

**College of Arts and Sciences
Dean's Advisory Council Meeting – Bobet 202
February 6, 2017 • 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: Joe Berendzen, John Biguenet, Maria Calzada, Eileen Doll, Sonya Duhe, Erin Dupuis, Phil Dynia, Don Hauber, Craig Hood, Marcus Kondkar, Martin McHugh for Armin Kargol, David Moore, Uriel Quesada, Connie Rodriguez, Rae Taylor, Ralph Tucci, Bill Walkenhorst

Also Attended: Leslie Culver, Carol Ann MacGregor, Patrick Armstrong

Hearing no objections, Dean Calzada changed the order of the agenda.

I. Standing Committee on Loyola Core (SCLC) – Leslie Culver, Carol Ann MacGregor, and Patrick Armstrong

Dr. Leslie Culver shared the [results of the Loyola Core-Common Curriculum assessment](#), and explained the importance of the instruments. She also presented a [PowerPoint](#) explaining the results which showed that students were more proficient in the skill areas of reading, writing and math as freshman, rather than as juniors. She said that spring testing will be March 13 – April 7 for juniors and seniors only. She asked departments to identify Loyola Core sections to administer the assessment during that time. Dr. MacGregor stressed the importance of this assessment, and said that unit leaders will be getting a formal memo. OIRE will work with instructors on scheduling, reserving computer labs, instructions and proctoring.

II. Approval of Minutes

The minutes of January 9, 2017 were approved with three abstentions.

III. Calendar

February 6 – Fourth year pre-tenure track faculty submit materials to chair

February 6 – Chairs submit contract renewal recommendations for reappointment/non-reappointment for 3rd and 5th years of service faculty to the dean

February 12 – Early Warnings

February 17 – Fall 2016 incomplete grades (I) changed to F

February 24 – CAS unit leader's deadline for posting Fall 2017 courses into SIS

IV. B.A. & B.S. Double Majors/U-Achieve – Uriel Quesada

Dr. Quesada said that because of the requirements of the Loyola Core, if a student has one major in the humanities and one in the sciences, the science major must be the first major. The unit leaders wanted clarification about other similar situations with double majors, i.e., Music and Sciences. They expressed concern because second majors are not included in the department's requirements. Dean Calzada said that we would investigate this.

V. Departmental Academic Plans – Uriel Quesada

Dr. Quesada said that Patrick Armstrong is working on academic plans that will be incorporated into U-Achieve. He said that some departments do have an academic plan. Patrick will be sending a template on how that information should be submitted so that it can go into U-Achieve.

VI. Documentation for Independent Studies – Uriel Quesada

Dr. Quesada said that he is working with the Associate Deans on standardizing requirements for independent studies. There was recently a plagiarism case in an independent study, and when the student appealed there was no documentation. He asked for volunteers to work with him on this, and Drs. Rodriguez and Hood volunteered. It was suggested that the generic paper form that was used in the past could be revised and put online.

VII. CAS Faculty/Staff Excellence Awards

Dean Calzada said that nominations are now open for the 2017 CAS Faculty/Staff Excellence Awards. Two members of the Dean's Advisory Council are needed on the Staff Excellence Award committee. Drs. Connie Rodriguez and Erin Dupuis volunteered to be on the committee.

VIII. Update on Motions Passed by Dean's Advisory Committee

Dean Calzada gave an update on the following motions:

SCAP motion regarding 5 year internal reviews – SCAP is considering that motion.

Loyola Core Workgroups Motion – Carol Ann MacGregor said they will be discontinued at the end of this academic year.

IX. Marc Manganaro Motion

Dean Calzada said the following motion will be presented to the College Assembly: We, the faculty of the College of Arts and Sciences, wish to thank Dr. Marc Manganaro, Provost and Vice President for Academic Affairs, for his energetic and dedicated leadership in addressing the university's financial crisis under the most trying circumstances. We appreciate the courage, integrity, and openness he has shown in his efforts to make Loyola a better place.

After an Executive Session, the meeting was adjourned.