

Associate Dean Council

October 5, 2017

Meeting Minutes

Present: Angie Hoffer Brocato, Mary Algero, Naomi Yavneh, Vicki Vega, Uriel Quesada, Kathy Gros, Michael Rachal, Patrick Armstrong

Guests: Debbie Danna

Old Business

1. Review and approve minutes from September 7, 2017
 - a. Motion to approve, second.
 - b. Minutes approved without objection

New Business

1. Faculty Engagement in Residential Programming – Amy Boyle
2. Study Abroad Courses Approval – Debbie Danna
 - a. Before students go abroad, students have to get permission for the courses. Need a number of approvals. One of the most significant issues. Danna facilitates & puts in file.
 - b. Cumbersome process because changing courses at universities abroad.
 - c. Each college has different process. CAS – departments approve majors courses, College approves Loyola Core. Some departments flexible, others less so.
 - d. Reason for approval in advance is to make students take necessary courses, see what courses exist at host institution, and know courses will count for degree.
 - e. Highly sequenced majors have difficulty finding space on DPCL when Study Abroad in junior year.
 - f. CIE has own program to handle approvals electronically, remains cumbersome.
 - g. Consensus is to keep this on a physical form, moving to all electronic may be even more complex. Paper forms require students to speak with advisors, chairs, financial affairs, and this is good for informational purposes so students are aware of study abroad implications. Will examine online form development going forward.
3. Academic Calendars
 - a. Fall 2018, Spring 2019, Fall 2019, Spring 2020 under review.
 - b. No calendar changes have been approved by the Provost's Council at this time.
 - c. Fall 2018
 - i. Discussion & concerns with calendar issues.
 - ii. Concern: Convocation scheduling always conflicts with Law School, discussion on how to resolve.
 - iii. Motion to approve Fall 2018 Academic Calendar, second. Motion passes.
 - d. Spring 2019
 - i. Only leaves RFM for Easter Break
 - ii. Discussion on differences on vacation days over Mardi Gras than Spring Break
 - iii. Late Mardi Gras & Easter could warrant changes to days off
 - iv. 2100 contact minutes is bare minimum of contact hours

- v. Motion to approve Spring 2019 schedule as drafted.
 - 1. Approved.
 - vi. Report to Provost Council the concerns
- e.
- 4. Communication to Chairs on Graduates – Vicki Vega
 - a. Discussion on how degree audit information is completed in colleges.
 - b. Graduation Audit system has a place to send audit information to chairs or advisors
 - c. Would be a good idea to have an in-service or training session on Graduation Audits for all staff and faculty involved in the process.
- 5. Students Switching Majors between Colleges
 - a. Discussion on difficulty transferring students between colleges, Gros will look at this.
- 6. New Incomplete grade policy – Uriel Quesada & Naomi Yavneh
 - a. There is another committee chaired by Roger White that is reviewing policies at the University (Academic Regulations).
 - b. Policy on Incomplete grades is under review. Difficult knowing how Incomplete grades interact with medical Withdrawal.
 - c. Some faculty members misunderstand how Incompletes are assigned. Is there a way to better let faculty know the qualifications & process for assigning Incomplete grades.
 - d. Student Records can remove ability of faculty to assign Incomplete grades.
 - e. Faculty are accountable to grading decisions. Very important that faculty are honest with students and remain in contact when giving Incomplete grades.
 - f. Policy has to be consistent across all colleges, can't have different rules for different programs and colleges.
 - g. Several different issues, especially for students taking multiple Incompletes, or students on Probation taking Incompletes.
 - h. Current policy as written allows faculty to do whatever they want, allows too much confusion over assigning Incompletes. New policy draft is effort to correct this.
 - i. Need a more complete form for assigning Incompletes.
 - j. If faculty is not going to be present the next semester, another faculty or chair has to be assigned.
 - k. Policy will update to schedule Incompletes be resolved within six weeks of the end of the semester Fall or Spring. Current policy allows too many loopholes for Spring.
 - l. Faculty can set up Incomplete on LORA, feeds into SIS. Can indicate work required.
 - m. Need to include paragraph from Disability Services.
 - n. Dr. Quesada can submit proposed edits to Incomplete Grade policy & forms, circulate to ADC for final approval. Hoping to forward to Provost.
 - o. Will take effect Fall 2018.
- 7. Placement Tests (ALEKS, Languages) 2018
 - a. Postpone. Links to placement tests are not on the same page. Struggle every Spring to get students to take these exams.
 - b. Admissions sends reminders for students to take these exams, Patrick Corbin sends reminders over the summer and early Fall
- 8. Priority Registration for Honors Students – Yavneh

- a. Want to allow Honors Seniors to register earlier than Honors Freshmen
- b. How about opening Priority student registration for 9AM
- c. Freshman registration opening at 1PM
- d. Motion to move priorities to 9AM and freshmen at 1PM.
- e. Motion approved.

9. Syllabus Template

- a. Quesada is sending everyone a draft for an update for syllabus template.
- b. Separates academic content for course and policies (disability, emergency, etc)
- c. Admin will be responsible for updating second part, language reflects what is already approved.