

**College of Humanities and Natural Sciences
Council of Chairs Meeting – Bobet 202
March 2, 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: John Biguenet, Maria Calzada, Eileen Doll, Erin Dupuis, Frank Jordan, Michael Kelly, Kenneth Keulman, Lynn Koplitz, Martin McHugh, David Moore, Connie Mui, Uriel Quesada and Connie Rodriguez

Before the approval of minutes, Dean Calzada welcomed Dr. Erin Dupuis as acting chair of the Department of Psychological Sciences.

I. Approval of Minutes

Minutes of February 9, 2015 were approved.

II. Open House – March 14th

Dean Calzada reminded the chairs about Open House on March 14th and said that the dean's office is working on producing tabletop banners for all departments, including the new departments that will be coming to our college. She said that she would email the current schedule to the chairs which lists the college session times. There will be three sessions plus a pre-law session. She stated that these students are admits to Loyola, and urged faculty to come to Open House early in the morning to have breakfast and interact with the students and their families.

III. Fall Enrollment Prospects

Dean Calzada discussed the new fall enrollment prospects. She said that at last week's Provost Council we had 3,000 admits. Enrollment Management tells us that we cannot compare this number of admits with last year because in the past we had admitted students with incomplete applications. Dean Calzada thanked the chairs for the herculean efforts of their recruitment work. She also said that we reached 94% fall to spring retention.

IV. Calendar

March 6 – Chairs submit 4th year pre-tenure review materials to the dean

March 10 – Mid-term deadline for posting grades – midnight

March 14 – Open House

March 23 – Early registration advising begins

March 27 – The names of the awards to be given to students at the HNS Honors Convocation due in the dean's office

April 10 – Deadline to submit Faculty/Staff Excellence Award nominations to dean's office

April 10 – Names of students receiving awards at the HNS Honors Convocation due to Rich Wilson in the dean's office

V. Part-time Requests

Dean Calzada asked the chairs to please submit their requests for part-time contracts for Fall 2015 and Spring 2016.

VI. Long Term Financial Equilibrium Committee Report

Dean Calzada reported that she met with the committee last week and will be meeting every other week with Lucie Lapovsky. There will also be a Board of Trustee meeting next week, which will be a retreat at which Lucie will present an overview of the budget information for the next few years. The Board will see a multi-year projection of the problem. At the May meeting, Lucie will present to the Board revenue expenses and reductions. In October these reductions will be refined through work with the committee. The final plan will be presented to the Board in December.

The chairs asked if there would be an opportunity for faculty to make suggestions. Dean Calzada said there would be opportunity to send anonymous comments and suggestions to Dr. Lapovsky.

VII. College Restructuring

Dean Calzada said there was nothing new to report except that The School of Mass Communications would be coming to our college. Some chairs expressed that they come in as a department and not a school since they only have about 10 faculty.

There was also a discussion about the two interdisciplinary programs that have majors, and giving them seats at the COC table to represent their students. Some chairs stated that they do not have their own faculty and that the COC deals mainly with faculty issues. Dean Calzada said that this is also a space issue and that it may be hard to get things done. She also said that it was the recommendation of the Ad Hoc Restructuring Committee that interdisciplinary programs get one representative.

VIII. Senate Meeting - Dr. Rodriguez

Dr. Rodriguez said this Thursday is the Senate meeting where the motion on the naming of Loyola College comes up. It is attached to the last COC minutes. Please remind the senators in your departments to come to the meeting.

IX. Strategic Planning

Dean Calzada said there was not much new to report, but would have more later.

X. Honor Code

The discussion on the honor code was tabled.

XI. Communication with Coaches

Dr. Koplitz mentioned that communication regarding students has been bad with the coaches. It was suggested that if anyone else has difficulties with this to please let Dr. Quesada know.

Meeting was adjourned at 4:45 p.m.