

Meeting Minutes Archive**November 8, 2000**

To: Members of the Corporate Faculty
 From: Dr. Sarah Gabel, Secretary, Faculty Council
 Subject: Meeting held on the 13th floor of Lewis Towers, WTC

175 I. Meeting called to order by Faculty Council Chair, Dr. Barbara Leonard, at 3:09 p.m.

Dr. Leonard asked for a moment of silence for reflection and requested that anyone wishing to give the reflection at the next meeting contact her.

176 II. Chairperson's Report-Dr. Barbara Leonard, Accounting

Following this meeting, dinner will be served in the adjacent room. Dr. Braskamp, Senior Vice President of Faculty Affairs, Dr. Barbato, President Medical Center, and BOT Members, Fr. Flaherty and Ms. Cheryl Thomas will be attending to answer questions.

The Executive Committee did not meet with Dr. Braskamp this month but faculty council held a special meeting on October 27th with Dr. Braskamp and Dr. Barbato where the joint Dean of the Graduate School and the Director of Research was discussed. Many faculty remain convinced that the positions should be separated

Dr. Leonard asked council if she should contact the senior vice presidents requesting they ask Faculty Council for nominees to any upper administration search committees. The response was yes.

Dr. Leonard submitted the reworked Faculty Affairs Committee proposal for corrections and additional comments by the Faculty Council. Changes made at last month's meeting appear in Appendix A.

Motion: That Section B. CHARGE, # 7 of the Faculty Affairs Policy Committee proposal be changed to read "Initiate and/or review policies, procedures, programs, or issues pertaining to the responsibilities and compensation of faculty." and moved to #3 position of the list of charges.

Moved: Dr. Fred Kniss Kniss, Anthropology and Sociology,

Seconded: Dr. Bren Murphy, Communication

Action:?Motion passes unanimously.

Motion: That Section B Charge, # 6 be changed to read, "Ensure the fairness and efficiency of the policies of the Faculty Appeal Committee and grievance procedures for the faculty."

Moved: Dr. Allen Goldberg, Pediatrics.

Seconded: Dr. Paolo Giordano, Modern Languages and Literatures

Action: Motion passes unanimously

Dr. Leonard corrected #8 to read "Staff Council Personnel Committee".

Motion: That the second sentence, Paragraph 1, in C. MEMBERSHIP be changed to read, "The number of faculty on the committee shall not exceed nine."

Moved: Dr. Fred Kniss, Anthropology and Sociology

Seconded: Dr. Susan Ross.

Action: Motion passes unanimously.

Motion: That Paragraph 2 under C. Membership read: "Committee members shall serve staggered three-year terms with no more than two terms served consecutively."

Moved: Dr. John New, Biology

Seconded: Dr. Dorothy Lanuza, CMHA

Action: It passes unanimously.

Motion: That Paragraph 3 under C. Membership read "the Sr. VP AA and the Sr. VP Health Sciences shall also serve as ex officio voting members on the Faculty Affairs Committee or may appoint a designee to serve on that committee to provide an administrative perspective. The Sr. VP AA and the Sr. VP Health Sciences shall also be available for consultation and collaboration with the committee as necessary through their deliberation."

Moved: Dr. Allen Shoenberger, Law

Seconded: Dr. John New, Biology

Action: It passes unanimously

The Chair took additional nominations for the Faculty Affairs Committee from the Floor.

Karla Petersen, libraries, was nominated

Action: Nomination passes unanimously.

Motion: That the creation of the Faculty Affairs Committee be approved as described in the charge to the committee.

Moved: Dr. Timothy O'Connell, IPS

Seconded: Dr. Janis Fine, LFCP

Action: 1 opposed, motion passed.

Discussion: There was discussion about the ten nominees for membership on the Faculty Affairs Committee. Dr. O'Connell stated that there were too many Basic Science faculty on the committee. Dr. New said that "staggered" terms would take care of this. Dr. Leonard stated that perhaps at the beginning all should serve their complete term. Dr. O'Connell asked if all agreed to serve. Dr. Leonard replied that they all had agreed. Concerning membership on the Faculty Affairs Committee, Dr. Goldberg suggested that we choose one name to delete from the committee in order to reduce the size from ten to nine members.

