

College of Arts and Sciences College Assembly
Thursday, August 16, 2018
12:30 p.m. – 1:50 p.m., Bobet 332

MINUTES

In Attendance:

Biological Sciences –Rosalie Anderson, Anthony Bucolo, Patricia Dorn, Don Hauber
Chemistry and Biochemistry – Hailey Clancy, Anna Duggar, Christine Heinecke, Qian Qin,
C. J. Stephenson, William Walkenhorst
Criminology and Justice –Andrew Denney, Kelly Frailing, Danielle Slakoff
English –Kate Adams, Sarah Allison, Hillary Eklund, Christopher Schaberg, Lindsay Sproul
Environment - Lynn Brien, Craig Hood
History –Mark Fernandez, Robert Gerlich, Eric Hardy, Ashley Howard, David Moore, Justin Nystrom
Jesuit Social Research Institute –Susan Weishar
Languages and Cultures –Eileen Doll, Nathan Henne, Alice Kornovich, Karen Rosenbecker
Mathematical Sciences –Omar El-Khatib, Scott McDermott, Kasia Saxton, Ralph Tucci Karen Villarreal,
Andrew Wolfe
Philosophy –Joe Berendzen, Francis Coolidge, Mark Gossiaux, Leonard Kahn, Joel MacClellan, Connie
Mui, Jonathan Peterson, Sybol Anderson
Physics –Martin McHugh
Political Science –Sean Cain
Psychological Sciences –Erin Dupuis, Tony Lam, Enrique Varela, Kate Yurgil, Evan Zucker
Religious Studies – Terri Bednarz, Robert Gnuse, Ed Vacek
Sociology – Angel Parham, Simone Rambotti
Teacher Education –Glenda Hembree
College of Arts and Sciences Dean’s Office –Uriel Quesada, Armin Kargol
Student Representative -

Also in Attendance:

Dr. Maria Calzada - Interim Provost & Vice President Academic Affairs
Dr. Carol Ann MacGregor - Senior Director of Institutional Research and Effectiveness and Faculty
Development

I. Call to Order

The assembly was called to order at 12:30 p.m. by Interim Dean Uriel Quesada in Bobet 332.

II. Invocation

Dr. Eileen Doll from the Department of Languages and Cultures gave the invocation.

Hearing no objections, Dean Quesada changed the order of the agenda to accommodate Provost Calzada and Dr. MacGregor.

III. Provost Maria Calzada and Dr. Carol Ann MacGregor

Dr. MacGregor spoke about the importance of the Academic Affairs Continuity of Operations Plan which address contingencies for suspension of on campus operations in the event of an emergency. She said this plan is important for accreditation and is also part of the university’s obligation to accept federal financial aid. Provost Calzada and Desiree Rodriguez will send out the [link to the plan](#). All faculty have an obligation to have a plan in place right now to continue instruction online. Dr. MacGregor stressed the importance of this emergency contingency plan and said to contact her with any questions.

Provost Calzada announced changes in the Grant and Research office, with Annie Weaver now working with Tootie Buisson on the development of grants and sponsored programs.

Provost Calzada reported that summer school and May term exceeded expectations, and said there may be a possibility of a July (J) term. Also, online courses this summer did better than expected. She said that as of today, numbers for the fall are ahead of what was budgeted, but the final discount rate, etc. needs to be assessed. The faculty expressed concern over the lack of raises, TIAA retirement being hit, more administrative positions, and morale issues. Provost Calzada said she is very hopeful for the future, and the new President wants to move forward.

IV. Approval of Minutes - April 19, 2018

There was a motion to approve the minutes of the April 19, 2018 meeting; it was seconded, a vote was taken and the minutes were approved with 8 abstentions.

V. Parliamentarian

Dean Quesada said that Dr. Karen Rosenbecker is willing to continue as Parliamentarian this year. Dr. Rosenbecker was then elected for another year by the assembly. She presented the 11th edition of Robert's Rules of Order to the assembly.

VI. Announcements

1.) Syllabus Parts 1 & 2

Associate Dean Dr. Armin Kargol said to be aware of changes in syllabi on LORA. Part 1 is the academic syllabus, and the chairs were recently sent the template. Part 2 will consist of up-to-date policies for students that include information on emergency procedures, counseling, etc., and will be updated automatically by the Provost Office. He asked faculty to go into Part 1 and remove all language regarding accommodations, emergency procedures, etc. He said that if any faculty policy is put into Part 1, it must not conflict with the university policy. Any unauthorized changes to Part 2 could result in a grievance.

