

**College of Arts and Sciences
Dean's Advisory Council Meeting – Bobet 202
September 11, 2017 • 3:30 p.m. - 5:00 p.m.**

MINUTES

Call to Order

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

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

Also Attended: Sybol Anderson, Naomi Yavneh

I. Dr. Sybol Anderson - Chief Diversity Officer

Dr. Anderson introduced herself and said she is learning about Loyola and the needs of diversity and inclusion on campus. She said that an initiative will begin in three weeks with a climate assessment survey called Steer the Course. It will reveal what the university community experiences in areas of diversity, equity and inclusion. Email messages will be forthcoming about this survey to faculty, staff and students. Students should be encouraged to take the survey online, but some paper copies will be made available. Dr. Anderson said that the larger objective is come up with a strategic plan for diversity. Dr. Anderson said that if a student has any issues with diversity they can come to her office or fill out a form online at loyola.edu/diversity.

II. Dr. Naomi Yavneh - Honors

Dr. Yavneh talked about the challenge of many unfilled seats on Tuesdays and Thursdays. She asked the unit leaders to work with their faculty on coordinating these times and said that she would send out a matrix. She also stressed that she needs honors classes for the spring semester, and that Honors is looking at their requirements and ways to blend creative arts and cultures and literature classes. Dr. Yavneh said that Honors is trying to be mindful of the struggles of putting together a schedule and hopes that everyone can work together on accomplishing this.

III. Minutes Approval - August 14, 2017

The minutes of August 14, 2017 were approved with one abstention.

IV. Calendar

- **September 15** - Carter Fellowship reports due to the dean's office
- **September 21** - College Assembly
- **September 22** - CAS unit leader deadline for posting Spring 2018 and Summer 2018 courses in SIS - Associate Dean Quesada said that the Provost wants everyone to work together on courses for the summer. He said that we are offering too many courses for a given number of students. We have almost 1100 seats available and fill only 416 seats. We need to be sure that we have fewer sections with more students. Dean Calzada said there are plans for several different initiatives regarding summer courses, including capping compensation and optimizing summer offerings.
- **September 25 - October 1** - Second early warning

- **September 29** - Spring and Summer 2017 incomplete (I) grades changed to F
- **October 2 - October 15** - Midterm grades
- **November 1** - Tenure and promotion deadline for CRTC - Dean Calzada asked the unit leaders to send her the names of faculty going up for promotion
- **November 1** - Emeritus nominations - Dean Calzada said that some faculty would be retiring on January 3rd, and asked the unit leaders to look over their protocol on emeritus nominations. The unit leader can write the nomination letter, or the faculty can self-nominate.

Dr. Quesada then announced that the Associate Dean's Council materials are no longer on Blackboard, and are now on the College of A & S intranet for everyone to access.

Dr. Erin Dupuis said that she and Tom Foster will provide a workshop on human subject research and the new rules. She said she would send out the date.

V. Curriculum Committee

Dean Calzada asked for acceptance of the College Curriculum Committee nominations of Hillary Eklund for the humanities, and Kate Yurgil as member-at-large. The unit leaders accepted these nominations.

VI. CPT Representative

Dean Calzada announced that a chair representative is needed for the College Planning Team. Dr. Rae Taylor agreed to serve the three-year term.

VII. College Handbook Revisions

Dean Calzada said that there would be a revision to the college handbook to be voted on at the next college assembly. It relates to how the College Curriculum Committee reviews proposals.

VIII. J Term/May Term

Dean Calzada said that there would be a May 2018 intersession. There is no J Term yet because this would require a change in the calendar.

IX. Blackboard Enhancements

Dean Calzada said that as a part of Project Magis, the Board wants to invest in Blackboard upgrades. Dr. Carol Ann MacGregor will present on this at the next college assembly.

X. Organizational Health

Due to running out of time, Dean Calzada said that this topic would be discussed at the next DAC meeting and would be also be discussed at college assembly.

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