ATTENDANCE SHEET (Names in italics represent senators present)

Art and Design
Nancy Bernardo (2013)
Carol Leake (2014)

Biology
Rosalie Anderson (2014)
E. L. Beard (2013)

Business
Karen Arnold (2013)
Walter Block (2014)
Chris Screen (2014)
Len Trevino (2013)
Frankie Weinberg (2014)
Stuart Wood (2014)

Chemistry
Jai Shanata (2014)
Bill Walkenhorst (2014)

Counseling
Thomas Foster (2014)

Criminal Justice
David Khey (2013)

English
Hillary Eklund (2014)
Barbara Ewell (2014)
Chris Schaberg (2013)
Mark Yakich (2014)

History
Maurice Brungardt (2013)
Robert Gerlich (2012) [on sabbatical 12/13]
Behrooz Moazami

Institute for Ministry
Kathleen O’Gorman (2013)

Languages and Cultures
Connie Rodriguez [alt. for Blanca Anderson (2014)] 13S
Karen Rosenbecker [alt. for Nathan Henne 2014)] 13S
Cassandra Mabe (2013)

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

Law Library
Brian Barnes (2014)

Mass Communication
Cathy Rogers (2013)
Bob Thomas [alt for David Zemmels (2014)] 13S

Mathematical Sciences
Ana-Maria Matei (2013)
Ralph Tucci (2013)

Monroe Library
Susan Brower (2013)
Teri Gallaway (2014)

Music
Alice Clark (2013)
Meg Frazier (2014) – proxy to Alice Clark
James MacKay (2013)
John Murphy (2014)

Music Industry
Sandy Hilderlie [alt. for John Snyder (2014)] 13S

Nursing
Kim Brannagan (2014)
Cindy Collins (2014)
Gwen George (2013)

Philosophy
Francis Coolidge [alt. for Jon Altschul (2014)] 13S
Robert Brice (2014)
Jonathan Peterson (2013) [alt. for Berendzen]

Physics
Martin McHugh [alt. for Garrity (2013)]

Political Science
Phil Dynia (2013)

Psychology
Erin Dupuis (2014)
Glenn Hymel (2013) [alt. for Zucker]

Religious Studies
Bob Gnuse (2013)
Denis Janz (2013)

Sociology
Marcus Kondkar (2013)

Theatre Arts and Dance
Geoffrey Hall (2014) proxy to Georgia Gresham

Guests:
Marc Manganaro, Provost
Elizabeth Kordahl, Exec. Asst.
Melanie McKay, Vice Provost for Faculty Affairs
Lydia Voigt, Senior Vice Provost
CALL TO ORDER
The meeting was called to order by the chair at 3:34 p.m.

INVOCATION
Kathleen O’Gorman offered an invocation.

APPROVAL OF MINUTES
The minutes from the December 13, 2012 meeting were approved with one abstention.

REPORT FROM CHAIR
Senators were reminded to sign-in at each meeting, and notify Gwen George, Secretary and Dianna Whitfield, Recording Secretary of any changes in representation at the meetings.

Dr. Ewell gave the following Chair’s Report:

- Clarified that at the December meeting, the intent of the motions on the Extraordinary Faculty Report and Proposal, Ombuds Officer Proposal, and Handbook Revisions Proposal was not approval, but the initiation of discussion at the January meeting. Rather than rescind those motions as indicated on the agenda (and to correct her error) the chair asked that these items be removed from the agenda. There being no objection, the motions to rescind were removed from the agenda.
- Attended the retention summit which was very productive.
- Noted that Provost Manganaro has been asked to take action on the provisions of the Human Resources manual Chapter 5.2 on Workplace Conduct, which violate the faculty handbook. Provost Manganaro has requested Human Resources to investigate further. There is no documentation to show there was deliberation or approval to include faculty in this section of the manual. Senator Connie Rodriguez added that when the HR policy was being written, a request was made by the University Senate to have two faculty members serve on the committee. The faculty representatives were never included in the communications about the manual and did not attend any meetings.
- In April 2012 the Short Term Medical Leave policy was approved by the senate and submitted to the Provost and General Counsel for review. It was also reviewed by Human Resources. Some revisions were made that were not approved by the senate. It will be on the agenda at the next meeting as new business.
- The Emergency Planning Committee will meet soon to formalize its findings after an extensive review post Hurricane Isaac. They also plan to set up a process for the group to meet at least once a year to assess the plan.

