

**College of Humanities and Natural Sciences
Council of Chairs Meeting – Bobet 202
December 7, 2015 •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: Terri Bednarz, John Biguenet, Maria Calzada, Eileen Doll, Sonya Duhe, Erin Dupuis, Philip Dynia, Don Hauber, Armin Kargol, Marcus Kondkar, David Moore, Connie Mui, Uriel Quesada, Connie Rodriguez, Rae Taylor, Jeremy Thibodeaux for Ralph Tucci

Also Present: Debbie Danna, Roberta Kaskel, and Susan Oakes

Dean Calzada changed the order of the agenda so that the guest speakers were able to give their reports first.

I. Admissions Yield Strategy – Roberta Kaskel and Susan Oakes

Roberta Kaskel and Susan Oakes thanked everyone for their participation in Fall Open House. Ms. Oakes urged the chairs to fill out a survey on the Open House, and announced that the spring Open House would be held on March 12th. She said that this year the letters to newly admitted students would be done to include more graphics. Upon students' acceptance in mid January, admissions will trigger an email to go out from department chairs. The chairs can edit these letters and can also design them with stock images. She said that she would send out templates for these letters. The deadline for getting these letters back to Admissions is January 19th. Debbie Danna suggested highlighting Study Abroad on the template. Admissions will also make phone calls and do a postcard campaign. This will start mid March and go through the end of May. She said that Admissions will provide the postcards to the chairs and directors and would like for them to be handwritten. Dean Calzada remarked that the postcards are very effective. Ms. Kaskel said that for the phone calls, departments like to handle those differently, and can either do it as a group or alone. She also said that text messages are up and ready, and if you would like to give Admissions your message, they will send out the text. Video messages can also go out. Dr. Duhe said that using social media has been very popular, especially the text messages with drone video.

Ms. Kaskel went on to say that it is important for the chairs to meet with admissions counselors to customize recruitment. Several chairs agreed that it is important for Admissions to know what is happening in the departments, and also for alumni to be informed. Dean Calzada said she would invite them to future Council of Chairs.

II. Study Abroad – Debbie Danna

Debbie Danna reported on the number of students studying abroad, and spoke about the need for faculty to collaborate with the Study Abroad Office. She said that her office would work with faculty interested in creating new programs. She also talked about the need to do fundraising, as there is no scholarship money for summer programs. Students are able to get loans, but not scholarships, for summer study abroad. She said it's important to raise additional money for critical languages and non-traditional locations. Dean Calzada suggested that it would be good to have students who have graduated and received the LaNasa study abroad scholarship to show support to other students who are interested in studying abroad. Ms. Danna also suggested putting a LaNasa Scholarship link on department websites.

III. Approval of Minutes

The minutes of November 2, 2015 were approved with one abstention.

IV. Calendar

December 1 – College holiday party

December 23 – Associate Dean Quesada announced that he would send an email on this extended deadline date for posting final grades

January 14 – Faculty retirement letters due to dean

January 19 – Classes begin

January 22 – Faculty evaluations by chairs due electronically to dean's office

January 23 – 1st year of service on tenure track letters due to dean

February 1 – Council of Chairs

February 6 – Chairs submit letter for 3rd and 5th year tenure track service to dean

February 15 – Fourth year pre-tenure track faculty submit materials to chair

V. Research Active Committee – John Biguenet and Don Hauber

Professor's Biguenet and Hauber reported on the Research Active Committee. They said that everyone should make sure that their representative on the Research Active Committee is informed as to where departments stand on what constitutes research. Chairs expressed interest in learning from the Provost, possibly through a town hall meeting, on the role of research and teaching in Loyola's future.

VI. Faculty Evaluations

Dean Calzada reminded the chairs that faculty evaluations are due to the dean's office on January 22nd. She reported that the SACS off site committee found a problem with how we document the way faculty are being evaluated. The President may be planning raises for next year, and if there is a raise pool, it will probably be 1% - 2%.

Dean Calzada said that there is a faculty evaluation form on the HNS intranet, and recommended to the chairs that they use it. All full time faculty should be evaluated. Chairs asked for an extension for these evaluations, and the deadline was extended to February 22nd.

VII. Bulletin Update/Common Curriculum

Dr. Quesada said that the dean's office is working on the new DPCL's, and said it is critical to get feedback from all departments on the language and ethics requirements.

Dean Calzada said that she has the results from the Common Curriculum survey, and would post them on the intranet. The chairs asked that the language requirement be discussed at the next College Assembly.

Dean Calzada said that ALEKS and U-Achieve would be discussed on another day,

The meeting was adjourned at 5:10 p.m.