

University Senate
General Assembly Meeting
Minutes
September 30, 2022

Senators Present: Minerva Ahumada, William Duffy, Eve Geroulis, Sarita Heer, Lee Hood, Kristin Krueger, Joe Mitzenmacher, Matthew Williams, Anne Divita Kopacz, Tobyn Friar, Mark Torrez, Hanan Abdillahi, Mereya Riopedre, Lesley Haynes, Jessica Taylor, Jonathan Okstad, Thomas Kelly, Teresa Krafcisin, Briana Allen (*ex. officio*), Jim Devery (*ex. officio*)

Absent: Laura Brentner, Yvonne El Ashmawi, Wei Qui, Maria Wathen, Kevin Newman, Emily Barman, Margaret Callahan (*ex. officio*)

Quorum (18/24): Voting members present at start of meeting; quorum is **satisfied**.

Chair Heer called the meeting to order at 3:02 PM.

I. Review of preliminary agenda and call for motions to amend

No updates to the agenda.

II. Approval of Minutes from May 20

Sen. Hood motioned to approve the minutes. Sen. Krueger seconded.

III. University Changes in Withdrawal Policies

Chair Heer introduced Susan Ries, assistant provost, academic records & special projects, and associate dean, Quinlan School of Business. She presented a proposal for changing the catalog statement regarding withdrawal from a course or courses and complete withdrawal from a term at the University.

Dr. Ries presented the following recommendations:

- The last date for a grade of W for alternate sessions are set by the appropriate deans offices.
- The University will set a calendar date on the academic calendar for fall and spring terms that indicates the final date that mid-term grades should be posted in LOCUS or Sakai. Students need to know how they are performing in their courses to make informed decisions about whether to continue in a course or withdraw with a grade of "W."
- Encourage faculty to create course plans that allow students to have graded deliverables throughout a term so that each student has the ability to accurately assess their ability to be successful or not, in a course, by the Friday of the 10th week of the fall and spring semester.



- Eliminate the penalty “WF” grade entirely. Institute a policy and practice where a student who decides they no longer wish to participate in a course after the last date for a W will receive a final grade based on work completed minus any work still owed for the course. This may result in any grade being earned from passing to not passing a course.
- Update the language in the catalog regarding withdrawal from a course or courses, as well as complete withdrawals.
- Create and publish a university-wide policy and process on complete emergency withdrawals to ensure consistency across all schools. Complete emergency term withdrawals constitute a withdrawal from all courses and result in final grades of "WE" in all courses for the given academic term.

Discussion:

- Sen. Krafcisin pointed out a paragraph that should be deleted on the fourth page of the distributed proposal. Dr. Ries agreed, stating that the paragraph was deleted on a later version of the proposal. She will forward an updated version of the proposal to Senate.
- Sen. Krafcisin asked how the confidentiality of the student form for the emergency withdrawal would be managed. Dr. Ries said that the Change of Registration form that goes to Registration and Records does not include any confidential information. The emergency withdrawal form is not forwarded.
- Sen. Krafcisin asked how students who need to withdraw receive necessary resources. Dr. Ries said that advisors and dean of student offices provide that support and coordinate with many University units.
- Sen. Ahumada asked how the WE grade would impact satisfactory academic progress. Dr. Ries said that WE grades do not hurt students' earned hours or GPA, but do impact satisfactory academic progress.
- Sen. Krafcisin asked if the proposal will be aligned with the bursar's emergency withdrawal policy. Dr. Ries said that the bursar's office has been engaged in the proposal development and the two policies will be aligned.
- Sen. Taylor asked if there is any chance that the WE could be abused. Dr. Ries said that this is unlikely as each student faces unique situations.
- Sen. Hood suggested that faculty be encouraged to tell students about the withdrawal deadlines if withdrawal would be beneficial to students. Dr. Ries agreed and also encouraged faculty to submit mid-term grades so students can make informed decisions about their coursework.
- Sen. Hood pointed out a typo under Recommendation 1: there are two point B's. Dr. Ries agreed to amend this.
- Sen. Hood motioned for a vote to approve the proposal with the typo fixed. Sen. Krafcisin amended the vote to strike the paragraph on page 4 and to include that Senate sees a final version of this policy and the emergency

withdrawal policy on the bursar's site before the proposal is published. Dr. Ries agreed to the amendments. Sen. Duffy seconded.

