

College of Arts and Sciences
Dean's Advisory Council Meeting – Bobet 202
January 8, 2018 • 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: Terri Bednarz, John Biguenet, Maria Calzada, Eileen Doll, Erin Dupuis, Phil Dynia, Don Hauber, Craig Hood, Leonard Kahn for Joe Berendzen, Armin Kargol, Marcus Kondkar, David Moore, Uriel Quesada, Karen Rosenbecker, Rae Taylor, Ralph Tucci, Bill Walkenhorst

Also Attended: Dr. John Head and Mr. Nathan Ament

Dean Calzada said that upon hearing no objections, she would change the order of the agenda to accommodate the guest speakers.

I. Dr. John Head - Vice President of Enrollment Management

Dean Calzada said that she invited Dr. Head in order for the unit leaders to have a conversation about Admissions, and see how they can get involved in the yield process.

Dr. Head then introduced Mr. Nathan Ament as the new Director of Admissions. Dr. Head said that we are now tracking ahead of last year on completed applications. He said there is a good communications flow in place, has purchased names of prospective students, and is marketing aggressively to them. Dr. Armin Kargol asked about how faculty can get involved in this recruiting process. Dr. Head said he is not opposed to giving departments lists of students who are interested in their area, but wants to make sure that we track and assess everything. Dr. Head said he would work with the dean on developing a process for departmental yield activities including coordinating with unit leaders on writing their letters and emails.

Dr. Bednarz asked if the admissions counselors could visit the departments to highlight their program and resources. Dr. Head said that he thought this would be beneficial and could be accomplished during July and August, before the counselors begin traveling after Labor Day.

There was further discussion about working on the list of major choices for prospective students and possibly compressing some concentrations. Dean Calzada said that the departments should take a close look at this. Dr. Head asked that we work together on this matter as well. She said that she would invite Dr. Head and Mr. Ament back to the Dean's Advisory Council.

II. Minutes Approval - December 4, 2017

The minutes of December 4, 2017 were approved with one abstention.

III. Calendar

- **January 18** - College Assembly, 12:30 p.m., Bobet 202
- **January 23** - Faculty vita updates and evaluations from unit leaders due in dean's office
- **January 23** - Unit leaders submit contract renewal recommendations for reappointment/non-reappointment for 1st year of service faculty to dean
- **February 6** - Unit leaders submit contract renewal recommendations for reappointment/non-reappointment for 3rd and 5th year of service faculty to dean

IV. Faculty Evaluations

Dean Calzada showed a faculty evaluation form from the CAS intranet. She said that the complete form, to be used for 2017, was to be used for tenure-track and tenured faculty. The form can be used for extraordinary faculty, keeping in mind most extraordinary faculty only have teaching expectations. Extraordinary faculty should only be evaluated in the areas they have duties. However, unit leaders can also use the form to recognize extraordinary faculty work in the areas of research and service, where appropriate.

She then showed a [proposal for faculty evaluations for next year](#). She suggested that unit leaders discuss the proposal with their units in January and ask for feedback. Then the DAC can discuss the departmental feedback and propose and approve a scale at the February DAC meeting.

Dean Calzada suggested that unit leaders reserve a '4' for truly outstanding situations, or create 3 categories only. She said that our criteria has shifted and our faculty have gotten better. Also, it is mandated by SACS that faculty know how they are doing and how they can improve. She said she would send out this document to the unit leaders so that they could discuss it with their faculty and provide feedback.

V. Divisions of College

Dean Calzada said the unit leaders had a discussion in December about the divisions of the college, and asked if there were any suggestions about it. She stressed that this division was for committee representation only. She said that we should bring this discussion to the College Assembly. Dr. Moore said that the History department would discuss the proposed divisions at their next meeting. Dean Calzada asked that Dr. Moore report back to the DAC at the February 5th meeting.

VI. Honors Convocation

Dean Calzada led a discussion about the intensity of work for the dean's office staff when planning the CAS Honors Convocation, and asked the unit leaders if they thought it was an important event, and to think about how to simplify it. Everyone agreed that it is an important college event, and all agreed that departments can be more involved in the process.

VII. Faculty/Staff Awards

Dean Calzada asked for two chairs to sit on the Staff Excellence Awards Committee. Dr. Erin Dupuis said that she would continue on the committee, and Dr. Karen Rosenbecker also volunteered.

VIII. SCLC

Dean Calzada said that the Standing Committee on the Loyola Core (SCLC) needs representation from the Social Science division of CAS. She said that she would send an email about this.

The meeting was adjourned at 5:00 p.m.