

Humanities and Natural Sciences College Assembly

August 21, 2014

12:30 p.m. – 2:00 p.m.

Bobet 332

MINUTES

Minutes approved by September 18, 2014 Assembly

I. Call to Order

The assembly was called to order at 12:25 p.m. by Dean Calzada in Bobet Hall 332.

Attended: Adams, Allison, Altschul, Bell, Berendzen, Biguenet, Brungardt, Butler, Cahill, Chauvin, Coolidge, Corbin, Corprew, Doll, Eklund, Fernandez, Gerlich, Gnuse, Gossiaux, Hardy, Kahn, Kelly, Koplitz, Kornovich, Kuelman, Leland, Li, Lily, McHugh, Melancon, Moore, Mui, Nystrom, Quesada, Peterson, Rodriguez, Rogers, Rosenbecker, Rupakheti, Salmon, Stephenson, Thibodeaux, Thum, Tucci, Vacek, Villarreal, Welsh, Yakich, Yavneh and Zucker.

II. Invocation

The invocation was given by Father Gerlich.

III. Approval of Minutes

The minutes of April 24, 2014 were approved as written with three abstentions.

IV. Announcements

1. Travel Policy

Maria announced requests to travel on one trip are open to all faculty and due by 9/30/14. After that date, tenured faculty may continue to apply for one trip (\$1,500 limit), and tenure-track faculty may continue to apply for up to two trips (\$2,250 total limit) until HNS travel budget (\$70,000) is spent. Maria referred the Assembly to the HNS intranet to read the full text of the Travel Policy.

2. New Facilities Available

220 Bobet (former the LAS Center) is now open for use as a conference room with a table that seats eight comfortably, maybe ten, with chairs along the side. A monitor with VGA and HDMI inputs has been installed. The Dean's conference room now also has a wall-mounted monitor with the same two inputs. Both conference rooms are reserved upon request to Gail. The new 220 Bobet Conference Room is kept locked and Gail has the key. Heather Mack (of CELTS) is working in the front office temporarily. HNS also has two Apple TV boxes with HDMI cable to project your Apple computer or iPad on the monitors. In addition, a camera with a USB port is now available for conference calls. If you would like to use the Apple TV boxes or the camera, please request it from Diane Riehlman or the dean. HNS has also purchased vote clickers for the College Assembly. Faculty can also use them in class (with a brief training by Susan Brower).

3. Student Convocation

Convocation for new students will be held Friday, August 22 from 3-4:30 pm. Faculty are no

longer required to dress in regalia, which is now optional. Faculty participating in the procession will collect in the Marquette lobby between 2:15-2:30. The procession will start at 2:45.

4. New Advisor Training

Rich Wilson announced he'd like to come to departmental faculty meetings to talk to junior faculty about their new advising role. He also referred them to the advisory handbook (available on intranet) updated by Judith Hunt before she left. Please get in touch with Rich to set up a time to meet.

5. Fr. Greg Boyle, S.J. Biever Lecture

Naomi Yavneh Klos announced Fr. Boyle, founder and director of Homeboy Industries and author of *Tattoos on the Heart: Ignatian Values in Action*, currently being read by Honors students, will speak on Monday 9/15 at 7pm in the St. Charles Room (location may change).

V. Reports

1. Enrollment update

Maria reported on data given at the Tuesday 8/19 Academic Affairs Provost retreat. It is estimated that 630 first-year students are currently enrolled in Loyola. Administration is cautiously optimistic since they'd originally budgeted for 614. 130 transfer students were expected but so far numbers have only reached the mid-90s. Given both, this year's deficit will be of the same order as last year's. Additionally, university, college and department enrollment numbers (see Attachment 1) were shared at the retreat. Loyola numbers now are lower than immediate post-Katrina's. Numbers have been dropping since 2011. Questions that need to be considered include: will we go up again or are we a new Loyola with a lesser number? If this is the case, administration perceives we have too many faculty. Another disturbing chart (Attachment 2) is taken from annual report numbers. HNS enrollment is down 11%, much more than other colleges.

