

Associate Dean's Committee (ADC)

Meeting Minutes August 3, 2017

Present: Uriel Quesada, Naomi Yavneh, Tharren Poplion, Kathy Gros, Michael Rachal, Angie B. Hoffer, Mary Algero, Patrick Armstrong

Guest: David Borofsky

Introductions:

- Tharren Poplion will be representing Admissions to the ADC until further notice.

Old business: Review minutes from March 16, 2017 meeting.

- Motion to approve, second.
- Minutes approved with no objection.
- Questions about Magis students – if under a 2.0 GPA, contract requires suspension. Concerns that no probationary period is included. Magis have a contract, not like a regular student. Student has right to appeal.

New business:

Provost David Borofsky – Updates

- Many discussions on calendars:
 - o Considering 14 week semester, question and discussion on room use
 - o Calendars are already done for 2 years, need more classrooms. Compared to 2005 Fall student capacity, was time of highest student numbers.
 - Could handle it, but at 94% capacity at all times and all classrooms. Not practical, but would need more classrooms to match growth.
 - Moving schedules could keep enough minutes to preserve contact hours.
 - o Potential for J-Term and May-Term: 8-12 sections when students could take courses during intercessions. No decisions have been made at this time, but they are part of Magis & Academic Enhancement workstreams. Looking at May 2018 or January 2019.
 - o University closes for several Monday's that stress overall annual schedules
 - o Please consider impact of losing holidays on admissions
 - o Calendar used to swap Spring break and Mardi Gras, now Loyola gives both weeks off
 - Would still preserve one full week off sometimes in the Spring, but it may simply be a few days off for the non-week holiday
 - o Adding more time in January would provide students and families time to appeal student suspensions. Letters go out, but appeals only show up when university is closed.
- Interaction between CAS and Provost has been limited in the past 3 years.
 - o Need direction on major projects like Bulletin & Academic Regulations updates
 - o What will be the role of the Provost and the ADC
 - o Borofsky prefers direct communication, invite Provost to ADC meetings going forward.
 - o Focus on students first, faculty second, university third.
- Bulletin brings up issues of policy, esp. on policy and grievances

- Loyola legally on the edge here, if we don't have proper policies in place to handle student grievances appropriately.
- Need to ensure students have due process.
- Will need to consolidate list of policies.
- Progressive discipline should be involved.
- Operating costs discussion, especially for events.
 - Orientation activities cannot order forks and napkins for welcome events, at the Law School.
 - Financial Affairs was never been given the authority to demand better financial management of funds. Now authorized to make decisions on catering, meals, etc.
 - University spent \$900,000 in office supplies category.
 - Two major areas meetings spend money, coffee setups & lunch meetings need to stop.
- 88 Majors/Concentrations
 - Attempting to pare down this number to a manageable number of programs
 - Working on data to discover how better to schedule courses & demonstrate course demand across majors
- Course loads & stipends
 - Comparative data indicates policies at most colleges are asking professors teach 4/4
 - Loyola ends up giving multiple course releases for many initiatives
 - Some professors end up with course releases and stipends
 - Kathy will run students to find out how many students are being taught by adjuncts vs. tenured faculty
 - Will review all the stipends for Fall 2018, part of Magis money saving project
- Shortening curriculum proposal process
 - Proposal coming later this week or next, going online
 - By the time it gets to SCAP, many questions will have been answered
 - Ready to roll out electronic course proposal process for majors courses, mirror of the Loyola Core course proposal system; automates many levels of approval
 - Curriculum proposal under construction by John Snyder, Patrick Demarco; CAS has form for College Curriculum Committee to work online.
 - Asking for charges for UCCC and SCAP, consider combining committees; appears that a lot of what UCCC does also done in SCAP. Under investigation to look at for next year.

Fourteen-Week Semester Proposal – Quesada & Rachal

- Possible for Fall 2018
- Have scheduled prospectively for 2 years 2018-2019 and 2019-2020.
- Going from 19 time periods to 15. Large impact based on classroom space. Need flexibility within classroom pool. This gets to the 94% occupancy estimate.
- Faculty would have to update every syllabus for every course.
- Change would require definitive commitment from university, once decision is made, won't be able to back out of this.
- J-Term (J-FEST!) – envisioned as online courses, between two and four weeks.
- Concern: Structure is not optimal for language classes

- Problems with the transition: Honors classes are scheduled at times when the full scope of majors aren't available.
 - o Can put 3 days of 60 minute classes within 90 minute classtime for languages
 - o Prefer a Tuesday – Thursday, Wednesday – Friday so Mondays are out of the formula.
- Concerns: how will courses taught during intercession impact semester faculty load?
 - o Also has to be tied to a semester for financial aid implications
 - o These questions would have to be defined by administrations.
 - o Program will start by offering Loyola Core courses.
 - o Will be like summer courses as far as tuition (no financial aid) but may involve discounted tuition.
- Concern: the proposed 14 week schedule does line up better with Tulane's class schedule
- Concern: all UG courses offered after 4pm are considered Evening
- Concern: is there any data on pedagogy for first-year students taking 90 minute courses?
 - o Kathy will run a report

Academic Calendars 2018-2019 – Michael Rachal

- Want to table Academic Calendars, need more classroom flexibility before determining a schedule.

Course repeats – Minimum grade – Kathy Gros

- Kathy always runs reports for students re-taking courses they have already completed.
- Has found several students retaking courses they have successfully completed.
- Students simply re-taking a course to brush up on a skill, they can audit. Exceptions can be made with students looking to prepare for high-impact majors (Accounting)
- Other students may re-take a course with less than a 2.0 (C- in the course)
- Proposal: unless you have less than a 2.0 as a grade, you cannot repeat a course without approval by the Dean
- Will need to add that to Academic Regulations.

Independent Study Policy – Uriel Quesada

- CAS working to develop own course criteria for Independent Study.
- Many universities have actual policies on how to conduct Independent Study.
- Quesada is convening a subcommittee.

Next agenda:

- Reconciliation with Academic Honor Code and Process for Dismissal