University Senate  
Loyola University New Orleans  
Multimedia I, Monroe Library  
April 10, 2014

**ATTENDANCE SHEET** (Names in italics represent Senators present)

**Art and Design**
Bill Kitchens (2014)  
Daniela Marx (2015)

**Biology**
Rosalie Anderson (2014) - proxy to Jai Shanata  
E. L. Beard (2015)

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

**Chemistry**
Jai Shanata (2014)  
Bill Walkenhorst (2014)

**Counseling**
Thomas Foster (2014)

**Criminal Justice**
David Kley (2015)

**English**
Hillary Eklund (2014)  
Barbara Ewell (2014)  
Trimiko Melancon (2015)  
Mark Yakich (2014) - Tim Welsh

**History**
Maurice Brungardt (2015)  
Behrooz Moazami (2014)

**Institute for Ministry**
Kathleen O’Gorman (2015)

**Languages and Cultures**
Isabel Dorsher [alt. for B. Anderson (2015)]  
Nathan Henne (2014)  
Connie Rodriguez (2015)

**Law**
Chumlin Leonard [alt. for J. Blevins (2014)]  
Mitchell Crusto (2014)  
Isabel Medina (2014)  
Lawrence Moore, S.J. (2014)  
Bill Neilson (2014)  
Craig Senn (2014)

**Law Library**
Brian Barnes (2014)

**Mass Communication**
Cathy Rogers (2015)  
Bob Thomas (2014)

**Mathematical Sciences**
Kasia Saxton (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 Studies**
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**
Charles Nichols [alt. for Erin Dupuis (2014)]  
Glenn Hymel (2015)

**Religious Studies**
Adil Khan (2015)  

**Sociology**
Marcus Kondkar (2015)

**Theatre Arts and Dance**
Geoffrey Hall (2014)

**Guests:**
Kevin Poorman, Chair Board of Trustees  
Kevin Wildes, S. J., President  
Jay Calamia, VP Finance and Administration  
Marc Manganaro, Provost  
Elizabeth Kordahl, Exec. Asst. to the Provost  
Melanie McKay, Vice Provost Faculty Dev.  
Karen Rosenbecker, Parliamentarian  
Roberta Karkel, Int. VP Enrollment Management  
Leon Mathes, Dir. Financial Affairs  
Meredith Hartley, Dir. Public Affairs  
Tom Ryan, Dir. LIM  
Naomi Yavneh, Director of the Honors Program  
Joelle Underwood, Chemistry  
Mikel Pak, Public Affairs
CALL TO ORDER
The meeting was called to order at 3:35 p.m.

INVOCATION
Marcus Kondkar offered an invocation.

The following guests were introduced: Kevin Poorman, Chair of the Board of Trustees; Kevin Wm. Wildes, S.J., President; Roberta Kaskel, Interim Vice President for Enrollment Management; Melanie McKay, Vice Provost for Faculty Development; Jay Calamia, Vice President for Finance and Administration; Leon Mathes, Director of Financial Affairs; Meredith Hartley, Director of Public Affairs; Tom Ryan, Director of Loyola Institute for Ministry; Mikel Pak, Public Affairs; Joelle Underwood, Department of Chemistry.

APPROVAL OF MINUTES
The minutes from the March 13, 2014 meeting will be approved at the May meeting.

Kevin Poorman, Chair, Board of Trustees, announced that he will retire from his board position in May 2014. He has been a Board member since 2004, and Chair of the Board for three years. The May Board meeting will focus primarily on the enrollment challenges, finances of the university, and the strategic plan.

Senator Jon Altschul thanked Mr. Poorman for coming to the meeting. He asked Mr. Poorman to explain how the endowment works, to give faculty a better understanding. For instance, how is it grown, how is the money spent, and what options are available for making additional draw from it? Mr. Poorman responded that the endowment suffered during the downturn, but it has done well over the past few years. There is a set of guidelines that must be followed when it comes to the drawdown. The annual drawdown is 5%, based on a three-year average. The Board is able to approve an additional draw, in the case of an emergency. They hope to use the endowment funds to supplement operations over the long term.

