University Senate  
Loyola University New Orleans  
Multimedia I, Monroe Library  
March 14, 2013

ATTENDANCE SHEET (Names in italics represent senators present)

Art and Design  
Nancy Bernardo (2013) – proxy to Bill Kitchens  
Bill Kitchens [alt. Carol Leake (2014)] 13S

Biology  
Rosalie Anderson (2014) – proxy to E.L. Beard  
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) – proxy to David Khey

Criminal Justice  
David Khey (2013)

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

History  
Maurice Brungardt (2013)  
Robert Gerlich (2014) [Sabbatical 12/13]  
Behrooz Mozazami (2014)

Institute for Ministry  
Kathleen O’Gorman (2013)

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

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) – proxy to James MacKay

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

Nursing  
Kim Brannagan (2014) – proxy to Gwen George  
Cindy Collins (2014)  
Gwen George (2013)

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

Physics  
Martin McHugh [alt. for Patrick Garrity (2013)] 13S

Political Science  
Phil Dynia (2013)

Psychology  
Erin Dupuis (2014)  
Glenn Hymel (2013) [alt. for Evan Zucker] 13S

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

Sociology  
Marcus Kondkar (2013)

Theatre Arts and Dance  
Georgia Gresham [alt. for Geoffrey Hall (2014)] 13S

Guests:  
Kevin Wildes, President  
Kevin Poorman, Chair, Board of Trustees  
Marc Manganaro, Provost  
Elizabeth Kordahl, Exec. Asst.
CALL TO ORDER
The meeting was called to order at 3:36 p.m.

INVOCATION
Gwen George offered an invocation.

APPROVAL OF MINUTES
The minutes from the February 21, 2013 meeting were unanimously approved.

REPORT FROM CHAIR
Dr. Ewell gave the following Chair’s Report:

➢ The revised protocols of Emergency Management Team (a.k.a. Academic Affairs Continuity of Operations Plan) have been approved and will be posted to the web site soon. Senators and all faculty should review the new document.
➢ The Student Success Summit is moving forward. On April 11, 2013 at 12:30 there will be a campus forum to gather community input and to report the initial recommendations.
➢ Ombuds Officer – The Executive Committee determined a nomination process as follows: An email will be sent to university faculty announcing the position and asking for nominations. A letter of interest and qualifications should be submitted the Executive Committee by April 2, 2013. The Executive Committee will present its nominee to the Senate for approval at the April meeting. The Ombuds Officer will informally mediate problems among faculty and receive a course release, stipend, and training. Only tenured faculty are eligible.
➢ The Senate Chair was invited to the March 2013 Board of Trustees retreat, moderated by Dr. Ted Long from the Association of Governing Boards of Universities and Colleges, whose mission is to help governing boards function more effectively. In general, boards of trustees need to occupy a middle ground being neither overly involved or under-involved in university affairs. The two main sessions of the retreat focused on the role of the board in Mission and Identity and Academic Affairs. One outcome was an appreciation for greater communication between the board and faculty. Suggestions included increasing faculty involvement with board activities and on board committees, and inviting board members to campus more often.

SPECIAL GUEST: Mr. Kevin Poorman, Chair of the Board of Trustees.
Mr. Poorman explained that he has been a member of the board since the fall 2004. He noted that the role of the board is to advocate for students, faculty, staff, administrators, alumni, and board members of the university. The board members are responsible for overseeing and safeguarding the university’s mission, its financial health, and its overall academic operation. He emphasized the accomplishments of the university and the obstacles it has overcome since Hurricane Katrina and the recent economic recession. He explained that the university has recovered most of its losses from the downturn and that the endowment is now performing well. The board is working with the administration to develop a process to deal with the current challenges we are facing with enrollments, retention, and finances.
Senator Mitchell Crusto asked if Loyola Chicago (Mr. Poorman’s residence) is experiencing problems similar to those of Loyola New Orleans. Mr. Poorman responded affirmatively.

Senator Georgia Gresham asked what areas the board is most concerned about. Mr. Poorman responded that the board is looking closely at enrollment, retention, and online education. The board is interested in conveying to prospective students and parents the value of a Loyola education.

