

University Senate
General Assembly
Meeting Minutes
March 20, 2020

Senators Present: Francis Alonzo, Emily Chin, Eilene Edejer, Zelda Harris, Sarita Heer, Ashley Howdeshell, Diane Jokinen, Kristin Krueger, Kelly Moore, Richelle Rogers, Tania Schusler, Abraham Singer, Steven Todd, Susan Uprichard, Maria Wathen, Tobyn Friar, Peter Kotowski, Todd Malone, Kathleen Steinfels, Mario Guerrero, Carlos Martinez, Niki Safakas, Krislyn Zhorne, Justin Sia, Thomas Kelly, Goutham Menon, Nancy Tuchman, Tavis Jules, Kevin Kennedy

Absent: Laura Goldstein, Anita Nasser, Thomas Sallese, Jo Ann Rooney (*ex. officio*), Norberto Grywacz (*ex. officio*)

Guests: JoBeth D'Agostino (Associate Provost)

Quorum (27/30): Voting members present at start of meeting; quorum is **satisfied**.

Chairperson Susan Uprichard called public meeting to order at 3:00 PM.

I. Review of preliminary agenda and call for motions to amend
No calls to amend.

II. Review of minutes from the February 14 meeting
Motion to approve by Sen. Sia, seconded by Sen. Kelly.
Minutes approved.

III. Discussion: Important Updates
Chair Uprichard opened the meeting with a number of relevant updates. Regarding the tobacco-free campus policy, graduate students have created a survey, but they were unable to disseminate it due to the number of urgent communications coordinated by UMC. This will be postponed until the COVID-19 crisis has lessened.

Chair Uprichard then noted that COVID-19 has interrupted the Senate election process because individuals are not sending in nominations. We may need to postpone the vote, but would welcome feedback as to when.

Sen. Heer suggested the vote be delayed until after finals are complete, such as the first week in May, whereas Sen. Moore wondered if senators could be asked to stay on for an additional year.



Sen. Sia noted that GSAC holds elections the last week of April and they are still planning to move forward as scheduled. However, it will be difficult to find a student volunteer because of the COVID-19 situation. He feels a fall election would better accommodate student needs.

Sen. Chin asked if the bylaws contained any information that would allow Senate to ask outgoing senators to stay in their positions until things have settled. Chair Uprichard indicated that the bylaws did not contain anything specific pertaining to these unique circumstances. She suggested we continue monitoring nominations as a way of gauging whether or not people are ready for an election.

Sen. Rogers asked which schools still needed nominations. Sen. Singer indicated that Law, Business, Communications, and Nursing needed nominations.

Sen. Harris encourages the Senate to send out clear messaging that Senate meetings will continue to occur via remote access and to emphasize the need for strong, informed leadership during this time. This may be an effective way to receive nominations.

Chair Uprichard believes elections will probably be postponed. The extension of time into the Fall Semester is a very plausible solution and she will keep the Senate informed of any updates. She also informed the Senate that the April meeting will also be held using Zoom.

IV. Information: COVID-19 Update

Chair Uprichard introduced the topic and welcomed Sen. Kelly and JoBeth D'Agostino, Associate Provost for Academic Planning, to discuss the University response to the COVID-19 emergency.

Sen. Kelly: Opened by commending the thousands of faculty, students, and staff who are working together to bring the University online in terms of its normal operations. There are now over 100 faculty, staff, and administrators who have been organized into the emergency response plan. This is organized around NIMS operation principles, which is meant to bring Loyola in line with the government and emergency response plan. These guidelines were developed in the aftermath of 9/11 and now inform most responses to emergency situations. The first action was taken three weeks ago when Dr. Rooney brought students home from the JFRC. Sen. Kelly leads the administrative group as part of the University response. The incident commander in this structure is Jim Sibenaller (ITS).

JoBeth D'Agostino and Dave Slavsky lead the Academic Continuity Group, which is the largest of the various response team groupings. Kana Henning (Facilities) leads the Operations Group, which includes campus safety, res life,



wellness, and others. They were responsible for closing the campus and helping the students relocate. Susan Bodin (Treasurer) leads the Finance Group, which handles payroll, refunding of room and board, and funding of Loyola's efforts during this time. Philip Hale and Elaine Morrato lead the Planning and Intelligence Group, which focuses on planning the next steps. In addition, a number of other individuals across the campuses are involved in the emergency management, including Joan Holden, Chief Murray, and Philip Hale, who serves double duty by acting as government liaison.

