

College of Arts and Sciences College Assembly
Thursday, August 17, 2017
Bobet 332
12:30 p.m. – 2:00 p.m.

MINUTES

I. Call to Order

The assembly was called to order at 12:30 p.m. by Dean Maria Calzada in Bobet 332.

In Attendance:

Biological Sciences –Don Hauber, Kim Mix
Chemistry and Biochemistry –Hailey Clancy, Anna Duggar, Lynn Koplitz, Christine Heinecke, Qian Qin, C.J. Stephenson, Joelle Underwood, Bill Walkenhorst
Classical Studies –Karen Rosenbecker
Criminology and Justice –Kelly Frailing, Rae Taylor
English –Kate Adams, Sarah Allison, John Biguenet, Heidi Braden, Chris Schaberg, Lindsay Sproul
Environment - Craig Hood, Lynn Brien
History –Maurice Brungardt, Eric Hardy, Ashley Howard, David Moore, Justin Nystrom,
Jesuit Social Research Institute –Fred Kammer
Languages and Cultures –Eileen Doll, Nathan Henne, Alice Kornovich, Lisbeth Philip, Fr. Peter Rogers
Mass Communication – Alvaro Bootello, Sonya Duhe, David Myers, Bob Thomas
Mathematical Sciences –Patrick Corbin, Omar El-Khatib, Mike Kelly, Scott McDermott, Kasia Saxton, Ralph Tucci, Karen Villarreal
Philosophy –Joe Berendzen, Francis Coolidge, Mark Gossiaux, Leonard Kahn, Patrick Leland, Joel MacClellan, Connie Mui, Jonathan Peterson
Physics – Martin McHugh
Political Science – Sean Cain, Young Soo Kim
Psychological Sciences –Kim Ernst, Tuan Lam, Lawrence Lewis, Chuck Nichols, Enrique Varela, Suzanne Ledet-Yuspeh, Evan Zucker
Religious Studies – Terri Bednarz, Tim Cahill, Bob Gnuse, Adil Khan, Ed Vacek
Sociology –Carol Ann MacGregor, Jaita Talukdar
Teacher Education – Glenda Hembree
College of Arts and Sciences Dean’s Office – Maria Calzada, Uriel Quesada

II. Invocation

Fr. Vacek of the Department of Religious Studies gave the invocation.

Dean Calzada thanked everyone for their hard work on Project Magis, and urged everyone to get involved. She then introduced Dr. David Borofsky.

III. Dr. David Borofsky, Interim Provost and VP for Academic Affairs

Dr. Borofsky thanked the faculty for all of their hard work on Project Magis, and gave an overview of where we are now headed. He said the Board approved the plan on August 3rd and it will now be implemented. He said he needs everyone’s help and we must move quickly without any shortcuts on academic integrity. With this Bankable Plan, in fiscal year ’19 (AY 2018-2019), one year from now, Dr. Borofsky said that we will not budget a draw from the endowment, not even the usual 5%. Next year, two years from now (AY 2019-2020), we will have money to return to the endowment or to invest. He went on to say that the summer was difficult with the reductions in staff and asking others to do more. He said he knows that morale is low, people are working hard, and the Board and the President appreciate it.

Dr. Borofsky talked about the new policies on food and catering. He said that budgets have been cut and there will be no more funds available if departments run out of money in May. He said Meet the Majors catering requests are being approved, and retention activities are OK. The total cuts to academic affairs is \$839,000, and ‘6’ accounts cuts will not

happen. Dean Calzada then said that she would be calling the chairs about their correct budget figures. Dr. Borofsky announced that there would be town halls in the next few weeks. He also talked about the Organizational Health survey which will focus on financial management, role clarity and rewards and recognition.

When asked about having raises in the foreseeable future, Dr. Borofsky said possibly yes, but not this year, and it would only be after they are able to return funds to the endowment. Other questions concerned reinvesting and hiring tenure-track faculty, provisional admits and resources to deal with them, discount rates being reduced, online and continuing education, the presidential search, and the elimination of existing departments with too few students.

