

Loyola University New Orleans 2016 Arts & Sciences Annual Report

1.0 Executive Summary

Please list the name of your department or office. Include distinctive mission or purpose statement of the department (or general description).

Describe major initiatives, projects, or changes that have affected your department or office in the past academic year, particularly in the areas of planning and assessment; a brief progress report on implementation of action plans and outcomes over the last year; and the key assessment/programmatic enhancement initiatives for the year. Please include any initiatives, projects, or changes where your office participated with other offices.

Please do not include future plans, this should be a report about what has occurred in the past academic year.

This is a report for the 2015-2016 College of Humanities and Natural Sciences Dean's Office.

In the year 2015-2016 the HNS Dean's Office experienced/undertook several major initiatives/changes:

- 1) The office staff changed after the untimely passing of devoted academic advisor, Mr. Rich Wilson. As a result, one of our administrative assistants, Ms. Sara Clark, became an academic advisor. Also, Mr. Daniel McBride joined our office as a second academic advisor.
- 2) The office continued its work in support of the transition towards the new College of Arts and Sciences in the 2016-2017 academic year. In fact, our office started taking care of all undergraduate students in both the College of Social Sciences and the College of Humanities of Natural Sciences.
- 3) The office undertook the work to change all DPCL's to Excel and sharing with departments/students electronically.
- 4) Once the Loyola Core was approved by all university committees our office took the massive work of changing all DPCL's to incorporate the Loyola Core.
- 5) As part of the Advising Think Tank's recommendation to move towards a comprehensive electronic advising/degree auditing system our office held numerous meetings with Mike Rachal and Diane Fletcher for the purpose of improving accuracy and usability of On-course, our current electronic system within LORA. All CAS programs are now correctly depicted in On-course, setting the stage for easier transition towards U-Achieve, the updated electronic/degree auditing system to be implemented on post-Loyola Core years.
- 6) The HNS Dean's office was the leading dean's office in working with the Registrar's Office and Information technology on the implementation of U-Achieve. The plan is for all CAS 2016-2017 programs to be available in U-Achieve for pre-registration advising in October of 2016.
- 7) As part of the Advising Think Tank recommendations, the HNS Dean's Office worked with the Office of the Provost to completely re-think and re-structure summer advising/registration/orientation. The HNS Dean's Office piloted a summer advising plan which included administering a survey/questionnaire to deposited students right after May 1st 2016. The results of the questionnaire were used to register students into fall courses, to direct students to different majors from the ones they had selected during the application process, to inform conversations between summer advisors (five who were paid modest \$1000 stipend for their summer work), departments and students. On the first year of implementation the HNS Dean's Office is very satisfied with the progress made with summer advising. Assessment is underway to improve implementation for the summer of 2017.
- 8) The HNS Dean's Office worked with the Mathematics Department and the Office of Admissions to implement ALEKS, our new mathematics placement procedures. Dr. Patrick Corbin (Director of the Mathematics Center) served as coordinator for ALEKS. Dr. Corbin worked with the Web team to produce a useful ALEKS information website, with IT to make sure a successful interphase with SIS/LORA,

with Summer Orientation and the dean's offices to ensure a smooth process. Our assessment indicates that the use of ALEKS was successful. We will review all details to make sure next year's use of ALEKS is also smooth.

- 9) The Dean worked with the HNS College Planning Team (CPT) on the proposed College of Arts and Sciences Faculty Handbook. The CPT worked with the different committees in HNS and CSS to produce joint language for the CAS Handbook. The proposed language was shared with the faculties of HNS and CSS using Google Docs, requesting comments/suggestions. All comments/suggestions were reviewed by an Ad-hoc committee of the CPT (Rosalie Anderson, Chris Schaberg, Cathy Rogers, Uriel Quesada, and Maria Calzada). After changes were incorporated, the proposed handbook was shared again with the whole faculty and with the Provost Office. The plan was to suspend the rules at the first CAS College Assembly in August of 2016 for the purpose of approving the CAS Faculty Handbook for a year.
- 10) The HNS dean completed her Ignatian Colleagues Program (ICP) training in January of 2016. As part of ICP the dean had to implement a mission project. Her project was a College of Arts and Sciences retreat, which happened in January of 2016 in Rosaryville, Louisiana. The retreat was a joint work between the HNS Dean, the Office of Mission and Ministry, and Fr. Ed Vacek, S.J., The Duffy Chair of Catholic Studies. The retreat's learning outcomes were: 1) Increased morale: a sense of solidarity and optimism for a future working together in the College of Arts and Sciences; 2) A rekindling or rediscovery of a common Mission and Vision for the College; 3) Increased understanding of our Jesuit/Ignatian identity. Post-retreat evaluations were extremely positive on all three points. There are plans for a short, three-hour retreat in August of 2016 and another three-day retreat in January of 2017.
- 11) The HNS Dean's Office worked to re-organize the end of the year Honor's Convocation to incorporate the awards of all the HNS programs plus the programs in CSS who would be part of the new College of Arts and Sciences in the fall of 2016. The significant work that went to planning the event paid off in a great Honors Convocation in May of 2016.

