Loyola University New Orleans
College of Law

Minutes of Faculty Meeting
September 13, 2011

**Faculty Members Present:** Algero, Allen, Armstrong, Bilbe, Blevins, Ciolino, Crusto, Custos, Drury, Garda, Gruning, Hargis, Higgenson, Hugg, Kalb, Klebba, Leonhard, López, Lorio, Lovett, Medina, Moore, Neilson, Puder, Quigley, Rabalais, Senn, Shoebotham, Sokol, Szalai, Tooley-Knoblett, Varnado, Verchick, Wallace, Whipple; **Library:** Barnes, Beisenherz, Norton, Pope, Scoggin, Wagar; **Clinic:** Buchert, Fernandez, Finger, Kusuda, Mitchell, Molina, Snead; **Visiting:**; **Westerfield Fellows:** Chisolm, Kiser, Miller, Lantagne; **Academic Success:** Pilié, Scalise; **Administration:** Jumonville.

**DEAN’S REPORT:** (copy of outline attached)
Dean Lopez opened the meeting by thanking Fr. Moore and Dean Jumonville for their support in helping her transition. She also thanked Professor Whipple and Barnes for their involvement in the Constitutional Law Exhibit that is currently displayed in the circulation area of the library. Once again she thanked Professor Lorio for her duty as Interim Dean and helping her adjust to all the dean tasks.

One-on-One Meetings: To schedule a one-on-one meeting, please call Barbara for an appointment.

Policies: The dean is creating and updating several new and existing policies.

- Travel – working on a policy
- Technology – if you are request new technology or an upgrade, please send a request to Paul Hickey and copy the dean.
- Committee meeting lunches – the dean will cover your first committee meeting lunch; all others should be brown bag.
- Contacts with alumni – if you are meeting with alumni’s or one happens to contact you please let Suzanne Valtierra and the dean know. This will better help her plan for meetings with them.
- Faculty advisors for student groups – if a student group approaches you about sponsoring their group, please help out, since she requires faculty advisors for student groups.

Student Responsibilities reallocation of duties: Several student accounting responsibilities have been reallocated to Kathleen Breaux for student organization accounts and Judy Corcoran for faculty research assistant payments.

LLM Programs: Tori Luwisch has been given the responsibility of handling all the LLM students with Professor Klebba. If you intend to travel to a foreign country please see her for brochures to take with you.

Faculty Committee Assignments: the dean will be resending out the faculty committee assignments with the corrected language for the Rank & Tenure Committee.
Conservation of Resources: If any faculty members has bulk copying for their courses please be sure to use the Central Reproduction office on main campus, instead of copy cards. Their services are cheaper and will help cut down on the number of copy cards used.

Reminders:
- Webphotos will be taken on Thursday, September 15 from 9:30-11:00 am in the faculty library area. All faculty members are encouraged to take a headshot for their bio page.
- Conflict of Interest Forms—see your email for this form, it is required by the university of all faculty.
- Outside Employment forms—these were distributed in your mailboxes, please be sure to complete them and return to Barbara.

Projects still in the works:
- CLE Policy
- Diversity Town Hall Meeting—tentative date has been selected and will be announced.
- Research Assistant Rules—the dean is open to allowing faculty members more than 2 research assistants, but is not sure of the maximum number because she is still working on the finances.
- SACS
- Strategic Planning—if you have any thoughts on plans for the future; please send those to the dean.
- Summer Research Stipends—still working on a plan.

APPROVAL OF MINUTES: August minutes were approved.

COMMITTEE REPORTS:
Admissions and Scholarships—this committee is looking at ways of improving the overall class size along with different ways of recruiting students, the scholarship award procedure and the standards for choosing students.

Professorship Committee—a draft of the criteria for applying for a professorship was handout out to all ordinary faculty members. Currently there are five (5) vacancies.
MOTION: Change word “may” to “should” on standard 9, item 6. (seconded and carried)
VOTE: Criteria approved.

OLD BUSINESS:

NEW BUSINESS:
1. Provost Search Committee Representative: Garda
2. Granting waivers and appeals form scholarships retention standards. This motion was deferred to the Admissions and Scholarships Committee.

ANNOUNCEMENTS:
- Dean Ballar will be the first lecturer for the Colloquia Committee to be held on Thursday, September 15 at 12:30 in room 343.
- Congratulations to Moot Court for being ranked in top 10.
- College of Law was ranked by the National Jurist in the top 57 as having the best standard of living
• Constitution Exhibit will take place until September 30.
• Mass of the Holy Spirit on Thursday, September 15.
• The dean has created an Ad Hoc Judicial Clerkship Committee; please contact Heather Lambert for details.
• Judge Redman’s portrait will be unveiled at 11 am on Wednesday, September 14 at the 4th Circuit Court with a reception to follow.
• Professor Algero has placed in all faculty mailboxes a section of the text used in Legal Research. Also she asked that if you are available please help the Fellows with their mock interviews to email her.
• Red Mass, first Monday in October.

Adjourned at 1:25 pm.

Respectfully submitted,

Lawrence W. Moore, S.J.
Associate Dean for Academic Affairs and
ex officio Philip and Eugenie Brooks Distinguished
Professor of Law