

Associate Deans Council

November 8, 2018

Meeting Minutes

Present: Armin Kargol, Kathy Gros, Michael Rachal, Carmen Balthazar, Joe Berendzen, John Levendis, Tharren Poplion, Tom Ryan

Guests: Alicia Bourque, Dale O'Neill, Ralph Tucci, Amy Boyle,

OLD BUSINESS

1. Approval of minutes from Oct. 11, 2018
 - a. Minutes approved as written. One abstention.
2. Chair's Report: status of proposals approved by ADC
 - a. Academic Actions policy: Kargol has written a memo to the Dean's Council indicating this is the final draft from the ADC.
 - b. Draft policy for Attendance and Credit Hours for Online Courses
 - i. Dr. Carol Ann MacGregor is asking for the policy to be approved quickly for upcoming SACSCOC compliance. Will be presented to the Dean's Council at the next meeting. Kargol will be presenting at the next Dean's Council to make sure all questions are answered clearly.
 - c. Decision on using ALEKS or ACT/SAT
 - i. See Math Placement discussion below
 - d. Revision of the Academic Integrity Policy
 - i. Dr. Kargol wasn't sure who managed this policy. Sent ADC requests to Dr. Kendra Reed and Dr. Karen Rosenbecker. Included AD referring cases to the AIC, and grade changing process - attempting to move to more consistently with Grade Appeals policy.
 - ii. Response: AD referral to AIC is supported, but AIC does not change sanction, only recommends whether or not the sanction is supported. It is not clear to whom the AIC submits the recommendation to.
 - iii. Recommendation: grade assigned by professor stands until the point where the sanction is found to be unsupported.
 - iv. Primary point: ADC's need to know what to do. There remain dead ends in this process where the problem is not solved.
 - v. Recommendation: Dr. Kargol will meet with Dr. Calzada about clarifying this process in a way that is functional.

NEW BUSINESS

1. Orientation (Alicia Bourque, Dale O'Neill)
 - a. Discussion of past Summer's orientation numbers
 - b. There will only be 3 June orientations and 1 August in 2019. There will be a 4th June session scheduled and planned, but not published; this will only be used in case of need.

- c. Assessment indicates 95% of attendees are satisfied with Orientation programs. Other assessment data was shared demonstrating students are having a good experience.
 - d. Introduction to Academic Life was well received in 2018. This was a new initiative.
 - e. Assessment indicates students were comfortable understanding academic advising.
 - f. Students did ask for more interactive sessions, less lecture style presentation.
 - g. Significant change: 2019 Orientation will be 2 full days rather than 3 easier days. This was based on comparison with other universities and colleges' orientation models.
 - h. Concerns from faculty advisors: academics are left to the last session on the final day, concerns that students leave early and skip this part, especially for students catching a flight. Advising will still be at the end of the second day, but will wrap in the afternoon - students could catch an evening flight back home.
 - i. CAS will ask faculty advisors to log how many students they see during academic session, get some hard data rather than assumptions.
 - j. If there a policy change where students can request a mathematics placement assessment, with there be a way to make space for the students to take a 40 minute placement activity.
 - k. New trend: students attend multiple orientations at multiple institutions to decide which school they will actually attend in the Fall. May need hard data on which students attend Orientation who end up enrolling at Loyola.
 - l. Comment: can we think about Graduate Student Orientation? Can O'Neill and Bourque come to a Graduate Council to discuss options? Would also be valuable to discuss onboarding and orientation of Online Students. MBA, Nursing, and LIM have specific activities. MBA first week is dedicated to on-boarding graduate students.
 - m. Faculty touch points at Orientation. Dessert social was non-functional due to acoustics in St. Charles Room, so this is going back to Lunch By College in the Orleans Room. Biggest challenge is getting faculty members to actually attend. Orientation would appreciate a list of participating faculty to make sure large majors are covered.
 - n. Suggestion: fewer emails to department chairs with student participation numbers - make a few bigger asks with general numbers, last year was too many spreadsheets. Some of those spreadsheets were coming from Admissions. May need to analyze what data is being sent, and possibly combine reports and emails to faculty chairs.
 - o. Guest limit: new this year, parents and guardians will be charged to attend Orientation. This is best practice among higher education institutions.
 - p. Information on Iggy's Cupboard (the Food Pantry) and Loyola Week
2. Clarification of Grade Appeal policy (John Levendis)
 - a. Clerical grade changes are regular grade appeals from procedural standpoint.
 - b. ADC motion to approve, second. Approved with no objections or abstentions.
 3. Math placement motion (Armin Kargol)
 - a. Dr. Ralph Tucci was invited to ADC at 3PM. Dr. Kargol has a motion for the ADC.
 - b. Proposal: abolish ALEKS from Loyola, but Dr. Calzada has asked for multiple placement tools.
 - c. ADC Proposes: ACT/SAT used as primary criteria, consider exceptional circumstances at the students' specific request to advisor. If the advisor cannot make the determination themselves, they will refer to the Mathematics Department. Students may then request

a diagnostic assessment from Math; suggestion that students will take final exam from placement class.

- d. Concern: too many students will request exceptions, but can set criteria.
- e. Placement is what students need to take at Loyola. AP or CLEP involve actual transfer credits as articulation. Students who have taken Calculus as AP, CLEP, or dual enrollment, they will have credit for the course and placement will not apply.
 - i. Could AP, IB, or CLEP be used for placement? Example: if you take AP Calculus and get a score of 4 or 5, you get credit for the course. If you get AP 3 score, you could start at Calculus.
 - ii. Math Department may need to consider options.
- f. Math Department would like strict guidelines for any request for a placement exam.
- g. ADC will send to Dean's Council:
 - i. Initial Math placement is determined by ACT/SAT scores. Science students may be placed in A257 if they have an AP Calculus AB or BC exam score of 3. Non-science students may be placed in MATH T122 or A115. Other scores assign credit as determined in the Bulletin.
 - ii. Dual enrollment will continue to assign credit as designed.
 - iii. Kargol will write this up and get it to Dean's Council.Needs to be decided before creation of next round of DPCL's.

4. Parents shadowing (Amy Boyle)

- a. Student Affairs and Alumni Affairs have combined alumni and parents' weekend into Wolfpack weekend.
- b. Created an activity where parents can go with students to class. Needing faculty feedback, want to notify faculty with enough time to plan a special session or let students know that it won't be a test so parents can go to different classes.
- c. Tried to launch last year, asked for feedback from faculty who could not participate. Took those classes off the list. Some faculty were caught quite off guard. Do not know how many people actually participated, but 112 people signed up to participate.
- d. Friday classes are the only ones impacted.
- e. Recommendation: work with Student Records to identify classrooms with space.
- f. Recommendation: don't put classes on the "available" list unless you get an affirmative response from faculty.
- g. Recommendation: get outreach from Provost or President directly to faculty. Let faculty know how this impacts the classroom, how to participate and how to opt out.
- h. Recommendation: identify introductory courses with room capacity, reach out directly to those faculty who have classes who can host parents and alumni.
- i. Also looking for faculty participation for President's Luncheon
- j. Recommendation: look for other ways to invite faculty - college assemblies, convocation announcements, etc.

5. Other Business

6. Student Housing for Spring non-registrants (Kathy Gros)

- a. Liz Rainey recommendation: shutting down registration around December 1. Reopen this when they get back. Looking to give students a sense of urgency for planning purposes, schedule and financial and academic issues can be resolved.

- b. Question: what about new enrollees? Faculty and staff can still register students manually.
- c. Would rather not shut down graduate enrollments

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