

Associate Deans Council

January 10, 2019

Meeting Minutes

PRESENT:

Tom Ryan, Carmen Balthazar, Joe Berendzen, Paul Beuhler, John Levendis, Corina Todoran, Tharren Poplion, Armin Kargol, Michael Rachal, Mary Algero

PREVIOUS MEETING MINUTES

1. December 6, 2018 meeting minutes approved with one abstention.

OLD BUSINESS

1. Administrative withdrawal policy (deadline)
 - a. Policy was abused. ADC added deadline
 - b. Kathy Gros updated the form
2. Credit Hour Policy Implementation
 - a. Policy was approved by the Deans, now need to discuss implementation and assessment.
 - b. Preference is to implement gradually, apply credit hour work assessment to new courses and work to review one existing course for each department or office.
 - c. OIRE would like departments to move forward with reviews as soon as possible.
 - d. Will need to apply this to the new course approval process, begin communicating with departments and units to identify existing courses.
 - e. Will want to focus on online courses.
 - f. Student Success planning to work with Online Instructional Designer to engage with reviews of online courses. Have not discussed if this will include the credit hour policy.
 - g. Will need to develop the criteria to count course activities.
 - h. Ryan will engage with Carol Ann MacGregor & Nate Straight to move forward.

NEW BUSINESS

1. Policy for British A Level exams - T. Poplion
 - a. Office of Admissions wants to know what has to be done to accept Cambridge Exams as credit the same way AP credits are accepted.
 - b. Develop a list of Cambridge Exams and what credit they would accept as equivalent, package a proposal to present to departments where credits would be accepted. If approved, move to Colleges, and finally UCCC.

2. Academic Action Letters – John Levendis

- a. Are students getting the same information about Academic Actions as students from other colleges? Right now there are the university rules but appeals - especially suspensions - go to individual AD's who then make decisions alone.
- b. One student was sent a probation and a suspension letter because multiple offices are working on academic actions. Some suspension letters are not clear on how appeals are filed.
- c. Preference is to automate process based on student GPA, appeals reviewed by all ADC's. Action involves only GPA's as determined by the system, appeals add context. Different AD's may make different decisions.
- d. Concerns of potential litigation risk in continuing to operate individually. If you have a process and you abide by that process, should be protected. If you don't have clear process, especially regarding the appeal, that may open up risk.
- e. Expect more automation with the Stanford Letter, but those were not restricted to first-year students, it was first-time probationary students.
- f. Propose: probation letter inform that appeals are made to AD, heard by undergraduate members of ADC, and appeals should include corroborating evidence. Students do not have to turn over corroborating evidence, but evidence not submitted cannot be considered.
- g. College of Law already has an appeals committee, so Algero does not need to participate.
- h. Will need 3 appeals meetings for undergraduate members of ADC per year. Expect 10-15 appeals annually.
- i. ADC will review and reconcile probation and suspension letters.
- j. Action plan:
 - i. Compare letters and reconcile
 - ii. Levendis will compose resolution & actions to pursue. Considered at next ADC. If approved, will be forwarded to Deans for approval.

3. Possible FERPA Violations via Academic Action Letters

- a. Stanford letter used student examples with names. If they were real student names, they would be identifiable. Need to be careful on what sort of testimonials are used in any correspondence.
- b. Comment will be passed along to Elizabeth Rainey who sends the letters.

4. Exit Interviews for students withdrawing from the university - Paul Buehler

- a. Proposal to modify current procedure to withdraw from the University.

- b. Students end up running all over campus, there is little understanding of why.
 - i. No guarantee that a signature on the form means the student has spoken to someone about their student records (Student Finance, Financial Aid, Residential Life)
- c. Proposal eliminates Easter egg hunt. Students come to SSC to complete the first part of the form.
 - i. SSC would forward withdrawal to AD
 - ii. ADs would forward to Student Records
- d. Rachal suggests a subcommittee of offices involved. Will need input from Financial Aid, Student Finance, Student Affairs, Residential Life, Student Records
 - i. Again, potential litigation if student does not understand consequences of withdrawal
 - ii. Bulletin stipulates Bursar's Office, Student Records, and Student Finance
 - iii. Develop a proposal for future ADC meeting.
- e. An electronic form would be preferable going forward.

5. Presidents Open House

- a. Open House is scheduled for Sunday-Monday, and there will be 2 sessions.
- b. Second Monday Open House scheduled for first day of registration.
- c. Who will be at the Rec Plex session on Monday?
- d. Called "Admitted Student Day," purpose is to show incoming students what a regular day in the life of a Loyola student is like.
 - i. There will be various sessions throughout the day.
 - ii. Sunday is check-in.
 - iii. Monday will be sessions, intentionally, so students could attend real Loyola classes.
- e. How will this work with students attending classes? Planning select courses students can sit in on. Making sure they aren't sitting in on courses for exams.
- f. Need to be broad communication from Office of Admissions to the faculty.
- g. First day of registration is going to be very difficult for faculty to participate in activities.
- h. Action plan:
 - i. Ask Nathan Ament & Admissions to clarify what faculty and colleges are expected to do. Submit list of concerns and see if mitigations have already been developed or if faculty is expected to create activities on their own.
 - 1. CC Maria Calzada
 - ii. Will need help registering students.
 - iii. Bring in emeritus faculty to help out with registration?