Political Science
Philip Dynia

Psychology
Evan Zucker
Erin Dupuis

Religious Studies
Bob Gnuse
Denis Janz

Sociology
Marcus Kondkar

Theater Arts and Dance
Geoffrey Hall

Visual Arts
Nancy Bernardo
Bill Kitchens (proxy-N. Bernardo)

Guests:
Ed Kvet, Provost
Elizabeth Kordahl, Exec. Asst.
Bill Bishop
Cynthia Linhart
Allison Hodapp, Journalism
University Senate Meeting
November 10, 2011

Call to order at 3:30pm

Invocation by Bob Gnuse

October 2011 minutes approved (note: Salary/Equity Committee approved for one more year)

Attachments:
Minutes, 10-13-11
By-Laws revisions [Rev. Nov. 2011]
Academic and Student Affairs Committee of the Board of Trustees (Report)
International Education Committee
Standing Committee on Online Education

REMARKS FROM CHAIR

Dr. Ewell welcomed senators and guests and introduced Dr. Cynthia Linhart.

- Guest: Dr. Cynthia Linhart, Inter-Collegiate Athletic Consulting

Dr. Cynthia Linhart serves senior management and board members of colleges and universities, educational institutions, and a wide variety of nonprofit organizations.

Dr. Linhart stated that she was brought in to complete an overall assessment of the Loyola athletic and recreation programs with regard to its proper positioning.

Strategies to complete this are:
- Articulation of the role of intercollegiate athletics at Loyola University
- Benchmark the program, i.e. financially, facilities functionality and competitiveness, against both athletic and academic peers and aspirants
- Overall assessment of strengths and weaknesses
- National governing body membership position
- Implications to Loyola from the conference

Discussed process:
- Conduct “planning meeting”
- Conduct “criteria meeting”
- Conduct interviews
- Review relevant materials
- Collect and analyze benchmark data
- Develop findings
- Conduct “finding meeting”
- Develop recommendations
- Finalize report
Guest: Dr. Cynthia Linhart (continued)

Dr. Linhart stated that she had an excellent meeting with faculty, staff and students to discuss priorities.

Goal is to hold a “findings meeting” in late December and have a report by the end of February.

Initial Athletic Program Decision Criteria was discussed:

- Academic Goals & Mission (most important)
- Enrollment management and student profile
- College image and visibility
- Campus and student life
- ICA Program Quality & Competitive Level
- Resources and new funding

Senators asked if there was a common theme in the faculty/staff athletic meeting?

Dr. Linhart stated that the major theme was that the University needed more school spirit on campus, and athletics helps. Also, other sports alternatives and key points needs to be of “whole” student body (i.e. age, wellness, facilities, as well as sports). Consistent theme is also that gym needs major improvement.

As per request, Dr. Linhart explained the difference between NAIA and NCAA:

The NCAA and the NAIA are two separate governing bodies of college athletics. The NCAA is the governing body for around 1200 schools. It consists of three divisions (Division I, II, and III) and oversees 23 sports. Divisions I and II both offer athletic scholarships, with over 126,000 student-athletes receiving partial or full athletic scholarships. However, Division III student-athletes can only receive academic or non-athletic scholarships – no athletic scholarships are allowed. Each year, the NCAA hands out about $1 billion in athletic scholarships, with the rest coming from the individual school.

Conversely, the NAIA consists of 300 schools and 13 sports. The NAIA is a smaller association than the NCAA, with just over 60,000 students. It includes two divisions (Division I and II) and Division I in the NAIA is comparable to Division II in the NCAA. Over 90% of schools in the NAIA offer scholarships, and NAIA athletes receive an average of $7,000 of financial aid. However, it is impossible to say how many athletes receive scholarships because the NAIA does not have a central database like the NCAA.

Dr. Linhart thanked Dr. Ewell and senators for their input. If senators have any questions, Dr. Linhart requests that all questions go through Brett Simpson, Associate Athletic Director, bsimpson@loyno.edu.
Guest: Mr. Bill Bishop, Vice President for Institutional Advancement

Bill Bishop presented an update on the current campaign that began on August 1, 2011:

**Campaign Background**

The last comprehensive campaign took place from 1993-1998. The goal was to raise $50M and the campaign was a success raising $51.2M.

