

College of Arts and Sciences College Assembly
Thursday, September 21, 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 –Rosalie Anderson, Don Hauber
Chemistry and Biochemistry – Christine Heinecke, C.J. Stephenson, Joelle Underwood, Bill Walkenhorst
Classical Studies –Karen Rosenbecker
Criminology and Justice –Christian Bolden, Kelly Frailing, Rae Taylor
English –Kate Adams, John Biguenet, Hillary Eklund, Chris Schaberg, Lindsay Sproul
History –Maurice Brungardt, Eric Hardy, Ashley Howard, Behrooz Moazami, David Moore, Justin Nystrom,
Jesuit Social Research Institute –Fred Kammer
Languages and Cultures –Eileen Doll, Nathan Henne, Alice Kornovich
Mass Communication – Alvaro Bootello, Sonya Duhe, Laura Jayne, Cathy Rogers
Mathematical Sciences –Patrick Corbin, Omar El-Khatib, Xeufeng Li, Scott McDermott, Kasia Saxton, Ralph Tucci,
Karen Villarreal
Philosophy –Joe Berendzen, Leonard Kahn, Patrick Leland, Joel MacClellan, Connie Mui, Jonathan Peterson
Physics – Tirthabir Biswas, Armin Kargol
Political Science – Natasha Bingham
Psychological Sciences –Chuck Nichols, Enrique Varela, Suzanne Ledet-Yuspeh, Evan Zucker
Religious Studies – Terri Bednarz, Adil Khan, Ed Vacek
Sociology – Marcus Kondkar, Carol Ann MacGregor, Angel Parham
Teacher Education – Glenda Hembree
College of Arts and Sciences Dean’s Office – Maria Calzada, Uriel Quesada

II. Invocation

Dr. Hillary Eklund of the Department of English gave the invocation.

III. Approval of Minutes - August 17, 2017

There was a motion to approve the minutes of the August 17, 2017 meeting; it was seconded, a vote was taken and the minutes were approved with one abstention.

IV. Announcements

Dean Calzada invited the faculty to an informal meeting on Friday afternoon in Bobet 332.

Associate Dean Uriel Quesada said that Kathy Gros is asking everyone to be mindful of FERPA rights when talking to parents about student grades.

Dr. Carol Ann MacGregor announced that the Director of Advising candidates would be coming to campus next week and to watch for emails about the schedule. She said that faculty feedback on the candidates is needed.

Dr. Eric Hardy announced an environment event, “Life by the Drop: A Forum on Water Management in NOLA” next Thursday, Sept. 28th at 7:00 p.m. in Nunemaker auditorium.

Dr. Suzanne Ledet-Yuspeh announced a music therapy symposium and a Guitar for Vets program.

Dean Calzada announced the Pre-Health Professions meeting for students on September 26th.

Dr. Behrooz Moazami announced an Arab Idol superstar fundraising concert on Sunday, Oct 1st in Roussel Hall.

Dean Calzada then asked to change the order of the agenda to proceed with the old business first. Hearing no objections, the order of business was changed.

V. Old Business

1.) Motion to approve the CAS Faculty Handbook: CAS Faculty Handbook

Dean Calzada said that this motion was made and seconded at the last college assembly. After a discussion, a vote was taken and the motion passed with one abstention.

2.) Motion to amend the College Curriculum Committee Section of CAS Faculty Handbook (attached).

Dean Calzada said that this motion was made and seconded at the last college assembly. After a discussion, a vote was taken and the motion passed with one against and one abstention.

VI. Reports

1.) Dr. Sybol Anderson, Chief Diversity Officer

Dr. Anderson introduced herself to the faculty and explained that she will bring critical analysis to diversity at Loyola. She said that she had an eye-opening discussion with students, and they want more social justice on campus. Her objectives will include conducting campus-wide assessments and developing a strategic plan for diversity, equity and inclusion. She said that an initiative will begin on October 3rd with an online climate assessment survey called Steer the Course. She encouraged everyone to complete the survey, and asked faculty to allow students class time to complete the survey. She said that if faculty are not comfortable with that, to please just encourage students to take the survey. Some paper copies will be made available. The goal is to end the year with a strategic plan and show students what we have accomplished. She also asked faculty to partner with her on programs, trainings, and to report any diversity issues on the diversity.loyola.edu website.

2.) Dr. Alicia Bourque, Director, Counseling and Health Services

Dr. Bourque spoke about new resources in Counseling and Health Services. They have launched a [Lift Up Loyola](#) webpage with information about support services available to the Loyola community. A professional counselor and a Residential Life Director are now available for after-hours emergencies 24/7/365. There are also reporting forms for crimes and sexual assault, and information on asking for help when someone you know is in need.

Jayne Naquin, Director of Risk Management, as part of the threat assessment team, said that she works with counseling to try to steer people off the pathway to violence and provide students with resources in dangerous situations. She encouraged faculty to contact the university police if they themselves, or students, are threatened with violence, stalking or a suicidal situation. She said it's important that there is a response before something happens.

3.) Carol Ann MacGregor - Blackboard

Dr. MacGregor, as part of the retention work-stream, said that improvements are being made to Blackboard to help students be successful. She said the goal this year is to have 82% retention. She encouraged faculty to use the grade book in Blackboard, and to also use it for attendance. She said that Blackboard Predict will help identify students struggling across classes, and training on that will be in place later on. A faculty member expressed concern that The Student Success Center would be able to see student grades. Dr. MacGregor said that she would check on this. She again encouraged the faculty to use these new Blackboard features as part of student retention.

4.) Dean Calzada - Project Magis and Organizational Health

Dean Calzada presented the latest Project Magis [progress figures and organizational health actions](#). She said there is good news and that we are almost halfway to the target of \$20.9 million by 2019. She said that she would continue to show these at the college assemblies. She also said that the goal of organizational health is role clarity, and asked the faculty to look at their protocols on how chairs get elected and how faculty and chairs are evaluated.

There was a discussion about the May-term and a January term. Faculty expressed concerns about changing the schedule to accommodate a J-term.

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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