

College of Arts and Sciences
Dean's Advisory Council Meeting – Bobet 202
August 14, 2018 • 9:00 a.m. - 11:00 a.m.

MINUTES

Call to Order

Dean Uriel Quesada called the meeting to order at 9:00 a.m.

Attended: Terri Bednarz, Eileen Doll, Erin Dupuis, Hillary Eklund, Kelly Frailing, Don Hauber, Craig Hood, Leonard Kahn, Armin Kargol, David Moore, Martin McHugh, Uriel Quesada, Bill Walkenhorst, Roger White

Also Attended: Dr. Joe Berendzen, Interim Director, University Honors Program

Dean Uriel Quesada welcomed the new chairs for the 2018-2019 academic year: Martin McHugh in Physics, Hillary Eklund in English, Jaita Talukdar in Sociology, Roger White in Political Science, Leonard Kahn in Philosophy, and Kelly Frailing in Criminology and Justice for the fall semester. He also announced that Patrick Armstrong is now with the CAS Dean's Office. And, Joy David is working in Student Records coordinating the Bachelor in Criminology and Justice online program and working closely with Higher Ed.

Dean Quesada introduced Dr. Joe Berendzen as the Interim Director of the University Honors Program, and then changed the order of the agenda to let Dr. Berendzen give his presentation first.

I. Honors Program - Dr. Joe Berendzen

Dr. Berendzen addressed two Honors Program items: advising and course schedules.

1.) Advising - He said that he wants honors students to be advised in their major, with himself being available to help seniors or deal with questions regarding honors core courses. Dean Quesada asked him to send the departments a list of honors courses for the spring. It was also suggested that Dr. Berendzen give a presentation to the CAS College Assembly on the honors curriculum.

2.) Course Schedules - Dr. Berendzen said that one of the big challenges that the Honors Program is facing is retention. He said that we could hold on to these students through better advising and better course offerings. Courses needed include ethics, social justice seminars, and creative arts and cultures. He asked the unit leaders to think about what courses they could offer in a variety of time slots. Dean Quesada asked Dr. Berendzen to please copy Associate Dean Armin Kargol on all communication between the Honors Program and the departments.

II. Minutes Approval - May 7, 2018

The minutes of May 7, 2018 were approved with three abstentions.

III. Calendar

- **August 16** - College Assembly - 12:30 p.m. - 1:50 p.m.
- **August 20** - Classes begin
- **August 20-24** - Registration and Drop/Add for all students
- **August 31** - Annual Reports Due - Dean Quesada said that Nate Straight is coordinating any concerns about annual reports. There was a brief discussion about senior exit survey data being posted on the annual report. Dean Quesada asked to see a few examples of what is being asked for, and he would let everyone know how to handle that part.
- **August 31** - Last day to drop

IV. CCC/Humanities Representative

Dean Quesada said that Karen Rosenbecker's term on the College Curriculum Committee expired in May, and she is willing to continue as the representative for the humanities. There was a motion to reelect her; it was seconded, and the motion passed.

Dr. Craig Hood said that new CAS members are needed for the Standing Committee for Loyola Core. Dean Quesada said that he would talk to the election committee about how this vote takes place.

V. Students Traveling Abroad Policy

Associate Dean Armin Kargol said that when any student is traveling abroad they must contact Debbie Danna in the Office of International Education and she will set up an online application. Travel insurance for the student must be secured or faculty could be held personally liable. All paperwork must be completed before booking travel. Dr. Roger White added that all Loyola rules follow students when traveling and faculty are liable and responsible. Dean Quesada said that no tickets should be purchased until funding is in place. Faculty can work with the finance and purchasing departments to purchase tickets.

Dean Quesada said that the Associate Dean's Council should address any domestic travel policy issues and look at best practices. Dr. Kargol said that he would bring this issue to the ADC.

VI. Student Learning Outcomes

Dean Quesada said that Dr. Calzada mentioned that the university may be out of compliance with SACS on student learning outcomes. She suggested to have this item as part of the Dean's Advisory Council 2018-2019 to-do list. Dean Quesada said that he would send the departments the student learning outcomes from 2013, and a new document would have to be created by November 15th. He said that fewer learning outcomes are better than too many.

VII. Syllabus Parts 1 & 2

Dean Quesada said that there have been issues with information provided to students regarding disability services, Title IX, academic honesty, emergency procedures and counseling. The Provost Office will now automatically provide a syllabus "part 2" document in LORA and Blackboard in order to provide accurate and up-to-date policies for students. Every time there is an update the administration will upload the new version of "part 2".

Dr. Kargol said that "part 1" is what used to be the old template. He asked Gail Reynolds to send the chairs/directors the new template minus emergency information, etc. This "part 1" will be the academic syllabus, and any unauthorized changes to the syllabus "part 2" can result in a grievance. He said that faculty can put their own attendance policy in "part 1" only if it is stricter than the university policy. He reminded everyone that no disability accommodations should be negotiated with a student, and to contact the dean's office with any questions. Dr. White added that accommodations should never be discussed in front of other students.

VIII. Planning Process 2018-2019

Dean Quesada said many departments have lost faculty and want to start the process of requesting replacements. He urged everyone who is in need of new faculty to fill out the [Request to Hire form](#) and meet with him to discuss strategy.

IX. Incompletes - Dr. Kargol

Dr. Kargol said that there is a new policy on incompletes, but it is not always being followed. He said there must be a plan and timeline between the faculty and the student. Also, if you want to give an incomplete for a student on probation, it must be approved by the dean's office.

X. Other topics

Dean Quesada said that the dean's office is now taking on many more responsibilities. Sara Clark and Daniel McBride are extremely busy handling more students with online, etc. Patrick Armstrong has joined the office and is working on summer school, the bulletin, and online interdisciplinary studies and minors.

Other changes are that the Honors Program is now reporting to the Provost through the CAS Dean's Office. Continuing Education Director, Rachelle Matherne, is getting support through the dean's office, as is Community Engagement. Jennifer Jeanfreau is now working remotely from Tennessee.

Dean Quesada said that the new travel policy will be presented at the next college assembly.

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