS. The group considered the college mission and vision statements and values, and started a SWOT analysis. Reports for this meeting are posted on the HNS intranet.

Move to Adjourn

The meeting was adjourned at 2:00 p.m.

Attachments:

Attachment #1: DSAC

Handbook of the College of Humanities and Natural Sciences

Dean's Student Advisory Council (DSAC)

MEMBERSHIP

Each department shall elect one student member in the spring to serve in the following academic year; the alternate shall be elected in the fall. The term for each shall be one academic year, renewable. The Assistant/Associate Dean of the college shall serve on the committee as chairperson. The students shall elect a student member as speaker. The duties of the speaker are as follows:

1. To speak for DSAC as a representative before the College Assembly, the Council of Chairpersons and before any other college or university body, as the need arises.
2. To preside over any formal or informal functions of DSAC.

The students shall also elect a speaker *pro tempore* to perform the above functions when the speaker is not available. Both the speaker and the speaker *pro tem* will be elected at the second meeting of DSAC each fall, and will serve for one academic year.

There will be no elected secretary. Students serving on DSAC will record the minutes on a rotating basis.

MEETINGS

The council shall meet at least once a month during the regular academic year.

AGENDA

The agenda shall be determined by the chairperson, the speaker, and the speaker *pro tem*.

PURPOSE

The purpose of DSAC is to provide a forum for common student academic concerns, to advise the Dean on policy matters, and to enhance communication among students and academic departments, among students of different academic departments and between the students and the Dean's Office.

motion for the University Senate

DRAFT

The University Senate recommends the implementation of Option 1 of the Senate ad hoc committee's report. In an informal poll conducted at the August special meeting, the Senate overwhelmingly preferred Option 1 to Option 2, and only a minority of senators found Option 2 to be acceptable.

Within the general framework of Option 1, the Senate recommends the following alterations: [insert recommendations for major alterations here, keeping in mind the following paragraph. Again, I can ask for material to be sent to me by noon on Thursday 4 September, so we can discuss them and I can send a motion to the membership on the Friday.]

The Senate further asks the Provost to create a transition and oversight committee to work with the colleges, schools, departments, and other units to implement this framework and settle any necessary adjustments to it. This committee should have substantial faculty representation, including members selected by the Senate and/or the colleges.

Finally, the Senate asks that the implementation process be used to spur a dedicated effort joint effort by faculty and administrators to identify and remedy inequities and irregularities in policies and processes, including those identified in the ad hoc committee's report.

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