University Senate
Loyola University New Orleans
Multimedia I, Monroe Library
October 10, 2013

ATTENDANCE SHEET (Names in italics represent senators present)

Art and Design
   Mark Grote (2014)
   Daniela Marx (2015)

Biology
   Rosalie Anderson (2014)
   E. L. Beard (2015) proxy to Maurice Brungardt

Business
   Karen Arnold (2015)
   Walter Block (2014)
   Chris Screen (2014)
   Len Treviño (2015)
   Frankie Weinberg (2014)
   Stuart Wood (2014)

Chemistry
   Joelle Underwood alt. for Jai Shanata (2014) – 13F
   Bill Walkenhorst (2014)

Counseling
   Thomas Foster (2014)

Criminal Justice
   David Khey (2015)

English
   Hillary Eklund (2014)
   Barbara Ewell (2014)
   Trimiko Melancon (2015)
   Mark Yakich (2014)

History
   Maurice Brungardt (2015)
   Robert Gerlich (2014)
   Behrooz Moazami (2014)

Institute for Ministry
   Kathleen O’Gorman (2015)

Languages and Cultures
   Blanca Anderson (2014)
   Nathan Henne (2014)
   Connie Rodriguez (2015)

Law
   Mitchell Crusto (2014)
   Isabel Medina (2014)
   Lawrence Moore, S.J. (2014)
   Bill Neilson (2014)
   Craig Senn (2014) proxy to Isabel Medina
   Keith Vetter (2014)

Law Library
   Brian Barnes (2014)

Mass Communication
   Cathy Rogers (2015)
   Robert Thomas (2014)

Mathematical Sciences
   Kasia Saxton (2015)
   Ralph Tucci (2015)

Monroe Library
   Teri Gallaway (2014)
   Mary Hines (2015)

Music
   Alice Clark (2015)
   Meg Frazier (2014)
   Ed McClellan (2015)
   John Murphy (2014)
   Nicholas Volz (2015)

Music Industry
   John Snyder (2014)

Nursing
   Kim Brannagan (2014)
   Cindy Collins (2014)
   Gwen George (2015)

Philosophy
   Jon Altschul (2014)
   Joseph Berendzen (2015)
   Jonathan Peterson (2014)

Physics
   Patrick Garrity (2015)

Political Science
   Peter Burns (2015)

Psychology
   Erin Dupuis (2014)
   Glenn Hymel (2015)

Religious Studies
   Adil Khan (2015)

Sociology
   Marcus Kondkar (2015)

Theatre Arts and Dance
   Geoffrey Hall (2014)

Guests:
   Marc Manganaro, Provost
   Elizabeth Kordahl, Exec. Asst.
   Karen Rosenbecker, Parliamentarian
   Jay Calamia, VP Finance and Administration
   Melanie McKay, Vice Provost Faculty Devel.
   Tom Ryan, Director, Loyola Institute for Ministry
CALL TO ORDER
The meeting was called to order at 3:35 p.m.

INVOCATION
Edward Vacek, S.J., offered an invocation.

APPROVAL OF MINUTES
The minutes from the September 12, 2013 meeting were unanimously approved.

REPORT FROM CHAIR
Student guests announced their presence at the meeting: Taylor Denson, a news reporter for the Maroon, and Allie Olivier, a journalism student.

