

Humanities and Natural Sciences College Assembly
February 20, 2014
12:30 p.m. – 1:50 p.m.
Bobet 332

MINUTES

Minutes approved March 20, 2014 Assembly

I. Call to Order

The assembly was called to order at 12:35 p.m. by Dean Calzada in Bobet Hall 332.

Attended: Adams, Alcazar, Allison, Altschul, B. Anderson, R. Anderson, Bednarz, Biguenet, Brice, Butler, Cahill, Corbin, Doll, Dorn, Eggers, Eklund, Ewell, Fernandez, Goodine, Gruber, Hauber, Howard, Kahn, Kargol, Keulman, Khan, Kornovich, Leland, Li, Murphy, Quesada, Petitfils, Rosenbecker, Rowe, Rupakheti, Schaberg, Sebastian, Shanata, Spence, Tablante, Thum, Tucci, Vacek, Villarreal, Waguespack, Welsh, and Willems.

Proxies received for: Gossiaux, Mui, and Underwood

II. Invocation

The invocation was given by Professor Alcazar.

III. Approval of Minutes

The minutes of January 30, 2014 were approved as written with two abstentions.

IV. Announcements

Professor Howard announced 2/24 panel on Africana Studies within and beyond the Academy at 6PM in 114 Miller Hall.

V. Reports

1. Twomey Center Print Shop / Print Services Merger

Professor Alcazar reported that Randy Laumann stated during a meeting between the two of them, that he wanted and needed to move on from Loyola Print Services. It was after Laumann's statement that Professor Alcazar proposed the merger with the Twomey Center Print Shop, which will occur on March 5, 2014. The Print Shop will continue to operate out of the ground floor of Monroe Hall until they relocate to the Danna Center. Professor Alcazar stated there is no other alternative space for relocation. Professor Alcazar stated there is no other alternative space for relocation. Professor Murphy asked if the turnaround time will improve. Professor Alcazar said stories of Twomey's Print Shop being 1-2 weeks slower than Print Services were only partly true, and that he is committed to ensuring turnaround time will be as good, if not better, than what Print Services delivered.

2. Student Surveys

Thom Spence and Brad Petitfils reported the Office of Institutional Research & Effectiveness (OIRE) is trying to reduce the number of student surveys, to prevent survey fatigue. In order to do this, Loyola needs to improve its response rate, that is, raise the number of completed surveys. If Loyola strengthens the sample and viability of its surveys, then NESI (National Survey of Community Engagement) and SSI (Student Satisfaction Inventory) may be administered in alternate years rather than every year. SSI will agree to alternate years depending on the success of this year's survey. Considering seniors are also asked to complete senior exit surveys, Thom and Brad urged faculty to stress the importance of completing surveys to their students. Thom also spoke to Loyola's crucial need for reliable data at this time in particular, when reference group scores show a rising trend in satisfaction, while Loyola shows a decreasing trend.

Professor Hauber said the time it takes to complete a survey is grossly underestimated and suggested the elimination of repetitive questions would turn it into a ten minute task. Thom said they give SSI feedback such as this, and encouraged faculty feedback. However, SSI questions are used for reference group comparison. He said Loyola is looking at using alternative surveys, but SSI is difficult to replace. Professor Fernandez asked if faculty priorities, when they contrast with those of students, are taken into consideration. Thom responded that they are. Dr. Sebastian asked if survey results were available. Thom responded that they are available for viewing on line.

(Link sent to faculty after the Assembly:
<http://academicaffairs.loyno.edu/research/data-resources>.)

