

College of Arts and Sciences Planning Document Year 2002 – 2007

Submitted February 5, 2002

PROFILE OF THE COLLEGE AND SUPPORT OF THE MISSION OF THE UNIVERSITY

In the Fall of 2001, the College of Arts and Sciences (CAS) included the following: 17 academic departments; the Division of Education; African American Studies; deciding majors; Pre-Pharmacy; Pre-Medicine; Dual Degree Engineering Program (DDEP); Pre-Law; and Upward Bound. There were 3027 students enrolled in the college. The faculty of the college have and continue to have the primary responsibility and authority for CAS curricular and academic policy matters. For undergraduates at Xavier, it is within the CAS that students are provided with a liberal education, and, with the exception of Pharmacy majors, a professional education as well.

The CAS and its academic areas support the mission of the University. It is directly involved in directing, motivating, and supporting the educational and research activities of the College which will prepare Xavier graduates to assume roles of leadership and service in society. The goals of the College are linked to and based on the mission.

Many of the University's goals for attainment of a liberal education are met through the College's core curriculum which is foundational for each student regardless of academic major. The planning, administration, and assessment of the total core curriculum and of individual core courses, including their development, instruction and assessment, are not only the responsibility of the individual departments in which those courses are taught but are essentially the responsibility of the entire College. The important role of the assessment of the core curriculum is the duty of the Core Curriculum Assessment Committee.

Similarly, professional education is the responsibility of the individual academic units and of the College. The curriculum of each department is directed toward the preparation of leaders who will enable a more just and humane society and who will be empowered so they may follow options in terms of careers and further educational pursuits.

The College of Arts and Sciences interfaces and interacts with several administrative, support, and auxiliary services in many ways. The College seeks to function in a collaborative and collegial manner with all other areas of the University. The Center for Intercultural and International Programs and the Upward Bound Program continue to report to the Dean of the College of Arts and Sciences.

In October 1999, the University prepared a self-study report that was presented to the Commission of Colleges of the Southern Association of Colleges and Schools (SACS). Since this time, the CAS and the University have used the results of the self-study to initiate changes for the improvement of program assessment and efficiency.

LONG RANGE GOALS

Goal 1 - COLLEGE STRUCTURE AND FUNCTION: To empower the faculty, staff and deans to contribute to the accomplishment of the University's mission through utilization of the College of Arts and Sciences (CAS) administrative structures in a manner that maximizes efficiency and effectiveness and which respects the values of collegiality and subsidiarity.

- Subgoal A:** To continue to utilize established structures effectively and to strengthen communication of information about the activities/recommendations/ decisions of the various committees and councils within the College and University especially the CAS Academic Assembly, CAS Academic Council and CAS Planning Council.
- Subgoal B:** To continue to monitor departmental and non-departmental units of the CAS - African American Studies, Upward Bound, Endowment for the Humanities, and the Center for Intercultural and International Programs.
- Subgoal C:** To continue to monitor formal alliances and cooperative arrangements with the CAS (e.g. student exchanges, academic programs, research relationships, etc.).
- Subgoal D:** To develop and utilize mechanisms for assessment of CAS academic structures, the deans, and the Office of the Dean.

Goal 2 - *ACADEMIC QUALITY:* To improve the planning and assessment process that will assure the effectiveness of CAS curriculum, extracurricular activities, teaching, and advising in accomplishing the mission of Xavier University.

- Subgoal A:** To assure compliance with the University Planning process by all units within the college.
- Subgoal B:** To provide for systematic planning and assessment of the diverse classroom and non-classroom components which contribute to a liberal education, e.g. core curriculum, guest speakers, cultural affairs, Across Curriculum Thinking (ACT) program, honors programs, community service, etc.
- Subgoal C:** To provide for ongoing intradisciplinary and interdisciplinary review of the components of the college core curriculum.
- Subgoal D:** To support academic departments in determining desired educational outcomes and means for achieving and assessing progress toward assuring educational quality.
- Subgoal E:** To seek ways of assuring a more realistic budgeting process and a clearer sense of a college budget rather than departmental budgets.

Goal 3 - *LEADERSHIP DEVELOPMENT:* To assure that Xavier impacts a variety of diverse students and that those who graduate from Xavier will be prepared to be leaders and will have been empowered so they will have options in terms of careers and further educational pursuits.

- Subgoal A:** All components of the CAS will have collaborated with the total university effort to increase the number of majors in the Humanities, Education, and Business. These CAS components will also seek ways to produce better "majors", and work toward achieving a better gender balance within the College.
- Subgoal B:** To work with academic and non-academic departments to assure that 90% of CAS students by the time of their junior year degree audit (second semester, third year) are actively involved in at least one of the following career assistance programs at Xavier: Career Planning and Placement; Graduate School Placement (Grad Star); Dual Degree Engineering Program (DDEP); Pre-Medical/Health Careers Office; Pre-Law Program.

Subgoal C: To work cooperatively with the Center for Intercultural and International Programs (CIIP) to provide opportunities to students and faculty for international education and experiences which will increase global awareness.

Goal 4 - FACULTY/STAFF EMPOWERMENT: To provide leadership that respects the rights and responsibilities of the faculty/staff and which allows for collegiality, subsidiarity, communication, and mutual clarity regarding policies and expectations.

Subgoal A: To establish an ongoing collegial review of departmental and College policies.

Subgoal B: To encourage the development of teaching and research capabilities of faculty.

Subgoal C: To continue to provide opportunities for professional development of faculty within the College.

Goal 5 – CONSORTIAL RELATIONSHIPS AND CONTRACTUAL AGREEMENTS: To establish and maintain the regular review of all institutional consortial relationships and contractual agreements.

- 1) Student Exchange Programs
- 2) Study Abroad Agreements
- 3) Articulation and Consortium Agreements
- 4) Academic Program Agreements

GOALS - PROGRESS REPORTS, ASSESSMENTS, AND PLANS

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Subgoal A: To continue to utilize established structures effectively and to strengthen communication of information about the activities/recommendations/ decisions of the various committees and councils within the College and University especially the CAS Academic Assembly, CAS Academic Council and CAS Planning Council.

Subgoal B: To continue to monitor departmental and non-departmental units of the CAS - African American Studies, Upward Bound, Endowment for the Humanities, and the Center for Intercultural and International Programs.

Subgoal C: To continue to monitor formal alliances and cooperative arrangements with the CAS (e.g. student exchanges, academic programs, research relationships, etc.).

Subgoal D: To develop and utilize mechanisms for assessment of CAS academic structures, the deans, and the Office of the Dean.

Subgoal A

1) Progress Report

The CAS Academic Council met regularly throughout the year and minutes of all meetings are available in the CAS office. The CAS Academic Assembly meetings were held in the Spring and Fall 2001 semesters

and meetings are planned for the Spring 2002 semester. During these meetings, state-of-the-college reports were given by the Dean and elections for the college committees were held. The Council considered several proposals for curriculum changes. This will continue in the Spring 2002.