Senator Barbara Ewell understands that the endowment is for emergencies, but what constitutes an emergency? President Wildes responded that the drawdown each year is 5%, but he is allowed to draw up to 5.99% if necessary. He is waiting to receive a recommendation from the UBC for next year’s budget. After reviewing it, he will formulate his recommendation to be presented to the Board in May. He is not opposed to asking the Board to make an additional draw on the endowment, but as he mentioned at the last meeting, there are not a lot of options on where to take money to cover the remaining deficit we are facing next year.

Senator Mitch Crusto asked if there is anything the faculty can be doing to help make things better. Mr. Poorman responded there are currently many challenges in higher ed. across the nation, not just at Loyola. The way we respond to prospective students and parents is crucial. He is open to any suggestions or ideas that faculty may have with regard to moving forward and improving. He added that a lot of families are suffering because of the economic condition. We need to be able to relay the value of a Loyola education to prospective students and their parents.
Senator Nathan Henne asked what steps will be taken to close the budget gap for 2014-15. The Senate has provided feedback but has not received a set of options to review. Mr. Poorman responded that the UBC will make a recommendation to President Wildes and his recommendation will be presented to the Board of Trustees in May. President Wildes added that after he reviews the recommendation of the UBC, he will then conclude what his recommendation will be and it will be made public. He reminded Senators that there are Senate representatives on UBC. Dr. Henne added that Senate was hoping to have an open discussion about the budget during one of the meetings. Provost Manganaro responded that the Senate has discussed the budget deficit on several occasions, including a motion from the Senate on the contribution to the retirement fund. He foresees having continued discussions about the budget deficit.

Senator Isabel Medina mentioned that the UBC has made recommendations to President Wildes and the UBC will meet one more time this semester. At the next UBC meeting, a set of recommendation will be voted on and presented to President Wildes. Provost Manganaro added that UBC did deliberate over a series of a very general set of options. On April 14, 2014 the UBC will meet with Jay Calamia to deliberate over the set of options with as much detail as possible.

Senator Brian Barnes commented that it seems like this year we have been reactive in trying to fill the hole. Will we now try to be more proactive for 2014-15? Mr. Poorman responded that they are learning that families are beginning to look at schools earlier and earlier. The projected numbers that were used for 2014-15 were based on how we did this year. There are many reasons to believe that we will do better than what was projected, but it is still unknown what the actual numbers will be. Being proactive is very important. Provost Manganaro added that another way to be proactive is being part of the strategic planning process and the overarching strategies that will guide us in terms of priorities moving forward. Also the UBC has been looking at Loyola with regard to re-sizing and re-scaling and not only looking at areas where we need to cut cost, but looking at the areas where we can grow.

Senator Alice Clark asked for Mr. Poorman’s feedback on what can be done to facilitate working together between the faculty and the Board of Trustees. She has initiated some informal contact and would like his thoughts. Mr. Poorman encouraged that she continue with informal discussions, and that more is better. In the model of shared governance the Board has a very particular function as far as oversight of the university goes. Dr. Clark added that John Finan is the current Vice Chair of the Board and he will become Chair when Mr. Poorman’s term ends. Because he lives in the New Orleans area, she is hopeful that he will be able to visit the Senate in the fall.

Senator Connie Rodriguez asked how much input faculty have on Board committees. Are their opinions asked for? Mr. Poorman responded that opinions are solicited, and faculty are represented on the Board committees.

Senator Jai Shanata asked for Mr. Poorman’s sense of the impact of the position cuts. Mr. Poorman responded that he doesn’t know the exact numbers from the VSP or RIF, but salaries are the highest expenditure at Loyola. He does not have a sense of the impact on each particular program.