3. Strategic Plan Update

John Sebastian reported the University Strategic Plan will postpone the draft submission to the Board of Trustees from March to May, with hopes of a plan being approved by this summer, or at the Board's meeting in October. He said the Committee met the evening before and set new initiatives, which will be included in the Board Book by Friday. (See Attachment 1.) In just 60 words, the new approach focuses on Loyola's identity and will serve as a framework from which action plans will be identified. He highlighted the words, "Create a Learning Centered Community" as a paradigm shift for the university. He said the new four points are all related, whereas the formerly proposed seven points were fragmented. Professor Fernandez asked if this is the main statement. John said yes and Professor Fernandez responded, that's great, which was followed by general applause. Professor Schaberg asked if "Liberal Arts" will find its way into the statement. John said there is still tweaking to do. Professor Atschul asked what the Lawlor Group reaction would be to no mention of career preparation. John said the word "vocation" was debated and agreed upon as a developmental notion. Professor Biguenet suggested sending the statement to the Lawlor Group would put the university much further along. Professor Rowe said she was happy to see New Orleans highlighted, at a time when the city is booming. Professor Dorn questioned the term "create" since Loyola is hardly starting from scratch. Professor Adams said with all the changes going on, we're always creating and recreating, and John added that the goal is to offer quality, so that things like retention result as a symptom of a good plan. Professor Khan asked John to

define what was meant by “values based.” John said it is tied to discovery of what one’s values are (not an imposed creed) and is something students can expect to develop. Prof Rosenbecker suggested replacing “infused by” with “infused with.” Dean Calzada said the Provost is very excited about the committee’s progress and asked faculty to send suggestions for action plans to her or the CPT so that she can forward them to Elizabeth Kordahl.

4. Enrollment and Admissions Applications Update

Dean Calzada projected a dashboard (see Attachment 2) for the Assembly to view with statistics from Admissions, which document a decline in interest in HNS applicants. She said reasons for this include a national backlash against the humanities and also a change in the Common Application, which encourages students to select an area of interest rather than “undecided.” She also noted students often transfer into HNS. She reported the university is planning on 610 new students in the fall and that another budget deficit is expected, due to debt service, the expected number of new students, and no raise in tuition. Dr. Howard said she would like to contact interested students and meet with students of color visiting campus, but Admissions misses these opportunities. The Dean said Roberta has promised her a differentiated list of interested students. Professor Schaberg said he’s gotten lots of responses via email and attaching pdf brochures. Dr. Adams said the switch to email has yielded better results than phone calls. She said Professor Biguenet wrote a sample email for them to use. Maria will check with Roberta on best practices for contacting admitted students and will also request a call script from admissions. Professor Fernandez suggested we need a HNS representative within Admissions, similar to our fundraising rep, who can focus on our needs. He expressed concern about the lack of follow up HNS currently experiences from Admissions. Professor Doll said it would be nice if Admissions referred interested students to faculty so they could meet or attend classes during their campus visits. Professor Tucci suggested Admissions connect with Loyola alums who teach in local schools.

VI. Old Business

1. Since Randy Laumann is no longer at Loyola and given today’s report from Al Alcazar, Dean Calzada asked if Professor Beard’s motion that Randy Laumann’s Print Services not be moved to the Danna Center basement should be removed from the agenda. By consent, the motion was removed from the agenda.

VII. New Business

1. Motion from Joelle Underwood

The faculty of the College of Humanities and Natural Sciences expresses its gratitude to the faculty and staff who have departed the university through the recent Voluntary Severance Plan and the Reduction in Force. We thank them for their many years of hard work, service, and other incalculable contributions to our college and the greater Loyola University New Orleans community.

The motion was seconded and will be considered at the next Assembly meeting.

2. Proposed changes to the College Handbook: Travel Guidelines (see Attachment 3)

Dean Calzada explained that the proposed changes are a complete replacement of the current guidelines from the College Handbook. Maria drafted the proposed changes, which were reviewed and amended by the College Planning Team and Council of Chairs. The motion was moved and seconded to accept the proposed changes to the Travel Guidelines. This motion will be considered at the next Assembly meeting.

VIII. Motion to Adjourn.

A motion was made and seconded.

