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
   Bill Walkenhorst (2014)
   Jai Shanata (2014)

Counseling
   Thomas Foster (2014)

Criminal Justice
   David Khey (2013)

English
   Kate Adams (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
   Blanca Anderson (2014)
   Nathan Henne (2014)
   Cassandra Mabe (2013)

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

Law Library
   Brian Barnes (2014)

Mass Communication
   Cathy Rogers (2013)
   David Zemmels (2014)

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
   John Snyder (2014) – proxy to John Murphy

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

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

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

Political Science
   Phil Dynia (2013)

Psychology
   Glenn Hymel (2013)
   Erin Dupuis (2014)

Religious Studies
   Bob Gnuse (2013)
   Denis Janz (2013) – proxy to Gnuse

Sociology
   Marcus Kondkar (2013)

Theatre Arts and Dance
   Geoffrey Hall (2014)

Guests:
   Marc Manganaro, Provost
   Elizabeth Kordahl, Exec. Asst.
   Kenna Ellis (Student Reporter)
   Cissy Petty, Vice President for Student Affairs
   Sal Liberto,
   Vice President for Enrollment Management,
   Donna Bourgeois, Co-director for Institutional Research
CALL TO ORDER
The meeting was called to order by the chair at 3:34 p.m.

INVOCATION
Dr. Kim Brannagan offered an invocation.

APPROVAL OF MINUTES
The minutes from the October 11, 2012 meeting were unanimously approved as amended.

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

The presentation from Bill Bishop, Vice President for Institutional Advancement has been deferred to the December meeting. However, the chair noted that at the last Provost Council meeting Mr. Bishop indicated that only 22% of faculty and staff make a contribution to the annual campaign. The percentage of giving from faculty and staff is very attractive to outside donors. The more they can see that Loyola’s employees are supportive of its fundraising efforts, the more likely they are to make a contribution. Everyone was encouraged to participate in the campaign.

At the Provost’s Council, Cissy Petty, Vice President for Student Affairs, called to everyone’s attention the “duty to report” required by Title IX. In effect, any Loyola employee who is approached by a student with a confidential issue such as harassment, is required to report the matter to Alicia Bourque, Director of the Counseling Center. A workshop is planned to teach faculty and staff about the new provision and what our responsibilities are.

Dr. Petty also reported that two new coaches have been hired -- Doug Foust, baseball coach and Lisa Tinkler, women’s golf coach. Women’s golf will begin competing this spring and men’s golf will compete next year.

Finally, the chair noted that Heidi Davis reported Loyola’s addition to the Master Plan Research Advisory Committee of the Louisiana Board of Regents. Loyola is now included in the planning process for grant opportunities in the state of Louisiana. Previously this process was limited to larger schools such as Tulane and LSU. We can make the Board more aware of Loyola’s many research opportunities be part of the conversation.

The chair then explained that the Emergency Planning Committee has met to discuss the implications of Hurricane Isaac for future planning, noting what worked and what didn’t work in order to improve on hurricane preparedness and awareness.

The chair then explained a recent action by the Faculty Handbook Revision Committee regarding the Discrimination/Harassment Policy: In May 2011 a discrimination/harassment policy was created and approved by the Board of Trustees to meet federal requirements, but the policy was never actually added to the faculty handbook. The Faculty Handbook Revision Committee has now decided that the new policy will replace the sexual harassment policy at the end of chapter 1.
Finally the chair asked for volunteers to constitute the Senate Awards Committee to solicit nominations and handle the election process for the faculty awards for the spring convocation. Teri Gallaway, Gwen George, Kate Adams, and Isabelle Medina offered to serve. Extraordinary faculty are also eligible for these awards.

PRESENTATIONS
Enrollment and Retention
Sal Liberto, Vice President for Enrollment Management, gave a presentation on enrollment and retention. The report covered undergraduate enrollment complimenting the presentation by Jay Calamia at the October Senate meeting. There were 7,196 applications received in 2012, a 116% increase, with 874 new students enrolling the fall 2012. Net revenue increased from $40.9 million to $57.7 million, but there was a 20% drop in graduate enrollment and a retention shortfall of 90 students, primarily from first to second year. The discount rate remains too high by approximately $1,000 per student. The main reasons students leave Loyola is academic and financial. Construction around campus is having a slight impact on retention and recruitment. To address some of these problems, a new financial aid director will be hired.

In response to several questions by senators, Mr. Liberto commented as follows:

- Hurricane Sandy may impact recruitment in the northeast and in New England, with proactive measures now being taken.
- While our web presence is excellent, face-to-face recruitment continues to be essential for traditional undergraduate applicants.
- The advising component is a very important part of retention because the relationship between a faculty member and a student can have a decisive impact on a student’s experience. Courses or workshops may assist faculty in improving advising skills.
- By reducing the projected enrollments we are less likely to underestimate enrollment and perhaps avoid another budget shortfall. Of course, the office of admissions will strive to recruit a much higher number.
- The criteria for recruiting students is largely based on test scores that help determine how successful a student will be at Loyola, including score requirements for tests such as the ACT. Summer Bridge Program and Academic Enrichment Program can help more marginal students to succeed. But Loyola is not a high level demand school and we cannot afford not to admit some students with some level of risk.
- Tuition cost and annual increases can influence a student’s decision to come to Loyola or to return in a subsequent year. Loyola is a very good value because we do offer exceptional financial aid and scholarships. However, any changes in the price of tuition will have effects on enrollment and retention. One scenario is to reduce tuition as well as financial aid producing the same level of net tuition. Another long term plan might increase the financial aid package as during a student’s tenure at Loyola.
- There is no “branding issue” at the national level, where the Catholic Jesuit identity is a powerful marker. At a state level, however, the number of public institutions in the New Orleans area directly affects our competitiveness, as well as the perception in the state that private and public educational institutions are relatively equal in status and value.
- Among the Jesuit schools, Loyola is in the top five or six in terms of generosity of financial aid.
- Measures for reviewing applications include discipline issues, work ethic, co-curricular involvement, strength of essay, willingness to take courses in an honors program, as well as grades and test scores.
Salary Equity Process
Ralph Tucci, Donna Bourgeois and Thomas Spence gave a presentation on the Salary Equity Process. Dr. Tucci clarified the work of the committee as creating a formula for estimating equity across the campus, to help the provost determine the current equity needs. Ms. Bourgeois reviewed the process for developing the formula determined by the Ad Hoc Salary Committee, comprised of Provost Manganaro and six faculty members appointed by the University Senate. The goal of the process was to establish Loyola salaries at the median level of the reference group, using CUPA data as a benchmarking tool. The resulting information about the necessary salary adjustments for faculty would be provided to the deans for their colleges.