Motion: That Faculty Council vote on the committee members by voting to eliminate one name from the list one of the ten nominees to obtain the required nine members.

Moved: Dr. Fred, Anthropology and Sociology

Seconded: Dr. Bren Murphy, Communication

Action: It passes unanimously

The completed charge to the committee is attached as Appendix A.

Membership on the Faculty Affairs Committee was approved to include the following faculty: Frank Catania, Philosophy, John Clancy - Basic Science - Anatomy, Diane Geraghty, Law (CHAIR), Kathy Jones, Basic Science, Kathleen McCourt, Sociology, Susan Mezey, Political Science, Karla Petersen, Libraries, Allen Shoenberger, Law, Urban Von Wahlde, Theology.

177 III. Guest Speaker-Dr. Ann Hubert (Math and Computer Science), University Budget Committee

Dr. Hubert is one of three faculty members on the committee chaired by Dr. Bud Murdock, Law. The committee began in Fall 1999 and met last year frequently: two meetings in January, two meetings in February, one in June, but this year they have met only once in September, once in October and once in November. Last year there was more input by the committee. This year administration does not appear to be seeking input. Several pages of financial information are provided to the committee meeting just prior to the meetings providing little to no time to review the material before discussing it. Meetings are only scheduled when administration wants them as opposed to regularly scheduled meetings.

Discussion: Dr. Dorothy Lanuza, CMHA, asked if this dissatisfaction was communicated to administration. Senior Vice President of Finance, Ms. Janet Gibbs. She answered that it was and the answer from administration was that they are too overworked to hold more meetings.

Dr. Barbara Leonard, Accounting, stated that the Executive Committee would set up an appointment with the SVPF to go over the charge of the committee.

Dr. Allen Shoenberger, Law, recommended that the faculty receive annual reports from the committee. Dr. Hubert said that this could be problematic since some administrators believe that all information should be confidential and others administrators identify only particular issues as confidential.

Dr. Timothy O'Connell, IPS stated that the faculty were nominated by the Faculty Council for the University Academic Budget Committee and could ask the committee members to withdraw if their participation is just a masquerade.

Dr. Barbara Leonard, Accounting, asked Dr. Hubert if she would object to having this information in the Faculty Council minutes. She said she would not object but Dr. Leonard suggested that the minutes should be sent to Dr. Hubert first for accuracy.

Dr. Susan Ross, Theology, asked if the Budget Committee discussed tuition increases as they did last year. Dr.

Hubert replied that they did not.

Faculty Council thanked Dr. Hubert for her report and for her participation in the University Budget Committee.

178 IV. Committee Reports

Administrative Policies Committee - Dr. Nicholas Lash, Finance - Chair

Dr. Lash, on behalf of the committee, presented three proposals to modify the dean evaluations". (See Appendix B)

Motion: That each of the three proposals be voted on separately.

Moved: Dr. Timothy O'Connell, IPS

Seconded: Dr. John New, Biology

Action: motion passed unanimously.

Motion: That Proposal I be approved with corrections. (Faculty Council will simultaneously send the long-form of the dean evaluation to the SVPAA and SVPHS and the short-form of the dean evaluation to the dean under review. After a three-week delay, the short-form of the evaluations, which are strictly quantitative, will be sent by Faculty Council to the faculty whose dean is being evaluated. This short-form would consist of the means and standard deviations of each of the four major headings of evaluation. If the CAPS subcommittee conducting the evaluation believes that any of the subcategories provides important additional information, this information also could be included. If the SVPAA and SVPHS requests additional time, s/he may contact the Chair of Faculty Council and normally the request will be granted, that is, Faculty Council's mailing of the results to the affected faculty will be delayed.

Moved: Dr. Timothy O'Connell, IPS

Seconded: Dr. Toby Dye, Psychology

Action: 1 abstention, motion passes

Discussion: It was made clear that if the SVPAA or SAVPHS want to send their own statement to the faculty of the dean under review that would be their business. It was also noted that the Deans are the only ones in the university that are subject to a public viewing of the summary results of their evaluation.