Senator Isabel Medina asked that the Board increase financial support for the university.

Senator Kathleen O’Gorman asked about the board’s view of online education as part of the future of Loyola. Mr. Poorman responded that while many colleges and universities are offering more online courses, especially in professional programs, he emphasized the importance of the experiences and socialization that students receive on campus.

COMMITTEE REPORTS

Academic Honor Code—Teri Gallaway reported that the committee incorporated the recommendations from both the Senate and SCAP into the present document, which will come back to Senate for a final vote next year.

Conflict of Interest — Gwen George reported the committee is working on refining the definition of conflict of interest and in streamlining the process. Senators were asked to encourage colleagues to complete the form. Senator Isabel Medina recommended asking the advice of a law professor to help shape the language.

PROVOST’S REPORT

Dr. Manganaro reported on the following matters:

Board of Trustees retreat. The provost noted that the retreat included an informative presentation by Archbishop Gregory Aymond on Catholic higher education and the relationship between the Catholic Church and the university. The presentation by Ted Long was also very useful in pointing out trends in higher education. Dr. Manganaro commented that Loyola has a really good balance of views on the Board of Trustees. There were discussions about how our strengths as a Jesuit institution will help us through rough times. He noted that some board members’ concerns about whether or not our faculty really grasps the Jesuit mission was readily and affirmatively addressed. He also noted that one of the strengths of the Jesuit educational tradition is adaptability and a willingness to meet students where they are.

Student Success Summit activities are moving forward. Workgroups are working hard to develop recommendations and action plans. Following the town hall meeting on April 11, 2013, the reports and recommendations will go to the President and to the Strategic Planning Team in May.

The Facilities Planning Committee has submitted its initial recommendations to President Wildes on the use of Veritas Hall. One recommendation is to use the first floor as a gathering place and for meetings. The committee has asked for an overview of the university’s plan for the Broadway campus. Obviously, we are not financially able to take on additional renovation projects at this time.

Monroe Hall update. Renovations are proceeding on schedule. The Steering Committee continues to meet every other week. Contractors continue to meet with faculty. Furniture samples are available for viewing.

Common Curriculum. John Sebastian (English) has been appointed as the new Director of the Common Curriculum, beginning in June. Don Hauber and the common curriculum implementation team were thanked for their hard work. The first phase of the new common curriculum will be implemented in fall 2013.
The University Budget Committee is back in session. In December the Board of Trustees approved the UBC’s recommendations for tuition increases, enrollment targets, and no salary increases. Having closed the 2012-13 budget, the UBC is now proposing a balanced budget for 2013-14 and projecting budgets for the next 4-5 years. The university is still facing some challenges due to several factors: the goal of 900 new students was not met; retention figures have declined slightly two years in a row; and financial aid targets were exceeded. The administration believes that the reopening of Cabra Hall next summer and of parts of Monroe Hall next winter will help improve retention. Deans are, however, being asked to make operational budget cuts for 2013-14. Another factor in our current budget shortfall is the national crisis in law school enrollments.

A senator inquired if the Student Success Task Force is assessing the impacts of the specific strategies on Loyola’s retention rates. Provost Manganaro responded that it is probably not coincidental that after the last university-wide retention effort twelve years ago, and again after completion of the Monroe library, there were increases in retention. Loyola also now has a lot of data that the workgroups are using to develop their recommendations.

Senator Georgia Gresham asked if the distribution of financial aid over a student’s four-year tenure could be reviewed. Provost Manganaro responded that the workgroups are looking at many different scenarios to make effective changes in our financial aid packaging.

President Wildes added that he and Sal Liberto are actively reviewing the financial aid model. One goal would be to reduce the number of students being given financial aid so that we can be more generous albeit to fewer students.

UNFINISHED BUSINESS

Extraordinary Faculty Proposal –
The Executive Committee presented an amended version of the motion, incorporating the suggestions from the Senate [see addendum]. The Chair moved to accept the revised motion. Gwen George seconded. The Chair reviewed the changes and noted that the Executive Committee has decided to limit debate to fifteen minutes, since this motion has been debated at earlier meetings.