Asked if Loyola is still a "best buy," Maria said she thought it was, and that financial aid is actually up. Naomi said the shrinking student demographic does not apply to Louisiana, which is experiencing major growth. Asked about retention, Maria said the 75% rate was expected to be met although the four-year graduation rate is only 48% or so. She added that her point in bringing this information to the assembly, in addition to simply keeping the assembly informed, is to encourage faculty to participate in recruitment activities. Also, Maria would like to encourage our faculty to be very creative, within our resources, to attract new students. Are there programs we could develop? The discussion is also a good segue to the Strategic Plan. Mike Kelly said departments need to check the Annual Report numbers. Maria agreed, saying Brad Petifil is very open to adjusting student numbers. A discussion of Admission's lack of follow through, despite faculty willingness to recruit, followed. Naomi reported the last interview was completed with the final candidate for Admissions Director this morning. Maria said the whole Admissions office is largely new. Candidates for the Admissions Director and Director of Operations were optimistic numbers will move up, along with student profiles, etc. Only one candidate wasn't sure about assuming growth. Maria offered to invite Roberta Kaskel to the September assembly meeting to answer questions on HNS recruitment strategies. The new Admissions Director will be invited to October's meeting.

2. Academic integrity honor code

Maria informed the faculty Loyola's honor code can be found at: [bulletin/academic-honor-code](#). (See also Attachment 3.) She wanted the faculty to be aware that they have two options on what action to take for violations of the honor code: 1) faculty may handle it on their own (e.g., give the student an F or other sanction). In this case the professor is required to give the student their decision in writing (can be email) and inform the student they have the right to appeal to the Academic Integrity Council (AIC); 2) faculty may inform the Associate Dean of the violation and recommend an action. In this case the Associate Dean assigns a penalty and sends the student the decision in writing, informing them of their right to appeal to the AIC. The AIC reviews appeals, decides if they merit a hearing or not. If yes, the hearing issues a recommendation to the Associate Dean. Connie Rodriguez informed the assembly on the history of the Honor Code and these procedures, saying the good thing about reporting violations to the Associate Dean is that if a student has a pattern, it will come clear. John Altschul, AIC committee member, asked anyone who would like further input into the process, to please send their comments to the AIC. Lynn Koplitz asked that procedures be shared with colleges prior to approval by the Faculty Senate.

3. Strategic planning.

Maria reminded the Assembly to see: <http://academicaffairs.loyno.edu/strategic-plan> for the current University Strategic Plan, due for Board approval in October. She said the material posted is interesting to read and that the site accepts comments. Maria reported the HNS summer retreat took place on 7.9.13. Documents and minutes are posted on the HNS intranet, which included a discussion on a HNS mission statement, vision statement and values. Chris Schaberg and Rosalie Anderson have agreed to work closely with Uriel and Maria, assisting in holding a series of short (one hour), focused meetings with the specific task of collecting information for the College Planning Team, Chairs, and the Assembly. Results will be posted on the HNS intranet. Uriel said discussion on university planning and restructuring will also be addressed. HNS needs to have their strategic plans completed by January. Maria said she wants the process to be fun, uplifting and creative.

4. Summer School change in scheduling

Summer School course scheduling has been moved up to October 3rd. Chairs need to post spring and summer courses at the same time. Maria asked they consider the needs of students and offer courses most helpful to them. The idea is to allow students to look at spring and summer offerings at the same time. Maria said there is need for more on-line offerings, on-campus CC courses and catch-up requirements such as organic chemistry and calculus. She asked faculty to coordinate with each other to minimize courses that compete with others for student enrollment.

5. On-line course evaluations

Mark Fernandez reported this committee is accepting cross-college evaluation questions. He also said they are still looking for 3-5 college-specific questions. He asked faculty to please email Mary Brazier or him with their suggestions. He said the committee was considering requiring students to complete an evaluation in order to gain access to their grades. The process is ongoing and additional input may be requested later.

5. College restructuring.

The latest Senate report has been posted on the intranet. Joe Berendzen, Senate ad-hoc restructuring committee member, reported it was decided during summer meetings to drop model B. Remaining models are now called (1) and (2). Model (1) looks a lot like pre-Pathways except there is no City College. Instead there is a College of Graduate and Professional Studies. Model (2) establishes an undergraduate and a graduate college and did not have much support.

Joe said the committee is open to amendments to the draft currently circulating. Connie Rodriguez said it is a skeleton outline and will be developed over the course of this year within committees which will hammer out details. Perhaps not all interdisciplinary programs will be housed in the same place, just as Mass Comm, Nursing, etc., all have their preferences which will all need to be taken into consideration. Connie referred to Barbara Ewell's belief that the Senate needs to make the administration see Pathways broke us and we need to fix it. She said Marc Manganaro really stepped back after asking the Senate to form a committee, which became a very active over the summer. Concerns were expressed over the rush for Board approval. Maria said the senate has proposed a transition committee to work on adapting to changes, but that approval has to happen now in order to launch it by next year. John Altschul said that although he shares these concerns, we really have no choice but to go ahead with the October deadline, so we need have our voice heard now. Connie announced the 9/11/14 senate meeting is open and encouraged all to attend as her guest or to give their comments to their Senate rep.

