

College of Arts and Sciences
Dean's Advisory Council Meeting – Bobet 202
November 5, 2018 • 3:30 p.m. - 5:00 p.m.

MINUTES

Call to Order

Dean Uriel Quesada called the meeting to order at 3:30 p.m.

Attended: Eileen Doll, Erin Dupuis, Hillary Eklund, Kelly Frailing, Don Hauber, Craig Hood, Leonard Kahn, Adil Khan for Teri Bednarz, Armin Kargol, David Moore, Uriel Quesada, Jaita Talukdar, Ralph Tucci, Bill Walkenhorst, Roger White

Also Attended: Jane Chauvin, Glenda Hembree, Carol Ann MacGregor

I. Minutes Approval

The minutes of October 1, 2018 were approved with one abstention.

II. Education Accreditation Visit in 2019 - Jane Chauvin and Glenda Hembree

Drs. Chauvin and Hembree gave details on the State Department of Education accreditation visit. Teacher Preparation Inspection U.S. (TPI/US) will visit Loyola the week of March 18th, 2019, and will observe education program coursework, review data and teacher candidates. They will only be looking at both the undergraduate and graduate English and Math programs, and may want to talk to the faculty involved in those content areas. Appointments will be made for those meetings. Dr. Chauvin said that it is important that everyone get their syllabi updated. She thanked everyone for working with her and Dr. Hembree. She said the passage rate on Praxis is very good, and teacher salaries are going up. Also, placement of students in high needs schools is especially important.

III. Course Readiness - Carol Ann MacGregor

Dean Quesada said that Dr. MacGregor has been working with the Blackboard team to address issues which range from training to course readiness, standards, creating courses, etc.

Dr. MacGregor said that the best practice for online course readiness is to have everything ready ahead of time. She said that Provost Calzada sent out an email encouraging course readiness. Dr. MacGregor said to have at least 1-week assignment ready to go so that we can see if a student is here with us and doing the work. If not, they can then be administratively withdrawn. She said faculty should let the Associate Dean know if a student needs to be withdrawn.

IV. Online Approval Rubric - Carol Ann MacGregor

Dr. MacGregor said that a new online instructional designer, Dan Guo, was hired and has created an [online approval rubric](#). Courses should go through the regular curriculum process, and, also the design process. Dr. MacGregor said that she welcomed any comments on the rubric by email, and that the Blackboard team can support the faculty with their online courses. She said that 6-week courses are needed, and departments can make their best judgment about which courses can be 6-weeks. Dean Quesada said that chairs can contact him regarding which courses could be in the 6-week format.

V. Online Advising

Dean Quesada said the Provost asked him to start a discussion with Religious Studies and Languages and Cultures regarding Interdisciplinary Studies advising. A special session about online advising might be needed. He said that advising is critical, and addressing the needs of disability services for these students should also be discussed. Some resources are available already, but more work needs to be done.

Associate Dean Kargol said everyone should be aware of academic actions for online students. The dean's office does not do academic actions after each 8-week session. For online, the academic actions don't happen until the end of the semester, so it is important for students to get advised if they are not doing well.

VI. Calendar

- **November 10** - Open House
- **November 13** - College Assembly, 12:30 p.m. Bobet 332 (moved from Nov. 15th due to Presidential Inaugural Festivities)
- **November 15** - Student learning outcomes due
- **November 16** - Phased retirement deadline for faculty to apply for phased retirement program for 2019-2020
- **December 1** - Vita updates due to unit leaders - form online
- **December 11** - SACSCOC press conference here in NOLA to notify decision on Loyola

Dean Quesada reminded the chairs to send their PNF's for part-time spring faculty asap.

He also asked the chairs to check their summer courses. Patrick Armstrong is in the process of looking at the success of courses.

VII. Loyola Core Student Learning Outcomes

Dean Quesada reminded everyone that the deadline for submitting student learning outcomes is November 15th.

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