Senator Isabel Medina shared that the position cuts did have a huge impact. The message the UBC received through presentations by the consultants have shown that we need to be a stronger institution and improve our reputation. She emphasized how difficult it will be when positions are cut and resources are not available. It will not be easy to persuade students to come to Loyola.
Senator Jon Altschul asked why the Board denied a tuition increase that was presented at a fall meeting. He understands that room and board had to be increased based on the contract we are under, but does not understand why tuition was not increased. Mr. Poorman responded that last year it was well publicized that we missed our enrollment numbers. The Board sensed that part of the reason for the loss was based on the packages that were offered or not offered to students who weren’t competitive. It seemed to be antithetical to the reality of the situation at a time when affordability was low. It was important to make incoming freshmen aware that there was not going to be an increase. The hope is that we will yield higher net tuition revenue per student next year.

Senator Mitch Crusto commented that he hopes to continue to capture students from around country who tend to choose a Jesuit school. The value of the education is invaluable and cannot be replaced by schools like LSU and UNO.

Senator Bob Gerlich asked where we are with implementing new initiatives to help promote the university and attract new students. The talk around campus seems to be about the layoffs and cutting back, but nothing is said about improving things. What is out there to make Loyola more attractive to prospective students? Mr. Poorman responded that the renovations on campus will help with recruitment, and the strategic plan also includes information with new initiatives and implementing them.

Senator Mitch Crusto made a motion to thank and commend Mr. Poorman for his ten years of service as a Board member. Isabel Medina seconded. The vote in favor was unanimous.

REPORT FROM CHAIR
The Report from the Chair was distributed via email (attached here as Appendix A). There was no discussion or question about the report.

REPORTS
The Senate Committee reports were distributed via email (attached here as Appendix B). There was no discussion or question about the report.

Other reports
A report from Jay Calamia, following up on his presentation and subsequent discussion at the March meeting, was distributed via email as a PDF attachment. There was no discussion or question about the report.

REPORT FROM THE PROVOST
Provost Manganaro reported that the Strategic Planning Team’s overarching strategies are encouraging innovations. The committee is meeting frequently, including two meetings the previous week, and working very hard to consider all the recommended action plans. Another summary will be sent to the university community for input, and a more complete draft will be presented to the Board of Trustees in May.

The ad hoc committee on college restructuring was thanked for their hard work. Based on the feedback that was received, and research conducted at other universities, a report with three models was created for the Senate and the larger University community to review and discuss. The committee will continue its work and present a recommendation to the Senate in the fall. Senator Marcus Kondkar asked if there is a time-line in place for when a decision will be effective. Provost Manganaro responded that if a proposal is submitted to the Board in October, there could be possible implementation in fall of 2015.
Guest Naomi Yavneh asked, since most students will not be on campus during the summer, what is being done to receive student feedback or input. Provost Manganaro agreed that we do need to develop a format to incorporate student feedback. He has several upcoming meetings with the faculty in different colleges as well.

The UBC will meet with Jay Calamia on April 14, 2014 to finalize the proposed budget to present to President Wildes.

Monroe Hall renovations are ahead of schedule. The interior work is scheduled to be completed by the end of December 2014.

Senator Isabel Medina asked for more information on what is being predicted for budget next year. Provost Manganaro responded that because UBC is still meeting and looking at a multi-year approach for right sizing. Some of the things being looked at are the possibility of another voluntary severance plan, cuts to university retirement plans based on income, an additional draw from the endowment. Moving forward, they will also look at revenue growth and how to increase it.

**REPORT FROM ROBERTA KASSEL**

Ms. Roberta Kaskel thanked faculty for all their support and assistance with President’s Open House, whether it was helping set up, fielding calls, or meeting with students. It was a success! She reminded faculty who were presenters to return the feedback form. There are currently 4000 admitted students. This is approximately 130 fewer than this time last year. There are two reasons for this. First, families are taking longer to complete their application and pay a deposit. This is a national trend, and not happening just at Loyola. Second, we are working with a pool of candidates who were cultivated last year (as a junior in high school). The quality band of the new pool of candidates that were cultivated was dropped.