VI. Move to adjourn

A motion was made and seconded.

Attachment 1
Enrollment History

Semester	Total Enrolled Students
14F	4,332
13F	4,864
12F	5,082
11F	5,178
10F	4,982
09F	4,910
08F	4,634
07F	4,585
06F	4,874
05F	5,626
04F	5,748

Attachment 2
Loyola University New Orleans
Undergraduate Major Comparison
Preliminary Data as of 8/14/2014*

College	Department	AY 11-12	AY 12-13	AY 13-14	AY 14-15 (as of 8/14)	Difference AY 13-14 & 14-15	
BU	ACCT	81	83	62	54	-8	
	BU	111	109	80	69	-11	
	ECON	43	62	57	64	7	
	FIN	51	52	62	68	6	
	INTB	91	90	85	83	-2	
	MGT	95	90	105	108	3	
	MKT	106	123	105	103	-2	
	MUSB	22	9	5	0	-5	
	Total	600	618	561	549	-12	-2%
HN	BIOL	201	233	211	192	-19	
	CHEM	58	75	75	67	-8	
	CLST	7	2	7	6	-1	
	ENGL	196	186	163	159	-4	
	ENV	24	39	50	46	-4	
	HIST	87	81	84	72	-12	
	HN	132	133	101	78	-23	
	LANG	25	28	24	19	-5	
	MATH	17	14	12	13	1	
	PHIL	55	49	37	30	-7	
	PHYS	25	23	23	29	6	
	PSYC	330	345	348	301	-47	
	RELS	18	12	7	5	-2	
	Total	1175	1220	1142	1017	-125	-11%
HNN	HNN	14	8	6	10	4	
	Total	14	8	6	10	4	
MA	MUED	49	62	50	50	0	
	MUIN	262	265	279	271	-8	
	MUSC	128	128	111	99	-12	
	MUTY	40	35	38	41	3	
	TAD	61	57	54	47	-7	
	VISA	112	106	105	91	-14	
	Total	652	653	637	599	-38	-6%
SS	CMMN	269	249	240	224	-16	
	CRJU	79	91	87	90	3	
	POLS	128	129	113	99	-14	
	SOCI	66	81	57	54	-3	

	SS	38	37	33	25	-8	
	Total	580	587	530	492	-38	-7%
SSN	CRJU	73	67	72	36	-36	
	NURS	36	25	21	13	-8	
	SOCI	30	31	32	20	-12	
	Total	139	123	125	69	-56	-45%

*Not official

Attachment 3

Academic Honor Code

This Academic Honor Code supersedes policies and procedures related to the Integrity of Scholarship and Plagiarism policies and procedures published in previous University Bulletins for all Graduate and Undergraduate students at Loyola University New Orleans.

The Academic Honor Pledge

In accordance with the Academic Honor Code of Loyola University New Orleans, I pledge I will not cheat, lie, falsify, plagiarize, or participate in any form of unauthorized collaboration, misuse or misrepresentation of my academic work or the academic work of others in any manner. I will be honest in all academic endeavors and conduct myself in a manner that protects and promotes the intellectual and ethical integrity of the University.

The Academic Honor Code

The Academic Honor Code of Loyola University New Orleans represents the University community's commitment to the highest intellectual and ethical standards of honesty, integrity, fairness and justice. Violations of the Academic Honor Code include but are not limited to cheating, plagiarism, false citations, falsified data, falsification of academic records, unauthorized collaboration, misuse of electronic material, and violation of academic property laws. A student in doubt about whether a particular course of conduct might violate the University's Academic Honor Code should talk with the course instructor before engaging in that conduct.

Cheating

Cheating is the fraudulent or dishonest presentation of work. Cheating includes but is not limited to:

- using or attempting to use unauthorized materials in any academic coursework
- copying, falsifying, destroying, or altering another student's work
- submitting the same written work in more than one course without prior written approval from the instructors involved
- dishonestly requesting to make up exams, extend deadlines for submitting coursework
- plagiarizing in any form

Plagiarism

Plagiarism is defined by Alexander Lindley as “the false assumption of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's own” (Plagiarism and Originality). “Plagiarism may take the form of repeating another's sentences as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's argument as your own, or even presenting someone else's line of thinking in the development of a thesis as though it were your own.”

Unauthorized Collaborations

Unauthorized collaborating is completing coursework with other(s) without prior approval. Students are expected to consult with their instructor prior to engaging in cooperative activities.