**Major objectives in future campaign**
- Strengthen commitment to Jesuit values
- Enrich academic programs and enhance national reputation
- Build a campus life that fosters a thriving and engaged community of faculty, staff and students
- Participate fully in the revitalization of New Orleans

Goal is to raise $100M.

In May, 2011 the Board of Trustee’s concurred with the resolution.

In September, 2011 the President allocated money as follows:

- 40% - Academic Affairs
- 20% – Enrollment management (scholarships and financial aid)
- 20% – Student affairs
- 10% - Mission and ministry
- 10% – Unrestricted giving

**Potential Campaign Supporters**
- Based on capacity
- Based on propensity – engagement level
- Loyola’s TOP 100

**Accomplished to Date**
- Completed final draft of case prospectus
- Completed leadership phase draft operating plan
- Augmented alumni relations, annual giving, and development staffs
- $13.5 in cash and commitments counted to the $100M campaign goal

**Timeline**
- December 1, 2011: Specific philanthropic priorities to BOT IA Committee
- November 30, 2012: BOT decision point-announced goal/date of public launch
- April 2013: Year-long Centennial celebrations conclude
- July 31, 2017: Faith in the Future: The Campaign for Loyola successfully concludes
• Guest: Mr. Bill Bishop (continued)

Next Steps
• Secure additional campaign lead gifts
• Finalize:
  Phanthetic priorities and key messages
  Communication plan, case statement and materials
  Internal preparations
  Enlistment/training of key volunteers
• Initiate planning for launch of campaign Public Phase

ANNOUNCEMENTS

Dr. Ewell welcomed Debbie Danna (in place of Sonya Duhe) to present information from the IRAC committee.

Dr. Ewell reminded senators that this committee was approved in January, 2011 and there were only a few editorial changes (#4). Full document as follows:

• International Education Committee

Proposed Committee Change to Handbook Committee, Chapter 17
[Brought to Senate in December 2011; revisions in response to objections raised there.]

International Education Committee
Chairperson: A member of faculty appointed to committee
Secretary: Director of Center for International Education
Voting Members:
1. Four members of the Ordinary Faculty one from each of the Colleges except Law, appointed by the Deans of the respective Colleges following consultation with the Director of the Center for International Education.
2. Representative from University Mission and Ministry
3. Director of Risk Management
4. Director of Admissions
5. Director of Center for International Education

Terms: Three year staggered terms for college representatives and staff not designated by position.

Scope:
1. This committee will review and assess the university’s efforts in internationalization.
2. It serves as an advisory board for all internationalization activities at Loyola.
3. It is responsible for all policies and procedures for study abroad as well as reviewing new study abroad programs and other international academic and service initiatives of the university.
4. It reviews curriculum issues as they relate to study abroad best practices and all risk management issues regarding study abroad, exchange programs, and other international academic and service initiatives of the university and makes appropriate recommendations as per approved application procedures.
5. It recommends affiliations with other study abroad programs and institutions.
6. It coordinates and evaluates program review with the colleges.
7. It shall report to the Provost and Vice-President for Academic Affairs.

The International Education Committee will meet a minimum of once a semester.

1 The College of Law, though not a member of the committee, will be included in discussions of health and safety issues, will follow university policies regarding Emergency Protocols for Study Abroad and the Policy on Study Abroad Programs in Countries Where There Is a State Department or CDC Travel Warning, and will submit annual health and safety inventories to Risk Management for all of its Study Abroad Programs.

COLLEGE OF LAW
Center for International and Comparative Programs

Memorandum
To: Debbie Danna
Director, Center for International Education
From: Tori Luwisch
International Programs Coordinator, College of Law
cc: Kathy Lorio, Patrick Hugg, Dane Ciolino
Date: March 24, 2011
RE: College of Law Interaction with the Education Abroad Committee

I am writing in response to your March 2nd email concerning the College of Law's interaction with the Education Abroad Committee. The College of Law hereby agrees to the following:

I. The College of Law will not have regular membership on the EAC, but will be invited when there are any discussions of health and safety policies and/or procedures.

II. The College of Law will follow the Emergency Protocol in relation to study abroad.

III. The College of Law will follow the Policy on Study Abroad Programs in Countries Where There is a State Department or CDC Travel Warning.

IV. The College of Law will submit health and safety inventories to Risk Management for all study abroad programs on an annual basis.