Dr. Clark gave the following Chair’s Report:
- Scannell & Kurz, the consulting firm assessing operations and financial aid packaging, had a productive meeting with a faculty focus group. Participants were thanked for taking time out of their schedule to meet with the consultants. The Lawler Group will be on campus the week of October 14th and will meet with several groups including the Senate Executive Committee and the Strategic Planning Team. We expect both consulting firms will provide a provisional report in the coming weeks. We are therefore planning to invite Roberta Kaskel, Interim Vice President for Enrollment Management, to the November Senate meeting to provide an update to the faculty.
- The Strategic Planning Team is beginning its work on action items and trial initiatives. As trial initiatives are discussed, information will be circulated to various constituents. Dr. Clark represents the Senate and each college also has a representative on the committee. The current goal is to have a draft plan in time for the March meeting of the Board of Trustees and an approval vote in May.
- The Student Success Summit Steering Committee reconvened. In reviewing the initial implementation plan, a lot of the items are already underway. We will continue to move forward with implementing the next steps in the plan. There is also discussion to create a standing committee.
- The Academic Advising Counsel met to discuss pre-med and honors advising. Spring registration was moved back one week to allow for two weeks of advising. Sub-committees are being formed to focus on academic plans, assessment and evaluation, course scheduling, and summer orientation. They are particularly interested in the role of faculty advising and the early warning process.
- The work of the ad hoc committee working on criteria for financial exigency is almost complete. Information will be presented in November and a vote will be taken at the December meeting.
- Implementing the staffing motion passed at the September meeting will be more complicated. The Executive Committee is considering forming an ad hoc committee to work with the Provost Office. Connie Rodriguez volunteered to chair the committee.
- Senate Faculty awards – A call for nominations will be sent via email in the near future. The Executive Committee proposed that they serve as the sub-committee who selects the winners. Hearing no objections, the proposal passes and the Executive Committee will review, and elect the winners of faculty awards presented at the January convocation.
Dr. Clark moved to change the order of the agenda, to put the provost’s report last, with the intention of going into executive session. Having no objections, the order of the agenda was changed.

REPORTS
Everyone who serves on a university committee was thanked for volunteering their time to serve. The document distributed to the membership (attached here as Appendix A) includes reports from all committees that have Senate representation, with the exception of Board committees, which will not meet until October. Committees that will not meet until October will provide a report for the November meeting. There were no questions or corrections to the reports as distributed.

UNFINISHED BUSINESS
None.

NEW BUSINESS
Faculty Handbook Revision. One revision was proposed, to the protocol of the University Faculty Handbook Revision Committee. This revision was approved by the FHRC on 2 October 2013. There are two categories of changes here. First, the chair and secretary are specified as Senate representatives—that is, ordinary faculty rather than administrators. This was done because the committee believes that its leadership should come from the faculty, since the Handbook outlines faculty rights and responsibilities. Second, the faculty representatives are required to be tenured; this was done because the members of the committee believe that its issues are serious enough to warrant a requirement that its members have the protection of tenure to allow them to speak freely.

Dr. Clark presented the motion. Joe Berendzen seconded. There will be discussion and a vote at the November meeting.

Connie Rodriguez announced the second archeology lecture of the year taking place on October 10th at 8 p.m. in the Whitney Bank Presentation Room.

PROVOST’S REPORT
Dr. Manganaro reported on the following matters:

President Wildes sent an email providing an enrollment update. The total enrollment count including undergraduate, graduate, law, and transfer is 4,864. First year student enrollment is 620. Freshmen to sophomore retention increased to 80%. The deficit has been reduced to 7.5 million. Efforts to reduce the deficit continue. All faculty and staff were thanked for their hard work on retention and recruitment.

The Student Success Summit Steering Committee is reconvening. The main focus will be on the implementation of the master plan and making sure action plans are in place and where they need to be in throughout the process. They will also work to create a proposal to form a standing committee on student success.

Enrollment Management – The Lawler Group will be on campus the week of October 14th. At their request, meetings will be scheduled with a large variety of groups across campus. The Enrollment Management Leadership Team continues to meet every few weeks.
The University Budget Committee continues to meet. They are working to create a budget model for 2014-2015. A recommendation will be submitted to President Wildes for the salary pool, tuition rates, and room and board rates. Recommendations from the Student Success Summit are also being accepted. Because tuition varies between undergraduate, law, and the different graduate programs, pricing is being looked at very closely. The goal is to set tuition prices that makes us more flexible and does not price us out of the market.