In consultation with deans and many faculty members, they concluded that the quality bands were dropped too low for the students being admitted, and it would have a negative impact in the classroom, and our ability to serve those students. The yield on the number of students we are starting to admit is lower, but they are confident we will make up that number without lowering the quality band of the students we attract. We are tracking ahead in programs like international business, finance, and almost every program in Music and Fine Arts. Updated dashboards are sent to the deans regularly. There are currently 145 admitted transfer students, 13 more than this time last year. The summer is typically the time that you attract and admit transfer students.

Senator Mitch Crusto asked if there is a scholarship pool for transfers. Ms. Kaskel responded that Loyola does have a scholarship pool for transfer students. It is comparable to what we offer to first-year students, but not quite as attractive.

Senator Teri Gallaway asked for an explanation of the significance of the May 1st deposit date. Ms. Kaskel responded that May 1st is national reporting day. It is the day when the most competitive schools will notify an applicant who has not made a deposit that he/she no longer has a spot at that school. This typically happens at schools that have a long wait list. Loyola does not follow this practice. We traditionally follow a rolling admissions process. However, that date is still a useful benchmark for us and one that is watched closely. However, because families are very slow to respond, the May 1st date could be a week or two later. Over 2000 scholarship offers were mailed a little over a month ago.

Senator Jon Altschul asked if the numbers Ms. Kaskel reported are the numbers we expected to see. Ms. Kaskel responded that they are not surprised because they knew what the pool looked like. They were hopeful that
when those students finally applied that some of them might have re-tested, or submitted improved GPAs as encouraged, but that did not happen in a significant number. Last year’s yield was 15%. The five-year average at Loyola has been 18%. The admissions team is working toward a 20% yield.

Senator Connie Rodriguez asked how other schools can be notified about the programs offered at Loyola. Ms. Kaskel responded that she is happy to work with departments on targeted communications.

Senator Mitch Crusto commented that Xavier University offers summer programs to attract students and get them to campus the summer before they begin college, and asked if Loyola offers anything like that. Ms. Kaskel responded that there are a couple of things in the works. The School of Mass Communication is offering a program for high school journalism students this summer. There is a program in place for Ben Franklin students to come to campus next summer.

UNFINISHED BUSINESS

Faculty Handbook revisions:

- University Campus Sustainability Committee (chapter 17). (attached here at Appendix C). Senator Connie Rodriguez pointed out one minor correction. There was no further discussion. The vote was 36 in favor; 0 opposed; and 7 abstentions.

- University Conciliation Committee (chapter 16). (distributed via email as a word attachment, with changes tracked). Dr. Clark summarized the changes to the document in her report. Senator Marcus Kondkar pointed out that in the section titled Purpose; Number 1: The use of the word “informal” is inaccurate. It is in fact a formal process and he proposed removing the word. Senator Joe Berendzen acknowledged that Dr. Kondkar raises a good point. However, this section is not one of the proposed changes and is listed exactly as it has been in the Faculty Handbook. He would prefer for it to be proposed as a new revision after the current revisions are voted on. He emphasized that the current revision has been in the works for a very long time and needs to have Senate approval today in order for it to be presented to the Board of Trustees at the May meeting for final approval. Dr. Clark added that the section that Dr. Kondkar is referring to is how it is currently worded in the Faculty Handbook.

Senator Barbara Ewell doesn’t understand why striking one word can’t be made. Dr. Berendzen responded that to strike one word, the document would have to go through the entire revisions process again. Dr. Ewell asked for clarification on revisions that are submitted to the Senate for approval. Does it mean then when a revision is presented the Senate either has to approve or deny it, suggested changes cannot be made? Dr. Clark acknowledged her point, but the changes being presented today have been in the works for a very long time. Dr. Berendzen added that the striking of one word will need to be reviewed by General Counsel, and if a change is sent to the Board of Trustees without the approval of General Counsel it can be problematic.