2.0 Data Overview

Before writing this section, please review the data reports provided in items 2.1, 2.2, 2.3, etc.

This section is your narrative overview of the data provided. In this section, you should address data items that need attention. Try to answer questions similar to:

- Has your office experienced significant changes in faculty or staff?
- Were there significant changes in student numbers that require explanation?
- Are faculty or staff funded through grants, foundations, or fee structures?

Please reserve this section as an overview (general information) only. You will have the ability to provide a detailed narrative in each data section below.

The HNS Dean's Office saw a significant change in office staff starting in June of 2016. Both the death of devoted academic advisor, Mr. Rich Wilson, and the prospect of having to oversee all undergraduate students in CAS, required us to restructure our office. As a result, former HNS Dean's Office administrative assistant, Sara Clark, became an academic advisor. Also, Mr. Daniel McBride became a second academic advisor. Ms. Clark and Mr. McBride worked all year under the supervision of Associate Dean Quesada.

2.1 Staff Headcount

Staff headcount numbers come from the Fall semester IPEDS Staff Headcount Report, which is generated by looking at payroll.

If you have concerns about this data, please contact OIRE. If you would like to add context or details regarding this data, please do so in this space.

Office of the Dean	
Dr. Maria Calzada,	Dean
Dr. Uriel Quesada,	Associate Dean
Dr. Jane Chauvin,	Director of Teaching Certification
Ms. Diane Riehlmann,	Assistant to the Dean, February 2013-present
Ms. Gail Reynolds,	Administrative Assistant
Ms. Sara Clark	Academic Advisor
Mr. Daniel McBride	Academic Advisor

In 2015-2016, the College of Humanities and Natural Sciences had eleven academic departments. Departments provided annual reports listing all faculty and staff in the College.

3.0 Goals - Strategic & Annual

Please refer to any goals office or department already developed for the previous academic year. These should answer "what are you trying to do?" and "how did you do?"

Please include how your department addressed college-level strategic plans or goals.

Please include how your department addressed QEP experiential learning plans or goals.

Goals of the Dean

In her 2014-2015 self-review, the dean listed the following items as challenges for the 2015-2016 academic year:

- 1) Begin implementation of the Strategic Plan
- 2) Continue the implementation of college restructuring
- 3) Work with the Provost on the managing of budget deficits and on the implementation of the Financial Equilibrium plan.
- 4) Faith in the Future Campaign
- 5) Ignatian Colleagues Program

Here is a brief reflection on progress made in these items

- 1) **Begin implementation of the Strategic Plan:** This year our College Planning Team (CPT) has continued working with departments in HNS and in CSS to define action plans to implement Loyola 2020. Every department is very aware of the strategic priorities of Loyola 2020 and is justifying their activities with the plan as a backdrop. In the fall of 2015 the CPT requested that two representatives from the programs from CSS that will be part of the College of Arts and Sciences (CAS) join the deliberations of the CPT. Marcus Kondkar and Cathy Rogers have participated in CPT discussions since January of 2016.
- 2) **Continue the implementation of college restructuring:** The work of transitioning to the new College of Arts and Science continues. The dean worked with the College Planning Team and the College Assemblies of HNS and CSS to produce a CAS Faculty Handbook. Members of the CPT have divided the committees of the colleges and engaged in conversations with the chairs of the committees in HNS and CSS. Language has been proposed for the different parts of the proposed handbook and this language has been posted in Google docs to solicit additional feedback from the faculty. The plan is to approve this proposed handbook on the first College Assembly of the fall semester (for a year) so that CAS has operational bylaws. The handbook can be modified/ratified during the 2016-2017 academic year. Additionally, the

chairs of Criminology and Justice, Political Science, and Sociology and the Director of the School of Mass Communication have participated in all the 2015-2016 meetings of the HNS Council of Chairs. Faculty from CSS continue to be invited to the College Assemblies of HNS and the HNS dean has also attended the College Assemblies of CSS, making presentations there as needed.

