

**College of Arts and Sciences**  
**Dean's Advisory Council Meeting – Bobet 202**  
**October 1, 2018 • 3:30 p.m. - 5:00 p.m.**

**MINUTES**

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**Call to Order**

Associate Dean Armin Kargol called the meeting to order at 3:30 p.m. Dean Quesada joined the meeting later.

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

**Also Attended:** Maria Calzada, Interim Provost and V.P. Academic Affairs

**I. Minutes Approval**

The minutes of September 10, 2018 were approved with one abstention and one change that Martin McHugh was not in attendance.

**II. Calendar**

- **October 1** - Spring/Summer 2018 incomplete (I) changed to 'F' - If there are any changes past the deadline contact Associate Dean Armin Kargol.
- **October 5** - Deadline for entering Spring/Summer 2019 courses into SIS. Dr. Kargol said that the summer session will be administered by the dean's office. He suggested to not offer courses with low enrollments.
- **October 6** - Fall Open House - Second Open House on November 10
- **October 12** - Units submit recommendations of reappointment/non-reappointment of 2nd year faculty to dean's office
- **October 16** - Sabbatical and Academic leave applications and pertinent documents are due to the dean's office
- **October 19** - Visiting Committee
- **October 20** - Spring 2019 textbook adoption deadline
- **October 31** - Sabbatical leave reports on the results of the project undertaken during sabbatical leave in AY 2017-2018 are due to the Provost (*Faculty Handbook mandate*)
- **November 16** - Deadline for faculty to apply for phased retirement for AY 2019-2020

**III. Report on Endowed Scholarships**

Dr. Kargol reported that there is now a new automated financial aid software that figures financial criteria and student need for endowed scholarships. The information will be sent to chairs so that the department can pick who gets the scholarship. In the past we did not know the amount of funds available

until June or July. Now endowments will be looked at much sooner and the scholarships will be part of the incoming students financial aid package.

**IV. New Program Approval Process**

Dr. Quesada said that a new program approval process was discussed at the dean's meeting. However, there was no further discussion on this topic in order to accommodate Dr. Calzada's report.

**V. Provost Calzada on 6-Week Online Summer Sessions**

Dr. Calzada talked about the importance of the two 6-week online summer sessions. She said we will need more faculty as the entire online program grows, and everyone's support is needed now. More 6-week sessions are also needed, possibly for the Loyola Core.

Dr. Calzada said that the online program is doing quite well and the expectation is for 400 students in October. Retention from the summer is also very good. She said that the two 6-week summer sessions are needed to help balance the budget this year. The SACS report is due October 15th, and there is the risk of going on probation.

Dr. Quesada said that a plan to serve core and interdisciplinary programs is being developed. He stressed the importance for chairs to be supportive of this and their faculty in developing online courses.

There was further discussion about online content and learning outcomes, course caps, quality of instruction, our brand and identity, technical issues, and non-traditional students not being prepared enough.

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