There was one Deans/Chairs meeting held in the Fall 2001 semester, allowing chairs to discuss issues that affect departments. Most issues were procedural in nature, e.g. bookstore orders and difficulty in getting books in time for classes; travel requisitions; and the Banner system.

The CAS Planning Council met regularly throughout the year. Council meeting minutes are available in the CAS office. Recommendations from the Council were presented to the Dean.

The minutes of the meetings of the CAS Academic Assembly, the CAS Planning Council, and the CAS Academic Council were disseminated electronically to all academic units and distributed to all College faculty and administrative staff.

2) Assessment

The Dean's office examined the minutes of CAS academic unit staff meetings to be cognizant of curriculum and budget plans, and to determine if Academic Council activities were being discussed within these units. It is important that Council members discuss the proposals brought before the Council with their unit members and vote on these proposals with input from their constituents. An examination of the minutes of CAS units in Spring 2001 and Fall 2001 show that most units are sharing and discussing Academic Council activities with their constituents. The dissemination of the minutes to faculty as email attachments has also increased communication efficiency. Faculty have reported they were receiving the minutes and satisfied with the communication of Academic Council matters.

Subgoal B

1) Progress Report

Efforts toward strengthening the relationships between departmental and non-departmental units of the CAS continued this year. Some examples of progress include:

- a) African American Studies – In the Spring 2001 and Fall 2001 the Associate Dean continued to assume the administrative duties of this unit. The unit consisted of one tenured faculty with a 1/2 time appointment in the English Department, and one full time tenure-track member, non-tenured. A temporary full time faculty member was hired for the 2000-2001 academic year. A search for a permanent faculty member was initiated Spring 2001 but was unsuccessful. For the Fall 2001 semester a part-time temporary instructor was hired. Only one AFAM faculty continued to teach courses in other departments (English) as well as sections of the AFAM 2000 core course (this was one of the original goals of the program, i.e. to have the AFAM faculty teach in other disciplines/departments when qualified).

The Dean's office has been concerned with the past personnel turnover this unit has experienced and the difficulty of finding and hiring faculty for this unit. This has resulted in a less stable unit, fewer AFAM courses offered, and fewer persons to develop and improve courses. Lack of both faculty and the offering of upper level AFAM courses have jeopardized the continuation of the AFAM minor; 5 AFAM minors were declared in Fall 2001. Also, it is not clear if the AFAM faculty continue to serve as resource persons for other disciplines (English, History, and Sociology) so that African American history and culture are integrated throughout the curriculum and not concentrated into one core course, AFAM 2000 – African American History and Culture. The CAS Planning Council began to discuss the situation of this unit in Fall 2000 meetings and made recommendations concerning courses that satisfy the African-American studies core curriculum requirement.

In the summer 2001, based on the recommendation of the Planning Council and a proposal made by the Dean's Office, the CAS Academic Council approved two existing AFAM courses as core curriculum courses. These courses - AFAM 3015–The Harlem Renaissance Movement and AFAM 3370–African

Americans, Africa, and Pan-Africanism - join AFAM 2000 as courses which satisfy the University's 3 semester hour core requirement in African-American studies. It is hoped that this change will not only allow diversity in the core for this discipline, but that it will increase the chances of upper-level AFAM courses being offered.

The AFAM 2000 course continued to be subject to student evaluation in 2000-2001, and the evaluations of the course content and its value were, in general, favorable. The unit will continue to assess the course to determine its efficiency and implement changes as necessary for improvement.

Plans are to resume a search in Spring 2002 for a chair and/or full-time faculty member for this unit.

- b) Upward Bound - The Dean continues to meet regularly with the director of the Upward Bound program and discuss all issues of the program. The program continued to operate from facilities in the Xavier South building. The College has continued to support the Upward Bound Director in grant-writing activities. Last year the program received an award of \$10,000 for technology; this was used to purchase computers and set up a computer lab. The program now serves 95 students (up from 20 just two years ago) and utilizes a full-time Coordinator of Program Services, 9 part-time instructors, and 8 "base site" tutors.
- c) Endowment for the Humanities - For over eleven years the Endowment for the Humanities has enabled Humanities disciplines to have a systematic program for sustaining and making advances in these areas. Departmental units at Xavier involved include English, Mass Communications, Foreign Language, History, Philosophy, Theology, African American Studies, Art, and Music. As in the past, the Endowment has continued to fund several endeavors including research fellowships, a speaker program, a film series, and the publication of the Xavier Review. The Dean is a member of the Humanities Endowment Committee and the College continues to strongly support the humanities activities. The CAS and the Humanities Endowment have mutual goals of increasing the level of scholarship among CAS faculty and advancing the humanities and the arts on campus.
- d) Center for Intercultural and International Programs (CIIP) - The CIIP was established in 1998 and continues to pursue the following goals:
 - 1) globalize the curriculum;
 - 2) increase study-abroad opportunities and options for students and faculty;
 - 3) provide a clearing house for the dissemination of announcements of potential intercultural/international opportunities and options, as well as assistance in the application process for students and faculty; and
 - 4) provide for a regular forum for addressing international and intercultural programs.

The CIIP Director reports directly to the Associate Dean. These reports are available in the CIIP office and the office of the Dean. The Global Awareness Committee continues to advise the Director and seek ways for CIIP to accomplish its goals. The committee membership includes faculty, students, and the Associate Dean. The International Club composed of approximately 100 non-American Xavier students continues to be an active student group and has hosted several events. A comprehensive manual for study-abroad was created and nearly 30 study-abroad contracts and agreements have been negotiated. The Center has also continued to host several talks and seminars, including "Africa Week" and a Study Abroad Fair. Also, to facilitate faculty awareness of study abroad opportunities and the benefits to students, a study abroad faculty workshop was held in Spring 2001. Each academic unit has at least one faculty member who serves as a study abroad liaison to the CIIP.

In the summer of 2001 the CIIP Director, Dr. Harold Smith, left the University on disability retirement. A search was conducted in Fall 2001 for his replacement. After an exhaustive search, a recommendation by the search committee was made for the hiring of Ambassador Charles Baquet, a Xavier alumnus and former director of the Peace Corps. Mr. Baquet has extensive experiences in

foreign service and international affairs, and is expected to assume the duties of Director of the CIIP in February 2002.

A record 28 students completed registration and 21 actually participated in study abroad programs during Summer 1999 and the 1999 – 2000 academic year, studying in 12 different countries. In 2000 - 2001, 17 students participated in study abroad programs and several have received scholarships. 19 students have participated in study abroad programs in Summer 2001 and Fall 2001 and several others are scheduled to participate in Spring 2002. There has been an increase in the number of science majors participating in study abroad programs. In Summer and Fall 2001 alone, 10 science majors were studying in Dominican Republic, Cameroon, Mexico, Spain, and Ecuador. Fall 2000 found 2 science majors in England and Ecuador, while in Spring 2001 Xavier science students were in Australia, New Zealand, Ecuador, Madagascar, Tanzania, and Nicaragua. Five students received scholarships from the School for International Training (SIT) to study in Spring 2001; one student received a Compton grant to participate in a program emphasizing economic development in Nicaragua. At least eight of the Summer and Fall 2001 study abroad participants receive scholarship or grant aid, and all of them were able to use financial aid assistance.

