

**College of Arts and Sciences**  
**Dean's Advisory Council Meeting – Bobet 202**  
**September 12, 2016 • 3:30 p.m. – 5:00 p.m.**

**MINUTES**

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**Call to Order**

Dean Maria Calzada called the meeting to order at 3:30 p.m.

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

**Also Attended:** Laura Kurzu, Naomi Yavneh, Marc Manganaro

**I. Approval of Minutes**

The minutes of August 15, 2016 were approved with two abstentions.

**II. Calendar Review**

- September 12 – 15 – Early Warning
- September 16 – 3:30 p.m. – Memorial service for Mary Brazier in Diboll Gallery
- September 30 – Deadline for posting spring/summer 2017 courses on SIS
- September 30 – Spring/summer 2016 incomplete grades changed to F

**III. Announcements**

1.) Office of Disability Services - Associate Dean Uriel Quesada said that the Office of Disability Services now has only one person, Richelle Voelker, helping students. Students are being told they have to wait for help. He said that if you have any issues with students who have disabilities, to please let him know.

2.) SCAP - Dr. Quesada said that a student representative is needed for SCAP. He said to please let him know if anyone knows of a student who can represent the college at the meetings which are held every other Tuesday from 3:30 p.m. – 5:00 p.m.

3.) Scholarships – Dr. Quesada said that he and Dean Calzada met with Carrie Glass and they discussed renewing the scholarships that were awarded last year. Information will be sent to the departments about any money still available, along with a list of students and their GPA's. Dr. Quesada said that he would also send information on continuing scholarships and which students are getting those.

4.) Election Protocol – Dr. Quesada said that the election protocol was sent to the CAS faculty. This will be new business at the College Assembly. We want to suspend the rules and vote. The protocol says that we should send it five working days before the assembly in order to suspend the rules. He said that if you have any comments or concerns to please let him know. Some unit leaders expressed concern that the elections committee is proposing not to do run-off elections.

5.) College Curriculum Committee – Dr. Quesada said that we are now posting all materials on the intranet. Agendas, minutes and proposals will be posted at least three days before the meeting.

6.) High School Visit – Dean Calzada said that Admissions will be at the Sci High College Fair on September 30<sup>th</sup> and they are now asking for only one or two faculty members. Admissions has reached out to the school to ask for a specific day for Physics to do their demonstration.

7.) Dean Calzada reminded the DAC that she shared the vita update form as a google doc for revision. This will be on our next DAC agenda.

**IV. Honors Scheduling for Spring – Naomi Yavneh**

Dr. Yavneh said that there are now 84 first year honors students, and 270 total. She said that they now need to make sure that there are enough classes to offer these students. She will send a matrix to Diane Riehlmann that shows what is available. The times that everyone wants to offer classes are not necessarily good for the honors students. She asked that everyone look at the matrix so that we can work effectively on this.

**V. Marketing Update – Laura Kurzu**

Laura Kurzu said that she recognizes that we have serious issues facing Loyola. She passed out enrollment marketing print materials that her department is working on. She said that in the next few weeks they will be making changes to the website to attract Generation Z. They are also working on support materials for Fall Open House, and looking at university campus banner programs to create a cohesive message. She said that they will be completely redesigning the website, and will be changing from Drupal to WordPress. They will be working with the branding firm, Ologie, on the new website. Some of the chairs expressed their concern that they would not have input into their own department websites. Ms. Kurzu explained that there will be discovery interviews with chairs and faculty in the next few weeks with Ologie. She also said that Marketing will pay for the CAS brochure and degree sheets. If anyone has suggestions for stories for the Loyola Magazine, to contact her or Eve Peyton.

**VI. BioInquiry Appeal - Don Hauber and Uriel Quesada**

There was a motion to approve the BioInquiry Appeal; it was seconded. After a discussion, there was a move to call the question, it was seconded. Then there was a vote to call the question; it passed with one abstention. There was then a vote to approve the BioInquiry proposal; the motion passed with one abstention.

**VII. Provost Marc Manganaro**

There was an executive session with Provost Marc Manganaro.

**The meeting was adjourned at 5:30 p.m.**