

**College of Humanities and Natural Sciences
Council of Chairs Meeting – Bobet 202
September 14, 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: Terri Bednarz, John Biguenet, Maria Calzada, Eileen Doll, Sonya Duhe, Erin Dupuis, Philip Dynia, Don Hauber, Armin Kargol, Marcus Kondkar, Lynn Koplitz, David Moore, Connie Mui, Uriel Quesada, Connie Rodriguez, Rae Taylor, Jeremy Thibodeaux for Ralph Tucci

Also Present: Leslie Culver, Sara Butler

I. Approval of Minutes

Minutes of August 17, 2015 were approved with two abstentions.

Dean Calzada then welcomed Jeremy Thibodeaux to the Council of Chairs meeting. He will attend the COC meetings when Dr. Tucci is teaching class.

II. SACSCOC Accreditation – Leslie Culver

Leslie Culver, Data Analyst, from Institutional Research reported on the SACSCOC reaffirmation timeline. She said that this year Loyola would be going through the big 10-year reaffirmation process. This forces us to get our ducks in a row and it is always better to fix our issues before SACS is involved. Of particular concerns are student learning outcome assessment, systematic planning and assessment, faculty/staff development, and annual report implications.

Leslie handed out the accreditation and assessment concerns and implications, and said that she can be contacted for any further information (Attachment #1).

III. Announcements – Dean Calzada

- September 18 – Beer and Conversation in the dean’s office at 3:30 p.m.
- September 24 – LUCS Presentations, 12:30 p.m., Monroe 610 – A light lunch will be served and faculty members are encouraged to bring students who are interested in collaborative research. Also, as part of the strategic plan to increase fellowships, the college will offer up to \$10,000 for the next 5 years in faculty fellowships. We will offer the new Carter Fellowships this fall and Bobet Fellowships in spring. Distinguished Professors are not eligible for the Carter Fellowship.
- October 2 – Deadline for posting spring/summer 2016 courses on SIS
- October 7 – 8 – Monroe Hall re-dedication will feature interactive demonstrations, self-guided tours and a guest lecture by Vatican Astronomer Brother Guy Consolmagno. Local high school advisors, benefactors and alumni will be invited.
- October 15 – Mandatory Title IX Sexual Harassment and ADA Training, 12:30 p.m., Miller 114. This will take the place of the College Assembly. There was a motion to make the sexual harassment and ADA training online. The motion was seconded and all were in favor. The motion passed. Dean Calzada said that she would inform the Office of General Counsel of this motion.

- September 29 – Associate Dean Uriel Quesada announced the first DSAC meeting to be held at 12:30 p.m. in the dean’s office. He said that he still needed students for DSAC from Chemistry, Classical Studies, Environment, Psychology, Sociology and Mass Communications.

Dr. Quesada also announced that the deans office is still working on DPCL’s in the excel format. Chairs should be getting them in the new format in the coming weeks to look over. The long-term goal is to go paperless. He said that the dean’s office does keep hard copies.

Dr. Quesada also announced that the Jacksonville community college roadmaps have been finalized. He handed them out to the chairs and said to let him know if they had any questions.

Dean Calzada announced that the Chemistry department name change has been approved by the UC&CC to Chemistry and Biochemistry.

IV. Course Needs Spring and Summer

Common Curriculum – Dr. Quesada said that he is working with Lydia Voight to identify the common curriculum needs for spring. He said that by Wednesday he would have information to give the departments on the common curriculum needs for spring.

Honors – Sara Butler

Dr. Sara Butler introduced herself as the new Associate Director of Honors. She spoke about the needs of honors. She said that they have 85 first year honors students bringing the total honors students to 205. She encouraged the chairs to please remember honors when scheduling their courses. She said that almost half of honors students are music majors, so they need different hours. Dr. Koplitz suggested that we put up a master schedule on the intranet. Dr. Butler also said that she wants to create a proposal to standardize thesis, so that students can do their thesis in their major for the honors program.

Dr. Butler also announced an honors event, “Praising God’s Creation,” on Monday, September 21st at 7:15 p.m. in Nunemaker Auditorium.

V. Disability Services – Richelle Voelker, Student Success Center

Richelle Voelker, Director of Disability Services, gave a presentation on the Office of Disability Services (ODS). She stated that there has been a significant increase in students with disabilities (SWD), with over 100 + new students this semester. She said that her office is there to work for and help faculty and administrators stay in compliance, and that she serves as a liaison between faculty and SWD. If a professor disagrees with the accommodation, they should contact her to work through the issue. In the interim, the professor must fully provide the accommodation listed on the student’s course accommodation record. Accommodations are considered private and are not something that you can discuss around other students. Accommodations can be discussed privately with a SWD if the student initiates the discussion. Richelle went on to say that a student should only provide disability documentation to the ODS and to no other office or faculty member due to confidentiality laws. Accommodations should only be provided after receiving an official course accommodation record from ODS. No student registered with ODS should be asked by a professor to provide any additional documentation for class absence. ODS provides the only confirmation of an approved class absence for a student with a disability.