Dialogue begun between Xavier's CIIP and Tulane University's Center for International Study was interrupted by Dr. Smith's leaving. It is hoped that the new CIIP director will reestablish communications with Tulane and that a partnership involving study abroad can be established for the mutual benefit of both Xavier and Tulane students.

In 2000-2001, certain faculty and staff were sent to Ecuador, Africa, France, and Spain to visit study abroad sites where Xavier students were participating, have participated, or have expressed an interest in participating. These sites were evaluated for their academics, quality of program administration, opportunities for cultural and linguistic immersion, fees and related expenses, etc. The assessment reports of these site visits can be found in the CIIP office. In addition, eight faculty competed for and were awarded small "Xavier Internationalizes the Curriculum" (XIC) grants in the summer of 2001 to pursue ways of internationalizing their courses. Two faculty received grants from the Mellon Foundation and participated in the Salzburg (Austria) Seminars in 1999 – 2000.

2) Assessment

Each year each unit of the CAS is required to submit a long-range planning document and an assessment record with evidence of assessment of its program and the use of the assessment. Assessment forms which were first implemented in the Spring 1999 will continue to be used. Copies of these documents are available in the CAS Dean's office. Other assessment strategies include 1) student evaluations of courses, 2) attitudinal surveys on the activities of the Pre-Med Program, 3) academic improvement and retention data on students in the Academic Support Program, and 4) student placement data on pre-medical students into professional and graduate schools. Reports by some of these units to evaluate their programs are made to their funding sources; copies are available in the individual units. The CIIP quarterly and year-end reports are also available in the CIIP office and the Dean's office.

Subgoal C

1) Progress Report

The requests for collaborative programs and formal alliances at both the departmental and college level continue to increase. The CAS Planning Council has taken on more responsibility for these efforts and, especially, for the selection and orientation of exchange students. The University continues to maintain an agreement with St. Michael's College (Vermont) and Howard University. The Planning Council has begun to assess the goals and objectives of exchange programs at Xavier and developed a University mission statement for these programs. In reviewing the requests made by several institutions for exchange programs with Xavier, the Council has made recommendations for establishing new programs with New York University and the University of San Francisco, and will work on establishing formal agreements with these

institutions in Spring 2002.

Under a Fund for the Improvement of Post-Secondary Education (FIPSE) grant, the University entered into a partnership with Dickinson College (Carlisle, PA) and Spelman College (Atlanta, GA) for a student exchange and study abroad program. Titled "Crossing Borders", students from all three institutions will have cultural experiences in Cameroon; Carlisle, Pennsylvania; and either New Orleans or Atlanta. Five Xavier students participated in the program, spending 4 weeks in Cameroon in Summer 2001 and Fall semester 2001 at Dickinson. Five Dickinson students are at Xavier for Spring 2002 semester. Recruitment for a second cohort of Crossing Borders participants will occur in February 2002 and program assessment for the first year will be completed by June 2002.

The Associate Dean maintains records of all existing collaborations and is involved, along with the CAS Planning Council, in the design of procedures for the development, implementation, monitoring and assessment of these collaborative relationships.

More students continue to demonstrate interests in participating in study abroad programs. Although most of the students who had a study abroad experience were humanities and social science majors, there has been a steady increase over the years in the number of science majors who have had a study abroad experience. Because science majors comprise the majority of CAS students, efforts continue to identify international programs, which would be suitable and beneficial for them. All study abroad agreements have been reviewed by the CAS Planning Council and will continue to be reviewed on a continuous and systematic schedule.

In July 2001 the College of Arts and Sciences entered into an agreement with Tulane University's School of Public Health to participate in the Joint Faculty Partnership Program (JFAP). This program, sponsored jointly by the Louisiana Board of Regents (BOR) and the National Science Foundation (NSF), allows faculty to be hired with joint tenure-track positions and duties at two Louisiana institutions. The University has previously been involved in this program with two faculty having appointments at Tulane and at Xavier's College of Pharmacy. The first faculty under this new round of JFAP was hired in Summer 2001; a search for the second person is currently underway. The CAS Associate Dean serves as the co-principal investigator for this program.

The permission to have additional staffing in the Dean's Office was approved seven years ago. For two years (1997 – 1999) a search was conducted for the position of Assistant Dean, but the position was not filled. The position remains open in the 2001-2002 year. In the meantime, the duties and responsibilities for the Dean and the Associate Dean of the College of Arts and Sciences have increased. Such increases are evident with the involvement of the Dean's Office in the administration of the African American Studies unit, the Joint Faculty Appointment Program Third Hire, the Community Arts Partnership, the Faith and Learning Program, and the involvement with study abroad programs and student exchange programs such as Crossing Borders and Howard University - all within the last three years. The College of Arts and Sciences continues to be the largest academic division in the University. Due to the large number of departments and the increasing faculty and students served by this office, the administrative and supervisory duties continue to present a severe strain.

2) Assessment

In evaluating collaborative programs, students who have participated in student exchanges or study-abroad programs report their experiences in writing and in presentations so that the value, appropriateness, and effectiveness of these programs may be determined. Students have continued to report that their experiences were very positive, and, if given the opportunity, they would participate again and would recommend their program to another student. Businesses, professional schools, and graduate schools have informed us that a study-abroad experience will positively affect the chances of employment or admission for an applicant. The number of students inquiring about and applying for study-abroad programs has continued to increase each year. Faculty and staff who have visited certain study abroad sites have

assessed these sites for their suitability for Xavier students with regards to their academic quality and overall benefits. Their reports can be found in the CIIP office. In addition, the CAS Planning Council has reviewed established and proposed student exchange programs, assessing their feasibility, student interest, mutual benefit to both institutions. As a result, the Council has made recommendations to the Dean's Office for establishing new exchange programs and discontinuing others. The minutes of Council meetings can be found in the CAS Dean's Office.

Subgoal D

1) Progress Report

The College continues to work closely with its academic units in developing ways of routinely assessing its programs and using the results of assessment for program improvement and enhancement. In Fall 1999 the University conducted a self-study survey of students, faculty, and staff which addressed some aspects of the College and its academic units. Data from this survey can be found in the Office of Planning and Institutional Research. The CAS Dean's office continues to monitor the results of Courtesy and Efficiency surveys on the CAS given by the Office of Planning and Institutional Research. From such surveys, the Dean's office has established daily hours of availability ("office hours") and maintained a log of student visitors and the reasons for their visits.

