

**College of Arts and Sciences**  
**Dean's Advisory Council Meeting – Bobet 202**  
**October 2, 2017 · 3:30 p.m. - 5:00 p.m.**

**MINUTES**

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**Call to Order**

Associate Dean Uriel Quesada called the meeting to order at 3:30 p.m. Dean Maria Calzada joined the meeting shortly thereafter.

**Attended:** Joe Berendzen, Maria Calzada, Eileen Doll, Sonya Duhe, Erin Dupuis, Phil Dynia, Hillary Eklund for John Biguenet, Don Hauber, Craig Hood, Armin Kargol, Adil Khan for Terri Bednarz, Marcus Kondkar, David Moore, Justin Nystrom, Uriel Quesada, Karen Rosenbecker, Rae Taylor, Ralph Tucci, Bill Walkenhorst

**Also Attended:** David Borofsky (Section IV), Karen Anklam (Pre-meeting)

Karen Anklam, Development Officer for the College attended the meeting and spoke briefly about a Magis initiative to create Net Community, an online community where faculty and staff can log in and connect to alumni. She said there will be training later for logging in and using the system. She also gave out Alumni Directory books which, she said, is also part of the Magis initiative.

**I. Minutes Approval - August 14, 2017**

The minutes of September 11, 2017 were approved with one abstention.

**II. Calendar**

- **October 3** - Campus Climate survey opens
- **October 9** - CAS unit leader deadline for posting Summer 2018 courses on SIS
- **October 13** - Mid-term deadline for posting grades - midnight; Dr. Quesada reminded the unit leaders that it is problematic when faculty don't post mid-term grades. He also said that posting incompletes postpones a complicated situation.
- **October 14** - Fall Open House
- **October 16** - Sabbatical and academic leave applications and documents are due to dean's office
- **October 19** - College Assembly
- **October 23** - Spring 2018 and Summer 2018 registration advising begins
- **October 27** - Last day to withdraw
- **October 31** - Sabbatical leave - Sabbatical leave reports on the results of the project undertaken during sabbatical leave in AY 2016-2017 due to the Provost (Faculty Handbook mandate)
- **October 31** - Endowed Professorships - Annual Stewardship Reports due to the Provost from each dean's office
- **October 31** - Endowed Chairs - Annual Stewardship Reports are due to the Provost from each dean's office. Endowed Chairs must also submit their reports to the Board of Regents via the LOGAN online reporting system

- **November 1** - Promotion and Tenure - Deadline for College Rank and Tenure Committees to begin review of promotion and tenure cases/applications (Faculty Handbook mandate). (This year only, emeritus nomination letters and CV's for faculty retiring on January 3, 2018 are due to the CRTC).

### **III. Fall Open House**

Dr. Quesada reminded everyone of the Fall Open House on October 14<sup>th</sup>. He also said that the format for the second house on November 11<sup>th</sup> would be the same, however, changes could be made if need be.

### **IV. Spring 2018 and Summer 2018 Courses - Dr. David Borofsky**

Dr. Borofsky talked about how the summer session should be more robust and how he has asked the deans to make sure that the classes scheduled are ones that students need. He said chairs should also decide what the students need and not what the faculty need. Dr. Quesada said that there is an efficiency problem with too many sections being opened, and then being cancelled.

Dr. Borofsky also spoke about raising Spring course caps to the same as we had in Fall 2017. Dr. Berendzen said that he believes there are issues with scheduling, especially outside of the College of A & S, and that there should be an across college coordination of requirements for programs. Dr. Borofsky said that he would send out a note to the deans about this.

### **V. Planning for AY 18-19**

Dean Calzada said that Loyola is expecting 850 students next year. She said the Provost has told her that hiring adjunct faculty will be handled differently next year. She asked the unit leaders to really think about how many faculty they might need. Dr. Quesada said there is a Loyola Core imbalance, and, Dr. Hood, who is on the Loyola Core Committee, said that issues have been raised regarding this imbalance which affects juniors and seniors. Dean Calzada said there needs to be a more detailed conversation about these issues. She asked Dr. Moore if he could find Claire Paulini's common curriculum scheduling plan.

### **VI. Organizational Health**

Dean Calzada shared a document showing the [Magis Organizational Health initiatives on Financial Management, Role Clarity Interventions and Rewards and Recognitions](#). On considering the Role Clarity initiative, departments need to review their protocols regarding faculty and chair evaluations, and chair elections. She then showed the latest [workstream progress chart](#) and asked the unit leaders to think about additional initiatives that could bring in revenue. In the Faculty Productivity workstream there are initiatives dealing with stipend cuts and course release reductions that could affect chairs. Introducing new initiatives bringing in additional revenues could take some of the pressure off the stipend and course release initiatives. Dr. Justin Nystrom added that increasing summer revenues is also part of the initiative, and deans and chairs have to work together on putting forward a strong summer schedule to boost enrollment.

### **VII. Annual Reports**

Dean Calzada said that although everyone worked on their annual reports, not everyone finished them. She explained that the 'complete' button must be clicked when a section is finished. The report can then be downloaded into a PDF for posting on the department intranet. She handed out a [document from Leslie Culver with further information on annual reports, Faculty 180 and Loyola Core](#).

Dean Calzada also said that we are moving forward with Faculty 180, and will discuss this further with Leslie Culver at the next DAC meeting.

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