

**College of Arts and Sciences**  
**Dean's Advisory Council Meeting – Bobet 202**  
**February 5, 2018 • 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 Calzada joined the meeting later along with Dr. David Borofsky.

**Attended:** Terri Bednarz, Joe Berendzen, John Biguenet, Maria Calzada, Eileen Doll, Sonya Duhe, Erin Dupuis, Phil Dynia, Don Hauber, Armin Kargol, Marcus Kondkar, David Moore, Uriel Quesada, Rae Taylor, Bill Walkenhorst

**Also Attended:** Dr. David Borofsky

**I. Minutes Approval - January 8, 2018**

The minutes of January 8, 2018 were approved.

**II. Calendar**

- **February 6** - Unit leaders submit contract renewal recommendations for reappointment/non-reappointment for 3<sup>rd</sup> and 5<sup>th</sup> year of service faculty to dean
- **February 15** - Bobet Fellowship reports due
- **February 22** - College Assembly, 12:30 p.m., Bobet 332
- **February 23** - Fall incomplete grades (I) changed to F
- **March 2** - Mid-term deadline for posting grades - midnight
- **March 2** - Deadline for posting Fall 2018 courses into SIS

**III. Division of College Report from History**

Dr. David Moore announced that the History department is OK with the department moving to the Social Sciences division for committee representation only. Hearing no objection, David Moore, Marcus Kondkar, and Maria Calzada will compose language for approval at the College Assembly.

**IV. Independent Study Policy and Request Form**

Associate Dean Quesada said that the [independent study policy](#) and [form](#) was developed this week by the Associate Dean's Council, and now it is being brought to the unit leaders to discuss with their faculty. This is important because courses have been revised and faculty and students should clearly know what they have to do. Dr. Quesada urged everyone to send him comments so all issues can be addressed.

**V. Academic Progression Plans**

Dr. Quesada presented an [academic progression plan template](#) that will help the new advising center guide 1<sup>st</sup> year students and will also create a U-Achieve module.

**VI. Honors Convocation**

Diane Riehlmann said that after receiving feedback from departments, the CAS dean's office will handle the Honors Convocation on Friday, May 11<sup>th</sup> as always with the following changes:

Each department chair and administrative assistant will be in charge of:

- notifying the student that they have won an award

- Reporting those names to the dean's office
- Ordering and collecting awards
- Bringing the awards to Roussell Hall the morning of convocation
- Helping on stage with handing out the awards in the correct order along with the chair.

Specific instructions on how to accomplish these tasks will be sent out this week. Departments will not have to organize their own ceremony.

Since the Marketing deadline for the program copy is the last week of March, the deadline to provide names of award winners to the dean's office is Friday, March 2nd. Please contact Sara Clark if you cannot meet this deadline. We want to make every effort to get the award winner name printed in the program, as opposed to 'To Be Announced'.

### **VII. Advising**

Dr. Borofsky addressed concerns about centralized advising through the Student Success Center led by Dr. Missy Hernandez. He said that Dr. Hernandez is working on a plan that will help student retention by learning about our programs and working with faculty on how best to advise first year students, and others. Dr. Borofsky reported that a student government survey showed that students feel a disconnect from advising, so centralized advising will begin, and he said that we will have to figure out how to do it right. The unit leaders expressed concerns about faculty not having a connection with students in their major. Some suggested having a faculty mentor model along with the advisors. Dean Calzada suggested that faculty advisors can communicate with Dr. Hernandez on what works and what doesn't work. She said that she would invite Dr. Hernandez to the next Dean's Advisory Council.

### **VIII. Zero Based Budgets**

Dean Calzada said that she has the zero based budget targets for the college and plans on sending the departments their targets soon. She said that in the meantime everyone should try to use department gift accounts for certain expenditures.

Dr. Borofsky said that when he went to visit with SACS in January, the president of accreditation met with the Loyola visitors. SACS was very explicit about what Loyola has to do to be in good standing. They gave us a 2<sup>nd</sup> year of monitoring and made it plain to us that we were still spending too much out of the endowment. At the end of this fiscal year we will send them a report. They will meet in New Orleans this December and will review what we have done to drive down the deficit. Since the budget will still be in deficit we will likely be put on probation. Our hope is that at the end of next fiscal year (summer of 2019) that we can be in the black, and therefore would be removed from probation. He also encouraged using the gift accounts, which sends a powerful message to SACS that we are trying to remedy this situation. Dr. Borofsky said that he would come to the DAC every month for half an hour for questions and answers.

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