There are still plans to survey the heads of non-departmental units to 1) assess their understanding of and satisfaction with the relationship between their units and the College, and 2) identify areas of concern. Also, the organizational structure of the College of Arts and Sciences was not assessed as previously scheduled. The CAS does intend to accomplish these goals.

The Office of the President is currently developing a program of evaluation of administrators to include evaluations of the Dean and Associate Dean of the College of Arts and Sciences.

Goal 1 - Plans Based On Observations and Assessments

Structures/Communication

Ongoing

The minutes of Staff Meetings of all member units of the Academic Council will be surveyed to assure their compliance with the requirement to share minutes of Academic Council and Planning Council meetings with, and encourage the input of, their "constituents." At the same time the Dean will report on his responsibility to share information from meetings, especially the Academic Affairs Planning Council with the CAS faculty and staff as appropriate.

Person responsible will be Dr. Kenneth Boutte.

Verification will be the minutes of the meetings.

Person responsible for the verification will be Dr. Harold Vincent.

Non-Departmental Units

By 4/15/2002

Heads of non-departmental units will be surveyed to assess their understanding of and satisfaction with the relationship between their unit and the College and to identify areas of concern.

Person responsible will be Dr. Vincent.

Verification will be reports from the units.

Persons responsible for the verification will be the Planning Council members.

By 5/1 yearly

A year-end report on the activities of the Center for Intercultural and International Programs will be produced.

Person responsible will be the CIIP Director.

Verification will be the document.

Person responsible for verification will be Dr. Boutte.

By 4/15 yearly The Planning Council will receive a report from the Dean regarding non-departmental units and advise the Dean regarding any specific actions needed and which specific units should make reports to Academic Assembly, etc. Persons responsible will be Planning Council members and Dr. Vincent.
Verification will be the minutes of meetings.
 Person responsible for verification will be Dr. Boutte.

Structures/Function

From 8/01 to 8/03 There will be ongoing meetings/review/assessment of the various structural components of the College of Arts and Sciences as part of the planning cycle.

Evaluation of Dean's Office

December 2002 The College will assess its organizational structures. Persons responsible will be Dr. Boutte and the Office of Planning and Institutional Research.
Verification will be a report.
 Person responsible for verification will be Dr. Vincent.

By 04/01/03 A summary of the assessment of the Deans and Office of the Dean will be presented to the Vice President for Academic Affairs, the Deans and the CAS faculty. Persons responsible will be the Planning Council members.
Verification will be the existence of the document.
 Person responsible for verification will be the VPAA.

Collaborative Agreements

From 8/01 to 8/06 Collaborative arrangements will be reviewed as part of the planning cycle.

Goal 2 - ACADEMIC QUALITY: To improve the planning and assessment process that will assure the effectiveness of CAS curriculum, extracurricular activities, teaching, and advising in accomplishing the mission of Xavier University.

- Subgoal A: To assure compliance with the University Planning process by all units within the college.**
- Subgoal B: To provide for systematic planning and assessment of the diverse classroom and non-classroom components which contribute to a liberal education, e.g. core curriculum, guest speakers, cultural affairs, Across Curriculum Thinking (ACT) program, honors programs, community service, etc.**
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- Subgoal E: To seek ways of assuring a more realistic budgeting process and a clearer sense of a college budget rather than departmental budgets.**

All Subgoals**Progress Report and Assessment**

The college continues to try to improve its participation in the planning process. Since 1999 academic units have been required to submit two separate but related documents - a planning document which outlines long-range goals, and an assessment record for each academic unit which includes:

- a) the intended outcomes for the academic program,
- b) the means of assessment for each outcome,
- c) the collected data and results of assessment, and
- d) proposed/implemented changes to improve the program based on assessment results.

These documents serve to reflect the ways in which assessment is being used by academic units to improve instructional programs and how they relate to the departmental budget.

Since the implementation of these new procedures, departmental/divisional assessment has dramatically improved. Academic units submit their planning documents in the Fall, allowing the Dean's Office and the CAS Planning Council to review the documents and use the information in them in producing the CAS Planning Document. The Planning Council continues to make recommendations to the Dean's Office concerning academic unit goals and plans which should be supported by the College, and the Dean's Office makes long range plans based on the plans of its constituent academic units.

All of the 2001-2002 submitted planning documents and assessment reports were read by the Dean of CAS and the Director of Planning and Institutional Research. Responses were given to every academic department with comments about their Planning Documents and Assessment Records. Financial reports of the 2000-2001 academic expenditures were given to the Dean, and proposed budgets for the 2001-2002 academic year were received. Budgets for the departments and units were constructed and given to each cost center manager for use in planning.

The CAS Planning Council is chaired by the Associate Dean and meets an average of ten times a semester. The minutes of all CAS meetings can be found in the CAS office. The following tasks were performed by the Planning Council from Spring 2001 to Fall 2001:

- continued refinement of the articulation agreement between Xavier University and Delgado Community College
- a review of the Fall 2001 planning documents of the CAS academic units
- a review and comments concerning recommendations for the CAS planning document
- recommendations for the agreement for the Tulane/Xavier MBA and MACCT programs.
- discussions concerning course enrollment levels and instructor workloads
- review of secondary education programs for exceptions to the core
- review of proposed dual degree engineering programs for exceptions to the core
- review of the report of the Core Curriculum Assessment Committee
- continued discussions and studies concerning African American Studies – the AFAM minor, an AFAM concentration, and courses which may satisfy the AFAM core requirement
- recommendation that two other AFAM courses in addition to AFAM 2000 can satisfy the core requirement in African American studies: AFAM 3015 – The Harlem Renaissance Movement and AFAM 3370 – African Americans, Africa, and Pan-Africanism
- review and recommendation of American Sign Language for fulfilling the core curriculum requirement in foreign languages
- discussions and recommendations on proposed and current student exchange programs
- recommendation and development of a mission for study abroad and student exchange
- review of the proposal for Honors in Languages
- recommendations for the elimination of the Speech Pathology Education major
- reviews of new study abroad agreements

The CAS Planning Council is responsible for reviewing college academic planning documents and making recommendations to the Dean for college planning and assessment. In addition, the planning documents and assessment reports are read by the CAS Dean, Associate Dean, and the Director of Planning and Institutional Research. Based on their review of the CAS academic unit planning documents, the CAS Planning Council made the following observations as to what the CAS Dean's office can/should do in support of its units:

