

College of Arts and Sciences
Dean's Advisory Council Meeting – Bobet 202
August 14, 2017 • 9:00 a.m. - 11:00 a.m.

MINUTES

Call to Order

Dean Maria Calzada called the meeting to order at 9:00 a.m.

Attended: Joe Berendzen, John Biguenet, Christian Bolden (for Rae Taylor), Sean Cain (for Phil Dynia), Maria Calzada, Eileen Doll, Sonya Duhe, Erin Dupuis, Don Hauber, Craig Hood, Armin Kargol, Justin Nystrom (for David Moore), Uriel Quesada, Karen Rosenbecker, Jaita Talukdar (for Marcus Kondkar), Ralph Tucci, Bill Walkenhorst

Also Attended: David Borofsky, John Head

I. David Borofsky - Interim Provost and V. P. Academic Affairs

Dr. David Borofsky reported that the Board of Trustees approved The Project Magis plan on August 3rd. He said that Loyola has great faculty and staff who want to be here to make students successful. He also said that several changes are coming, and that there must also be a cultural change at the university. Town halls will be held which will provide more in-depth information on the initiatives of the work-streams. He said that the good news is that the Board approved a plan that shows by the end of July 2019 we will not take an endowment draw at all. That includes not taking the 5% we usually take. By 2020 we will have excess funds and can decide what we want to do with them. This Bankable Plan includes three parts: non-financial, cost reductions and revenue generating.

Some of the unit leaders expressed to Dr. Borofsky that the administrative assistants have a morale problem due to the recent staff cuts and their workloads have increased with no raises. Dr. Borofsky said that there was nothing specific in the plan right now for staff, but realizes that he will have to deal with this issue at some point.

Dr. Borofsky went on to talk about the results of the organization health survey. He said that the results were put into a wordal map showing the most words mentioned being Jesuit, caring, and concern. This survey helps to look at role clarity, recognition, reward and fiscal management.

The unit leaders continued to raise questions to Dr. Borofsky and discuss various topics including '6' accounts, travel, and catering. Dr. Borofsky reiterated that there needs to be a culture change at Loyola and asked for the help of faculty and staff to keep costs down. He said that he wants a sustainable university.

II. Minutes Approval - May 8, 2017

The minutes of May 8, 2017 were approved with no abstentions.

III. Calendar

- August 17 - College Assembly
- August 21 - Classes begin
- August 21-25 - Registration and drop/add for all students continues
- August 22 - Meet the Majors
- August 31 - Academic units/school annual reports due
- September 1 - Last day to drop (LORA open until midnight)
- September 29 - Incompletes turn into failing grades - Associate Dean Uriel Quesada said to please resolve these incompletes because the university is being faced with lawsuits over

them. He said there must be a plan for implementation, and asked the unit leaders to contact him if there is a problem.

IV. John Head - Vice President of Enrollment Management

Dr. John Head reported on his first two months as V.P for Enrollment Management. He said that he understands that there have been tough times at Loyola, but feels confident that we could increase enrollment by putting forward some best practices. He will be looking at Loyola's programs and where we need majors. He said he will be looking at the recruitment process with special outreach techniques. He said he is a collaborative person and stressed that he wants to communicate with the faculty. He said that the larger class this year is the result of factors in the market, hiring Ruffalo Noel Levitz and starting personal outreach early. He talked about bringing down the discount rate, looking at student profiles and their ability to pay. He said that he is doing analysis now on students and adjusting aid in order to maximize Loyola's net revenue. He said that he is placing an emphasis on transfer students, and the search for a Director of Admissions is on.

The unit leaders expressed to Dr. Head that they are willing to work with the admission counselors on the recruiting process. Dean Calzada said that she would invite Dr. Head to the September DAC meeting.

V. College Planning Team Representative

Dean Calzada said that a dean's representative from this group is needed for CPT. It is a 3-year term, and the meetings are once a month.

VI. Curriculum Committee Approval Process

Dean Calzada said there is a suggestion to speed up the curriculum process by moving it online and having meetings only when necessary. Dean Calzada showed the points in the handbook and said that there could be an intranet site where material would be available with online discussions. If no meeting is needed, a proposal could be reviewed and voted on in two weeks. She asked for a motion to bring it to the College Assembly for a vote. The motion was seconded, a vote was taken and the motion was approved to bring it to the College Assembly.

VII. Dean's Student Advisory Committee (DSAC) Representative

Dr. Quesada asked the unit leaders to send him names of students for the Dean's Student Advisory Committee.

The meeting was adjourned at 11:00 a.m.