Provost Manganaro added he can extend the deadline by a very small amount of time. Senator Isabel Medina commented that Dr. Ewell raises a very good point, but it would require consideration. She asked that Dr. Ewell make a proposed change to the Faculty Handbook Revision Committee and let it go through the appropriate approvals. Dr. Kondkar has no objections to following the process, and asked how long it will take. Dr. Berendzen responded that it can be on the agenda for the first Handbook Revision Committee meeting in the fall, then sent to General Counsel. Depending on the response time from General Counsel, it could possibly go to the Senate in October, and the Board of Trustees in December.
Senator Jonathan Petersen shared a comment from another faculty member regarding the section on Voting Members. One reason we might want to preserve a place on the committee for untenured faculty is because of the perspective they can bring to the table for some of the hurdles they face as a junior faculty members. Senator Isabel Medina responded that the committee deliberated about it and decided that because junior faculty are not protected by tenure, they should not be asked to serve on this committee. The other reason has to do with the sensitivity of the issues the committee deals with, such as academic freedom, faculty governance, things that faculty might bring against other faculty or administrators. Dr. Clark added that the committee also has a role in cases of dismissal of faculty members with tenure. Barbara Ewell called the question. The vote was 30 in favor of approval; 6 opposed; and 7 abstentions.

The Strategic Planning Motion made at the previous meeting was distributed via email as a PDF attachment. Senator Isabel Medina moved to table the motion. She thinks that some of the suggestions are premature and some of the suggestions in the motions are still being pursued. The ad hoc committee on staffing hasn’t had sufficient time to study the models and come up with concrete data. Marcus Kondkar seconded. The motion is non-debatable and must have a majority vote. The vote was 23 in favor, 14 opposed, and 5 abstaining, so the motion was tabled. Senator Marcus Kondkar asked for an explanation on how the committee was initially formed. Dr. Clark responded that it is an ad hoc committee that was formed based on a motion presented by Isabel Medina in fall 2013, then deferred to spring 2014. The purpose of the committee was to look at staffing structures. Members of the committee are Connie Rodriguez, Alice Clark, Isabel Medina, Jai Shanata, Bill Walkenhorst, and Thom Spence, who has been helping to gather data. Nathan Henne commented that he has concerns with tabling issues that deal with the strategic planning process. He is disappointed with how slow the strategic planning process has been moving. Provost Manganaro noted that the work of Strategic Planning Team has been intensive and collaborative. Out of the five things listed in the motion, only one of them speaks directly to strategic planning.

NEW BUSINESS
Renewal of Ad Hoc Academic Integrity Council. Teri Gallaway moved to suspend the rules to allow a motion to renew this committee’s ad hoc status for another year to be voted on today. Joe Berendzen seconded. The motion is non-debatable. The motion is to suspend the rules to vote on the motion today passed with 35 in favor, 3 opposed, and 3 abstaining. The vote on the motion to renew the status for one more year passed with 37 in favor, 2 opposed, and 3 abstaining.

Ad Hoc Committee on Academic Structures. Alice Clark thanked the committee and the two co-chairs for their hard work. In addition to their report, the committee made the following motion:

The University Senate calls on the University community to discuss and comment on the report of the Senate Ad Hoc Committee on Academic Structures. We further call on that committee to make a formal recommendation to the Senate for consideration at its September meeting, so that the Senate can make a recommendation to the Provost for inclusion in a report to the Board of Trustees at its October meeting.

The motion proposed by the committee does not call for action at this time, but discussion. Gwen George moved to accept. Connie Rodriguez seconded. Dr. George and Dr. Underwood clarified the development of the report. When the committee first met, they were presented with some models, but felt that they needed to develop a better understanding of each model. A rubric was created to develop and evaluate preliminary
models. They are not at this time recommending any one model to be used. The purpose of the models is to initiate conversation and discussion, to be open and transparent, and to receive feedback from the community. Provost Manganaro added that he believes the Board of Trustees would be interested in seeing the models, not to be voted on, but simply informationally. Dr. Underwood had no objections to his presenting the report to the Board, as long as it made clear that it is preliminary, and none of the models are intended to be implemented. Senator Isabel Medina requested that the College of Law be represented on the committee. Dr. Clark welcomed volunteers from the College of Business and College of Law wishing to serve on the committee to contact her. They were not intentionally left off of the committee, but the initial perception was that a restructuring would not involve those colleges directly. Senator Barbara Ewell moved to suspend rules to vote on the motion today. Senator Dave Khey seconded. The motion to suspend the rules passed 35 in favor, 5 opposed, and 1 abstaining. Dr. Ewell called the question. The vote on the motion passed with 33 in favor, 6 opposed, and 2 abstaining.