The College of Law currently adheres to American Bar Association’s standards and regulations regarding the approval of foreign summer programs and the submission of administrative questionnaires. I have attached the following documents:

I. The ABA's Criteria for Approval of Foreign Summer and Intersession Programs Established by ABA-Approved Law Schools (Rev. August 2010).
   • This document serves as the College of Law’s guide to developing and receiving approval for new foreign study programs. The criteria call for detailed
descriptions of the following: the new program, proposed faculty and staff, program administration, educational program, student admission, physical facilities, program cancellation/change and disclosures.


Physical Address: 526 Pine Street. Room 427. New Orleans. LA 70118

• The document also outlines procedures for program approval, renewal and major changes.

II. The ABA’s Annual Foreign Summer Program Questionnaire.

• This administrative questionnaire is submitted annually for each program as an online report through the ABA Quest system. The questionnaire must be submitted to the ABA yearly for purposes related to risk management and program renewal/accreditation.
• The questionnaire requires that detailed information concerning the following must be submitted for each program: faculty, courses, budget, students, legal visits, student evaluations (and complaints, if any), physical facilities and housing.

Dr. Ewell stated that this is mainly a point of information for clarification.

Dr. Ewell gave an update on Pathways:
• Computer Science minor report coming soon.
• Melanie McKay working on teaching certification. This is ongoing.
• Professional and Continuing Studies continues work.

Dr. Ewell attended the last Administrative Senate meeting and reported the following:
• Currently the Administrative Senate is limited to exempt staff, but the committee discussed including hourly staff as well.
• Robby Reed is currently discussing the current smoking policy with students and they will be discussing making the campus smoke free. Please contact Dr. Ewell if you are interested in being on this committee.

Dr. Ewell stated the importance of having a member of the University Senate attend the Administrative Senate meetings on a permanent basis. If interested, please contact Dr. Ewell.

Dr. Ewell noted that her goal is to continue to increase faculty involvement with the President and Board of Trustees.

COMMITTEE REPORTS

Point of information: Dr. Berenzen, FHC, stated that faculty requested setting up an ombudsmen office for faculty. Dr. Berenzen stated that the Senate Executive Committee could discuss this and they can bring before the senate. Dr. Ewell noted for further discussion.
COMMITTEE REPORTS (continued)

Dr. Ewell requested that all senators review reports (handouts).

REPORT FROM PROVOST – DR. KVET

• Formal grievance procedures for students are in the development stage. This grievance procedure is not for grading, harassment or legal issues, because those grievance procedures are already in place. This student grievance procedure is through academic affairs and will overlay honor code and ethics issues. Associate Deans, Department Chairs, etc. will review drafts of this policy and the goal is to have it in place January 1, 2012.
• Reminder: Please adhere to the EXAM SCHEDULE to the best of your ability.
• Met with all Department Chairs to discuss the University as to counter issues. Items discussed: 1) the University cannot continue to raise tuition. The University has to maintain affordability 2) benefit costs continue increasing for the University and faculty/staff - as fixed cost increase we have to mitigate other costs 3) how will we pay for salary pools? Dr. Kvet stated that this was a very productive meeting and he hopes to continue meeting with all Deans and Department Chairs.
• Campaign is underway.

NEW BUSINESS

• Standing Committee on Online Education—Joe Berendzen (Faculty Handbook)

Standing Committee on Online Education
Chairperson: Appointed by Committee
Secretary: Appointed by Chairperson
Voting Members:
1. Representative from College of Humanities and Natural Sciences
2. Representative from College of Social Sciences
3. Representative from College of Business
4. Representative from College of Music and Fine Arts
5. Representative from College of Law
6. Representative from University Library
7. Representative from Units with Approved Online Programs (1 member)
8. Curriculum Developer, University Library (ex officio)
9. Director of Online Education (ex officio)
10. Vice Provost for Information Technology (ex officio)
11. Associate Vice President of Business and Finance (ex officio)
12. Representative from Professional & Continuing Studies (ex officio)
Terms:
Members are appointed by the Provost, in consultation with each respective Dean, to three-year terms, (staggered and renewable), on recommendation of the vice presidents/deans, based on division/college protocols. Appointed members shall have previous experience with online programs or courses. Members from units offering online programs serve for one-year appointments on a rotating basis.