Q. What is the communication chain for notifying relevant individuals if a student, faculty member, or staff member is tested positive for COVID-19?

A. Inform Joan Holden, who will then follow a clear process for notifying the necessary parties.

D'Agostino: Over 3,000 courses were converted into an online format. All classes across each campus is either online or will be by Monday. Alongside Dave Slavsky, heading an academic continuity group that has helped trouble shoot how to structure courses, fulfill faculty and student technology requests, and survey faculty and students, etc. Information is available on a newly created webpage (www.luc.edu/academiccontinuity). This includes resources like tutorials and Zoom and Sakai training.

Student support has been a central concern. Advising has moved online and the deadline for course withdrawals has been extended. Accommodations for students with disabilities are also being met. Commencement will be postponed until August, though formal degree conferral will occur at the normal times.

Q. Will summer courses be moving online? How would this affect a lab-intensive course like biology? What about not having some classes over the summer so they can be conducted in person?

A. The decision to move summer courses online was made based on health information available at the time and the belief that the virus will not peak until the summer. This will give faculty time to prepare their courses. *Please send a list of suggested courses that should not be offered online.*

Sen. Kotowski raised the issue of University communication with staff. While the University response has been commendable, many staff members feel they were an afterthought in terms of communication and working from home. Sen. Kelly acknowledged the feedback and the room for improvement in terms of communication. The intent was not to ignore staff, rather the immediate focus was on preparing to move classes online in order to de-densify campus. As the situation evolves, the emergency response team continues to work to minimize the number of people who must be on campus.



Q. Are there any decisions regarding study abroad in the fall or moving all fall classes online?

A. There will be no study abroad in the summer and it is less likely to offer study abroad at the JFRC in the Fall. There has been no decision about classes at the Vietnam Center and no decision has been reached regarding moving Fall Semester courses online. Please contact department chairs if there are courses you feel should be offered online during Summer Session I or II.

Q. Has the topic of cybersecurity been discussed?

A. Yes. Conversations are ongoing and training has been extended for faculty and staff. There will be a temporary pause in implementing multi-factor authentication while all classes finish moving online.

Q. What is the plan for fall registration?

A. Advising and Admissions Offices are online and interacting via Zoom for appointments. The deposit deadline for freshmen is now June 1. Registration will still happen, though the deadline is moved back to April 6.

Q. Can a best practices document be sent out regarding Zoom hacking.

A. Yes. A document will be created and sent to Chair Uprichard to send to the Senate. The Help Desk is also fully staffed and available for any questions as the University moves online over the next week.

V. Discussion: Proposed Bylaws Changes

Chair Uprichard indicated that there are four proposed bylaw changes and reviewed the process for making changes to the bylaws. She then introduced Sen. Singer to discuss the changes.

Singer: There are four proposed changes, three of which are fairly straightforward. The first act would update the language of the bylaws to reflect the one provost model now employed by Loyola. The second bylaw would remove the president as an ex. officio member per the request of Dr. Rooney. The third change is regarding graduate representation and changing the language to reflect the current processes utilized by GPAC and GSAC to elect their senate representatives.

Q. With removing the president from the Senate, do the bylaws still include language about communicating with the Office of the President?

A. Yes, the language is still there and the Senate will still report to her and send resolutions to the Office of the President.

Singer: The fourth bylaw change refers to senate representation. There is no current representation for the Parkinson School, which prompted the Bylaws Committee to review faculty representation across the University. Though Arrupe shares a representative with IPS and SCPS, they have enough faculty to merit a seat in their own right. The proposed amendment would add two new



senators: one for Parkinson and one for Arrupe. Parkinson School would hold elections on odd numbered years and Arrupe College on even number years.

Chair Uprichard noted that adding new seats made the most sense, but that this creates an issue of the balance of representation for staff, faculty, and students. The Bylaws Committee does include a staff member, and the committee felt the organization chart for staff members made it too difficult to include language in an amendment for changing staff representation. This will be addressed next year. The Shared Governance Committee may also have relevant recommendations for the representation structure.

Sen. Harris shared insight on the progress of the Shared Governance Task Force, indicating that she prepared an outline of recommendations that will be compiled into a formal report and shared with the rest of the task force. Recommendations will likely come in the fall.

Sen. Kelly suggested the Bylaws Committee consider simplifying staff representation by focusing on representation across three campuses rather than looking at specific departments. This reflects the fact that organizational charts, divisions, and departments change over time.