Vote: Do you approve the proposed changes in University withdrawal policies with the proposed changes?

Yes: 17

No: 0

Abstain: 1

IV. Thanks, Previous Senators

Chair Heer thanked the outgoing senators for their service and welcomed the 2022-23 senators. Several senators thanked Chair Heer for her leadership.

V. Executive Committee Members Elections

Four Executive Committee positions were up for election by the 2022-23 senators.

Chair:

- Sen. Krueger nominated Sen. Ahumada for chair. Sen. Ahumada declined.
- Chair Heer nominated Sen. Adams. Sen. Adams declined.
- Chair Heer nominated Sen. Friar. Sen. Friar accepted the nomination.
- Sen. Ahumada asked what staff receive for serving as chair if faculty receive a course release. Chair Heer indicated the University's conversation around the Senate's "Staff Senator Recognition and Incentivizing Resolution" is still ongoing, so staff taking leadership roles in shared governance do not receive anything currently.

Vote: Vote for Senate chair:

Tobyn Friar: 22

Abstain: 0

Vice Chair:

- Sen. Heer nominated Sen. Ahumada for vice chair. Sen. Ahumada accepted.
- Sen. Heer nominated Sen. Adams for vice chair. Sen. Adams accepted.

Vote: Vote for Senate vice chair:

Minerva Ahumada: 16

Bill Adams: 7

Abstain: 1

Secretary:

- Chair Heer nominated Sen. Krueger for secretary. Sen. Krueger declined.
- Sen. Divita Kopacz offered to train the next secretary.
- Sen. Ahlersmeyer-Huang self-nominated for secretary.

Vote: Vote for Senate secretary:
Jordan Ahlersmeyer-Huang: 22
Abstain: 0

Secretary Pro Tem:

- Sen. Friar nominated Sen. Leamon for secretary pro tem. Sen. Leamon accepted.

Vote: Vote for Senate pro tem:
Rachel Leamon: 22
Abstain: 1

VI. Break Out Sessions for New Standing Committees

The senators divided into committee breakout rooms to select their committee chair and discuss a tentative agenda for the academic year.

- Sen. Krafcisin asked if Chair Friar would continue to serve on the Budget Committee since he was elected Senate chair. Former chair Heer said that was Chair Friar's choice.

Committee report outs

- Academic Affairs and Research
 - Chair: Sen. Krueger
 - Goals:
 - Review grant system, including inviting the new associate dean of grants in CAS to Senate to discuss grant submissions
 - Review of classroom space
 - Invite vice provost of research to Senate to give an update
 - Chair Friar asked if the committee wanted to follow up on the survey the committee conducted last year to assess the need for statistics and data support at Loyola University Chicago. Sen. Krueger agreed to do so.
- Diversity
 - Chair: Sen. Williams (chair pro tem)
 - Goals:
 - Inviting the vice president of DEI to Senate for an update on her office's activities and plans
 - Developing a diversity statement for graduate recruitment
 - Discussing how to include Arrupe students in the life of the University
 - Encouraging the University to consult with stakeholders for all its decisions

- Thinking about how to include in shared governance employees who work on Loyola campuses but who are not Loyola employees
- Student Development and Success
 - Chair: Sen. Jurasas
 - Goals:
 - Supporting Arrupe students who transition to Loyola undergraduate programs
 - Exploring what is happening at the Student Accessibility Center and if the needs of students are being met
- Budget and Strategic Planning
 - Chair: Sen. Krafcisin (chair pro-tem)
 - Goals:
 - Inviting CFO Wayne Magdziarz to provide an overview of University finances to Senate
 - Understanding and evaluating student policies, student finances, and student support
- Faculty Affairs and Staff Affairs
 - Chair: Sen. Warren
 - Goals:
 - Determine how to address seemingly arbitrary decisions related to staff/faculty salaries and job titles, as well as the lack of equity between faculty and staff.
 - Ensure that the University is living its mission of cura personalis for all, not just students
 - Address issues regarding recruiting, retaining, and collecting data about faculty of color
 - Help ensure representation on key committees from underrepresented groups
 - Develop actionable items
 - Sen. Warren also shared that the committee created a Sharepoint site to help the committee communicate
- Bylaws and Elections
 - Chair: Tom Kelly
 - Goals:
 - Document and refine election procedures with the help of last year's committee members
 - Conduct another clean-up of the Senate bylaws related to the reconstitution of Senate
 - Revisit the Senate bylaws to ensure they reflect how the Senate operates