Motion: That Proposal II be approved (Hereafter, the quantitative results will include for the first time the standard deviation, as well as the mean response for each question.)

Moved: Dr. Timothy O'Connell

Seconded: Dr. Toby Dye, Psychology

Action: The motion passes.

Motion: That Proposal III be tabled.

Moved: Dr. Timothy Austin

Seconded: Dr. Dorothy Lanuza, CMHA

Action: Motion passes unanimously.

Dr. Leonard stated that the committee might want to rewrite proposal 3 and bring it back to Faculty Council sometime in the future.

The deans to be evaluated this year are Dr. John Smarrelli, Dean of the College of Arts and Sciences and Dr. Edward Warro, Dean of Libraries.

Research Committee - Dr. Leslie Fung, Chemistry - Chair

Dr. Leonard announced that the Chair of the Research Committee, Dr. Fung will step down due to reasons that are private. Dr. John New, Biology, will take her place. Dr. Leonard thanked Dr. Fung for the fine leadership she has given to this committee.

Physical Resources Committee - Karla Petersen, Libraries - Chair

The following projects are taking place at Loyola:

1. The relocation of Enrollment Management (Admissions) to SKY in early fall 2001
2. Renovation of Crown
3. Renovation of Flanner Hal
4. Renovation of Piper Hall - Sr. Carol Farrell, OSB, has some funds from the Gannon Fund for this purpose.
5. Lewis Tower elevators.
6. Replace steam boilers on LSC. This has been put off because of finances.
7. Landscaping on LSC
8. Lewis Tower exterior will be finished by spring.
9. Elevators in residence halls

Ms. Petersen recommended that any ideas be passed on.

Dr. Shoenberger suggested that the form used to solicit suggestions before be used again and distributed via email.

CARP - Dr. Timothy O'Connell, IPS - Chair

CARP was charged on 11-20-99. The general report was published on 10/18/00 and unit reports a few days later. The committee recommends that CARP be established on an on-going basis. Dr O'Connell questions whether CARP should be an UCP. There needs to be more thought put into such a proposal. He thanked Faculty Council for co-sponsoring the creation of CARP. Dr. Austin, English, stated how impressed he was by the amount of work done by the committee and judiciousness of the report. It had to be difficult to make recommendations for individual units. Dr. Austin asked if the committee come out of the process with a strong sense of the future of the direction of the university as a whole. Dr. O'Connell replied that it did not present an overall vision for the university except through the six directives from the Faculty Retreat, which guided their work. Dr. Fennell, English, said he did not see this as their charge. Dr. Lash, Finance, was skeptical of the report at first but this proved to be wrong. He believes the comments in the report represent an honest and straightforward discussion about the strengths and weaknesses of the university.

Motion: That the Faculty Council commend the Committee on Academic Review and Planning for the excellent work of the committee.

Moved: Dr. Nicholas Lash, Finance

Seconded: Dr. Timothy Austin, English

Action: Motion passes unanimously.

Dr. Timothy O'Connell, IPS, reiterated that we need a UPC on academic affairs. There should be UPC-CARP-like task forces as needed to review and plan at the academic level. This is the Worthington Committee structure.

Dr. Tim Austin, English, questioned whether the units collected the right data. Did the committee need additional data? He recommended that in the future there be a template for the units.

Dr. Haworth, ELPS, stated that missing from the CARP reports were "benchmarks" and how to evaluate.

Dr. O'Connell replied by saying that this was not the charge of the committee.

Dr. Fred Kniss, Anthropology and Sociology, stated that some programs, like the graduate school, already have procedures for regular academic review and planning.

Dr. O'Connell stated that most undergraduate programs in the College of Arts & Sciences do not have such evaluation.

Dr. Fennell stated that currently the university is out of compliance with the North Central Accreditation. We are supposed to have assessment measures in place by our next North Central accreditation evaluation.

The members from the CARP committee were thanked for their report and fine work.

179 V. New Business

Report on Presidential Search Committee - Dr. Robert Bucholz, History - Faculty Council representative

Dr. Bucholz said that faculty should look at the Presidential Search site and check e-mail for the minutes of the 11/3/00 meeting. The committee is working well together. All points of view are being heard. He is pleased with the consensus of the committee on qualities needed in the new president. They now have a short list and will meet in November to finalize the list prior to interviewing. He thanks everyone in advance for not asking who is on the list. He cannot betray confidences.