Ms. Bourgeois responded as follows to questions by senators: commented on the following:

- Although the formula establishes goals that would equitably match salaries of faculty from the same rank and with the similar years experience, the final decision on awarding equity is up to the Dean, subject to available funding. Equity adjustments are completely separate from merit increases.
- In response to inquiries about sharing the CUPA data, it was pointed out that we are obligated to maintain confidentiality of the identity of individual salaries.
- Though issues of salary compression are not directly addressed by this formula, they remain a concern to the committee.
- Library faculty were not included in the study, since CUPA does not have data for comparable positions; CUPA does not comparable data for clinical positions either.
- CUPA does provide data for staff and administrators, though that data has not been requested or studied.

COMMITTEE REPORTS
Administrative Senate – None

Extraordinary Faculty – Deferred to motion with New Business.

Other reports – None

PROVOST’S REPORT
Dr. Manganaro reported his continuing work with the Cabinet on retention issues as a top priority. He plans to announce a summit on retention soon, evolving into a standing committee on retention and student success, with regular assessments of these issues. He also noted that at a recent conference of over 330 provosts, many other schools have even greater problems with retention and financial aid than Loyola; this is a national issue. The provost added that the projected enrollments mentioned by Mr. Liberto are part of the budget projections recently submitted to the President by the University Budget Committee. He noted that “modeling” classes to fit the university’s programs and resources is an important element of solving the budget crisis as well as insuring that we are funding high-need students appropriately.

The Strategic Planning Team is also in the process of studying retention by reviewing data from SSI (Student Satisfaction Inventory) and other sources to determine more about why students stay at Loyola as well as why they leave. President Wildes will attend the next Strategic Planning Team meeting to direct these discussions and the assessment of the current strategic plan.
Dr. Manganaro observed that the budget will continue to be closely monitored for the rest of the fiscal year. He plans to meet with department chairs and will also attend at least one faculty meeting for each college next spring to provide update on the budget and other matters.

On behalf of John Sebastian, Kate Adams inquired about the status of the tuition committee. Provost Manganaro will contact Dr. Sebastian directly with an update on the committee, which is still being organized. He then pointed out that if we can reduce the overall discount rate by a couple of percentage points, we could keep the tuition rate the same and perhaps even decrease it.

Mitchel Crusto observed that many factors affecting retention are actually not in our control. Dr. Manganaro replied that we are, in fact, trying to determine which things we can control and which ones we cannot.

**UNFINISHED BUSINESS**

Handbook Revisions –
Alice Clark reported on the four separate amendments for approval. It was moved and seconded that the amendments be consolidated for a single vote. The motion passed unanimously. Dr. Clark reviewed the specific changes, which were largely procedural and editorial. The question was called; a motion to approve all the amendments was made and seconded. The motion to amend the following items in the Faculty Handbook passed unanimously:
- Clarifying priorities involving planning (1.6)
- Clarifying duties for SCAP (16.14)
- Correcting references to the Deans’ Council (formerly Administrative Council) (14.1-2)
- Revising protocols for the University Honors Advisory Board (17.13)

**NEW BUSINESS** – Given the late hour, the chair requested that all New Business, specifically the Ombuds Officer Proposal and the Extraordinary Faculty Proposal, be deferred to the December meeting.

**ADJOURNMENT**
The Senate was adjourned at 5:01 p.m.

**Attachments:**
Minutes: October 11, 2012
Ombuds Officer Proposal *(Ombuds Officer Proposal CH 8 11-12)*
Extraordinary Faculty Proposal *(ExtraOrdinary Faculty Proposal CH 15 11-12)*
Extraordinary Faculty Report
Discrimination and Harassment Policy Proposal (Ch. 1) *(FHRC CH 1 Discrimination Policy 11-12.pdf)*
Handbook Revisions Summary (A. Clark)
Honors Advisory Board Proposal
  *(FHRC CH 17.13 Honors Revision 10-12 [formerly UHAB Handbook committee revision]*)
Revisions to Handbook Proposal (Ch. 1, 14, 16)
  *(FHRC CH 1.6 SCAP Revision 10-12 [formerly Proposed revision to Chapter 1, pg 6]*)
  *(FHRC CH 16.14 SCAP Revision 10-12 [formerly Revision-STANDING COUNCIL for ACADEMIC PLANNING]*)
  *(FHRC CH 14 Handbook Com Revision 10-12 [formerly RFH CH 14 (4 pgs.)]*)