

Associate Dean Council
January 11, 2018
Meeting Minutes

Present: Uriel Quesada, Naomi Yavneh, Kathy Gros, Carmen Balthazar, Kern Maass, John Head, Angie Hoffer, Mary Alegro, Patrick Armstrong,

OLD BUSINESS:

1. Announcements
 - a. Welcoming Carmen Balthazar as new AD of CMFA
 - b. John Head VP of Enrollment Management in attendance in lieu of new Director of Admissions
 - c. According to the Honor Code, if there are violations by Honors Students, the Honors Program should be notified.

2. Review and Approve minutes from November 2, 2017 meeting.
 - a. Clarifications of several issues noted from minutes, no changes made.
 - i. Concerns regarding students on leave or suspension taking classes at other universities. Can't really keep students from attending other universities, but Loyola can determine if courses are accepted on their return.
 - ii. Loyola demands official transcripts of any applicant to make sure they are in good standing at other universities.
 - iii. Current policies allow students to take classes while away from Loyola but only on the permission of the Associate Dean, mainly to make sure those courses will be acceptable when readmitted or reenrolling at Loyola.
 - b. Minutes approved without changes.

3. Independent Study (See Google Drive)
https://drive.google.com/drive/folders/0B4yIC6_J9ZnoYm9fbHFJVlpRTVE?usp=sharing
 - a. Independent Study form and definitions are not consistent. Quesada has been looking for ADC review to make sure there are consistent definitions of independent study courses across the colleges.
 - b. Would like first to take a look at policy, then update the form based on policies.
 - c. Concern: need to be careful about assigning course deliverables and grade assignments. Could the issues being addressed be handled by requiring a syllabus?
 - i. Issue arises from independent study courses that do not include deliverables or grade assignments.
 - ii. If deliverables or grade criteria aren't required it is too easy for independent courses are approved.
 - iii. Alternative: every course needs to be included in syllabus, using syllabus template policy.
 - d. Other universities have electronic form that allows information to be input.

- e. Recommendation – once there is agreement, each AD will need to bring this process to department chairs and faculty.
- f. Request changes to clarify role of Honors Projects, add Honors Director signature if applicable?
- g. Number 495 is for Special *Creative* Project to identify this number as artistic completion. (If approved, this will be updated in the Fall)
- h. How to handle Internships? Business has a very defined process, but Humanities may not. Other internships are handled through Student Affairs, but they are not academic credit bearing.
 - i. Do not include practicums.
 - ii. What to include for a syllabus? Need some formal method to include assignment deliverables and grade matrix.
- i. Use Google Forms for basic cover, and attach syllabus to cover deliverables and grade matrix.
- j. Records do not need to go to Student Records, Dean's Offices can build these courses and keep the records.
- k. Motion to approve as is so it can be moved to college chairs for feedback. Agreed.

NEW BUSINESS:

1. Issues with HISTT122-T124 – Uriel Quesada
 - a. Sequence issues T122 to HISTQ, T124 to HISTP; not all students realize how sequence works, not all advisors realize; not everyone follows the rules
 - b. Availability issues – HIST is unable to offer enough P and Q courses to satisfy the requirement and students have to take courses off sequence to stay on track.
 - c. DPCL's have been updated several times to try and clarify, have not been able to do so. AD's have been trying to manage student enrollments in HIST sequence.
 - d. ADC would like to adopt a position identifying this problem, forward to SCLC and CAS Dean to find out how to move forward.
2. "F" grade/Course Prerequisites Report – Uriel Quesada
 - a. Failed or withdrew. Request is to give report at the end of the Fall so AD's have more time to address the issues of any students enrolled in courses where pre-requisites were not satisfied on schedule.
 - b. Need reports in Excel same time as Academic Actions.
3. Grade Exclusion Policy – Uriel Quesada
 - a. Students who finish first semester with very low GPA's, almost impossible to bring GPA's up high enough to graduation.
 - b. Grade exclusion policy – like Academic Amnesty, but open to everyone.
 - c. Would be a financial aid issue. With Academic Forgiveness, Student Records has to track manually the number of credits already taken.
4. University Attendance Policy – Uriel Quesada
 - a. Comes from University Health regarding long term student absences.

- b. Extended absences are accommodations that fundamentally alter course requirements, and are not legally mandated.
 - c. Issue comes from pricing – families that pay for courses want students to complete courses; but university has refund and withdrawal policies.
 - d. Is there a way that the faculty teaching the class can be consulted? Burdens the faculty to figure out complex attendance issues. Do govern own attendance policy according to syllabus, but not accommodations for medical situations.
 - e. Need to develop more clear policy and procedure. Once students are out for a month, they are not getting the course content to be successful.
 - f. Table and invite Sissy and Alicia to visit with ADC? Already asked.
 - g. Algero will share College of Law policy, will look at UNG policy, and review Loyola regulations.
5. Dropping First Year Seminars – Kathy Gros
- a. System is set up so students and regular advisors cannot drop students from FYS.
 - b. Do we still want to keep in place that students cannot drop their FYS without going through someone else?
 - c. Wait for new Advising Director
6. I/IP probation – Kathy Gros
- a. Actions don't happen when students still have Incompletes. Gros recommends including I or IP, students can go on probation. When grades come back in for I courses, if they bring GPA back up, student gets good standing.
 - b. When a student is on probation, they cannot get Incompletes. Other universities have policy on this, and Loyola may need one.
 - c. Does a new grade need to be created? IW? Incomplete Withdrawn?
7. How many online classes can a student take in a given semester? – Kathy Gros
- a. This is a question for the online workstream.
 - b. Right now, the online classes are the same as regular courses, and enrollment is based on availability and overload rules.
8. MAGIS student contracts. Need to be circulated to Associate Dean. Concern with what the contract says for students who do not make minimum GPA to continue.