ADJOURNMENT
There being no more new business, the Senate was adjourned at 5:03 p.m.

Attachments to agenda:
Chair’s report (April 2014)
Committee list for Election Committee
Calamia report April 2014
Senate committee reports (April 2014)
University Campus Sustainability Committee (chapter 17)
University Conciliation Committee (chapter 16, with changes tracked)
Strategic planning motion
Appendix A: Senate Chair’s Report
Senate chair’s report
April 2014

Committee reports and elections
I have asked all Senate representatives to University committees to report for either the April or May meeting; you can see the first installment here. I have also asked the ad hoc Senate committees to provide year-end reports.

One of these needs action now: the ad hoc Academic Integrity Council, the appeals body created by the new Academic Honor Code, is asking for another year of ad hoc status. We need to settle this before elections in May, so we will likely be seeking to suspend the rules so as to vote on a motion to extend that status another year at this meeting.

As most of you know, May is our election meeting. I’m including here a list of Senate representatives to the various University committees whose terms are ending; the Election Committee (Mary Finans Hines, Chunlin Leonhard, and Connie Rodriguez, plus me and Gwen George ex officio) is looking for nominations, especially for the highlighted positions where the incumbent cannot or does not wish to continue. These representatives report to the Senate, but they do not have to be Senate members (except for the members of the Senate Executive Committee). Please feel free to send me any suggestions you have—self-nominations are always welcome.

Follow-up from March meeting
Also included here is a document from Jay Calamia, including the pieces of information he promised at our last meeting. The only other thing I can recall being offered at that meeting is the total spent on consultants from Roberta Kaskel, and I will ask her to bring that information with her.

Given the short time between the March and April meetings (thanks again to the vagaries of the calendar), the minutes are not ready to distribute. I’ll plan to send them with the April minutes to be approved in May.

Faculty Handbook Revision Committee
The committee has moved on to other matters (which I’ll let chair Joe Berendzen report on with other committee reports next month), but the Senate has two Handbook revisions from that committee to vote on at this meeting, so I’ll remind you of the relevant issues here. The University Campus Sustainability Committee has functioned as an ad hoc committee; this protocol, created with the collaboration of Bob Thomas, current committee chair, gives it a more official status and fixes its representation, duties, and reporting structure.

The University Conciliation Committee protocol had previously been approved by the Senate, but the Office of General Counsel intervened before it could go to the Board of Trustees. The current version represents the fruit of work between the FHRC and that office, using a new process that we hope will facilitate future Handbook revisions by involving General Counsel earlier in the revision process so that all issues are dealt with before any proposed revision gets to the Senate. The basic issues under revision are twofold: first, the membership and terms are modified in light of the fact that the College of Law and the University Library do not have separate Rank and Tenure committees, so all tenured faculty are involved in all tenure decisions. Second, the FHRC has specified that all members of this committee must be tenured.
Strategic Planning Team
The group is now working on refining action plans related to the four overarching strategies:

**Create a learning-centered community**
- dedicated to a high-quality, experiential, and values-based education
- devoted to students' discovery of their vocation and a life of service
- infused by the culture and traditions of New Orleans
- rooted in the Jesuit and Catholic commitment to justice

We’re having an extended meeting on the evening of Monday 7 April; that will fall too late for me to report here, but I expect Marc Manganaro will say something at our meeting, and I hope there will be something more to distribute to you for further input soon.

Provost’s Council
Much of what we have discussed recently will form part of Marc Manganaro’s report. I do want to note one thing: because it is standard practice in academic planning and student advising to think of summer courses in coordination with the previous spring, not the following fall, we will begin to do likewise. That means that the deadline for posting the summer 2015 schedule will coincide with that of spring 2015—this October. Be prepared to start summer course discussions shortly after we return in the fall!