Q. Why stagger the addition of a Parkinson School and Arrupe College representative over two years?

A. Faculty representatives are elected on a staggered basis and this proposed change reflects consistency with Senate's elections. Since Arrupe College has a representative at this time, albeit shared with IPS and SCPS, the Bylaws Committee felt it prudent to elect the Parkinson School senator first.

Chair Uprichard reminded the Senate will vote on these changes at the April meeting. Please send her any recommendations via email.

VI. Update: LUMA

Chair Uprichard provided a brief review of past discussions regarding LUMA and yielded the floor to Sen. Kelly to share an update.

Kelly: Two new hires at LUMA, which is now housed under Conference Services. The Sister Jean and Crèche exhibits were very successful. They now report to Dawn Collins. The new employees have been working hard to connect with faculty and different academic units to explore the use of the museum for academic programs. While the museum is closed for the duration of the COVID-19 pandemic, staff continue to perform necessary maintenance of the collections.

Q. Unrelated to LUMA, where are students staying who were unable to leave campus?



A. There are 140 students still on campus. 50 will live in Baumhart Hall and 90 in the individual rooms in Fordham Hall. This is to allow access to kitchens since food services cannot provide grab-and-go meals.

VII. Update: Faculty Council

Chair Uprichard introduced Tavis Jules to share updates on Faculty Council.

Jules: Faculty Council has spent the past year building momentum and visibility for Faculty Council to better serve faculty. They have reorganized into committees to help spread out work and increase visibility: Faculty Affairs, Communications, Faculty Handbook, Academic Affairs, and Faculty Service.

The biggest revisions have been to the handbook to address the one provost model. They have also revised the faculty council constitution and bylaws. Faculty Council has also stressed better communication, disseminating salary information, and working to send more resolutions to the President.

Q. Are part-time faculty included on the listserv?

A. Yes, they are included on the listserv.

Q. Are full time, non-tenure track faculty on Faculty Council?

A. Yes, we do have clinical faculty on the council and any full time faculty can be on the council.

VIII. Update: Staff Council

Chair Uprichard introduced Kevin Kennedy to share updates on Staff Council.

Kennedy: Similar issues to Faculty Council in trying to communicate to staff the role of Staff Council. The most feedback from staff has centered on the health insurance change and Staff Council relayed these issues to HR. Elections have also been paused due to COVID-19 and Staff Council has been slightly understaffed with only 16 of 23 positions currently filled. There was a Loyola Emergency Fund funded through employee donations with a presidential match, but the match has disappeared.

Staff Council is also looking into representation. Currently, they use a campus model, but anticipate feedback from the Shared Governance Task Force and would be happy to talk to the task force about the staff perspective.

Sen. Martinez encourages Staff Council to reach out to Arrupe College for staff representation.

Meeting adjourned at 5:00 PM.

Respectfully Submitted PBK and AH 4/2/2020



Senate Meeting Schedule for Academic Year 2019-2020

- **University Senate Schedule:**

- ~~September 6~~ ~~3:30-5:30pm~~ ~~LSC - IES, Room 123/124~~
- ~~October 11~~ ~~3:00-5:00pm~~ ~~LSC - IES, Room 123/124~~
- ~~November 22~~ ~~3:00-5:00pm~~ ~~LSC - IC 4th Floor~~
- ~~January 17~~ ~~3:00-5:00pm~~ ~~LSC - IC 4th Floor~~
- ~~February 14~~ ~~3:00-5:00pm~~ ~~LSC - IC 4th Floor~~
- ~~March 20~~ ~~3:00-5:00pm~~ ~~LSC - IC 4th Floor~~
- ~~April 24~~ ~~3:00-5:00pm~~ ~~LSC - IC 4th Floor~~

- **Executive Committee Schedule:**

- ~~August 26~~ ~~4:00-5:00pm~~ ~~Zoom~~
- ~~September 23~~ ~~3:30-4:30pm~~ ~~Zoom~~
- ~~November 8~~ ~~3:00-4:00pm~~ ~~Zoom~~
- ~~January 6~~ ~~3:00-4:00pm~~ ~~Zoom~~
- ~~January 31~~ ~~3:00-4:00pm~~ ~~Zoom~~
- ~~March 6~~ ~~3:00-4:00pm~~ ~~Zoom~~
- ~~April 6~~ ~~3:00-4:00pm~~ ~~Zoom~~