Senate awards were presented at the Spring Convocation. Thanks to the awards committee, Gwen George, Kate Adams, and Teri Gallaway.
- Teaching – Lawrence Lewis, Psychology
- Research – Kendall Eskine, Psychology
- Advising – Naomi Yavneh, Honors Program
- Service – John Sebastian, English

The Dux Academicus was awarded to Patricia Dorn, Biology.

- The chair also met with Brad Petitfils, Director of Planning and Assessment, who is in the process of gathering information to determine how to assist the university in collecting information for reports. He
hopes to help make the various reports (SACS, SCAP, annual reports, etc.) more consistent and the information more readily available. Senators were encouraged to contact Dr. Petitfils if they have suggestions on how to make the reporting process more efficient.

COMMITTEE REPORTS

Academic Honor Code
Teri Gallaway reported that a joint committee comprised of University Senate, SGA, and Student Affairs representatives reviewed and approved the proposal by the Associate Deans and submitted to the University Senate last year. The Handbook Revision Committee requested revisions to the protocol that will take more time. In an effort to include the academic honor code in the Student Handbook for 2013-2014, the Senate Executive Committee is asking the University Senate to approve the appointment of an Ad Hoc Academic Integrity Committee, which oversees the honor code and handles infractions, to work through the 2013-14 academic year with the charge of developing appropriate protocols for a permanent committee and to report back to the Senate by the end of 2013-14. Dr. Teri Gallaway moved the proposal and Dr. Georgia Gresham seconded.

Kathleen O’Gorman asked how representation was established. Dr. Gallaway responded that representation will be three faculty, one representative from Academic Affairs, one representative from Student Records, and four students – one from each college with an undergraduate program. The policy and committee do not apply to graduate or law programs. Senator Alice Clark inquired about the Social Sciences representative being a graduate student. Dr. Gallaway responded that the committee believes that graduate students should have separate policies and that this committee should focus on undergraduate issues. The Senate Executive Committee have recommended as the faculty representatives Teri Gallaway (Library), Kendra Reed (College of Business), and Mary McCay (CHNS). The motion to approve the creation of the ad hoc committee as described and the three Senate representatives passed with one abstention.

Other reports – None.

PROVOST’S REPORT

Provost Manganaro reported that he has been attending college faculty meetings and providing updates on Monroe Hall and other matters. The Monroe Hall Steering Committee has been reconvened with bi-weekly meetings. The first meeting included the Facilities Committee and presentations by the architects. Regular meetings with relevant departments and faculty and updates on the website should improve communications about the progress of this project.

The 2012-13 budget is being finalized and the UBC is beginning to look at 2013-14. Work is being conducted with a financial aid consultant to review the shaping of classes, how to bring in good students and serve them well, and increasing net tuition revenue. As previously announced, the UBC recommended and the board approved 875 new students and a 75% retention rate for AY 2013-14.

The first meeting of the Retention Summit was very successful and many good ideas were presented. Lydia Voigt and Melanie McMay were thanked for their work. Several work groups will be formed to focus on different areas of concern. At the end of the semester the work groups will present their recommendations and action plans to the summit. A Blackboard site will be created as an open forum. Eventually a standing committee on retention and student success will be formed.
Instructional Efficiency – Over the past year Melanie McKay, Vice Provost for Faculty Affairs, has been meeting with the Academic Deans to create a work load inventory to assure there is a rational and equitable way across the colleges to determine how many classes should be taught and what size the classes should be.

