

LOYOLA UNIVERSITY CHICAGO

FACULTY COUNCIL

January 14, 2004

To: Members of the Corporate Faculty
From: Dr. Nicholas Lash, Secretary, Faculty Council
Subject: Meeting held in Rubloff Reception Room, 25 East Pearson, WTC

I. Meeting called to order by Dr. Gerard McDonald, Vice-Chair, at 3:15 p.m.

Remembrances of Dr. Kenneth McClatchey who passed away recently were given by Dr. Thomas DeStefani, Pediatrics, and Dr. Anthony Castro, CBN & Anatomy. While Dr. McClatchey was not long at Loyola, he nonetheless made a significant contribution. He was Chairman of the Pathology Department which required a substantial commitment of time and energy. He also was responsible for reorganizing and upgrading laboratory services. His passing came as a shock to his colleagues who thought he was recovering satisfactorily from his bout with cancer. He will be missed. A moment of silence was observed in his memory.

II. Approval of minutes of December 10 Faculty Council minutes.

Motion: **that the minutes of the December 10, 2003 Faculty Council Meeting is approved.**

Moved: Dr. Thomas DeStefani, Pediatrics

Seconded: Dr. Mary Malliaris, ISOM

Discussion:

It was suggested that a few comments not in line with the tone of the rest of the minutes be dropped.

Action: **The motion, with the above modification, passes unanimously with one abstention.**

III. Chair/Executive Committee Report (Dr. McDonald chairing)

New Time Schedule:

There was a discussion about the new academic calendar and the new course scheduling. Reportedly, there has been widespread unhappiness on the LSC with the new, early January start. There is some sentiment to delay, in the future, the January start by half-a- week to a week. Apparently the College of CAS is seeking statements to support this change to the Spring Semester of 2005.

Dr. Karen Egenes, Nursing, reported that the new calendar caused problems for the School of Nursing, because of the School's 7-week programs. It was further reported that the new early, January start interfered with Loyola faculty attendance at the national meetings in Law, History, and Finance and Economics. Problems also exist for the Medical School's MCAT exams.

Moreover, concerns were raised about the 4:15 p.m. time grid. It was observed that Damen Hall seems abandoned of students by 6:30 p.m. Concern was also mentioned about inadequate security at the parking lots at LSC for classes that run as late as 9:45 PM.

For some courses, the summer schedule was changed again back to the original, two six-week sessions. It was mentioned that originally some faculty had declined to teach in the summer, because they disliked the new, compressed one-month schedule. The only faculty scheduled to teach during the intense one-month schedule were two graduate students. It was further mentioned that the faculty at Johns Hopkins voted to terminate the May term. There cannot be a change in the schedule until second semester of 2005.

Comments and suggestions about the calendar should be sent to the Education Committee. Furthermore, questions about the calendar should be asked at the Open Forums. Dr. McDonald mentioned that the UPC Open Forum at LSC is at 147 Damen which holds about 30 people. Also at WTC, room 1401 holds from 35-40 people. Since more are expected to attend, Dr. Kim Dell' Angela will be requested to explore if there are larger rooms available.

Search Committee for the Dean of CAS:

Dr. McDonald is a member of the Search Committee for the Dean of the CAS. The committee makes general comments about whether a candidate is suitable, but they are not allowed to rank candidates. Some members feel that candidates should be ranked by the committee.

Discussion:

A comment was made that the Provost would decide on the candidate no matter how ranked. Dr. Jennifer Hayworth, Education, stated that as long as committee members were allowed to submit a narrative that described their perceptions of the candidates, a ranking of the candidates was unnecessary. Dr. Ian Boussy, Biology, agreed stating that what was most important was the narrative and not the ranking.

A comment was made that because the prospective dean presentations were scheduled during the first week of the Spring Semester, a time when faculty are very busy, faculty attendance was low. Another Council member suggested that rumors that the administration had already picked a candidate also discouraged faculty attendance. The search committee is strictly advisory, and the final selection rests with the Provost, who would most likely choose the candidate with whom he is most comfortable.

