

**FACULTY COUNCIL**  
**Minutes**  
**Wednesday, February 26, 2014**  
**3:00-5:00 PM – CLC 206, WTC**

**Members Present:** Classen, T.; Fine, J.; Graham, D.; Jay, W.; Lash, N.; Miller, H.; McNulty, J.; Ramsey, G.; Ruppman, T.; Ryan, J.; Shoenberger, A.; Shanahan, A.; Singh, S.; Smart, J.

1. Meeting was called to order at 3:14pm by Gordon Ramsey.
2. Approval of January minutes. Amendments suggested by P. Friend (email): accepted as friendly. Moved as amended: Jay; Lash seconded. Motion passed 11-0-0.
3. Chair's Report
  - Faculty Council has two more meetings this year, in addition to today's: March and April. Today we will deal with a Dean evaluation, and we have invited Susan Malisch, and her team, from IT. We will focus on problem solving some of the outstanding issues with IT from a faculty perspective. At the March meeting, we will have elections update, more Dean evaluations, and a visit from Provost Pelissero. The April meeting will be our annual wrapup: committee reports, Faculty Member of the Year, seating of the new Council, and elections for Council offices.
  - FAC (Shoenberger): revisions to the Faculty Handbook. Deletions of UPC's, inclusion of University Senate, lines of reporting. We will work with Provost Pelissero to update the Handbook accordingly.
  - Faculty salary data, according to Provost Pelissero, are currently being finalized. The final reports will be ready in April, and he will bring with him preliminary report when he speaks to us at the March meeting.
4. SSOM/HSD (McNulty): request to the FAC: please make sure that the salary data from HSD (especially Basic Science) is included in the annual faculty salary report.
5. University Senate report (TC)
  - the provisional University Senate met on Friday, February 21<sup>st</sup>. there has been no meetings since November; there will be two more meetings this spring.
  - Brief comment on FAS evaluation form from Noah Sobe – it's with Provost Pelissero now, and after spring break he will send it back to the Senate and FC with any comments, which gives us one more chance for review. It will likely be implemented for evaluation process this summer. Tasks for units involve task forces to determine workload policy for each unit.
  - Asked for delay in implementing policy requested by USGA to make syllabi available online (via LOCUS so not publicly available). Was already

approved and to be implemented, but we hope to have discussion in April meeting.

- Proposal for more administrative support to be added for students who are military veterans. Might necessitate additional one FT and one PT staff to provide services to this population of students (which is growing).
  - Motion to make US a permanent rather than a provisional body was passed. Long discussion of new bylaws by Governance Committee.
  - I was named chair of the elections committee and about half the faculty/staff slots are up for election this year.
  - Next meeting will cover issues of diversity in LUC community.
    - Question: have senior administrators been attending University Senate meetings? TC: Provost Pelissero always; President Garanzini once this year so far; Doctor Gamelli, not so far.
6. Executive Session: Dean Evaluation for Kathy Getz, QSB. Thanks to Tim Classen and John McNulty for agreeing to move their evaluation presentation up a month.
7. Discussion of IT issues. Presenting: Susan Malisch, Don VonderHeide, & Bruce Montes, IT.
- At present IT has moved approximately 40,000 student accounts to Office 365; and about 4800 faculty/staff to Outlook/Lync/Office.
  - The new mailbox size in Outlook for faculty and staff is 10 GB.
  - There have been about 1500 calls to the Helpdesk concerning migration.
  - Mobile access has been set up for approximately 14,000 students, and approximately 3000 faculty/staff (mostly on the Apple side).
  - On the issue of creating mailing lists: a new page is now up on the IT website concerning this. (You can also Google the general issue on the web.)
  - Spam: Loyola receives approximately 600,000 email messages per day; about 50% is spam or otherwise unsolicited email. Please review your spam mail sensitivity level in Outlook.
  - Archives: faculty and staff got the last two years; 700 faculty requested more than two years, but technical issues intervened and made that very difficult in a number of cases.
  - We wish to draw your attention to the new collaboration software called Lync. It has a voice conference/call ability, and video conference/call ability. It can also do desktop sharing. It is available on Lakeside campuses at present. HSD/Maywood is updating to it at the end of March. (All but voicemail: Maywood is staying on Audix for voicemail.) Video calls can have up to five participants; voice calls can have up to 20. (This would be ideal for online office hours.)

- Sakai: 4437 course shells this spring. 2600 are lecture style (59%), 1562 teachers, 266 classrooms, 30 online courses, and 18 off-campus courses. Of the 4437 shells set up, 2145 were activated (48.3%; of these, 82.2% are lecture-style courses).
- Helpdesk distress calls: approximately 140 calls per week; 9% deal with Sakai issues; 6% with classroom issues.
- Information Technology has a new page on research support: please see <http://luc.edu/itrs>
- Lecture capture: Panopto, integrated with Sakai. (This will not replace Adobe connect.)
- On-demand training is available for a number of new technologies: for example, pilot programs with Atomic Learning; feedback is welcome. Among the training available are courses in, for example, netiquette. The pilot is running until the end of the spring term, and it is open to all LUC students, faculty, and staff.
- A new video repository is being set up to replace IgNation. The new repository will be integrated with Sakai.
- Videoconferencing: full videoconferencing is planned for more locations; at present, it is available in the full feature form at only five sites.

8. Motion to adjourn: Moved (Lash); second (Classen). Meeting adjourned 5:03pm.

Respectfully submitted by  
Hugh Miller, PhD, Secretary