Names in italic represent senators who were present:

**Biological Science**  
*E. L. Beard*

**Business (College of)**  
Wing Fok  
Pat Lynch  
Chris Screen  
Stuart Wood  
Lee Yao

**Chemistry**  
*Joelle Underwood*

**Classical and Modern Languages and Cultures**  
*Blanca Anderson*  
*Bob Dewell*

**Criminal Justice**  
*Dee Harper*

**English**  
*Barbara Ewell*  
*Mark Yakich*

**History**  
*Robert Gerlich, S. J.*  
*John Nielson*

**Law (College of)**  
*Lloyd (Trey) Drury*  
*Rob Garda*  
*Jim Klebba*  
*Lawrence Moore, S. J.*  
*Markus Puder*

**Law Library**  
*Cathy Wagar*

**Library**  
*Liz Cashman*  
*Ria Newhouse*

**Mass Communication (School of)**  
*David Zemmels*

**Mathematical Sciences**  
*Ralph Tucci*

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

**Music**  
*Alice Clark*  
*Meg Frazier*  
*James MacKay*  
*Janna Saslaw*

**Nursing (School of)**  
*Kim Brannagan*

**Philosophy**  
*Joe Berendzen*  
*Mark Gossiaux*

**Physics**  
*Armin Kargol*

**Political Science**  
*Conrad Raabe*

**Psychology**  
*Evan Zucker*

**Religious Studies**  
*Robert Gnuse*

**Sociology**  
*Marcus Kondkar*  
*(Sue Mennino, proxy)*

**Theater Arts and Dance**  
*Geoffrey Hall*

**Visual Arts**
Nancy Bernardo

**Guests:**
Edward Kvet, Provost
Elizabeth Kordahl, Exec Asst to Provost

Deidre Gallagher
Pearla Mutombo-Watumba
Melanie McKay – Academic Affairs
Wendy Porche (transcriptionist)
Chair, Dr. Conrad Raabe, called meeting to order at 3:35pm.

Invocation by Fr. Robert Gerlich, S.J.

January 2010 minutes were approved.
February 2010 minutes were approved.

Remarks from Chair:

- Dr. Raabe stated that the pace is moving on the search for the position of Vice President of Institutional Advancement. Good candidates will be on campus next week for two days. The Senate Executive Committee will meet with them and provide their input.

SCAP Reports:

Dr. Raabe asked SCAP representatives to give a brief description of upcoming programs:

Dr. Kvet explained that the EMBA in China is an Executive MBA that will be carried out in Beijing.

Dr. O’Gorman explained that the LIM online program is being developed to make programs available for people who cannot access the campus. There has been a lot of interest in the pilot thus far.

Degree Certification Policy for returning students. Dr. Kvet explained this policy was created to ensure that returning students have a timeline that Loyola will accept the credits. Specifics as to the exact time limit will be reported at a later date.

Default syllabi must be created for each course, as required by our accreditation procedures. The syllabus is imperative because it is a contract between the college and the students. We need to have a description of the course for the students to review prior to registration. SCAP and CSS had some concerns and one of the options was to use a former syllabus for the course. If the senate needs to get involved with the process we should be open to doing so.

Dr. Raabe reported that the University Planning Team is in the process of creating a case statement. Dr. Melanie McKay has been putting together some excellent targets.
Dr. McKay reported that this case statement will be a narrative for Institutional Advancement to utilize in the capital campaign. The section for all of academic affairs will be the heart of the case statement, which will be sent to potential donors for the 100 million dollar campaign. She has been working with the deans, department chairs and other university administrators to collaborate ideas for the narrative. Dr. Kvet reported that they have hired a consulting firm to finalize the statement. The writers will be meeting with target groups in the next couple of weeks. This case statement can be carried beyond a campaign if it is written very well.

Dr. Raabe encouraged everyone to get involved with the case statement process.

**Senate representation**
(Dr. Barbara Ewell)

Dr. Ewell passed out the senate representation sheet and requested that members indicate when two year terms end. The provost’s office supplied a list of how many new faculty members we have as of the Fall. With this list we have determined how many senators each department should have. If there are no discrepancies, we will go with what we have.

The numbers of senators are increasing significantly. From 2008 our numbers have increased from 36 to 61. This handout will be given to the chairs to hold elections. Elections need to be completed in time for the May 6th meeting this year.

Also, lists will be sent out for other available committee vacancies for faculty. We encourage departments to encourage faculty to be representatives.

**Faculty Handbook Revision Committee**
(Dr. Dee Harper)

Dr. Harper reported that the policy on parental leave is an entitlement for employees, but they are working on more clarification for specific areas. Some questions that were raised were 1) would there be a limit on how many parental leaves can you take? And 2) what impact does parental leave have on your mandatory tenure review? The committee concluded that the university would allow an employee to decide whether they want to extend their tenure review. There will also be an addition to the policy that states only two extensions will be granted. The committee will create a form for approvals.

Dr. Harper also stated that UPT representative, Tom Ryan, would like to consider meeting with University Budget Committee to streamline the process.

Dr. Raabe concluded there needs to be a timeline on the completion of this revision. He suggests we put this item on the agenda, as new business, for our next meeting. At the next meeting the senate will determine an appropriate timeline. If the end of the year does not seem possible to complete this revision, we will need a continuing resolution. The continuing resolution will require a super majority, which is a 2/3 vote of those present.
Provost’s Report  
(Provost - Dr. Ed Kvet)

Dr. Kvet gave updates on the facility. We floated the bonds of 35 million dollars. We hit a rate of 4.7, which will make a significant impact.

The building renovations are moving faster than expected. Thomas Hall is now slated to be completed January 1, 2011. The addition to the parking garage will begin in the summer. The infrastructure should be completed in the next few months. In April we expect to open the RFP process for architecture firms for both Monroe Hall and the student center. Monroe will require several architectural firms who specialize in different areas. The goal is to reach a conclusion and begin construction May 1st.

When construction begins on Monroe, as well as the student center, office spaces will need to be adjusted. Also, class times will need to be adjusted. This will be determined at a later date.

We encourage faculty to get involved with renovation ideas.

Dr. Kvet also reported that he spoke with the Executive Committee about extraordinary faculty. The contracts have been revised to have a clause stating that the position is guaranteed through contract completion date unless there is an “act of god”.

Dean’s evaluations are slated for April. This will be an online form, which is college specific. This will be available to all faculty and staff. Evaluations are anonymous.

Dr. Kvet met with the commencement committee. There will on be 200 spaces available on stage. If you want to request a space Dr. Kvet urges everyone to put in a request as soon as possible. Deadline is April 16, 2010.

Old Business:  None

New Business: Vote for FHRC will take place at next meeting.

Announcement:

Dr. Raabe announced that Chair of the Loyola Board of Trustees, Suzanne Mestayer, will be guest speaker at the next meeting on April 15th.

Adjournment

The chair thanked all participants for their presence.  
Meeting adjourned at 4:34pm.