Intellectual Property Rights Committee – At the December meeting it was announced that Susan Brower and Patrick Garrity were appointed by the Senate Executive Committee to serve on this committee during the spring semester. John Blevins was also nominated and has since accepted the nomination. The committee is scheduled to meet within the next two weeks.

Transitions – The Search Committee in the College of Humanities and Natural Sciences were thanked for their hard work in finalizing the pool of candidates for dean. There were four finalists, two campus interviews have taken place and two are forthcoming. A national search is underway for a new Director of Financial Aid. Senator Gwen George inquired about the status of the Search Committee for CSS Dean. Provost Manganaro responded that he has an upcoming meeting with CSS faculty and staff to determine how to proceed.

Common Curriculum Committee – Don Hauber, Chair, and Lydia Voigt, Senior Vice Provost, who were present, were thanked for their work with the committee. The UC&CC has been reviewing the work of the CCC to approve courses within the departments and programs that fill requirements in the new common curriculum. Both committees will continue to work on developing a plan that incorporates new common curriculum courses with current courses as well as the specifics of how many courses need to be offered.

Don Hauber thanked everyone who participated in the process and for the upcoming work they will do. The committee was charged with creating an advanced common curriculum by the end of spring 2013. Based on the high volume of courses that need review and approval, the work may continue beyond this semester. The work groups have been encouraged to continue reviewing the curriculum and submit their findings to the committee as soon as possible. Existing students will remain in the current common curriculum but there will be flexibility in allowing them take new common curriculum courses. New incoming students will take all new common curriculum courses. The committee is also working to convert the old curriculum to the new curriculum.

Dr. Lydia Voigt added that an audit of degree seeking students was conducted to help determine what common curriculum courses are needed in order for them to graduate. This information will help outline how many sections of each course will be needed. The audit results were forwarded to the associate deans for review. With the assistance of Student Records, Institutional Research and Information Technology, several aggregated reports were run to find out the needs and desires of current students. Another report provided a list of the courses that are highest in demand from students enrolled from 2009-13S. The first priority will be to assure that the high demand courses are offered in the new curriculum.

Senator Sandy Hinderlie discussed his recollection about a common curriculum policy that he thought was written approximately 15-20 years ago. Provost Manganaro asked that those materials be forwarded to the committee for review. Dr. Hinderlie believes that the materials might be on file in the Office of Legal Counsel.

A senator commented that he was stunned by the number of students begging for seat cards the first week of classes because their financial aid was approved late. He wondered if there had been changes in financial aid policies. Provost Manganaro responded that he was not aware of any such changes, but noted that the finance office did report a lower revenue at the undergraduate level from fall to spring, due to deferred receipt of the funds until financial aid was approved. Senator Georgia Gresham commented that it has been a horrible
semester in terms of students not having necessary information about financial aid resulting in late registrations. These matters are being reviewed.

Senator Mitchel Crusto asked if Loyola has a gun control policy and if it was available; if not, shouldn’t we create one? Provost Manganaro responded that there is a policy currently under review by the Emergency Management Team.

**UNFINISHED BUSINESS**

Motion to update the protocols for University Courses and Curriculum Committee

Barbara Ewell reviewed the proposed changes. Isabel Medina asked for clarification that the law school is not part of the graduate division that is mentioned in the document. Alice Clark noted that the graduate division language is not a change to the original version and suggested that if clarification is needed, it should be returned to the Handbook Revision Committee. The motion passed with one abstention.

