

Associate Deans Council

September 13, 2018

Meeting Minutes

PRESENT: Armin Kargol, Michael Rachal, Kathy Gros, Carmen Balthazar, Paul Beuhler, Mary Algero, John Levendis, Tom Ryan, Joe Berendzen

OLD BUSINESS

1. Approval of minutes from Aug. 23, 2018
 - a. Motion to approve, second. Minutes approved without objection.
2. Revised Student Affairs Memos to Faculty and to Students
 - a. ADC accepts the form of memos as decided.
3. Academic Amnesty policy was not yet approved by Provost's Council. Looking to handle that before or at the next meeting.

NEW BUSINESS

1. Revision of the Academic Integrity Policy (Kendra Reed, Karen Rosenbecker – 2:30pm)
 - a. Idea came from ADC to have Academic Integrity Policy outside Associate Dean's Office. Ad hoc committee of the faculty was created after looking at best practices. Has been an ad hoc committee for several years. Get 1 or 2 academic integrity cases per year, most uphold what the professor decides.
 - b. How should this be approved formally. Is the policy working for ADC's, or should this be changed? Has been in the Bulletin since 2013.
 - c. Process used to require notifying chair in writing, then moved to Maxient tracked through Student Conduct, now it is back to submitting in writing.
 - d. Dr. Ryan found process mostly clear and helpful. Dr. Kargol finds role quite confusing. What is asked of AD? Usually AD is making sure process is being followed.
 - e. AD report: involves AD notification to students advising them of their rights. Need to make sure that students accused of academic integrity violations are aware of the process. Served as a double-check to make sure everyone knows about this.
 - f. AD's would need to make sure faculty know about the process.
 - g. AD was first stop for mediation between instructor and student before going to AIC.
 - h. How do we compose the AIC as a year-round function. Students accused in late Spring semester or during the Summer, the timing is very difficult. Students should not be asked to wait for months.
 - i. Difference between Grade Appeals and Integrity Policy. Should these processes be treated identically? Course grade is class & department specific. Integrity is university-wide.
 - i. Would be very difficult to process Grade Appeals the same way Integrity is processed.
 - j. AIC also designed to protect junior faculty in upholding standards, and keep students from taking advantage.

- k. Another issue is online academic integrity, but that is going to be very difficult to detect. But online students are afforded the same appeals policy as on-campus students, but not sure how to manage that.
 - l. ADC will consider copy of Integrity Policy and reconvene at the next meeting.
- 2. Review of University calendars (Michael Rachal)
 - a. Discussion regarding the difficulty of developing 8-week and 7-week schedule for the Summer Session. Move is to consolidate into fewer schedules.
 - b. Proposal is for Summer Session Online courses to use the 6-week calendar. This will be difficult for pedagogy in courses that have to be modified.
 - c. Nursing courses may consider moving to 8-week sessions, as 7-week sessions are outlier.
 - d. Fall 2019 calendar has different registration start date for multiple schedules.
 - e. On ground session drop/add on a different schedule from online session drop/add.
 - f. If there are no further questions, Rachal will take schedules to the Deans.
- 3. CAS residency requirement (Armin Kargol)
 - a. Clarifying residency requirements. University vs. CAS. CAS required at least 12 crs in Loyola Core. CAS is adopting residency requirement consistent with University policy. Requires 50% of major at Loyola, 25% of the degree of the Loyola, last 30 crs at Loyola.
- 4. Proposed language change for the Bulletin re: counting adjunct courses for 2nd major and minor (Armin Kargol)
 - a. Adjuncts for any declared major are treated the same as general electives and may be applied to a 2nd major or minor.
 - b. No objections to making this change.
- 5. Decision on using ALEKS or ACT/SAT (Armin Kargol)
 - a. Removing requirement for ALEKS. Raising ACT and SAT scores required to enroll in Calculus. ADC agrees to raising placement requirement.
 - b. Adult students will go right into T122 or A115.
- 6. Student Affairs language for students with medical issues (Patrick Armstrong)
 - a. ADC agrees to send the list to Student Affairs
 - b. Regarding Academic Plans for extended absence. Need to be referred to Director of Academic Advisor only if it is concluded if a withdrawal is necessary. Conditional referral to advisor. Combine items 4 and 5.
- 7. Letters to online students admitted on probation (John Levendis)
 - a. Needs to be consistency regarding who is admitted on probation.
 - b. Gros asked Admissions what information was sent to students admitted on probation, Admissions says that was responsibility of Dean's Office
 - c. When do we look at Online Students who start on probation.
 - d. All students admitted on probation have to make a 2.0 in their first semester. Online students will have to be evaluated at semester.
 - e. If you're going to admit them, only admit them without probation.
 - f. Gros will take the concerns to Ashley Francis, invite her to next ADC.
- 8. Bulletin change: repetition of courses vs academic amnesty (Armin Kargol)
 - a. Dr. Kargol proposed correcting language
 - b. Link regulations together in the Bulletin

- c. ADC motion to approve, approved. Will now go to Provost's Council before Bulletin update.
9. Draft policy for Attendance and Credit Hours for Online Courses (Tom Ryan)
- a. Ryan worked with Dr. MacGregor in OIRE to see if they were working on it. OIRE is not, but is happy ADC is looking at it.
 - b. Ryan got in touch with Dr. Algero regarding College of Law policy.
 - c. Creighton's policy is similar and clear policy.
 - d. Either way, would create a lot of work for faculty in making sure courses are meeting attendance criteria.
 - e. There is a study regarding how much time students spend on types of out-of-class assignments. Could be very helpful to these calculations.
 - f. Major issues is tracking for online courses.
 - g. Example student workload calculator: <http://cte.rice.edu/workload/>
 - h. Questions have always been involved regarding minutes of instruction, not total student workload. This is a different dynamic than with online courses.
 - i. Concern indicated that calculating workload was helpful for him as an instructor to make sure he was in the ballpark for workload, not giving too much work or too little work.
 - j. Concern that online instructors, especially adjuncts, need to be given the appropriate guidelines for workload.
 - k. Concern that instructors won't be able to use a stopwatch to take minutes from individual representative students.
 - l. College of Law already has to estimate and calculate student workload for their accreditation and course work.
 - m. Loyola defines a credit hour as 700 minutes as the base, and that's what is reported to SACSCOC. The way we calculate that, we multiply that out by course meeting & frequency. All online is is a different delivery method.
10. Credit by Examination Fee
- a. According to Bulletin, students consult with Associate Deans for proper fees
 - b. <http://2018bulletin.loyno.edu/academic-regulations/academic-credit-and-placement#credit-by-examination>

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