- African American Studies – no planning document was submitted by this unit. Finding a suitable chairperson and/or additional faculty, and ways to provide stability to this unit are critical. Plans are to resume a search for a chair for this unit in Spring 2002.
- Art – space needs for this department are being addressed with the creation of the Art Village. In addition are the needs to improve student recruitment and retention, improve the curriculum, and utilize mechanisms to attract more majors. The department intends to pursue national accreditation and plans to introduce more African and African American material into courses. Faculty are encouraged to seek extramural funding and have more community involvement.
- Biology – this department plans to continue to assess and improve its curriculum, increase faculty involvement in research, encourage its students to go to graduate school, and improve in student advising for retention.
- Business – this departments is seeking ways to meet the challenges of student and faculty recruitment. It plans to increase the number of its majors by 400 by 2005. It also plans to seek national (Association of Collegiate Business Schools and Programs -ACBSP) accreditation.
- Chemistry – this department seeks to continue to improve its curricula, improve student advising and find ways to improve academic student performance.
- Communications – this department wishes to review its curricula with the goal of seeking accreditation with ACEJMC. It plans to increase its majors and teach students to use and understand technology in the discipline. It seeks to obtain new audiometric equipment for Speech Pathology.
- Computer Science and Computer Engineering – the plans of this unit include increasing the number of its majors by 50% in the next 5 years. In addition are plans are to hire new faculty members to support the Computer Engineering program.
- Education – the plans of this division stress the need for improvement in recruiting and retention of both faculty and students. In addition, plans include the implementation of the revised "Conceptual Framework", a continued emphasis on the use of technology. Program assessment are also a part of their long-term goals.
- English – this department plans to recruit more students. They also would like release time for the Freshmen Composition Director, plan to propose curriculum changes, seek increases in faculty salaries, furnish every full time faculty with an internet-capable computer, and have funding for departmental publications. In addition, they would like a reduction in the full-time teaching loads of faculty from 12 to 9; the University President, however, has already ruled on this matter.
- History – this department will continue its efforts to increase the number of its majors and minors, and increase the number of its majors who go on to graduate school. The plan to integrate more technology into their curriculum and continue to assess and improve their courses. They have also expressed a need for more computers.
- Languages – student recruitment continues to be a priority of this unit. They also plan to work toward implementing a pre-college summer program, develop an Honors in Language track, and encourage faculty to seek grants and other outside funding for course development.
- Mathematics – this unit seeks to improve facilities with electronic classrooms and computer labs. It is interested in increasing and retaining its majors and faculty, and seeks more faculty office space. There are plans for curriculum improvement and faculty development.
- Music – this department seeks to reevaluate and strengthen its programs. It wants to continue to renovate the Music Building and rebuild the inventory of band instruments that has been depleted due to loss. It continues to request more budget increases.
- Philosophy – the plans of this unit include the acquisition of laptop computers for faculty since access to offices during off-hours in the library presents a problem, and start a Philosophy Club for students as a means of attracting majors.

- Physics/Dual Degree Engineering Department – this unit plans to continue efforts in recruiting more students to have 100 majors by Fall 2005. They also wish to send more of their students to graduate school, and to increase externally supported student scholarship money.
- Political Science – this department wishes to increase student enrollment in Public Policy, and offer drills and supplemental classes to improve student GRE and LSAT scores. In addition, they plan to develop a new introductory course in leadership skills.
- Psychology – the department wishes to develop a pipeline with Tulane and other institutions for placing its students into graduate programs. It also wants to encourage its faculty to apply for grant funding, develop a multidisciplinary minor in developmental psychology, and continue to assess and improve its curriculum.
- Sociology – this department seeks to improve on student recruitment and retention. They wish release time for faculty/student projects and have more funds for the recruitment of faculty.
- Theology – this planning document was not available at the time of this review.
- Pre-Medicine – this unit continues to be strong on past assessment. Future plans do not appear to require much assistance from the Dean's office.

The Dean's office will continue to take these plans under consideration and determine the feasibility of supporting them.

The CAS Dean will continue to stress to academic units with low student enrollments the importance of student recruitment and retention, which includes better student advising. In addition, the Dean will continue to assess the feasibility of continuing the major and/or minor in disciplines with low enrollments.

The Core Curriculum Assessment Committee has the duty of assessing the core's educational outcomes annually. The committee began working in Fall 2000 under the chairmanship of Dr. John Sevenair (Chemistry). This committee reports to the CAS Planning Council; a report to the Council was delivered in Spring 2001. The Planning Council reviewed the committee's report concerning the Sophomore Competency Examinations. The committee recommended that the Sophomore Comps be radically revised. The Council agreed with the committee that 1) the Sophomore Comps should be used to assess the core and not the student, 2) the policy requiring students who fail a section of the Sophomore Comps to get permission to take upper level courses be rescinded, and 3) it is important to provide detailed feedback of test results, especially in terms of where a student is failing.

The Planning Council finalized the articulation agreement between Xavier University and Delgado Community College (DCC). The final agreement was signed by President Francis in Spring 2001 and sent to Delgado. The document has not yet been signed and approved by Delgado. This document will be subject to systematic periodic review and update by the Dean' Office and the Planning Council with input from all academic units.

Dr. George Neely, Chair of the Business Department, has taken the lead in revising the Tulane/Xavier Joint MBA and MACCT programs. Program agreement drafts have been produced, but currently the two institutions have not come to full agreement on all of the terms and conditions for the programs. The Planning Council has offered advice and recommendations on the drafts and their terms to the Business Department. Final agreements are expected in Spring 2002.

Mrs. Alexandra Chatters continued to serve as the Director of Dual Degree Engineering programs (DDEP). She is currently working to update and finalize some of the DDEP agreements the University has with selected engineering schools. The Planning Council has reviewed all final DDEP agreements, and the Council awaits the submission of the remainder. All DDEP agreements are expected to be finalized by the end of Spring 2002.

Dr. Antonio Lopez continued to fill the position of Endowed Chair in Computer Science. Currently there is a search to fill the vacated position of Endowed Chair in Entrepreneurship; the Search Committee for this position is chaired by Mr. Karl Turner, Vice President for Institutional Advancement.

The Planning Council recommended the following as Xavier's mission for study abroad and student exchanges:

Xavier University of Louisiana has as its ultimate purpose the promotion of a more just and humane society, and serves to prepare students to assume roles of leadership and service. Based on the fact that today's American society is multicultural and ethnically diverse, the University is committed to explore opportunities of cultural immersion and awareness, allowing its students to take advantage of these opportunities. Global awareness and an acceptance of different cultures are key components for good leadership.

To accomplish this mission, the University has set forth the following goals:

- 1) Identify and promote programs of student exchange that will allow for shared cultural experiences and be of mutual benefit to participating institutions.
- 2) Promote and encourage student participation in national and international programs that will foster an understanding of cultural diversity.
- 3) Seek ways to assist the participation of students in such programs.

The Planning Council had planned to review the consortium agreement between Xavier University, Loyola University, and Notre Dame Seminary. However, the written agreement (if one exists) could not be located with any department, office, or person at Xavier. The Dean's Office will determine if the partner institutions have copies of a written agreement.

The Dean and the Associate Dean continued to meet with every section of UNIV 1010 in the Fall semester.