The Strategic Planning Team continues to meet. They are working on the identification of some overarching strategic initiatives. Information will be shared as it becomes available. Bill Locander was thanked for guidance throughout the strategic initiatives process.

At this point, Dr. Clark moved that the meeting go into executive session. Connie Rodriguez seconded. The vote in favor was unanimous.

**Attachments to agenda:**
- Senate minutes September 2013
- Senate committee reports (October 2013)
- Faculty Handbook revisions (September 2013)
Appendix A: reports of Senate representatives to University committees

**Academic Integrity Council** (Kendra Reed and Teri Gallaway)
Last year the AIC convened as a provisional committee given the aim by the Senate Executive Committee to create and implement a Loyola Student Honor Code and appeals process. This honor code was approved by the SGA and provisionally approved by the University Senate for the 13-14 academic year. It was implemented in the student handbook Fall 2013. Late October, the AIC will meet to welcome new members, review hearing protocols, identify training needs for hearing appeals, and review faculty handbook status honor code.

**Centennial Campaign Committee** (Marcus Kondkar)
Committee has not yet met this year; first meeting is scheduled for 24 October.

**Conflict of Interest Committee** (Gwen George)
The COI committee will meet for the first time this academic year on October 9th. Last year the committee worked to revise the instructions for completing the COI forms for employees and reviewed all reported COI issues.

**Enrollment Management Committee** (Brian Sullivan)
Committee has not met since reconstituted (from two other committees) in fall 2012.

**Fringe Benefits Committee** (Jim Hobbs)

Eric Pearson of Gallagher Benefit Services reported that medical cost inflation is 9 to 11% per year and that the Affordable Health Care Act (AHCA) may increase our expenses. However, our May and June actual medical expenses were lower than anticipated, so the 2014 medical insurance premiums will be the same as 2013. Gallagher contacted several companies for quotes. Cigna and Coventry/Aetna didn't bid, saying they could not do better than Blue Cross Blue Shield of Louisiana (BCBSLA). Medical, dental, vision, basic life and long-term disability insurance premiums will be unchanged. Loyola is grandfathered into our current plan design and cost. March 2010 costs are the benchmark, and AHCA allows no increases other than inflation over those costs.

Insurance carriers want very much to keep their current customers due to the uncertainty about the future after AHCA goes into effect in October 2013. Insurance exchanges under AHCA will affect the landscape of medical insurance.

The Gallagher representatives recommended decreasing discretionary spending as a way to save on medical expenses. The areas where we can save are: using generic prescriptions, going to free-standing imaging centers rather than hospitals, using non-hospital urgent care facilities and not emergency rooms, and changes in lifestyle with wellness plans.

No votes were taken at the meeting. No fall committee meetings are anticipated. We can send agenda items to Ross Matthews of Human Resources.

**Intellectual Property Policy and Rights Committee** (Susan Brower)
The newly re-formed Intellectual Property Policy and Rights Committee had its first meeting in January, 2013, following many years of inactivity. Our primary focus has been to work on updating the university’s Intellectual Property Rights Policy, which has not been revised since it was approved by the Board of Trustees in May, 2005. Given the many changes since 2005 in fair use as it applies to higher education, as well as the many ways information is now shared electronically, the policy needs significant revisions. The committee has also created a draft procedure for updating the process by which faculty members and the university would apply for patents. We hope to have a completed new draft of the policy by the end of this calendar year.

Intercollegiate Athletic Advisory Council (Sean Cain)
The Intercollegiate Athletic Advisory Committee (IAAC) met on October 23, 2012. The chair of the committee, Coach Giorlando, reported on the status of university athletic programs and of the fine academic and athletic performance of Loyola’s student athletes. He noted that a capital campaign for Loyola’s athletic programs was beginning but no plans to move forward with a renovation of the sports complex had been finalized. Also on the agenda was the status of the report by an inter-collegiate athletic consulting firm which had been commissioned by the university to evaluate potential changes to Loyola’s athletic programs, including the possibility of moving athletic programs from the NAIA to the NCAA. As of the meeting, the report was still under review by Fr. Wildes. The next meeting of the IAAC is expected in October of 2013.