Mr. Michael Quinlan, President of the Board of Trustees, joined faculty council around 4:30. He concurred that they have a short list of qualified Jesuit candidates. The committee agrees that qualified candidates are those who will support the mission of the university and have the qualities desired in the president. There have been some differing opinions among the committee members but has all been very healthy. Mr. Quinlan met two to three hours with each candidate on the short list.

He will report on this at search committee's next meeting. The committee plans to bring in the candidates in early December for interviews. At some point, the search committee would engage the appropriate governing bodies, i.e. Faculty Council, Staff Council, Deans, etc. in the discussions and interview the candidates.

The committee discussed whether the president had to be a Jesuit. The Board of Directors issued a mandate that the selection should be from highly qualified Jesuits. However, if the search is unsuccessful, the board will revisit the possibility of interviewing prospective lay candidates.

Motion: The meeting be adjourned and that future meetings be held on 13th floor room for the good acoustics

Moved: Dr. Raymond Benton, Marketing

Seconded: Dr. Toby Dye, Psychology

Action: Motion passes unanimously.

180 VI. The meeting was adjourned at 5:30 p.m.

Respectfully Submitted,
Dr. Sarah Gabel
Theatre
Secretary, Faculty Council

Members Present:

Professional Schools

Dr. Raymond Benton, Marketing; Dr. Mark Cichon, Surgery; Dr. Kim Dell? Angela, Pediatrics; Dr. Janis Fine, LFCP; Dr. Jennifer Haworth, LFCP; Dr. Gloria Jacobson CMHA; Dr. Kenneth McClatchey, Pathology; Dr. Nicholas Lash, Finance; Dr. Dorothy Lanuza, CMHA; Dr. Barbara Leonard, Accounting; Dr. Carolyn Saari, School of Social Work; Dr. Allen Shoenberger, Law; Dr. Frederick Wezeman, Orthopedics

Arts and Sciences

Dr. Tim Austin, English; Dr. Robert Bucholz, History; Dr. Raymond Dye, Psychology; Dr. Leslie Fung, Chemistry; Dr. Sarah Gabel, Theatre; Dr. Paolo Giordano, Modern Languages and Literatures; Dr. Fred Kniss, Sociology and Anthropology; Dr. Gerard McDonald, Mathematics; Dr. Bren Murphy, Communication; Dr. John New, Biology; Dr. Susan Ross, Theology; Dr. Raymond Tatalovich, Political Science

Graduate Institutes and Professional Librarians

Dr. Timothy O?Connell, IPS; Kerry Cochrane, Librarian; Karla Petersen, Librarian

Guests: Dr. Ann Hubert , Mathematics; Dr. Frank Fennell, English; Dr. Larry Braskamp, SVPA; Dr. Michael Quinlin, Chair Board of Trustees

Do you have any comments you would like to share with Faculty Council?

If so, fill out the online form; campus-mail them to Sarah Gabel, Faculty Council Secretary, 808 Sky, LSC; or e-mail her.

Appendix A**Faculty Affairs Committee****A. Purpose**

The Faculty Affairs Committee works with the Sr. Vice President for Academic Affairs and the Sr. Vice President for Health Sciences to promote the professional development of faculty. In this capacity it serves as the final locus of dialogue in the formulation of University programs, policies and procedures pertaining to the responsibilities and compensation of the faculty.

The Faculty Affairs Committee makes its recommendations to the Sr. Vice President for Academic Affairs and the Sr. Vice President for Health Sciences.

B. Charge

1. Periodically review and make recommendations for revisions to the Faculty Handbook. Recommendations are to be made to Faculty Council (or its successor body) for approval and the appropriate Sr. Vice President(s) in charge of academic affairs for approval.
2. Initiate and/or review proposals, University initiatives, and programs for faculty development.
3. Initiate and/or review policies, procedures, programs, or issues pertaining to the responsibilities or compensation of faculty.
4. Promote adequate support for faculty teaching, advising, scholarship, creative work, and service.
5. Review and recommend policies governing leaves.
6. Ensure that guidelines and criteria for recruitment and hiring of faculty and for promotion and tenure advance the mission and goals of the University.
7. Ensure the fairness and efficiency of the policies of the Faculty Appeal Committee and grievance procedures for faculty.
8. Collaborate with the Staff Council on issues, policies, guidelines, and programs that affect all University personnel.