The Dean's Office and the CAS academic units continue to seek ways to assess and improve CAS advising and to devise strategies to assess our strengths and weaknesses in advising. The Dean's Office continued to encourage each academic unit to produce a core curriculum handbook, which proved to be beneficial in those units which have already done so. The Academic Standing Committee continues to be assertive in addressing their specific concerns to chairpersons and the Office of the Dean is making efforts to identify individuals/departments who may need help with advising.

Goal 2 - Plans Based On Observations and Assessments

Chairs/Departments

By 10/15/02

All departments will have submitted their planning documents.
 Person responsible will be Dr. Vincent.
Verification will be copies of planning documents.
 Persons responsible for verification will be Ms. Fredine

By 5/15/02

All departments will have submitted updated assessment reports indicating how assessment of student learning outcomes have been addressed and utilized as a result of assessment of the previous year's planning document.
 Persons responsible will be Department/Program chairs.
Verification will be copies of documents.
 Persons responsible for verification will be Dr. Boutte, Dr. Vincent, and Ms. Fredine.

Planning Council

From 1/02 to 8/06

Continued review of academic unit planning documents
 Persons responsible will be Dr. Boutte and Planning Council members.
Verification will be a report.
 Persons responsible for verification will be Dr. Vincent and Dr. Boutte.

Goal 3 - LEADERSHIP DEVELOPMENT: To assure that Xavier impacts a variety of diverse students and that those who graduate from Xavier will be prepared to be leaders and will have been empowered so they will have options in terms of careers and further educational pursuits.

- Subgoal A:** All components of the CAS will have collaborated with the total university effort to increase the number of majors in the Humanities, Education, and Business. These CAS components will also seek ways to produce better "majors", and work toward achieving a better gender balance within the College.
- Subgoal B:** To work with academic and non-academic departments to assure that 90% of CAS students by the time of their junior year degree audit (second semester, third year) are actively involved in at least one of the following career assistance programs at Xavier: Career Planning and Placement; Graduate School Placement (Grad Star); Dual Degree Engineering Program (DDEP); Pre-Medical/Health Careers Office; Pre-Law Program.
- Subgoal C:** To work cooperatively with the Center for Intercultural and International Programs (CIIP) to provide opportunities to students and faculty for international education and experiences which will increase global awareness.

All Subgoals

Progress Report and Assessment

The University goals with respect to enrollment in various majors and gender balance have been set. Recruitment efforts have been made with some improvement in some disciplines which are reflected in the 1999-2000 University Profile. However, increases in some disciplines were countered by little growth and some declines in other areas. Departmental plans to increase number in underrepresented disciplines were stated in most units' long-term planning goals documents submitted this past fall. Efforts by some departments such as the implementation of summer programs, an increase in recruitment efforts, and collaborations with the Admissions Office seem to have a positive impact on recruitment of students into non-science majors.

Renovations and construction was begun to produce facilities and infrastructure for the Art Department. Known as the Art Village, it will provide support for all related activities of this department including classrooms, faculty scholarship and productivity, and community and public programs. Building "1" was completed sufficiently in January 2002 for faculty to begin moving into the structure, and some art classes will be held there for the first time in Spring 2002.

The Art Department continued to implement its Community Arts Partnership (CAP) through its Lila Wallace-Reader's Digest Grant. A summer program was successfully conducted for the second consecutive year in the Summer 2001. The ART 3500 course, Community Program Development Seminar, has developed to become a 3 credit hour course and has good enrollment. CAP partners, which included the CAS Associate Dean, met on a regular basis to assess the program and make recommendations for improvements. Reports on CAP can be found in the Art Department and in the CAS Dean's office. In addition, Xavier and its community arts partners continued to serve as active members of the Community Arts Partners Institute (CAPI) based in Chicago along with six other institutions. The Institute's next annual meeting is scheduled for April 2002 in New Mexico.

The Math and Science departments continue to strive to reach the goals set through the NSF/MIE grant. The pre-college programs (SOAR I, II, and III) seem to be good recruitment resources, especially in Computer Science. After obtaining an Minority Institutional Initiative (MII) grant, the Computer Sciences Department established the SOAR III summer program aimed at students interested in computer science. Over the past five years, the Computer Science Department has experienced an increase in the number of

freshmen indicating a major in computer science/computer information systems – from 18 freshmen students enrolled in Fall 1995 to 36 students in Fall 2001. This is documented in the 2001-2002 University Profile and the Fall 2001 Freshman Profile. Many of these new students were participants in the SOAR III program; this event is parallel to what occurred in the sciences and in the engineering programs when SOAR I and SOAR II were established several years ago.

Despite strong recruitment efforts, however, there have been decreases in the past five years in the number of freshmen enrolled in Mathematics and Physics/Engineering. Only 2 freshmen entered the Mathematics Department in Fall 2001 (compared with 3 in Fall 2000); 23 enrolled in Physics/Engineering (compared with 42 in Fall 1998 and 25 in Fall 2000). The Dean's office will continue to work and assist these departments in increasing their majors.

Non-science academic units which have demonstrated declines or consistent low numbers (<25) of majors over the last five years were Languages (4 majors in Fall 2001), Philosophy (10 majors in Fall 2001), Theology (5 majors in Fall 2001), and History (13 majors in Fall 2001). The Dean's office will continue to work and assist these departments also in increasing their majors. Significant increases in the number of majors over the past five years were demonstrated in the Psychology Department, the Business Department, and the Political Science Department.

As a result of the NSF/MIE and MII contracts, several students continued to receive scholarships and conduct research during the summer and the academic year. Many of the science departments have been able to secure funding (MARC, MBRS, ARCH, DoE, etc.) for programs to encourage graduate school study and have helped students apply for summer programs and graduate school fellowships with a great deal of success. Outside the sciences, opportunities for this kind of funding are still limited. However, scholarship initiatives through the Office of the Vice President for Academic Affairs have had a positive impact and faculty continue to work to help students in the non-sciences compete for scholarship support that is specifically designed to increase graduate school enrollment.

In Fall 2001 the Art Department was awarded a COPE grant from the JCC Holding Company and Harrah's New Orleans Casino in the amount of \$10,000 for art equipment and supplies for art students in support of possible entrepreneurship activities for this department.

On July 1, 2000 an implementation grant titled "Faith and Learning Programs: A Theological Exploration of Vocations" was submitted to Lilly Endowment in the amount of \$1,328,189. One goal of the program is to identify, motivate, and nurture youth to become committed ordained and lay leaders in religious communities. This grant was approved and is effective from January 1, 2001 through May 31, 2005. With a goal to institute and improve programs of theological education and vocational reflection for its student and faculty, this grant has allowed Xavier to open and enhance opportunities for young people to explore as vocations both ordained and religious ministries as well as non-religious professions. The program is designed to integrate and interact with current campus programs and to motivate students, faculty, and staff to become committed ordained or lay leaders in religious communities, looking beyond self-interest in their professional pursuits. In 2001, the program components included:

- a) A summer program conducted in Summer 2001 that included a course in theology as well as study sessions and community service with time devoted to theological reflections on faith and learning for pre-college students who were accepted into the University and who enrolled in the Fall 2001 semester at Xavier.
- b) A student program which targeted undergraduate students of all faiths currently enrolled at Xavier including student and alumni retreats, guest speakers and presentations and student-created service programs.
- c) A faculty/staff program for the enrichment of Xavier's faculty, staff and administrators which included community projects and enrichment retreats, seminars, research communities, and a lecture series.