Dr. Borofsky reiterated that he would not sweep '6' accounts, but explained that they cannot be used as savings accounts. The funds should be used in the same year that they are given.

IV. Parliamentarian

Dean Calzada introduced Dr. Karen Rosenbecker as the parliamentarian and asked for a motion to accept her as the parliamentarian for this academic year. The motion was made and seconded, and Dr. Rosenbecker was accepted as the parliamentarian.

V. Approval of Minutes - April 27, 2017

There was a motion to approve the minutes of the April 27, 2017 meeting; it was seconded, a vote was taken and the minutes were approved with three abstentions.

VI. Announcements

Dean Calzada said that there have been concerns about the number of announcements at college assembly. She asked the faculty to only make announcements that are necessary.

Dean Calzada said that she recently met with administrative assistants who feel that morale is low due to the staff cuts and their additional duties. She asked the faculty to be as self-sufficient as possible in order to address this situation.

Dean Calzada made an announcement for Dr. Erin Dupuis that included information on recent Institutional Review Board changes. She said that on September 1, George Capowich will step down from his role as Chair of the Institutional Review Board. Erin Dupuis (Chair, Psychological Sciences) and Thomas Foster (Chair, Counseling) will co-chair the IRB. Erin will take proposals from the Colleges of Arts & Sciences and the College of Business. Tom will take proposals from the College of Graduate & Professional Studies and the College of Music and Fine Arts. Once they are given access, they will be updating the website and this information will be available there.

Dr. Armin Kargol said that the Physics department will be on the quad on August 21st from noon - 3:00 p.m. for the solar eclipse with special equipment for viewing it.

VII. Elections

Dr. Sean Cain, on behalf of Drs. Stephenson and Cahill, asked for nominations for the College Rank and Tenure Committee (CRTC). There is one vacancy to be filled from the humanities, one from the natural sciences and two from social sciences. He said this is a three-year term, and nominations are open until next Friday.

He said that nominations are also needed for a four-year term on the Standing Council for Academic Planning (SCAP).

VIII. New Business

Dean Calzada asked for a motion to approve the CAS Faculty Handbook. The motion was seconded and will be taken up at the next college assembly.

Dean Calzada then asked for a motion to amend the College Curriculum Committee Section of the CAS Faculty Handbook (attached). She said that this amendment will expedite the process by putting proposals online to Google docs, with online discussions and electronic voting. Meetings would only be held when needed. The motion was seconded and will be taken up at the next college assembly.

IX. Travel

There was a brief discussion on the travel approval process. Dean Calzada said that the college travel approval process and budget are the same as last year, with only a change for international travel. Tenure-track faculty can receive up to two trips for a total of \$2,250, and tenured faculty can receive one trip up to \$1,500. However, for international travel, the Provost must approve, and he is asking for an explanation of how courses will be covered. Third or fourth trips will also need Provost approval, and this includes any Bobet/Carter Fellowship trips and Endowed Professorship travel that go over the allotted number of trips.

Move to Adjourn

A motion to adjourn was made and seconded.

Attachment: College Curriculum Committee

College Curriculum Committee (CCC)

PURPOSE

The College Curriculum Committee's purpose is to review and recommend approval of new course and program proposals, changes in requirements for degree programs, and other major curriculum revisions. These recommendations are forwarded to the Dean. After the Dean's approval, the recommendations are then forwarded to the University Courses and Curriculum Committee for review and approval.