False Citations

False citation is the attribution of intellectual property to an incorrect or fabricated source with the intention to deceive.

Falsified Data

False data are data that have been fabricated, altered, suppressed, manipulated, or contrived in such a way as to be deliberately misleading.

Falsification of Academic Records

Falsification of Academic Records is any attempt to forge or alter academic documentation, includes, but is not limited to, transcripts, letters of recommendation, certificates of enrollment or good standing, registration forms, and medical certification of absence.

Misuse of Electronic Materials and Violations of Academic Property Laws

Access and use of licensed electronic materials are governed by agreements between the University and publishers or sellers of the services. Students must comply with the prohibitions stated below.

- selling or public posting of material from these services
- sharing your login with anyone else or allowing access to unauthorized users
- giving away or transferring information from these services to anyone not affiliated with Loyola University New Orleans
- systematic, large-scale downloading of information, including entire issues of electronic journals or entire electronic books

Other breaches of the Academic Honor Code include:

- the misrepresentation of material facts or circumstances in relation to examinations, papers, or other evaluative activities
- the unauthorized use of University academic facilities or equipment, including computer accounts and files
- the unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other course materials
- the violation of Institutional Review Board (IRB) policies and procedures

Procedures

Honor Code violations are handled in one of two ways. Charges, findings, and sanctions can be appealed to the Academic Integrity Council.

1. Instructor of record for the course

If charges of an Honor Code violation are made against a student, the instructor investigates the matter, issues findings, and imposes sanctions.

- a. The instructor collects and keeps copies of all evidence related to the charge and examines the situation.
- b. If the instructor finds there has been an Honor Code violation, the instructor then issues a sanction. (Potential sanctions defined below.)
- c. The instructor provides the student written notification of the finding and sanction.
- d. The instructor also provides the student written notice of the student's right to appeal the charge, finding, and/or sanction to the Academic Integrity Council.

2. Associate Dean

Alternatively, the instructor can inform the department chair and the associate dean of the college offering the course about the matter, and allow the matter to be investigated by the associate dean of the college offering the course. This is the preferred method of handling Academic Honor Code violations, as it ensures repeat violations are identified and sanctions reflect the violator's pattern of behavior.

- a. The instructor reports the case in writing, with all supporting evidence, to their departmental chairperson and associate dean of the college in which the course is offered. The instructor may include a sanction recommendation to the associate dean.
- b. The associate dean reviews the charges, finding, and/or sanction recommendation. If the associate dean finds there has been an Honor Code violation, the associate dean then issues a sanction. (Potential sanctions defined below.)
- c. The associate provides the student and instructor written notification of the finding and the sanction. All relevant evidence and finding documents are placed in the student's permanent file in the dean's office of the student's college.

- d. The associate dean also provides the student written notice of the student's right to appeal the charge, finding, and/or sanction to the Academic Integrity Council.

3. Associate Dean

If charges of an Honor Code violation are made against a student that do not arise directly from a course, the associate dean of the student's college investigates the matter, issues findings, and offers reasonable sanction recommendations.

- a. The associate dean collects and keeps copies of all evidence related to the charge in the Dean's Office and examines the situation. This can include contacting the associate dean of the student's college and/or the Office of Student Records for an examination of the student's academic records.
- b. If the associate dean finds there has been an Honor Code violation, the associate dean then issues a sanction.
- c. The associate dean provides the student written notification of the finding and sanction.
- d. The associate dean also provides the student written notice of the student's right to appeal the charge, finding, and/or sanction to the Academic Integrity Council.

Appeals Procedures:

Students who have been charged, found responsible for, or are issued sanctions for an Honor Code violation may appeal the charge, finding, and/or sanction to the Academic Integrity Council. Such an appeal must be filed in writing with the Academic Integrity Council within two weeks after the student receives written notification of a charge, finding, or sanction by the instructor of record or the associate dean.

1. The Academic Integrity Council (AIC) provides written notification to the student filing the appeal that the appeal has been received.
2. The AIC convenes to review evidence and decide if appeal merits consideration.

3. If the AIC finds the appeal merits consideration, the AIC investigates the matter, explores all evidence, issues findings, and offers sanction recommendations where appropriate.
 - a. The AIC provides the student written notification of any findings and/or sanction recommendations arising from the appeal. Notification is also made to the instructor of the course, the associate dean of the college offering the course, and the associate dean of the student's college as appropriate.
4. If the AIC finds the appeal does not merit consideration, AIC provides written notification of such to the student filing the appeal, the instructor of the course, the associate dean of the college offering the course, and the associate dean of the student's college as appropriate.

