

Associate Deans Council

October 11, 2018

Meeting Agenda (working copy)

Present: Armin Kargol, John Levendis, Tom Ryan, Mary Algero, Kathy Gros, Michael Rachal, Tharren Poplton, Nate Straight, Paul Bueher, Patrick Armstrong,

Not present: Joe Berendzen, Carmen Balthazar

OLD BUSINESS

1. Approval of minutes from Sept. 13, 2018
 - a. Motion to approve, second. Minutes approved.
2. Chair's Report: status of proposals approved by ADC, revisions of the Academic Actions policy requested by Deans
 - a. Deans have returned for additional revision. Requires students earning term GPA of 2.3 and add "and have an academic plan approved by Student Success Center."
 - i. Student Success Center only develops academic plans for Financial Aid appeals.
 - ii. Deans would like students to develop an academic plan. SSC not sure what Deans are asking for.
 - iii. Will not be functional to require formal academic plan for every student on academic probation, will refer students on academic probation to SSC informally.
 - b. Students may go above 14 crs if approved by Associate Deans.
 - c. Remove references from Honors Program, Associate Deans do not contact students on Honors Probation.
 - d. Remove references to Magis program
3. Draft policy for Attendance and Credit Hours for Online Courses (Tom Ryan & Nate Straight)
 - a. Federal government requires financial aid granting institutions document X number of hours students complete work per credit hour. Distributes enforcement to SACSCOC. Member institutions have to have a credit hour calculation policy.
 - b. Every 1 hour of in-class work has to have 2 hours out-of-class.
 - c. Loyola is already at the low point of the calculation at 700 minutes of instruction per credit hour per semester. We do not have a policy, we have a narrative response to the last SACSCOC report that was acceptable for last reaffirmation review.
 - d. Difficulty is justifying credit hour award for online courses. SACSCOC will likely examine these courses quite closely.
 - e. Ryan recommends a credit hour policy: change reduces minimum number to 700 minutes minimum instruction per credit hour per semester. Motion to adopt, second.
 - i. If policy is approved, we can design an implementation plan.
 - ii. Policy adopted unanimously.
 - f. Major concern: how do you measure and approximate number of minutes for online courses. How is this implemented?

- g. Implementation: to begin with, one course (preferably online) for each unit/department, be assessed for compliance. Developed working criteria by looking at other universities.
 - i. There are resources to check timing for assignments. For others, you can use judgement.
 - ii. Nate Straight is going to develop a set of criteria and tracking information. Instructor who works with Associate Dean will use this criteria to assess their course.
 - h. Concerns: what do other schools do? Rice University has an online form, Creighton has a worksheet that is filled out. Loyola College of Business will be setting up a curriculum committee to review the syllabus.
 - i. Development of criteria: once validated by faculty curriculum committees, criteria could be added to course proposal process. College of Law requires a coursework evaluation sheet to be submitted with every syllabus for courses being proposed. This is especially useful for independent studies.
 - j. "Schools should use discretion in satisfying these guidelines."
4. Decision on using ALEKS or ACT/SAT (Armin Kargol)
- a. Dr. Calzada is pushing back, would prefer to see multiple criteria used to determine mathematics placement. GPA, Standardized Test, University's own diagnostic.
 - b. Example: community college in North Carolina uses a staggered criteria starting with HS GPA. Concern: Loyola cannot look at multiple HS GPA's for mathematics because so many HS curriculum are very different.
 - c. Proposal: students are placed by ACT/SAT, can appeal placement with academic adviser.
 - d. Make a note that without ACT scores or transfer credit, students start in entry-level mathematics course.
 - e. Previous data showed significant correlation between ACT scores and Calculus eligibility.
 - f. Mathematics Department has proctored exams on-site for students interested in higher placement. Kargol will speak with Department and Math Lab.
 - i. Also seeking criteria for documentation acceptable to adjust math placement.
 - g. ALEKS is still in the Bulletin and still in the admissions process, esp for online students. Any changes will take place Fall 2019.
5. Revision of the Academic Integrity Policy (Armin Kargol)
- a. Idea of policy was to remove Associate Deans from process of assigning sanctions.
 - b. Process has unexpected dead ends, has spots with no resolution.
 - c. Current policy does not provide needed uniformity.
 - d. Discussion of concerns with policy.
 - e. Professors have to report to Associate Dean.
 - f. If a student appeals to AIC, but AIC can look at the entire student academic history - possibly impose additional sanctions if additional infractions are found.
 - g. Associate Dean can also appeal to AIC if AD was aware of additional infractions.
 - h. During appeal, grade is set as originally assigned by instructor until reviewed by AIC.

- i. Football Analogy: Ruling on the field stands unless overturned.

NEW BUSINESS

1. Clarification of Grade Appeal policy (John Levendis)
 - a. Grade Appeals are based on clerical error, significant violation of written college policies or procedures (didn't have a grading breakdown on syllabus), or grading is found to be capricious based on non-coursework factors.
 - b. Grade Appeals not appropriate if students do not like professor.
 - c. Will vote on this next time.
2. Topics for discussion (John Levendis)
 - a. Can we clarify the policy for CLEP. Only for CC classes? Only for 200 level classes and lower?
 - b. Should we have quarterly advising weeks?
 - c. UAchieve's bar charts to not make any sense.
3. Summer school for students on suspension (Armin Kargol)
 - a. Consider students on suspension can continue to take courses in the Summer?
 - b. Penalizes students who can't go to school in the Summer.
 - c. Don't make this a policy, complete this on a case by case basis initiated by student appeal to Associate Dean.
 - d. Motion to oppose creating a policy, continue case-by-case suspension appeal and Associate Dean flexibility. We don't need this policy.