MEMBERSHIP

1. The Committee is composed of seven faculty representatives plus the Assistant/Associate Dean as a non-voting consultant.
2. Faculty representatives are nominated and elected by the Dean's Advisory Council (DAC). Each of the three divisions of the college (humanities, natural sciences, and social sciences) has two representatives. A seventh member is to be elected at-large. No two members of the CCC are to be from the same department. No more than three members may be non-tenured. Each committee member's term of office is three years, with elections staggered so that all divisions have at least one continuing member.
3. The chairperson is elected from the membership of the Committee to serve for one year. The chairperson, with the support of the Assistant/Associate Dean, will convene the Committee, organize and conduct meetings, and communicate with the academic community as necessary.
4. The Assistant/Associate Dean, as a consultant, will present requests for committee deliberation and provide support functions. She/he is responsible for the agenda and the minutes, and for preparing any documentation that the Committee may request for decision-making purposes.

STANDING RESPONSIBILITIES

1. Review and approve proposed new courses and programs from any unit of the college except the Honors Program and the Loyola Core. Courses and programs requiring external funding are to be submitted to and approved by the Committee before being submitted to the granting agency.
2. Review and approve proposed changes in requirements for the College's degree programs.
3. Review and approve other major curriculum revisions.
4. Review and approve certificate programs.
5. Upon request of the Dean, the Committee will constitute itself as a board of inquiry. In which case, the Committee will
 - a. Receive and evaluate complaints pertaining to the impact of either proposed newcourses or changes in degree requirements;
 - b. Serve as an arbiter in those matters brought to the attention of the Committee in its capacity as a board of inquiry;
 - c. Render recommendations to the Dean on those procedural and policy matters within the purview of the Committee's mandate.

OPERATING PROCEDURES

1. The College Curriculum Committee is a standing committee of the DAC. It is an advisory committee and is accountable to the Dean.

2. The Committee will consider only those proposals received in writing with adequate documentation to allow evaluation. The Committee will review and evaluate each proposal in consultation with relevant authorities and/or the originator of the proposal, in person or in writing, as the members deem appropriate. Any unit may request to be heard by the full committee. Committee deliberations are closed with only the elected faculty representatives of the Committee and the Assistant/Associate Dean participating. Voting is restricted to the elected faculty members of the College Curriculum Committee. Approved proposals are then forwarded to the Dean for appropriate

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action and/or referral. Members of the Committee shall abstain from voting on proposals from their home unit.

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3. The committee will use an intranet page for discussion and approval of courses and programs:
 - a. Courses and programs will be submitted online to the Committee via intranet. The originating faculty will use a special form for this purpose.
 - b. The Associate Dean or the Chair of the Committee will notify the other Committee members when a course or program is available for discussion. They also notify the deadline for comments and for casting a vote.
 - c. Under normal circumstances, Committee members will have two weeks to vote from the date the course or program proposal is posted on the intranet.
 - d. The Chair of the Committee and the Associate Dean will be responsible for counting the votes and, if approved, send the proposal to the dean. They are also responsible to communicate any changes, questions or clarifications to the originating faculty.
4. If the Committee cannot get to a final decision using the procedure indicated in article 2. the Chair of the Committee will call a meeting. Any member of the Committee or originating faculty can also request a meeting to the Chair.
5. A quorum for a meeting will be four members with at least one member from each division; a simple majority of those present will be necessary to approve motions. Proxy voting will not be accepted.
6. |
7. The Committee will attempt to conduct its business using as informal a procedure as practical. If a meeting is needed, the agenda and all documents related to the proposals on the agenda shall be posted on the College Curriculum Committee Intranet site three business days prior to the meeting. Minutes are to be recorded at all meetings and posted on the Intranet within thirty days. The Intranet site should include all documentation including the signed routing sheet and the

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entire proposal. The Chair of the CCC then forwards the routing sheet and approved proposal to the Associate Dean who is subsequently responsible for securing the Dean's signature. The Associate Dean is also responsible for monitoring the status of the university approval processes through the conclusion of the proposal. The Associate Dean is responsible for the reporting to the Unit Leader the status of the proposal within the university system.

8. Appeals of rejection decisions of the Committee are to be taken to the DAC and then to the Dean.

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