Standing Committee on Academic Planning (Joe Berendzen)
SCAP has begun its regular schedule of program reviews, beginning with the First Year Seminar program. It was also reported to SCAP that the publication timetable for the University Bulletin will be changed such that the bulletin will be posted in March, potentially just prior to the President’s Open House (it is currently published in June). It is thought that this change will help with student recruitment and new student advising. When this change takes effect (the aim is to enact the new timeline for the 2014-15 AY) proposed changes to the bulletin will need to be finalized by January in order to meet the March publication date.

Student Affairs Policy and Handbook Advisory Committee (Mary Hines)
Committee has not yet met this year; no meetings are currently scheduled.

University Board of Appeals (Laura Hope)
This committee has not yet met this year. Last year it met several times, but its proceedings are confidential.

University Board of Review (Trish Nugent)
The membership of this committee does not meet as such, but rather serves as a pool from which individuals are drawn to serve on cases as needed.

University Budget Committee (Isabel Medina and Bill Walkenhorst)
Although the primary purpose of the UBC is to prepare the annual budget and recommend it to the President, the duties of the UBC are to “make recommendations to the President regarding financial policy,” and “maintain close liaison with SCAP” since “SCAP outlines priorities” and the UBC “outlines the budget in line with Board-approved priorities.” University Handbook 16-17. How to deal with a substantial change in circumstances with regards the annual budget is relevant to the UBC’s charge to make recommendations to the President regarding financial policy and the UBC began to meet earlier this fall to discuss the budgetary challenges.
The UBC met for the first time on September 18, again on September 24, and on September 30. The UBC is scheduled to meet throughout the month of October with the final meeting date currently set for Monday, October 28. It is possible that the UBC would continue to meet if the need arises.

At its second meeting, the UBC was presented with the following information, which has already been presented by the President and the Provost, with regards the options that the President and Board are considering to address the ~$7.5 million shortfall in this year’s deficit:

- voluntary retirement faculty plan
- voluntary retirement staff plan
- voluntary moves from 37.5 to 30 hours per week or from 12 month to 10 month position
- reduction in number of extraordinary faculty and adjuncts
- staff reduction in force (with severance)
- temporary reduction in Loyola’s contribution to employee retirement plan (staff/faculty)
- cuts in operating budgets

Any retirement plan, if approved by the Board, would be funded through an additional draw on the endowment. The savings from voluntary retirement would be assessed (45 days after implementation) before other options are considered more fully. Addressing the shortfall will likely require a combination of the above. The Board is expected to make some decisions concerning these options at its October meeting.

One faculty representative spoke strongly in favor of recommending to the President that the University offer a voluntary retirement plan for staff, as well as for faculty. Some expressed concern that a staff retirement plan could cost much more than it saves. Ideally, faculty and staff both should be offered a voluntary retirement option, given that for staff, the cuts would then have to come mainly through a reduction in force. It is probable that voluntary retirement plans would not solve our budgetary challenges, and that other measures, including a reduction in force, may have to be pursued.

University Faculty Handbook Revision Committee (Joe Berendzen)
The Faculty Handbook Revision Committee has begun considering proposed changes to the Handbook (to this date, proposed changes to the FHRC protocol, the section concerning University Professorships, and the Standing Committee on the Common Curriculum have been considered). The FHRC is also working on clarifying the role that the University General Counsel should play in reviewing Handbook revisions.

University Parking Committee (Mary Brazier)
Approximately 3 meetings have been held in Fall 2013. We have heard appeals for parking tickets, replacement for lost decals, and requests for special event parking. We have granted the parking over defined lines for those in the Freret St. garage since the striping in there is poor. It is in the process of being restriped. Requests for special event parking are still being discussed.