

**College of Humanities and Natural Sciences  
Council of Chairs Meeting – Bobet 202  
February 1, 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, John Biguenet, Maria Calzada, Eileen Doll, Sonya Duhe, Erin Dupuis, Philip Dynia, Don Hauber, Armin Kargol, Lynn Koplitz, Marcus Kondkar, David Moore, Connie Mui, Uriel Quesada, Connie Rodriguez, Rae Taylor, Ralph Tucci

**Also Present:** Roberta Kaskel, and Susan Oakes

**I. Approval of Minutes**

The minutes of December 7, 2015 were approved with two abstentions.

**II. Admissions – Roberta Kaskel and Susan Oakes**

Susan Oakes reported that she is in the process of gathering department emails from chairs to send to students admitted into their program. She reminded the chairs that the deadline for them to get their emails to her was last Friday. She said that Marketing had created a template and she emailed it to the chairs. However, some might not have received it due to a Zimbra issue since it is html heavy. Roberta said that Admissions is available to help with the copy and the templates. She also said that if departments want to send a hard copy letter, the deadline is February 15<sup>th</sup>. Postcards will be sent to chairs by the end of February, and text messaging and phone calling campaigns will begin in April. Roberta said to please let them know which of these yield activities departments want to participate in.

The chairs asked how they can meet with counselors from Admissions. Susan said to contact them for meetings, and urged everyone to choose their yield activities according to their needs.

Roberta said that the President's Open House will be on March 12<sup>th</sup>, and Nikita will post information. There will be an extended time frame for the mini classes to 40 minutes, and there will be a larger area for departments in the rec plex. There will be placement testing areas for English and Math.

Roberta said that dashboard distributions should be coming soon from the dean. The admissions deadline is February 15<sup>th</sup> and the deposit deadline is May 1<sup>st</sup>.

Dean Calzada said that Admissions will be invited back again to a Council of Chairs.

**III. Calendar**

**February 5** – Chairs submit 3<sup>rd</sup> and 5<sup>th</sup> year faculty reappointment letters to dean

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

**February 22** – Faculty evaluations due in dean's office

**March 7** – Chairs submit fourth year pre-tenure faculty materials to dean

**March 11** – Chairs deadline for posting Fall 2016 courses into SIS

**March 12** – President's Open House

**April 1** – Faculty/Staff awards deadline for nominations. Dean Calzada said that Hillary Eklund is in the process of holding elections for the Faculty Excellence Awards Committee. She

then asked for 2 chairs to volunteer to be on the Staff Excellence Award Committee. Drs. Connie Mui and Erin Dupuis agreed to be on this committee.

**IV. Honors Convocation – May 20th**

Dean Calzada announced that the Honors Convocation this year will be on May 20<sup>th</sup> and will be a combined one with HNS and CSS being held at the same time. Graduate programs will have their own Honors Convocation. Sara Clark has put instructions together for the awards procedure and the deadline is April 1<sup>st</sup> for all information. These instructions were emailed to you. She also said that we must streamline everything due to time, including the script. Dr. Koplitz suggested that we put the description of the awards in the program, and said she would send us a sample of one.

**V. Bulletin Update/Loyola Core Implementation**

Associate Dean Quesada announced that it is official that we will implement Loyola Core in Fall 2016. He said that we still need to hear from some departments and work on revising the course descriptions. He said that the Loyola Core will be unchanged for at least 5 years. He said the deadline for the bulletin is February 29<sup>th</sup>.

**VI. Salary Pool**

Dean Calzada began a discussion about the salary pool, and reminded the chairs that three motions from the October 23, 2014 College Assembly dealing with SORC and raises passed. The SORC process was tabled due to college restructuring. Points 1 and 2 were tabled, and point 3 deals with the less than 2% raises. For these types of small pools, half of the raise would be fixed and the second half would be a percent. Dr. Lynn Koplitz then made a motion to change the language to less than or equal to 2%. The motion was seconded. Dean Calzada showed a hypothetical college salary pool. There was a discussion about a 2% across the board raise, CSS using the same model, and social justice issues. The question was called and a vote was taken. In the College of HNS, 10 voted in favor with 1 abstention. In the College of Social Sciences, 3 voted in favor with 1 against.

**VII. College Restructuring**

Dean Calzada said that she is working on producing a College of Arts and Sciences handbook. She showed a table that she has been working on with an ad hoc committee consisting of Uriel Quesada, Chris Schaberg, and Rosalie Anderson. The table is on the College of Arts and Sciences intranet. It is a comparative document with the first column showing the current HNS handbook; the second column showing the current CSS handbook, and the last column showing the language for the proposed handbook. Chris Schaberg has suggested that we link the proposed language to Google docs to solicit comments. If you do not sign on to Google, your comments will be anonymous. If you use your Goggle account, we will know who you are. The hope is that at the first College Assembly in Fall 2016, we can suspend the rules, vote, and approve a college handbook document. Dr. Dynia expressed concern about the ability to approve a handbook this way. Dean Calzada asked if approving the handbook for a year would be better, and Dr. Dynia said it would.

**VIII. ALEKS – Math Placement**

Dean Calzada and Dr. Koplitz spoke about the online ALEKS math placement test. Dean Calzada said that students can take the test up to four times. Students can be encouraged to study the modules and take the test again for a higher score. We reserve the right to take the 5<sup>th</sup> test in person at Loyola. Maria said that she will be meeting with Dr. Patrick Corbin and Kathy Gros soon about advisors needing to know if students scores change. The score will be available on On

Course and screen 221 in SIS. Dean Calzada said that she will ask Steven Lousteau in Information Technology to provide a mechanism to alert us if students raise their scores. Dr. Quesada said that the charts of placement scores will be in the bulletin.

**IX. U.Achieve**

Dean Calzada showed a video about U.Achieve, the degree audit system that would replace On-Course. The plan is that this summer all DPCL's will be sent to U.Achieve to articulate and be ready for Fall 2017. She said there will be extensive training on U.Achieve.

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