C. Membership

The Faculty Affairs Committee shall be selected from tenured members of the faculty. The number of faculty on the committee should not exceed nine. Faculty Council (or its successor body) shall appoint the members of the Faculty Affairs Committee. Membership should be broadly constituted to adequately represent a broad spectrum of perspectives, e.g., disciplinary divisions within the University, an emphasis on teaching, scholarship and creative works, the University's graduate and undergraduate character, the Catholic and Jesuit tradition, and other perspectives, experiences, or expertise that may assist the Committee in its deliberations.

Committee members shall serve staggered three-year terms, serving no more than two consecutive terms.

The Sr. VP AA and the Sr. VP Health Sciences shall serve as *ex officio voting members on the Faculty Affairs Committee or appoint a designee to serve on that Committee to provide an administrative perspective. The Sr. VP AA and the Sr. VP Health Sciences shall also be available for consultation and collaboration with the committee as necessary throughout their deliberations.*

Appendix B**Proposal to Modify Dean Evaluations**

At the direction of Dr. Barbara Leonard, Chair of Faculty Council, the members of the Committee on Administrative Policy (CAPS) met to discuss the current process of conducting and communicating the results of Dean Evaluations to the Senior

Vice President of Academic Affairs (SVPAA) or the Senior Vice President of Health Sciences (SVPHS), the dean being evaluated, and the faculty conducting the review. In response, CAPS wishes to make the following recommended changes in the dean evaluation process.

Proposal I:

Faculty Council will simultaneously send the long-form of the dean evaluation to the VPAA and the short-Form to the dean under review. After a three-week delay, the short-form of the evaluations, which are strictly quantitative, will be sent by the faculty Council to the faculty whose dean is being evaluated. This short-form would consist of the means and standard deviations of each of the four major headings of evaluation. If the CAPS' subcommittee conducting the evaluation feels that any of the subcategories provides important additional information, this information also could be included. If the SVPAA or the SVPHS requests additional time, s/he may contact the Chair of the Faculty Council and normally the request will be granted: that is, Faculty Council's mailing of the results to the affected faculty will be delayed. As has been established process, written comments will be excluded.

Explanation: ?If this proposal is accepted, for the first time the VPAA will be bypassed in distributing the evaluation results to the dean and the relevant faculty.? This change in procedure is intended to eliminate controversies, such as the recent one, which sharply divided Faculty Council, regarding how accurately the SVPAA's or SVPHS's message to the reviewing faculty reflected the evaluation results. Faculty Council will provide relevant faculty with the short-form version of the dean evaluation which includes the quantitative results (see above), and, in addition, the SVPAA or SVPHS will be free to send faculty any message s/he wants, or none at all, regarding her / his own interpretation of the deans performance.?

The purpose of the three-week delay is to allow the SVPAA or SVPHS sufficient time both to discuss the evaluation with the dean before faculty notification and also to draft a message to the faculty if the SVPAA OR SVPHS desires. It is especially important that the SVPAA or SVPHS have an opportunity to discuss the evaluation results with the affected deans before the short-form is distributed to the relevant faculty.

Proposal II:

Hereafter, the quantitative results will include for the first time the standard deviation, as well as the mean response for each question.?

Explanation: ? The standard deviation is believed to provide important additional information on faculty attitudes.

Proposal III:

The current dean evaluation form will be expanded to include a brief section on evaluating the performance of the dean's chief administrative assistants, such as Assistant or Associate Deans. A question or two or three, will be asked about each administrative assistant (whose name will appear in the question) to determine her / his overall effectiveness.??

Explanation: ? It is believed that the dean's chief administrative assistants play an important role in the functioning of the respective school.? It may be that a dean's success or lack of may be attributable, at least in part, to her / his chief assistants.