- 3) Work with the Provost on the managing of budget deficits and on the implementation of the Financial Equilibrium plan: We have certainly made progress on this front but much of the work is still ahead of us.
- 4) Faith in the Future Campaign: Notable in the 2015-2016 academic year is the \$100k gift from the Coatney foundation to Psychology. Also of note is the newly created endowed scholarship in memory of beloved academic advisor, Rich Wilson. Two Sociology students were awarded funds from the Rich Wilson memorial scholarship in the spring of 2016. The Birdwhistell and Bordes endowments continue to grow. Also new this year is a proposal for what over the next three years will grow to be approximately a \$48k gift in support of Biological Sciences and History (by the Schott family).
- 5) Ignatian Colleagues Program: the dean finished her formation as part of cohort seven of the Ignatian Colleagues Program (ICP) in January of 2016. Immediately thereafter she travelled to the Rosaryville retreat house in Ponchatoula to implement her ICP mission project, a retreat for faculty of the future College of Arts and Sciences. By all accounts the retreat was a great success. Evaluations from those who attended indicated that faculty found the retreat to be a healing, inspirational experience that allowed them to learn new things regarding our Jesuit identity. An important message from the retreat was the idea that the new CAS be just that: a new beginning, not just going back to what the old A&S used to be.

The current state of the College Strategic Plan is included in the appendix.

4.0 Budget for Fiscal Year

Source of budget data is year-end actuals run on or around July 31. Budget data provided in PDF link. Please include any narrative details or concerns in this space. This budget data should be from the year for which the report is being written.

The initial budget allocations on August 1st, 2015 were as follows:

Computers	\$52,200
Travel	\$70,000
Dean’s Operating Budget	\$77,324
Unallocated Operating Budget	\$20,354
Departmental Operating Budget	\$165,503
TOTAL	\$385,381

The Deans Office Operating Budget handled the costs of office supplies, service contracts, faculty and staff get-togethers (food, space reservation, catering), conference registration, staff development, honoraria etc. Part of the Unallocated Budget was used for the Carter and Bobet Fellowships.

The College of Humanities and Natural Sciences is highly dependent upon Tech Fee Funds to fund student-related technological needs. It has insufficient resources to fund service maintenance contracts and equipment repairs in the sciences and to address the needs of technology related to faculty research.

The table below describes the gifts received by HNS in the AY 2014-2015 and AY 2015-2016 (Source, Martha Bodker, Director, Advancement Records, Institutional Advancement):

2016 Fiscal Year to Date Gifts Received to July 31
\$575,060 Outright Gifts for Capital Purposes
\$320,802 Outright Gifts for Current Operations
\$41,350 Outright Gifts, Dean's Discretionary Funds
\$937,212 Total Received Humanities & Natural Science
2015 Fiscal Year to Date Gifts Received to July 31
\$2,255,756 Outright Gifts for Capital Purposes
\$66,693 Outright Gifts for Current Operations
\$25,432 Outright Gifts, Dean's Discretionary Funds
\$2,347,881 Total Received Humanities & Natural Science

5.0 Assessment Report

Assessment

In-depth reviews

HNS has developed a rotation for in-depth program evaluations. However, this year because of the work of Financial Equilibrium and Lucy Lapovsky SCAP suspended these departmental reviews. Only Psychology and Chemistry continued with their external reviews. Both departments invited external experts to review their programs and offer recommendations for improvement. Psychology will present the results of their in-depth review to SCAP in the 2016-2017 academic year. Chemistry will use the results of their external evaluation this year to prepare for the American Chemical Society accreditation review to take place next academic year.

Achievements

The 2015 Provost Report included a web listing of all publications, presentations and honors by the HNS faculty in the 2015 year. The listing is currently located at <http://academicaffairs.loyno.edu/college-humanities-and-natural-sciences-provosts-report-citations>. Since it is expected that this listing will be replaced very soon with information from 2016, we include the listing in the supporting documents for the record.

Strategic Plan

The most current edition of the College Strategic Plan with an update on action plan initiatives is included in the supporting documents for the record.

6 Supporting Documents

Arts & Sciences Supporting Documents

[CAS Strategic Plan.pdf](#)

[HNS Citations 2015 Provost Report.pdf](#)