- Help promote the work of the Senate and the importance of gathering nominations from across the University

Health and Wellness Committee

- Sen. Divita Kopacz asked about membership in the ad hoc Health and Wellness Committee that was approved last Senate year. Former chair Heer encouraged senators to volunteer.
- Sen. Krafcisin asked what the committee charge is. Sen. Divita Kopacz shared the committee charge:

The University Senate Health and Wellness Committee reviews, researches, and prepares recommendations on issues and policies related to the University community's health and wellness, particularly focusing on embedded and continuous preventative wellness programming across University departments.

Other Committees

- Chair Friar stated that Kevin Newman currently serves as Senate's representative on the Benefits Advisory Committee. Sen. Kelly suggested that Kevin Newman remain on the committee until the end of his term to provide consistency on the committee. He added that the representative does not need to be a current senator.

VII. Other

Chair Heer invited Sen. Allen and Sen. Devery to give an update on discussions about the University's new workplace strategies policy.

- Sen. Torrez asked if Senate can process what the policy means for staff and the discontent among staff. He expressed concern about the communication with and by school- and unit-level leadership.
- Sen. Allen and Sen. Devery met with administration including Sen. Kelly and Sen. Champagne to discuss the policy. During the meeting, Sen. Allen communicated concerns about inconsistent communication and a lack of a clear and defined timeline and process. She also stated that staff should have a say and input into the plan for their division. Sen. Devery added that it was a very amicable conversation and seemed to be leading to positive action. Sen. Kelly will be working to encourage managers to push critical information to their teams.
- Sen. Adams asked how the existing Flexible Work-Schedule Policy and the new Workplace Strategies Policy work together. Sen. Kelly suggested that the Flexible Work-Schedule Policy should probably be taken down, as the new policy was meant to be inclusive. He re-iterated the in-person nature of the University's work, but added that not all units would operate the same based on their work and that flexibility was possible. Sen. Kelly then

added that the date on the Workplace Strategies Policy was when the policy was approved; it was not meant to be when new workplace strategies would be put into place.

- Chair Friar invited senators to reach out to him or the Executive Committee if senators want to have further discussion on the Workplace Strategies Policy. Sen. Allen also encouraged staff to reach out to her and Staff Council so Staff Council can advocate for staff.

Sen. Williams motioned to adjourn. Sen. Adams seconded.

General Assembly meeting adjourned at 5:15 PM.

Respectfully Submitted ADK 10/13/22

Senate Meeting Schedule for Academic Year 2022-23

General Assembly Meetings

- | | | |
|----------------|-------------|------|
| • September 30 | 3:00-5:30PM | Zoom |
| • October 28 | 3:00-5:00PM | Zoom |
| • December 2 | 3:00-5:00PM | Zoom |
| • January 27 | 3:00-5:00PM | Zoom |
| • March 3 | 3:00-5:00PM | Zoom |
| • March 31 | 3:00-5:00PM | Zoom |
| • May 5 | 3:00-5:00PM | Zoom |

Executive Committee Meetings

- | | | |
|---------------|-------------|------|
| • September 9 | 3:00-5:00PM | Zoom |
| • October 14 | 3:00-5:00PM | Zoom |
| • November 18 | 3:00-5:00PM | Zoom |
| • January 13 | 3:00-5:00PM | Zoom |
| • February 17 | 3:00-5:00PM | Zoom |
| • March 24 | 4:00-5:00PM | Zoom |
| • April 21 | 3:00-4:00PM | Zoom |