Senator Georgia Gresham inquired about the impact on a continuing adjunct’s position if an assigned course does not make; the Chair responded that individual would probably just be given another course.

Senator Berhooz Moazami pointed out that the demographics of the faculty and student body have changed over the past five years and that these efforts to strengthen the role of extraordinary faculty will identify us as a teaching institution. He suggested postponing the discussion and the motion until we understand better where the university is going. Senator Georgia Gresham responded that the university is always evolving and that we can always revisit the document to reflect our changing identity.

The chair reminded the Senate that the present motion, even if it passes, must go to the Faculty Handbook Revision Committee; any further changes must then be returned to the Senate for approval. Senator Francis Coolidge expressed concerns about continuing appointments being included in salary adjustments. He explained that the result could be to encourage the administration to hire extraordinary faculty to do the same work and get the same compensation as ordinary faculty.

Senator Bill Kitchens reiterated those concerns and noted the ambiguity of the notion of “contractual work” and the unclear range of work that might fall into those categories.

Senator Cathy Rogers stated that we owe it to extraordinary faculty to move forward with the document and urged a vote today.
Senator Kurt Birdwhistle commented that the HNS faculty have expressed a lot of concern about the document’s vague terms; many also felt that this proposal will not actually protect the extraordinary faculty. Senator Alice Clark explained that the intent of the motion is to force more specification in contracts than is currently required; she added that if research, for example, is specified in a contract for extraordinary faculty, then it is hardly fair not to provide university support for that contractual work. Senator Isabel Medina pointed out that there is research that poor retention rates and poor graduation rates are linked to the use of extraordinary faculty in undergraduate colleges. Senator Georgia Gresham commented that the motion does not seem to require what specifics in a contract must be spelled out. The Chair responded that the motion simply requires that, throughout the university, contracts for extraordinary faculty in fact specify duties; further details may be specified by individual colleges. Gwen George called the question. Connie Rodriguez seconded. The motion passed with one opposed. There was some discussion clarifying that the vote was on the specific language of this motion and not the principle that it reflects, although the Chair again reminded the senators that the motion will be reviewed by the Faculty Handbook Revision Committee and returned to the Senate. The vote (by secret ballot—clickers) was 20 in favor, 15 opposed, with 3 abstentions. Senator Alice Clark encouraged anyone who has specific thoughts on changes to the language should notify a member of the Faculty Handbook Revision Committee.

NEW BUSINESS

**Elections Committee Revision: Senate By Laws CH 13.7.C –**

**Motion:**

*University Elections Committee.* This committee proposes nominees for University and Senate committees and offices of the Senate. The University Elections Committee shall be composed of the Chair, the Secretary, and three additional members, preferably all from different colleges.

The purpose of the motion is to reconstruct the Senate Standing Committee on Elections to include the Senate chair and one additional member. Barbara Ewell moved the revision of chapter 13 to change the constitution. Connie Rodriguez seconded. Clarification was made about some of the language. Cathy Rogers called the question. Connie Rodriguez seconded. The vote in favor was unanimous. Connie Rodriguez moved to suspend the rules. Alice Clark seconded. The motion to suspend the rules passed and the motion to change the constitution passed without objection. The Chair then asked for nominations for the Standing Committee. Nominees are: Nancy Bernardo; Connie Rodriguez; Teri Gallaway. The nominations were closed by acclamation.

