

**College of Humanities and Natural Sciences  
Council of Chairs Meeting – Bobet 202  
December 8, 2014, 3:30 p.m. – 5:00 p.m.**

**MINUTES**

---

**Call to Order**

Dean Maria Calzada called the meeting to order at 3:30 p.m.

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

**Also Attended:** John Snyder

**I. Approval of Minutes**

Minutes of November 3, 2014 were approved.

**II. Departmental Videos - Professor John Snyder, College of Music and Fine Arts**

Professor Snyder spoke about the faculty/student videos that he is producing, and urged all chairs to contact him if they are interested in having a video produced. He said that the videos are an excellent way to recruit students to The College of HNS, the core of the university. The student videos are excellent and can be posted to the department websites and bio pages. He said that they have several video clips that can also be used during the editing process. Faculty can view some of the videos that have been produced by Professor Snyder and his students at [creativeprofessions.org](http://creativeprofessions.org).

**III. HNS Website**

Dean Calzada gave an update on the new website and asked for comments. Some chairs said that they were having to re-do several links. Also, the Program Pages moderation feature has been an issue with the dean's office having to approve all changes to these pages before they are published. Dean Calzada said that she would contact the web team about turning off this feature so that changes to the Program Pages do not have to be approved. Also, the sliders and the header images seem a bit too large and out of proportion. Sliders, which have links attached to them should be used on the department homepages. Header images can be used on all other pages.

**IV. Bulletin**

Associate Dean Quesada urged the chairs to send their bulletin corrections to Diane Riehlmann and Christine Murphey by January 15<sup>th</sup>. He asked them to check for new courses, courses that need to be eliminated, and course numbers that need corrections. Some of the chairs expressed interest in creating a system to automatically make these corrections.

Also, Rich Wilson sent the DPCL's to the chairs. These should be signed and returned with or without changes by tomorrow.

**V. Faculty/Staff Excellence Awards**

Dean Calzada encouraged chairs to nominate faculty and staff for these awards. Drs. Brazier and Mui have agreed to be on the staff excellence committee.

**VI. Strategic Planning**

Dean Calzada spoke about the strategic plan presentation to the College Assembly on November 20, 2014. The presentation is posted on the HNS intranet at <http://chn.loyno.edu/strategic-planning-process-2014>. There was an approved motion at that time to change the proposed mission language from who's to to's.

There were two motions put forward at the November College Assembly:

- 1.) to propose to the administration the name Loyola College
- 2.) to approve the proposed mission, vision and values

These motions will be voted on at the January College Assembly.

In the spring, the strategic planning committee will begin presenting ideas for action plans to small groups for feedback.

Strategic planning will be put back on the COC agenda for January.

**VII. College Restructuring – Dr. Connie Rodriguez**

Dr. Rodriguez reported that at the last college restructuring committee meeting, there was a last ditch effort from LIM and Counseling to be named as Schools. Also there is still no place for the School of Mass Communications. The committee voted 6 to go to the College of Business, 3 to come to our college and 1 to go to Music. It is ultimately up to Fr. Wildes to make that decision. The Twomey Center, The Center for the Study of New Orleans and The Women's Center will stay under the Provost's office. Interdisciplinary minors and programs are coming to our college, and they would like a faculty member to serve as Director of Interdisciplinary Programs and to have a spot at this chair table.

**VIII. Chair Report on Class Schedules – Professor John Biguenet**

Professor Biguenet reported an early warning to chairs that there is an enrollment of only 187 students in English T122, much lower than expected and seemingly defying logic. There are 93 empty seats right now. Even though we may have different numbers in January, these are troubling numbers, which may suggest lower enrollments or retention than reported. Dean Calzada said that had we have known this; we would have made changes in the number of adjuncts.

**IX. Outcomes brochure**

Dean Calzada asked the chairs to forward recommendations for the Outcomes brochure. She will forward suggestions to Roberta Kaskel by December 15<sup>th</sup>.

**X. Grades due**

Grades are due December 17<sup>th</sup>.

**Meeting adjourned at 5:10 p.m.**