2.) Presidential Inauguration

Dean Quesada said there would be several Presidential Inauguration events for Tania Tetlow November 15-16. The Inaugural Missioning Mass will be on Thursday, November 15th at 11:30 a.m. in Holy Name of Jesus Church. More details regarding other events to come.

VII. Committee Elections

Dr. Sean Cain announced the following elections needing nominations that would be held via Survey Monkey:

- 1) SCAP - Nominations due next Thursday, Aug. 23rd by 4:30; need humanities, natural sciences and social sciences reps for 4-year term.
- 2) CRTC- Nominations due by 4:30 p.m. on Sept. 13th; need humanities rep for 1-year term and 3-year term; natural sciences rep for 3-year term, and social sciences rep for 2-year term and 3-year term. Dr. Chris Schaberg was nominated at the assembly, and accepted the nomination for humanities rep. Dr. Cain said he would send out an email regarding the election.

The following elections were run at the assembly by Dr. Cain:

- 1) College Elections Committee - Dr. Qian Qin was nominated; she accepted the nomination, and the assembly chose to elect Dr. Qin.

- 2) College Planning Team - The following faculty were nominated, accepted the nomination, and were elected:
 - Dr. Sarah Allison - Humanities rep/3-yr term
 - Dr. Joel MacClellan - Humanities alternate rep/3-yr term
 - Dr. C J Stephenson - Natural Sciences rep/3-yr term
 - Dr. Rosalie Anderson - Natural Sciences alternate 3-yr term
 - Dr. Justin Nystrom - Social Sciences alternate 3-yr term

- 3) Strategic Planning Team - Dr. Cain asked for nominees for one college rep/2-yr term and an alternate/2-yr term. There was a discussion about the need for a change in the structure of the SPT. Dr. Eileen Doll made a motion to send the Faculty Handbook Committee a request to update the SPT structure to include greater faculty numbers. The motion was seconded. Dr. Mark Fernandez then said that a small committee of people who served on SPT should convene and come up with a specific plan. He asked for the motion to be withdrawn. Dr. Doll withdrew the motion. Dean Quesada asked if there were any objections to the motion being withdrawn. Dean Quesada said that he would call a meeting with Drs. Doll and Fernandez to prepare a motion.

VIII. University Bulletin Updates - Dr. Armin Kargol

- 1.) Incomplete grades - Dr. Kargol asked the faculty to follow the guidelines on incomplete grades. Students should first request the incomplete prior to the final exam. The course instructor should review it, and if the instructor approves the incomplete, he/she should fill out the instructor section of the form, and a copy should be sent to the Associate Dean. The incomplete grade request form must include a plan for what work remains and the date of completion. All forms are in the bulletin. He said to document this on LORA. Also, if you want to give an incomplete for a student on probation, it must be approved by the dean's office.

- 2.) Academic Amnesty Policy - Dr. Kargol said that this policy is in the bulletin and will allow students to repeat a maximum of up to 12 credit hours in which a grade of "C" or below was received. However, the old grade stays on the transcript and is annotated that it is not included in the student's grade point average. Also, if the student is receiving financial aid, it is not affected by this policy. Students can retake the course at any time. After retaking the course they must fill out the Academic Amnesty Request form from the bulletin and send it to the dean's office. The course should be exactly the same or similar.

- 3.) Attendance - Dr. Kargol said that students are expected to attend 80% of classes. A grade of "WR" may be assigned when a student fails to attend 20% of any class meetings. Instructors may initiate a course withdrawal by filling out a Faculty Initiated Withdrawal form. He said that if any faculty have a stricter attendance policy than the university one, to put it in their syllabi.

IX. Travel Policy

Dean Quesada said that the new college travel policy is posted on the CAS intranet. Tenure-track faculty can request up to \$1,500.

X. Fellowships

Carter Fellowships are available for tenured and extraordinary faculty in the amount of \$1,000 for themselves, and \$1,000 for student researchers. The fellowships are now consolidated into one Carter Fellowship. The policy and form can be found on the CAS intranet.

XI. Motion to Adjourn

A motion to adjourn was made and seconded. The meeting was adjourned.