Also, Fall 2000 marked the creation of a new Center for Undergraduate Research (CUR). Since Spring

2001, Dr. Michelle Boissiere (Biology) has served as the Director of the Center. This Center will have a direct impact on all academic units on campus.

The curriculum for the major in Computer Engineering was constructed and approved for implementation in Fall 2000. Currently there are 39 Computer Engineering majors, up from 27 last year.

The graduating class of 2000 was the first class in several years in which all requirements for the degree had to be satisfied in order to march at commencement. The CAS Dean will continue to suggest that all academic units conduct a degree audit in the student's second semester of the junior year instead of the first semester in the senior year. This will give the student the knowledge of their remaining requirements to be completed for the degree and the time of one summer and one academic year to fulfill these requirements. During the junior year degree audit, academic units should determine if their potential graduates have taken advantage of the resources on campus designed to enhance their potential for post-baccalaureate education and achieving their career goals: Career Planning and Placement; Grad Star; Dual Degree Engineering Program (DDEP); Pre-Medical/Health Careers Office; Pre-Law Program.

For the past few years, several students have participated in a study-abroad experience, but most of these were non-science students. Due to the efforts of the CIIP office, the past four years have shown an increase in the number of science majors applying for and participating in study abroad experiences. The CIIP Director will continue to identify international institutions with strong science programs which would be both attractive and beneficial to Xavier's science students and compatible with the science curricula. Several programs have been identified and there has been an increase in the interest of both science and non-science students in study-abroad opportunities.

Goal 3 - Plans Based On Observations and Assessments

- By 10/15/02 Planning documents of the academic units in the CAS will contain reports on the results of strategic planning toward accomplishment of enrollment balance, preparation for graduate school, and leadership development.
Persons responsible will be Academic Chairs.
Verification will be documents.
Persons responsible for verification will be the Deans.
- By 8/15/02 Measurable, sustained increases in those majors which now have relatively low enrollments will have been realized.
Persons responsible will be deans, chairs, and the Planning Council.
Verification will be enrollment statistics.
Persons responsible for verification will be Dr. Labat and Dr. Vincent.

Goal 4 - FACULTY/STAFF EMPOWERMENT: To provide leadership that respects the rights and responsibilities of the faculty/staff and which allows for collegiality, subsidiarity, communication, and mutual clarity regarding policies and expectations.

- Subgoal A: To establish an ongoing collegial review of departmental and College policies.**
- Subgoal B: To encourage the development of teaching and research capabilities of faculty.**
- Subgoal C: To continue to provide opportunities for professional development of faculty within the college.**

All Subgoals

Progress Report and Assessment

The faculty continued to have the primary responsibility and authority for academic policy matters under the governance system of the University. The on-going, systematic review of policies occurred in order to make sure that they are still appropriate and that they are supportive of the mission and goals of the University.

The CAS Planning Council continued to be the main body which makes recommendations on departmental and college policies to the Dean of the College of Arts and Sciences. The recommendations of the Council are documented in the meeting minutes. Some policies were reviewed by the Council this year, and recommendations were made to the Dean. Documentation of these reviews can be found in the minutes of Council meetings.

For both tenured and new faculty members, opportunities for ongoing development are essential for academic excellence, as well as for faculty stability and recruitment. The College continued to support faculty development and scholarship enhancement through its travel budget. Through the Center for the Advancement of Teaching, the Center for Environmental Programs, the Center for Intercultural and International Programs, and other initiatives, individual faculty members and departments have been able to gain funding and/or release time as well as equipment to support faculty and/or curriculum development. Three faculty members applied and were approved for sabbatical leave in 2000-2001 – Dr. Thomas Bonner (English), Dr. Leonard Price (Chemistry), and Dr. Ieva Politzer (Chemistry). In addition, 4 faculty requested and were granted 25% release time to pursue scholarly activities in Fall 2000 – Dr. Bruce Danner (English), Mr. Major Jackson (English), Dr. Charles Sevick (Education), and Dr. Mark Schlueter (Biology).

In an effort to increase the research potential of its faculty and the research opportunities of its students, the Office of Sponsored Programs (OSP) continues to be strongly supported by the College. Although not a part of the College, Sponsored Programs is integral in increasing the research potentials of our faculty. The College encouraged faculty to participate in seminars and workshops conducted by Sponsored Programs geared at securing research grants and enhancing faculty scholarship. Departments supported the goal to increase the number of Xavier students admitted to graduate school by having at least one faculty member serve as a departmental liaison to the Graduate Student Placement (GradStar) program. In addition, the College helped to promote the use of the “Grant Advisor” by faculty, a monthly publication of grant opportunities for research and scholarship enhancement produced by the OSP.

The Associate Dean continues to cooperate with Mr. Marion Bracy and the Office of Facility Planning and Management (OFPM) to provide functional and aesthetically enhanced offices/support space for faculty. Some buildings and property recently purchased by the University are being renovated to provide permanent facilities to house the Art Department. Known as the Art Village, renovations on building “1” have been completed enough for faculty to move in and hold classes in Spring 2002. Plans are to continue to renovate the other buildings and facilities, and have the Art Department systematically move into them in phases. The University has begun construction on a new University Center with a completion date of August 2002. The Associate Dean also works with the University’s Physical Plant and the OFPM with physical changes and renovations affecting the College throughout the campus.

The College continues to be committed to supporting the goals of the Vice President for Academic Affairs’ Office with respect to faculty development, as well as faculty recruitment and hiring, and to contributing to the attainment of those goals in all appropriate ways. The Dean worked with the Associate Vice President for Academic Affairs in developing and enforcing policies and procedures for faculty recruitment and hiring. Meetings between the two administrators will continue to be held to establish uniformity throughout the College in the hiring of new faculty, reviewing hiring policies, and informing faculty about immigration requirements.

Goal 4 - Plans Based On Observations and Assessments*Policy Review*

Ongoing

There will be ongoing policy review and modifications based on assessment.

Persons responsible will be Dr. Boutte and the Planning Council members.
Verification will be the existence of the evaluation and evidence of change based on the evaluation.
 Persons responsible for verification will be Dr. Vincent and Dr. Boutte

Physical Facilities
 By Spring 2002

The Art Department will begin to move into new, permanent space.
 Persons responsible will be Dr. Boutte and Mr. Marion Bracy.
Verification will be existence of the department spaces.
 Person responsible for verification will be Dr. Vincent.