Attachment 1

**Loyola University New Orleans
Strategic Plan Overarching Strategies**

Create a learning-centered community

- dedicated to a high-quality, experiential, and values-based education
- devoted to students' discovery of their vocation and a life of service
- infused by the culture and traditions of New Orleans
- rooted in the Jesuit and Catholic commitment to justice

Strategic Planning Team, February 19, 2014

Attachment 2

Admissions Dashboard - Admits Fall 2014 Freshmen Recruitment Cycle updated: 2/18/2014

First Year Admissions Funnel

Stage	Fall 2014	Fall 2013	Change in Count	Percent of	Fall 2012	Fall 2011	End of Year
Inquiry	51387	51986	--599	--1.15%	42433	40488	55434
Applications	6552	6269	283	4.51%	5910	5614	7035
Completed Apps	3974	3955	19	0.48%	4260	4056	4980
Admits	3337	3361	--24	--0.71%	3645	3521	4327
Deposits	15	20	--5	---	50	61	715

Application Source

	Common Application		Change in Count	Percent of Change
	Fall 2014	Fall 2013		
Total Common Apps Received	2432	2446	--14	--0.57%
	WEB Application		Change in Count	Percent of Change
	Fall 2014	Fall 2013		
Total WEB Apps Received	1019	1061	--42	--3.96%

First Year Applicants by Colleges

Colleges	Fall 2014	Fall 2013	Change in Count	Percent of Change
Business	771	640	131	20.47%
Humanities & Natural Sciences	1640	1948	--308	--15.81%
Music & Fine Arts	305	252	53	21.03%
Social Sciences	619	521	98	18.81%
Grand Total	3335	3361	--26	--0.77%

Visits

Visit Type	Year		Change in Count	Percent of Change
	Fall 2014	Fall 2013		
President's Open House - RSVP	32	10	22	220.00%
Official Visitors On-Campus	543	597	--54	--9.05%

2/18/2014 compared to 2/18/2013

**Major Comparison -
Admits**
Updated:
2/18/2014

College	Major	Fall 2014	Fall 2013	Change in Count	Percent of Change
Business	BU: Accounting	63	68	-5	---7.35%
Business	BU: Economics	47	50	-3	---6.00%
Business	BU: Finance	52	25	27	108.00%
Business	BU: General Business	227	352	-125	---35.51%
Business	BU: International Business	119	32	87	271.88%
Business	BU: Management	107	29	78	268.97%
Business	BU: Marketing	109	75	34	45.33%
Business	BU: Music Industry Studies	47	9	38	422.22%
Humanities & Natural Sciences	HN: Biology	529	535	-6	---1.12%
Humanities & Natural Sciences	HN: Biology Pre-Engineering	2	3	-1	---33.33%
Humanities & Natural Sciences	HN: Chemistry ACS	31	47	-16	---34.04%
Humanities & Natural Sciences	HN: Chemistry Forensic	34	32	2	6.25%
Humanities & Natural Sciences	HN: Chemistry Pre-Engineering	12	36	-24	---66.67%
Humanities & Natural Sciences	HN: Chemistry Pre-Med	79	43	36	83.72%
Humanities & Natural Sciences	HN: Classical Studies	6	3	3	100.00%
Humanities & Natural Sciences	HN: English Film/Digital Media	29	15	14	93.33%
Humanities & Natural Sciences	HN: English Literature	35	78	-43	---55.13%
Humanities & Natural Sciences	HN: English Writing	66	25	41	164.00%
Humanities & Natural Sciences	HN: Environmental Science	44	3	41	1366.67%
Humanities & Natural Sciences	HN: Environmental Studies	12	19	-7	---36.84%
Humanities & Natural Sciences	HN: French	3	8	-5	---62.50%
Humanities & Natural Sciences	HN: History	70	57	13	22.81%
Humanities & Natural Sciences	HN: Latin American Studies	3	0	3	N/A
Humanities & Natural Sciences	HN: Mathematics	28	22	6	27.27%
Humanities & Natural Sciences	HN: Philosophy	24	12	12	100.00%
Humanities & Natural Sciences	HN: Philosophy Pre-Law	5	7	-2	---28.57%
Humanities & Natural Sciences	HN: Physics	17	22	-5	---22.73%
Humanities & Natural Sciences	HN: Physics Pre-Engineering	25	71	-46	---64.79%
Humanities & Natural Sciences	HN: Physics Pre-Health	5	6	-1	---16.67%
Humanities & Natural Sciences	HN: Psychology	194	208	-14	---6.73%
Humanities & Natural Sciences	HN: Psychology Pre-Med	79	55	24	43.64%
Humanities & Natural Sciences	HN: RELS Christianity	3	12	-9	---75.00%
Humanities & Natural Sciences	HN: RELW World	9	1	8	800.00%
Humanities & Natural Sciences	HN: Spanish	12	4	8	200.00%
	TOTAL "DECIDED"	1356	1324	32	2.42%
Humanities & Natural Sciences	HN: Undecided Humanities	171	446	-275	---61.66%
Humanities & Natural Sciences	HN: Undecided Natural Sciences	113	178	-65	---36.52%
Music & Fine Arts	MA: BM Music Industry Studies	13	7	6	85.71%
Music & Fine Arts	MA: BS Music Industry Studies	121	74	47	63.51%
Music & Fine Arts	MA: General Music	5	4	1	25.00%
Music & Fine Arts	MA: Jazz Studies	13	4	9	225.00%
Music & Fine Arts	MA: Music Education	13	10	3	30.00%
Music & Fine Arts	MA: Music Therapy	7	7	0	0.00%
Music & Fine Arts	MA: Performance	15	32	-17	---53.13%
Music & Fine Arts	MA: Theatre Arts	20	23	-3	---13.04%
Music & Fine Arts	MA: Theory Composition	5	0	5	N/A
Music & Fine Arts	MA: Art n Design	93	91	2	2.20%
Social Sciences	SS: Communications	182	221	-39	---17.65%
Social Sciences	SS: Criminal Justice	106	34	72	211.76%
Social Sciences	SS: Economics	10	5	5	100.00%
Social Sciences	SS: Political Science	130	168	-38	---22.62%
Social Sciences	SS: Sociology	57	14	43	307.14%
Social Sciences	SS: Undecided Social Sciences	134	79	55	69.62%