Please continue to come to me with thoughts or concerns.

Alice V. Clark
Professor of Music History
Chair, University Senate

4 April 2014
Appendix B: Senate Committee reports (April 2014)

Academic Integrity Council (Teri Gallaway)
The Academic Integrity Council (AIC) collected Fall 2013 statistics on Academic Honor Code violations from the Associate Deans of the undergraduate colleges. In Fall 2013, fifteen violations were reported. The committee met with the Chief Justice of the Law Honor Board to discuss appeals procedures. Additionally, revisions to the committee protocols were recommended including creating an AIC-led educational component for new faculty and students. This would be consistent with how the Law Honor Board works with incoming law students. The co-chairs will work on developing these programs with the Law Honor Board members serving as consultants. AIC is requesting an extension of ad hoc status due to the lack of experience hearing appeals cases. The group received one request for an appeal in Spring 2014, but it was denied based on the criteria for appeals outlined in the Student Code of Conduct. The committee would like to have the opportunity to test its appeals procedures before finalizing the committee protocol and sending it to the Faculty Handbook Revision Committee.

Parking Committee (Mary Brazier)
Parking Committee met several many times over the past year, just about every week, but at least 3 time a month. In addition, we have been able to do some things via email. The committee hears appeals, denies the great majority of these.

In February, the committee went to West Road Garage to see first hand some issues that had been brought to our attention: big vehicles parked in compact spots, those which are very long (extended cabs) and take up half of the travel lanes, thereby impeding the flow of traffic blocking parking places, and interfering with pedestrians. We issued tickets during this walk through.

We have a few meetings left in this year to hear any appeals.

We also received requests from Loyola units and others requesting the purchase of one day passes during special events. Depending on the day/time the requests are for, we tend to grant, but not in the number requested. We always consider the needs of Loyola permit holders first before anyone is allowed to purchase one day permits.

Student Affairs Policy and Student Handbook Committee (Mary Finnan Hines)
Student Affairs Policy and Student Handbook Advisory Committee met on March 24. The committee discussed upcoming legislation that will affect some language in the handbook. Overall though, no major changes are needed at this time. The committee also discussed that Loyola is likely going to go smoke free in January 2105. This reflects what is happening at state institutions. Tulane is going smoke free in fall 2014. E-cigarettes are included in the university smoking policy.
Chapter 17 Proposed Committee

UNIVERSITY CAMPUS SUSTAINABILITY COMMITTEE

Chairperson: A member selected by the Committee
Secretary: A member selected by the Committee

Voting members:
1. Six members of the full-time Faculty, elected by the University Senate for staggered three-year terms. At least one of these representatives must work primarily on the Broadway Campus.
2. A Student Affairs (food service) Representative
3. A Physical Plant Representative
4. The Chemical Hygiene Officer
5. A student representing Loyola Association of Students for Sustainability
6. A student appointed by SGA as Commissioner for Environmental and Sustainable Affairs
7. A student appointed by the Student Bar Association in collaboration with the Environmental Law Society.

Terms:
1. All faculty members serve three (3) year staggered terms.
2. Staff representatives serve as appointed by their agency head.
3. Students are appointed annually.

Purpose:
This Committee shall be responsible for evaluating, monitoring and making recommendations to the administration regarding issues associated with campus sustainability.

Duties:
1. It shall coordinate answering pertinent external surveys and questionnaires on campus sustainability.
2. It shall monitor and gather data on all campus sustainable operations and evaluate their effectiveness.
3. It shall oversee campus wide sustainability audits on a regular basis (at least once every five years).
4. It shall make recommendations for improvement of sustainable operations, through such vehicles as the Facilities Management Committee.
5. It shall communicate all issues pertaining to sustainability to the administration, faculty, staff, and students.
6. Where applicable, it shall oversee the implementation of sustainable actions on campus.
6. It shall report to the Provost and submit an annual report on its activities.