

CAS Chairs Meeting
October 18 2007

ANNOUNCEMENTS

Elissa Derrickson, Chair of the Academic Senate, asked me to remind Chairs that they should **keep faculty in close touch with what happens at Chairs' meetings**. Apparently she received complaints that some faculty had not heard of the President's presentation on the emerging Strategic Plan to the Chairs. I reminded Elissa that the President made a similar presentation to the whole Faculty Assembly in May – but her point is a good reminder. More generally, it is crucial that Senators keep departments informed about Senate business – similarly for divisional representatives to the Loyola Conference.

Web Sites. Veteran Chairs will recall that we met with Mark Kelly in spring 2006 about the importance of both departmental and individual faculty web sites for the educational mission of the College, including undergraduate and graduate student recruitment. Two key questions were: how can we develop web sites that serve the College, the Department and the individual faculty? And who has the skill and time to maintain personal and/or departmental web sites? Mark reported that he was working with individual faculty on College-maintained web site on individual faculty (which could be linked to web site personally maintained by interested individual faculty). Mark also announced that he was working with a couple of AS departments on pilot departmental web sites that could provide a model for other departments.

Since that report in spring 06 we have had some ad hoc meetings on departmental web site. But we have a new VP for Enrollment Management (Marc Camille), a new CIO (Louise Finn), and we are searching for a new Director of Public Relations (Courtney Jolley holds the interim position). New people means new ideas (in this case) about web management. You may recall the 9/10/07 email from Marc Camille I forwarded to Chairs. Courtney (along with Marc and Louise) wish to work with some pilot departments on departmental web sites, knowing that the web is the first source of information about Loyola for 85% of high school students. We need to pick those departments, and once we develop some model web sites, we will bring the results to a CAS Chairs Council meeting

Faculty substitute teaching. You may recall that the –Faculty Handbook- says that “as a rule, a substitute or substitutes should be sought if the faculty member will miss more than one week of class. . . .” (VIII.P.). There is, it seems to me, a good tradition of faculty assigning extra work, or colleagues substituting for faculty who miss only one week of class. However, if such substitutions extend beyond one week, Chairs may (not “must”) find a substitute in or outside Loyola. So far no change. But we will now start paying 1/15th of the current stipend for any substitutions after one week. I know this is not much, and I am currently working with the Compensation Committee to come up with formulae for a more principled per course stipend. But it is one step better than where we have been. More on per course stipends during today's meeting – on which, see the agenda below.

AGENDA

1. Course Cancellations. Problems, and some (not all) solutions. Ilona McGuinness and Don Boomgarden will join us.

2. Louis Finn, Assistant Vice President/CIO for Technology Services

3. Per Course faculty qualifications, performance, pay. (i) Per course faculty must “ordinarily” have at least an M.A./M.S. (RTPS 2.1). (ii) Chairs keep files of transcripts, background screening, etc. (iii) SSBM “PQ criteria”. (iv) Compensation Committee work on per course stipends.