

**College of Arts and Sciences**  
**Dean's Advisory Council Meeting – Bobet 202**  
**September 10, 2018 • 3:30 p.m. - 5:00 p.m.**

**MINUTES**

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**Call to Order**

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

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

**Also Attended:** Ashley Francis and Jim Dugan

**I. Minutes Approval**

The minutes of August 14, 2018 were approved with two abstentions, and one change from Dr. Hood regarding new CAS members needed for the Standing Committee for Loyola Core.

**II. Calendar**

- **September 12** - Early warning deadline; post early warnings and report students who are not attending classes
- **September 20** - College Assembly - 12:30 p.m. - 1:50 p.m., Bobet 332 - The Provost may attend to talk about emergency preparedness
- **September 21** - Board Book updates due
- **September 28** - Deadline for Endowed Professorship applications/renewals/reports
- **October 1** - Spring/Summer 2018 incomplete (I) changed to 'F'
- **October 5** - Deadline for entering Spring/Summer 2019 courses into SIS
- **October 6** - Fall Open House
- **October 8th** - Possible online training - departments should identify who will attend training. The training is not just for part timers. Oct 8<sup>th</sup> training is for anyone who is interested in an online class. If you get the \$1,000 stipend, you must teach online. There might be a different stipend for adjuncts and possibly a special contract.
- **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 dean's office
- **October 19** - Visiting Committee - they will want to visit morning classes; Dean Quesada said he would send a list of the classes to the chairs
- **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*)

**III. Online Courses/Blackboard - Ashley Francis and Jim Dugan**

Ashley Francis said that there will be an online course carousel for the core to avoid a last-minute scramble. She said there will also be new programs added. There are 271 students now, and hopefully 400 by October. She said there is a policy being floated that first-year students should not be allowed to take online courses. An instructional designer has been hired, and Joy David moved into a technical advising position. Sara Clark and Daniel McBride are also diligently working as advisors. The idea is to

reinvest when the online program starts creating big revenues. Jim Dugan said that he is available to help anyone with their technical support needs. The designer can help with the course.

#### **IV. Risk Management**

Dean Quesada said that Jayme Naquin was the risk management contact, but is on medical leave. Contact Tommy Screen with any risk management issues.

Dr. Kargol said that for students traveling internationally, Debbie Danna is putting together an online application. Faculty fill out the form first and then the student will fill out the form.

#### **V. First Year Seminar - Spring 2019**

Dean Quesada said that from the numbers given to him from Paul Buehler, 8 sections of first year seminars will be needed for spring.

#### **VI. Training on LORA/SIS/FRS**

Dean Quesada said that Mike Rachal would offer LORA/SIS/FRS training for new chairs. He said to let him know by the end of the week if interested.

#### **VII. Other topics**

Dr. Erin Dupuis said that the NIH has discontinued their training.

Dean Quesada said that the recent emergency assessment was good, but communication was lacking. There are no clear rules on how to proceed with continuing classes online. He asked the chairs to talk with their faculty about creating a plan.

Dr. Roger White said that he found out that registration preference is not being given to students who need accommodations. Dean Quesada asked Dr. Kargol to find out about this issue from Kathy Gros.

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