Purpose:
This committee is responsible for overseeing the implementation of online education initiatives that grow out of college and university planning. This committee is not involved in college or university curricular decisions; instead, the committee will recommend and oversee policies, resource allocations, and procedures related to online program/course development, quality standards, pedagogy, delivery, course/program assessments/reviews, and administration of all online offerings at the university.

Duties:
1. It shall approve and oversee policies for the design, production, delivery, and learning assessment of online programs and courses, credit and non-credit, undergraduate and graduate.
2. It shall approve guidelines, templates, and methods based on best practices for online education in the context of Jesuit education, including pedagogy, course design, faculty support, technical support, and delivery.
3. It shall review proposals for new online programs to ensure proposed programs meet the standards established by the university.
4. It shall develop and maintain protocols for review of online courses to ensure courses meet the standards established by the university.
5. It shall review the current status of online courses and programs (i.e., quality and range of offerings) including an evaluation of the impact of online courses/programs on traditional campus curricula, assessment of students currently supplementing their degree requirements with online courses, and future projections of online demand for courses/programs.
6. It shall review current third party vendor relationships and recommend policies for administration of online offerings, including guidelines for partnerships with external service providers, marketing, enrollment management, and accreditation compliance. In conjunction with the university attorney, review and approve agreements with external service providers, including RFPs, proposals, and contracts.
7. It shall review budgetary processes and recommend funding formulas for online program development and expansion (including consideration of faculty course load issues and faculty development needs).
8. It shall review forms and protocols for the evaluation of online courses.
9. It shall review aggregated results of online course evaluations.
10. It shall develop and review accounting metrics/headcounts/retention indicators.
11. Each member of the committee shall be responsible for routinely and regularly reporting back/providing updates on the work of the committee to his or her respective college or unit; and for continuously gathering input from that college or unit to ensure wide faculty and staff representation in the work of the committee.
12. It shall communicate to the campus community, on an ongoing basis, about national trends in online teaching and learning; pedagogical best practices; existing online programs at Loyola; and opportunities for expansion of online education at Loyola.

13. It shall report to the University Courses & Curriculum Committee and submit an annual report to the Office of the Provost.

14. It shall meet twice during the academic year and/or at the call of the Chairperson.

*Approved by the Faculty Handbook Revision Committee on November 1, 2011*

- Presented for voting at next meeting
- Motion to vote at next meeting
- Motion seconded
- Moved to discuss
- Will vote at next meeting

**UNFINISHED BUSINESS**

- **Dean’s Council – Joe Berendsen (Faculty Handbook)**

  Dr. Berenzen returned Dean’s Council approval to the floor for voting. As a reminder, this is to make this the Dean’s Council permanent instead of ad-hoc.

  - Motion to approve
  - Motion seconded
  - Moved to question
  - Moved to vote
  - None opposed
  - No abstentions
  - Motion passed unanimously

  Note: This recommendation will go to Dr. Kvet for the Board of Trustee’s review to include in the Faculty Handbook.

- **Evaluation Criteria for Institutes and Centers – Marcus Kondkar**

  Dr. Kondkar presented Evaluation Criteria again noting minor revisions, as requested. Editorial changes have been for clarification purposes as follows: These revisions are in: 2nd paragraph on 1st page and deletion of educational “as a whole”.

  Dr. Kondkar stated that he welcomes feedback and moves to vote on criteria. Note: the “process” document will go with this, but is in draft form at the moment.

  Senators from the Law school requested presenting both documents together (criteria and process).

  Discussion continued.
DRAFT [Revised November 2011]
CENTERS / INSTITUTES PROPOSALS AND REVIEW
SCAP Criteria for Evaluation of New Centers / Institutes Proposals, Periodic Centers / Institutes Reviews, and Centers / Institutes Discontinuances

Link to draft in its entirety:

http://academicaffairs.loyno.edu/standing-council-academic-planning

- Motion to accept
- Moved to delay and table
- 1 opposed
- No abstentions
- Tabled for next meeting

- By-Laws Revision – Barbara Ewell (Executive Council)

Due to time constraints, Dr. Ewell requested that all senators review the revisions to the by-laws for voting at next meeting.

- Motion
- Moved to table
- None opposed
- No abstentions
- Tabled for next meeting

MEETING ADJOURNMENT: 5:00pm