The chairs continued the discussion with questions and comments about students being able to record classes, students coming at the last minute before tests asking for accommodations, counseling issues, and medical notes.

Dean Calzada said that she would send out the presentation to the entire faculty.

VI. Advising Workshop – Dr. Quesada

Dr. Quesada said that there would be an advising workshop on Friday, October 2 at 3:30 p.m. in Bobet 332 for all advisors. This will be a general advising session with information on how to find courses for students, how to use SIS, LORA and On Course. Dr. Quesada strongly recommended that everyone attend.

VII. SCCC Humanities Alternate and CPT Chair Representative

Dean Calzada said that the SCCC Humanities needs an alternate. She asked the chairs to please check with faculty and the first one who gives a nomination will win. The SCCC meetings are held every other Friday at 2:30 p.m.

Dean Calzada also asked for a CPT chair representative. The first meeting will be on September 22 in the window. Connie Rodriguez offered to be the rep.

VIII. Request From Environment

Dean Calzada reported that the Environment program was recommended for investment. They are now working on a proposal to send to the Provost on making themselves their own department with their own faculty. They have also requested to be part of Council of Chairs. After a discussion, a motion was made to not accept the request of the environment to have a place at the Council of Chairs. The motion was seconded; all were in favor with two abstentions. The chairs then suggested that they hear more about the program, and to invite Craig Hood to the next Council of Chairs to make a presentation.

IX. Financial Equilibrium

Dean Calzada said that there would be a discussion on financial equilibrium at the next College Assembly.

Meeting was adjourned at 5:00 p.m.

Attachment #1: SACSCOC

Accreditation and Assessment
College of Humanities and Natural Sciences – Council of Chairs
September 14, 2015

SACSCOC Reaffirmation Timeline

September 2015	November 2015	January 2016	March 2016	December 2016
Compliance Certification due	Off-Site Committee Review	Quality Enhancement Plan due	On-Site Committee Review	Board Decision

Institutional Effectiveness

- Systematic and ongoing process of collecting, analyzing and acting on data
- Results should be used for improvement and decision-making purposes
- Document process in Annual Report

Concerns

- Infrastructure for systematic planning and assessment is in place (Transforming Loyola 2020, Campus Compact, Annual Report System, etc.)
- Ongoing faculty and staff professional development is critical to ensure quality, sustained assessment efforts
- Targeted intervention is required to de-mystify and simplify process
- Faculty and staff should have clear understanding about why we engage in process and be given guidance on how to do it well
- Of particular concern is student learning outcome assessment, which could be documented more effectively

CS 3.3.1 The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in each of the following areas (IE), CS 3.3.1.1 educational programs, to include student learning outcomes

Standards: every word is meaningful

Ongoing: multiple cycles

Systematic: process in place

Research based: numbers, percentages, comparative/longitudinal data

Integrated: leaders analyze, share, discuss, act upon results

Evidence of improvement: document how the data collected are being used

Sustainable Assessment Programs

- Active campus leadership support and engagement
- Consistent and ongoing attention to IE systems and processes
- Faculty assessment expertise and professional development
- Effective and meaningful reporting

Annual Report Implications

Pulling evidence for the Compliance Certification was challenging – the way in which Section 5 (Assessment) is completed varies greatly between departments. Some additional instruction/structure related to this section will help simplify documentation and ensure that all necessary information is included (see back template examples).

Student Learning Outcome	Assessment Method	Finding	Action
Students will demonstrate an understanding of fundamental concepts in the fields of organismal biology, evolutionary biology, genetics and ecology.	Final exam in BIOS 100 (or ETS major field test).	80% of students correctly answered the majority of items in all sections, except for genetics – 35% of students missed 3 or more of the 5 questions in this section.	Additional class time will be devoted to genetics instruction, extra practice questions will be given as homework assignment, exam items will be re-evaluated.
Students are able to conduct independent research.	Research paper graded by rubric.	85% of students achieved a score of 3 or higher on two components, but only 60% achieved a score of 3 or higher on the ability to synthesize information in literature review.	Disseminate three examples of quality literature reviews as required reading assignments prior to paper assignment.
Students will apply skills related to the editorial process of magazine publishing.	Internship evaluation completed by site supervisor.	70% of students scored satisfactory or above on evaluation items, 30% of students scored unsatisfactory on proofreading element; evaluation comments from site supervisors indicated theme of unprofessionalism.	Two in-class proofreading assignments will be added in Fall semester; invite industry professional as guest speaker to discuss detailed expectations of professional work behavior.
Students will communicate effectively in oral presentation of work.	Final presentation, graded by faculty jury with department checklist.	All five students satisfactorily demonstrated appropriate eye contact, self-confidence, professionalism, enthusiasm, and contact, self-confidence, professionalism, enthusiasm, and timing/pace. Use of visual aids was very effective. Content was good, major area of weakness was organization.	Provide one sheet with guidance on organization. Encourage visual aids that enhance presentation.