A suggestion was made that a separate committee be formed to make judgments on the material researched. Faculty attending the prospective dean presentations were given questionnaires to fill out. Some faculty complained that they were rushed when filling out the forms. Also, the form is an objective one that provides little opportunity for written narrative from faculty, though Dr. McDonald said that comments could be written on the back of the form. In terms of submitting the form, there has been an inconsistency as the second form could be mailed in but the first form could not. A suggestion was made that emails could be sent to Dr. Peggy Fong who is Chair of the Committee. Because Dr. Fong is presently on vacation, comments instead should be sent to Dr. McDonald.

Some faculty suggested that Faculty Council send a message to all faculty asking for comments, but Dr. McDonald pointed out that there is inadequate time given that the meeting is next Tuesday. Instead, Faculty Council should consider an appropriate procedure for future dean searches. This procedure should be an agenda item for February's Council meeting. It was mentioned that it is important for Faculty Council to know what is expected of the search committee. Dr. McDonald will put this on the agenda for February. Faculty Council should ask their constituents about what they liked and disliked about the dean selections process.

IV. Old Business

Maywood Meeting

Dr. Schwieckart suggested that the meeting be held at Maywood in March so that it would not interfere with Faculty Council elections in April. Another suggestion was that perhaps the incoming and outgoing Faculty Council members could meet in Maywood in April.

Administrator Reception

There was much discussion as to the proper date to host the reception for the administrators. It was agreed that the meeting should be scheduled late in the spring semester so that it could provide both an opportunity to review the past academic year and also allow a look forward to the next year. Discussion followed as to what form the reception with the administrators should take, whether administrators should participate in the meeting, and whether afterwards there should be a wine and cheese reception or a dinner. As for topics to discuss with selected administrators, Dr. Castro suggested that the Anderson Report on research be resurrected. There should be discussion of issues that still have not been addressed such as relationships between the Medical School Campus and the Lake-Side Campuses and also those dealing with grant activity. Dr. Boussy felt that tightening the relationship between the campuses would be an appropriate topic.

Motion: that the get-together with administrators be postponed until April 14th With the following stipulations:

- 1. A select group of administrators would be invited.**
- 2. The last half of meeting would be devoted to discussion with the administrators.**
- 3. The invited administrators would be sent prepared questions prior to the meeting.**
- 4. The meeting would be followed by dinner and cocktails.**
- 5. Because of the issues to be discussed with administrators, no trustees would be invited.**
- 6. That the meeting be held on the Maywood Campus.**

Moved: Dr. Nicholas Lash, Finance

Seconded: Dr. Allen Shoenberger, Law

Action: Motion passes with all in favor, none opposed and one abstention.

V. Committee Reports

Elections Committee – Dr. David Scweickart for Dr. Judith Wittner, Chair

Elections: Dr. Schweickart presented stated that Dr. Judith Wittner has drafted a letter inviting interested faculty to run for Faculty Council. While the goal has been to have faculty vote for FC electronically, it unclear that the necessary structure is in place, and so another paper ballot may be necessary.

Research Committee – Dr. Anthony Castro, Chair

Dr. Marta Lundy, Social Work, stated that The Office of University Research Services (OURS) has formulated new policies and procedures that places significantly greater responsibility in grant administration on the Principal Investigator. Moreover, new penalties are being imposed for the over-spending of grant funds. Dr. Castro suggested that it was quite reasonable that the PI should be in charge of budget management, but unfortunately the PI is handicapped by inadequate and faulty data. The Research Committee's report to the Faculty Council, "Responsibility changes for research faculty," is attached.

Dr. Boussy pointed out that Dr. William Yost, Associate Vice President and Dean of the Graduate School, is attempting to codify what has been past practice. His goal is to clarify what has been vaguely known in the past.

Dr. Castro asked whether this should go to UCC. They are meeting this Friday on less moving issues. To make matters worse the head of Accounts Payable has quit and November bills are just now being paid. It was suggested that Dr. Yost provide rules and regulations that all an all follow.