**Revision of University Conciliation Committee and Graduate Fellowship Committee**

Alice Clark reviewed the changes recommended by the Faculty Handbook Revision Committee: One is to eliminate the Graduate Fellowship Committee, the other changes the protocol of the University Conciliation Committee. Alice Clark moved to accept the changes. Cathy Rogers seconded. Senator Isabel Medina explained the reasons for eliminating the Graduate Fellowship Committee: its functions have been moved elsewhere and is no longer necessary. Georgia Gresham asked to separate the two motions and vote on them separately. The Chair agreed. Senator Teri Gallaway then pointed out that the Library faculty needs the same exclusion on the Conciliation Committee as is being proposed for the College of Law. Senator Isabel Medina offered to make the appropriate revisions for the next meeting.
Revised Paid Faculty Medical Leave Policy [Approved 12 April 2012] –
The amended policy was moved and seconded. The Chair explained that current policy was approved by the Senate in April 2012. It was then reviewed by the Provost, Legal Counsel, and Human Resources, whose changes are reflected in the motion. The Chair commented that changes were largely editorial, except for the omission of “immediate family members” from the paid leave policy.
Senator Teri Gallaway expressed her concern that this omission means that a 12-month faculty member is not able to care for an immediate family member, while staff can use sick leave for that purpose. She proposed that 12 month faculty should at least have the same number of sick days as staff.
Senator Francis Coolidge reiterated Senator Gallaway’s concerns, and urged the Senate to reinstate the exclusion of immediate family members. Senator Georgia Gresham pointed out that including full-time extraordinary with only one year of service in this policy is very generous and recommended that three years of service would be a more appropriate minimum.
Teri Gallaway stated that without including family members, this new policy still leaves faculty at the whim of deans in dealing with family illnesses.
Senator Isabel Medina suggested that a shorter period of time to care for immediate family members (i.e., three months instead of six months) might be specified.
Senator Karen Rosenbecker noted the contradiction between striking out ‘for immediate family members’ in paragraph one and having immediate family included in paragraph six, which explains FMLA. The Chair responded that the FMLA language complies with federal law.

ADJOURNMENT
The Senate was adjourned at 5 p.m.

Attachments:
Minutes: 21 February 2013
Extraordinary Faculty Proposal Revised Motion [ExtraOrdinary Faculty Proposal CH 15 11-12 Revised and Amended Motion]
Faculty Medical Leave Policy Revised
Senate Elections Committee CH 13 7.C
Graduate Fellowships Deletion 17.5
CHAPTER FIFTEEN - THE EXTRAORDINARY FACULTY

Norms for Appointment
Extraordinary faculty are not tenured and do not accumulate credit towards tenure. Extraordinary faculty are primarily teaching faculty, although other duties and responsibilities can be negotiated by the department or school, subject to the approval of the college dean(s) and the Provost and Vice President for Academic Affairs.

Contractual Categories
The categories here define the normal teaching responsibilities of extraordinary faculty; additional duties and expectations must be clearly defined by individual contracts.

Short-term Appointments
Short-term or adjunct faculty are customarily part-time instructors, appointed to teach for one academic semester, usually for not more than nine credit hours. Advising, research, and service are not expected of these faculty, unless specified by contract.

Fixed-term Appointments
Fixed-term Faculty Appointments are full-time, typically for a fixed period of one semester or one academic year. These appointments may be renewed at the discretion of the department chair and dean. Extraordinary Faculty with fixed-term appointments usually teach a maximum of 12 credit hours per semester; additional non-teaching duties may be specified by contract.

Continuing Appointments
Continuing Faculty appointments are full-time for a period of three to five years, renewable annually. Continuing faculty usually teach a maximum of 12 credit hours per semester and/or perform other non-teaching duties as specified by contract. They are eligible for relevant salary adjustments and may be eligible for other university support for their contractual work. Individuals who have held at least three successful contiguous fixed-term appointments may apply for a continuing appointment. The department and dean must demonstrate the need for a continuing appointment and the appropriate budgetary support before requesting the approval of the provost. Other provisions for appointment, evaluation, and renewal of continuing appointments will be specified in each college handbook.

Contractual Status of Extraordinary Faculty
Employment of all members of the Extraordinary Faculty shall be by formal contract, signed by the faculty member and the Provost and Vice President for Academic Affairs. At least two copies will be executed, one for the faculty member, and one for the Provost and Vice President of Academic Affairs. Whenever possible, the University will give notice to the faculty member of the appointment terms and salary to be offered for the subsequent year, on or before April 1. All extraordinary faculty contracts are bilateral and can only be cancelled by mutual agreement except from those grave causes as set forth in Chapter Nine of the Faculty Handbook for termination of a tenured appointment. In case a contract is cancelled for an alleged grave cause during the contract period, due process is guaranteed the faculty member. Acceptance of a contract shall be deemed to include an agreement by both parties to comply with appropriate regulations of the university and the University Handbook.