Motion to approve the proposal for an Ombuds Officer

Barbara Ewell reviewed the highlights of the proposal for an Ombuds officer, which will be incorporated into chapter eight of the faculty handbook. The committee reviewed Ombuds offices at other Jesuit institutions to find out the common practice among peer institutions. The Ombuds Officer will serve as a liaison between faculty and the university dealing with personnel issues. The current Ombuds person primarily serves staff and occasionally helps faculty but the position is not part of the handbook. The person filling this position must be a tenured faculty member and will be appointed by President Wildes with the recommendation of the senate. The term of the appointment will be four years, and the faculty member will receive a course reduction and a stipend.

Senator Mitchel Crusto inquired about a potential conflict of interest if the Office of Legal Counsel had to be involved. The Ombuds officer will report directly to President Wildes therefore a conflict of interest is not anticipated. Senator Isabel Medina, a member of the committee, added that the position will be independent. Senator Marcus Kondkar asked if research has been conducted to determine if there is a significant need for the position. Barbara Ewell responded that while there are not many cases, this position is necessary to provide direction and informal solutions; other faculty are currently serving in this capacity without compensation. In response to Senator Susan Brower’s question, the Conciliation Committee can refer someone to the Ombuds person. The Ombuds Officer will undergo the proper training to learn the ethical, confidential, and legal aspects of the position. Senator Behrooz Moazami asked about overall logic of the position and if it works against the authority of the department. Barbara Ewell responded that the position offers an alternative to solve an issue informally. Provost Manganaro added that the Ombuds person’s role is to give advice and offer alternative solutions. Mitchell Crusto called the question. The motion passed with two abstentions.

Motion to approve the proposal on the Extraordinary Faculty

Gwen George served as the senate representative on the Extraordinary Faculty sub-committee, whose report was distributed to senators in December. The report was the basis for the proposal to be incorporated into chapter 15. While extraordinary faculty represents 25% of the entire faculty body (some part-time [adjunct] and some full-time), there is minimal language about this faculty status in the current handbook. Gwen George noted that the sub-committee approved the current proposal by a majority vote but they were not unanimous.

Isabel Medina commented that in contrast to undergraduate programs, their adjunct faculty serve in a different capacity and without compensation. She expressed concerns with the language in the proposal regarding compensation because it does not apply to extraordinary faculty in the College of Law. Another senator who
served on the committee expressed concerns with defining similar ranks for extraordinary faculty because the hiring process for ordinary faculty is more rigorous and completely different from the hiring process of extraordinary faculty. Extraordinary faculty are hired under a different set of criteria. Senator Georgia Gresham expressed concerns with the limiting language of the proposal with regard to the distinctive specialties. Senator Kathleen O’Gorman commented that in the LIM program adjunct faculty are also used differently than law and many other programs. Senator Mitchel Crusto noted that many schools are trying to do away with tenure by replacing ordinary faculty with extraordinary, and that nothing in the policy outlines a percentage of how many extraordinary faculty should be hired.

Provost Manganaro emphasized the importance of the section on Continuing Teaching Faculty Appointments, which is intended to honor the commitment of faculty who have been employed for many years and give them some job security. He noted that he and the President Wildes are both in support of this provision.

Senator Connie Rodriguez observed that the AAUP has guidelines with regard to extraordinary faculty, limiting extraordinary contracts to six years before a tenure-track contract must be offered. Senator Isabel Medina commented that the policy is not yet ready to be submitted to the faculty handbook revision committee. She asked to refer the matter back to the committee for revisions. Senator Marcus Kondkar proposed that the senate continue the discussion a little longer before referring it back to the committee. Gwen George asked for further feedback from the senate. John Murphy moved to postpone further discussion until the next meeting. Marcus Kondkar seconded. The vote in favor was unanimous.

NEW BUSINESS – None

ADJOURNMENT
The Senate was adjourned at 5:15 p.m.

Attachments:
Minutes: December 2012
Ombuds Officer Proposal [Ombuds Officer Proposal CH 8 11-12]
Extraordinary Faculty Proposal [ExtraOrdinary Faculty Proposal CH 15 11-12]
Extraordinary Faculty Report
Handbook Revisions Summary