Attachment 3

Handbook of the College of Humanities and Natural Sciences

Travel Guidelines

The principal purpose of faculty travel is the promotion of faculty research and the
Travel Policy shall be designed to ensure this purpose. Every academic year, no later
than August 15th, the Dean of the College of Humanities and Natural Sciences will
make public an updated Travel Policy for the College...

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PROCEDURES

The Travel Policy and a Travel Request form will be posted in the College Intranet. Faculty should fill out the Travel Request form and turn it to the Dean, who will approve requests based on faculty eligibility, College priorities, and fund availability. The Dean will work with the College Planning Team and the Council of Chairs to update College travel priorities for the next academic year each spring & semester. The faculty member will be notified as soon as possible of the decision regarding the request.

Moved up [1]: The principal purpose of faculty travel is the promotion of faculty research and the Travel Policy shall be designed to ensure this purpose.

Financial Affairs publishes policies and guidelines regarding per diems, car mileage, unallowable travel expenses, appropriate procedures for cash advances and travel expense reporting, and other travel related information. It is the responsibility of the faculty member to review these policies, guidelines and procedures and to comply with them.

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QUALIFYING EXPENSES

Reimbursement for travel expenditures will be made only if such expenditures have been specifically authorized. Reimbursements will be made only up to the amount so authorized.

ADVANCES

Advance funds (cash advances) may be requested for qualified travel. University policy for cash advances is published in the Financial Affairs webpage, including timing for submission of proper documentation (expense statement) after the travel has taken place. Faculty are responsible for understanding and implementing the Financial Affairs policy as failure to do so may result in the cash advance being included in the recipient's W-2 form and reported as income to the IRS.

Unused funds are to be returned to the College with the expense statement.

EXPENSE STATEMENT

An expense statement (available in the Financial Affairs webpage and the College Intranet) must be submitted to substantiate all travel expenditures. The statement must be submitted to the Dean's Office no later than five working days after the event for which funds were committed. It is essential that paid, original receipts be attached for items above a certain amount, which is determined by Financial Affairs. 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 published guidelines, it will be returned for correction. Receipts must be received within a certain time frame (published by Financial Affairs) in order for reimbursements to be processed and to avoid the inclusion of the reimbursed amount (or cash advance) in the recipient's W-2 form and reporting to the IRS as income. It is possible to submit more than one travel expense statement for the same trip, e.g. if the plane ticket was purchased well in advance of the trip, an expense statement may have to be submitted for the this expense before the actual trip in order to avoid W-2 reporting. Questions regarding the completion of the travel expense statement should be directed to the Dean's Office.

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