Motion: **that Faculty Council ask the UCC to examine the current policy and program of the Office of the University Research Services with respect to external funded grants.**

Moved: Dr. Ian Boussy, Biology

Seconded: Dr. Bren Murphy, Communications

Action: **Motion passes with all in favor, none opposed and one abstention.**

Faculty Status – Dr. Allen Shoenberger, Chair

Dr. Shoenberger suggested that the UPC for Faculty Affairs make recommendations about the distribution of salary funds. Formerly the CFA made general recommendations of how salary funds should be allocated.

Motion: **that the Faculty Affairs UPC create a formula for the distribution of equity salary raises.**

Moved: Dr. Prudence Moylan, History

Seconded: Dr. Ian Boussy, Biology

Action: **Motion passes with all in favor, none opposed and one abstention.**

Dean Evaluations

There was a question about whether Dean Evaluations would take place this year. It is yet unclear. Dr. Yost was not evaluated last year. The Library and Graduate School are to be evaluated this term. Faculty Council is to continue to do the evaluations until the

new system is in place.

VI. Adjournment

Motion: **that the meeting be adjourned**
Moved: Dr. Ian Boussy, Biology
Seconded: Dr. Leslie Fung, Chemistry
Action: **The meeting is adjourned at 4:55 p.m.**

Respectfully submitted,

Nicholas Lash
Secretary to the Faculty Council

Members Present

Arts and Sciences, Dr. Richard Bowen (Psychology), Dr. Ian Boussy (Biology, Dr. Leslie Fung (Chemistry), Dr. Brian Lavelle (Classics), Dr. Gerry McDonald (Math/ Computer Science), Dr. Prudence Moylan (History), Dr. Bren Murphy (Communications), Dr. David Schweickart (Philosophy).

Professional Schools: Dr. Harvey Boller (Business) Dr. Anthony Castro (CBN and Anatomy), Dr. Thomas DeStefani (Pediatrics), Dr. Karen Egenes (Nursing), Dr. Janis Fine (Education), Dr. Jennifer Haworth (Education), Dr. Christian Johnson (Law), Dr. Nicholas Lash (Business), Dr. Marta Lundy (Social Work), Dr. Mary Malliaris (Business), Dr. Allen Shoenberger (Law).

Graduate Institutes and Professional Librarians: Ms. Kerry Cochrane (Libraries).

Attached, Research Committee Memorandum of January 1, 2004

January 10, 2004

To: Faculty Council
From: Research Committee
Re: Responsibility changes for research faculty

The complete OURS report entitled *Policies and Procedures for Sponsored Projects: Increased Responsibility* will be distributed at the FC meeting and can be accessed on the intranet site: research.luc.edu/net/public/policies.aspx. [Go to *OURS* home page, then *Policies and Procedures*, then *Grant Account Set UP Information, Step 3.*] The document clearly states that the responsibility for expenditures is solely the faculty member who received the grant. This report was forwarded to the FC Research Committee because of concerns expressed by research faculty about the increased workload and responsibilities.

The report raises several concerns identified by the FC Research Committee. We would like to discuss these at the next FC meeting. Following are some of the highlights.

-Faculty are now responsible for working with various departments within the university in order to complete the work of the grant. For example, services might be requested from Human Resources, Purchasing, Information Systems, and Finance, all university “agencies.” Some faculty have expressed concern that their primary responsibility as PI or co-PI of a grant, which utilizes their expertise in a particular subject area for which they are highly trained, is compromised by the additional responsibilities of management, clerical and accounting duties.

-When budgets are exceeded for faculty grants, the over-expenditures will be automatically debited to a departmental cost-sharing account.

-Faculty are expected to accomplish monthly budget monitoring. “In some cases, failure follow these policies may result in the loss of your ability to be the principal investigator of the grant, or if severe problems occur loss of the grant.” And yet a reliable system for budget monitoring is not available. The Research Committee has several questions about this procedure and believes this should be discussed.

-Some faculty have reported on the training workshops offered by OURS. Apparently, these workshops have been designed to facilitate faculty coordination and management of all grant responsibilities. The trainings are usually one half day sessions that are “insufficient and superficial,” for the degree of knowledge required to assume these additional responsibilities.

Further, this seems to be a time at the University when faculty are being at least encouraged and often required to apply for more and more research funding. What are the consequences for faculty in terms of workload and research support for administering grants?