

Associate Dean Council
March 7, 2018
Meeting Minutes

Present: Uriel Quesada, Naomi Yavneh Klos, John Levindis, Kathy Gros, Mary Alegro, Michael Rachal, Carmen Balthazar, Missy Hernandez, Tom Ryan

Announcements:

1. Tom Ryan is now the Associate Dean of the College of Nursing and Health
2. John Levendis is now the Associate Dean of the College of Business

OLD BUSINESS:

1. Review and Approve minutes from January 23, 2018 and February 1, 2018.
 - a. Motion to approve both sets of minutes, motion carries with 2 abstentions.
2. Independent Study Policy – Feedback from Departments.
 - a. Associate Deans were taking policy to departments for feedback.
 - b. CAS received negative feedback because type of independent study varies widely department to department. Request that the approval form for Independent Study be adopted immediately, and we deal with policy later on due to difficulty for departments.
 - i. In Natural Sciences, students are doing independent studies starting in their first year, and some professors are working with more than 3 students.
 - ii. Independent Study courses are not considered in FTE for faculty members, so NSCI have changed previous independent study to a normal course so they would get credit for it.
 - iii. Need more time for policy.
 - c. Form can require inclusion of syllabus, operationalized in Dean's Offices. Can be adopted without finalizing policy at this time.
 - i. Add Honors Director to form for Honors students.
 - ii. Specify that Associate Dean of student's college is who signs off on form.
 - iii. Last stop is Associate Dean's office
 - iv. Form will be sent to Provost's Council
 - d. Need for policy is to clarify how faculty are given credit for independent study courses, but policy is still under review.
 - e. Dr. Quesada will forward the Form to the Provost's Council.
3. Provost's Council is reviewing several ADC policy proposals.

NEW BUSINESS:

1. Election of 2018 - 2019 Chair – Uriel Quesada
 - a. Motion to continue Dr. Quesada as chair is approved.

2. Academic Progression Plans – Uriel Quesada
 - a. Still working to collect APP from all departments. One of the new initiatives of the new Advising Center is to have all majors with a plan, and use that for advising incoming students.
 - b. Second purpose is to have information for U-Achieve, where a 4-year template can be built for students.
 - c. Can also assist in future long-term academic scheduling. Hoping to use APP to balance annual schedules and the number of sections we need for the Loyola Core.
 - d. Dr. Yavneh asked for completed Academic Progression Plans be submitted to Honors so Honors APP can be constructed based on departmental recommendations.
 - e. Internal deadline for CAS is March 15
 - f. College of Business is almost complete with their APP.
 - g. U-Direct will be able to use analytics to project number of needed sections.

3. Update on Honors DPCLs – Naomi Yavneh
 - a. While we're hoping to eliminate DPCL's in the future, still using them right now.
 - b. Still coming up with old DPCL's for Honors under the search function.
 - i. Advisors should go in through the Honors page or the most recent Bulletin.
 - ii. How to communicate this to Advisors? Use Advisor@loyno.edu send a memo with direct links to Honors Webpage and 2017 Bulletin.
 - c. Many Honors DPCL's indicate incorrect numbers of credit hours, will need to be updated. Any curricular changes to DPCL majors should go to Honors.

4. Summer School – Uriel Quesada
 - a. Email from McKay, asking to share information with ADC
 - b. Encourage students to take courses in the May Term or Summer Session
 - c. Concerns over May Term delivering enough content in such a short timeframe.
 - d. Many Summer online sessions will be coded by Student Records to be available for both Online Programs and Traditional Students.

5. Military Service Credit
 - a. Proposed draft language submitted by Daniel McBride
 - b. MILS has always been handled in Dean's Offices on an ad hoc basis.
 - c. Use MILS credit for baccalaureate level degrees.
 - d. Quesada will send the proposed language through Google Docs, will be sent to Provost's Council next week.

6. Academic Probation Policy
 - a. Mostly Undergrad, irregularly affects Graduate Students
 - b. May not have the right language in the Bulletin (requires making up GPA in 2 semesters)
 - c. What to do with students enrolled in next semester classes when current semester ends with Zero GPA.
 - d. How to deal with students on probation, including guides of how to manage probation.
 - e. DePaul University academic success brochure.
 - f. Has to be clear and concise about what student is expected to do.
 - g. Preference is to keep 2.0 GPA as the hard line.
 - h. Quesada and Hernandez will work on a draft of this policy.