Potential consequences of violations of the Academic Honor Code

Failing Grade for Assignment or Course: A permanent failing grade may be assigned for the offending course work or for the final course.

Letter of Censure: The letter will clearly articulate the violation of which the student has been found responsible, reiterate the University's Academic Honor Code, and clearly spell-out possible consequences if the student violates the Academic Honor Code in the future. The Letter of Censure will be placed in the student's permanent Dean's file along with all supporting documentation regarding the case.

Academic Suspension: Academic suspension is an appropriate recommendation for students found responsible in particularly egregious cases or students who have previously been found responsible of violations of the Academic Honor Code.

The recommendation of academic suspension should be submitted to the Dean of the student's College for review. If the Dean concurs with the recommendation, notification of the length of the academic suspension must be sent to the Office of Student Records. A notation "Academic Suspension" will be placed on the student's official transcript. The decision to suspend a student for violating the Academic Honor Code should be made in consultation with the Provost and/or Vice-Provost for Academic Affairs.

Dismissal from the University: Dismissal from the University is the most severe recommendation that can be made and is reserved for the most egregious acts of academic dishonesty. Students found responsible of violating the University's policy regarding academic integrity, especially if they have already been suspended from the University, should be considered for permanent dismissal. This recommendation should be sent to the Dean of the student's college so that a decision may be rendered. The decision to permanently dismiss a student from the University should be done in consultation with the Provost and/or Vice-Provost for Academic Affairs. The notation "Academic Dismissal" will be placed on the student's official transcript.

Violations of the University Honor Code by students in the University Honors Program: If an honors student is accused of any violation of the Academic Honor Code, whether or not the violation occurred in an Honors course, in addition to the procedures described above, the Director of the University Honors Program must be notified and receive all pertinent materials related to the case. If an honors student is found responsible of violating the Academic Honor Code, the student will be placed on Honors probation, and the Director of the University Honors Program, in conjunction with the University Honors Advisory Board, will determine if the student will be allowed to remain in the Honors Program, and, if so, the requirements for removal of the probation status.

Violations of the University Honor Code by students in the University's Evening Division: If a student in the evening divisions is accused of any violation of the Academic Honor Code, in addition to the procedures described above, the Director of the Evening Division must be notified and receive all pertinent materials related to the case.

Monitoring and Recording Violations to the Academic Honor Code:
The Academic Integrity Council is responsible for recording and monitoring violations of the Academic Honor Code. This data will be reported to the Provost's office every semester.

Rights of Accused Student:

1. To be present at the hearing.
2. To provide the committee with any evidence relevant to the charges. All evidence must be provided to the committee at least one week before the hearing. It is the responsibility of the Academic Integrity Council Chairpersons to ensure that all Council members have this material before the hearing.
3. To have a representative, either a full-time faculty or staff member, attend the hearing. The role of the representative is that of an observer to ensure that the hearing has been conducted fairly and in accordance to the University's policies. Legal counsel is not permitted.
4. To address the Academic Integrity Council and present evidence and/or witnesses. If the accused student wishes to have witnesses address the Academic Integrity Council, he or she must provide the Chairpersons of the Academic Integrity Council with the names of the witnesses at least one week before the scheduled hearing. It is the responsibility of the accused student to notify any witnesses of the date, time, and location of the hearing.
5. To receive, in writing, the findings, conclusions, and recommendations of the Academic Integrity Council regarding his or her case.
6. If the accused party or his or her representative believes a procedural discrepancy has occurred during the hearing, the decision of the Academic Integrity Council may be appealed to the Provost.
7. Students who are unable to be present on campus for Academic Integrity Council hearings have the option to appear electronically. Students taking this option should coordinate with the Academic Integrity Council in advance of a hearing so the necessary technology can be set up and student identity can be validated.

Rights of the faculty or staff member who brought the original charges against the student:

1. To be present at the hearing.
 2. To address the Academic Integrity Council and present evidence and/or witnesses. If the faculty/staff that brought charges against the student wishes to have witnesses appear before the committee, they must provide the names of witnesses to the Academic Integrity Council at least one week before the scheduled hearing. It is the responsibility of the faculty/staff member to notify any witnesses of the date, time, and location of the hearing.
 3. To receive, in writing, the findings, conclusions and recommendations of the Academic Integrity Council regarding their case.
 4. Instructors who are unable to be present on campus for Academic Integrity Council hearings have the option to appear electronically. Instructors taking this option should coordinate with the Academic Integrity Council in advance of a hearing so the necessary technology can be set up and Instructor identity can be validated.
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