By 3/1/02

Drs. Vincent and Boutte will have met with the new faculty members in the College at least once to discuss college policies and expectations.
 Persons responsible will be Dr. Vincent and Dr. Boutte.
Verification will be notices and agendas from meetings..
 Persons responsible for verification will be faculty, chairs, Dr. Barron and Dr. Labat.

- Goal 5 – CONSORTIAL RELATIONSHIPS AND CONTRACTUAL AGREEMENTS: To establish and maintain the regular review of all institutional consortial relationships and contractual agreements.**
- A) Student Exchange Programs**
 - B) Study Abroad Agreements**
 - C) Articulation and Consortium Agreements**
 - D) Academic Program Agreements**

Progress Report and Assessment

The College of Arts and Sciences Planning Council continued to have the responsibility to systematically review institutional consortial and contractual agreements, and provide recommendations to the Dean of the College of Arts and Sciences. In the CAS, the Planning Council provided systematic, regular reviews of institutional agreements in four areas:

- a) Student Exchange Programs
- b) Study Abroad Agreements
- c) Articulation and Consortium Agreements
- d) Academic Program Agreements

As new University relationships and agreements are established, they will be subjected to periodic and systematic reviews by the CAS Planning Council.

A) Student Exchange Programs

Of the current three institutions with student exchange agreements with Xavier University, two – Howard University and Dickinson College – have currently-reviewed, approved agreements with Xavier. The agreement with Howard University was established in 1998 and reviewed by the CAS Planning Council in March 1999. The program with Dickinson College has a study abroad component as well as student exchange. This agreement was reviewed and approved in Spring 2001. These agreements and any future ones will be subject to systematic and periodic (4-year cycle) reviews by the Planning Council.

The exchange program with St. Michael's College (Vermont) has been inactive for several years. Communications and efforts are underway to look at the current direction and focus of the two institutions to determine the feasibility of continuing this relationship. Student exchanges with St. Michael's College and Xavier University have been suspended until a mutual, current agreement can be established by both

institutions.

Several other institutions have inquired about establishing exchange programs with Xavier. The Planning Council developed a mission statement to serve as a guide in determining the University's focus and direction for such programs.

B) Study Abroad Agreements

The CAS Planning Council will continue to provide regular reviews of all collaborative study abroad agreements with domestic and international institutions. In 1998, several agreements were renewed and new ones were established. The CAS Planning Council reviewed these agreements in March 1999 and found them to be relevant and appropriate. As a part of the University's planning cycle, the Council will review these agreements every four years.

C) Articulation and Consortium Agreements

Xavier University has one articulation agreement with one institution – Delgado Community College. The agreement went through an exhaustive revision by the two institutions in 1998-1999 to produce a complete and up-to-date document. This agreement was reviewed and approved by the CAS Planning Council in Spring 2000. In Spring 2001 the Planning Council updated the document. It was then signed by the University president, Dr. Norman Francis, and sent to Delgado for approval. The agreement is scheduled for systematic review and update every two years in the Spring semester, corresponding with the two-year cycle for the production of the Xavier catalog.

The consortium agreement (The New Orleans Consortium) between Xavier University, Loyola University, and Notre Dame Seminary (New Orleans) has not yet been reviewed. There are ongoing efforts to locate the written consortium agreement, if one does exist, so that a review can take place. If a copy of an agreement cannot be located among the three participating institutions, a new agreement will be drafted. The CAS Planning Council, along with representatives from Loyola and Notre Dame, will review this agreement in the Spring 2002 with regular, systematic reviews scheduled every five years in the Spring semester.

D) Academic Program Agreements

The University has agreements for its Dual Degree Engineering program (DDEP) and for its joint Tulane/Xavier MBA program. The Director of Dual Degree Engineering Programs continued to have the responsibility of reestablishing and renewing all DDEP agreements. Currently, Xavier has agreements with nine engineering schools: Georgia Institute of Technology, Morgan State University, North Carolina A&T University, Southern University at Baton Rouge, Tulane University, University of Detroit – Mercy, University of Maryland – College Park, University of New Orleans, and University of Wisconsin – Madison. The Director has been in contact the heads of the engineering disciplines of all nine schools for updates and revisions of the agreements. Plans were to have all agreements updated and finalized by Fall 2001, but all have not been completed. The CAS Planning Council received and reviewed all of the updated agreements, and plans to perform regular reviews of these agreements every four years in the Fall semester. Agreements that have not yet been finalized and reviewed should be completed by Spring 2002.

The Chair of the Business Department continued to work on the agreement for the joint Xavier/Tulane Business programs. The Chair has met with members of Tulane's School of Business and together they have developed drafts of new agreements for the revamping of the Tulane/Xavier Master of Business Administration (MBA) program and a Master of Accounting (MACCT) program. Discussions of these drafts with the Chair and the Dean's Office have occurred. The two institutions, however, have not come to full agreement on all terms. The agreements should be completed and presented to the CAS Planning Council for review in Spring 2002. The agreements will undergo a systematic review every four years in the Fall semester.

Goal 5 - Plans Based On Observations and Assessments

Student Exchange Programs

- Fall 2002 Continued discussion with St. Michael's College for the reestablishment of the Xavier/St. Michael's student exchange program.
Person responsible will be Dr. Boutte.
Verification will be a revised student exchange agreement between Xavier and St. Michael's.
Persons responsible for verification will be the CAS Planning Council.
- Spring 2003 Scheduled, regular review (four-year cycle) of all student exchange agreements.
Persons responsible will be Dr. Boutte and the CAS Planning Council members.
Verification will be the minutes of the CAS Planning Council.
Persons responsible for verification will be Dr. Vincent and Dr. Boutte.

Study Abroad Agreements

- Spring 2003 Scheduled, regular review (four-year cycle) of all student exchange agreements.
Persons responsible will be Dr. Boutte and the CAS Planning Council members.
Verification will be the minutes of the CAS Planning Council.
Persons responsible for verification will be Dr. Vincent and Dr. Boutte.

Articulation and Consortium Agreements

- Spring 2002 Discussion with Loyola University and Notre Dame Seminary to update the New Orleans Consortium agreement, and review by the CAS Planning Council.
Persons responsible will be Dr. Boutte, Dr. Labat, and the CAS Planning Council.
Verification will be a revised consortium agreement between Xavier University, Loyola University, and Notre Dame Seminary. Planning Council minutes will document the review of the agreement.
Persons responsible for verification will be Dr. Labat and Dr. Boutte.
- Spring 2003 Scheduled, regular review (two-year cycle) of the Xavier/Delgado articulation agreement.
Persons responsible will be Dr. Boutte and the CAS Planning Council members.
Verification will be the minutes of the CAS Planning Council.
Persons responsible for verification will be Dr. Vincent and Dr. Boutte.
- Spring 2006 Scheduled, regular review (five-year cycle) of the New Orleans Consortium agreement.
Persons responsible will be Dr. Boutte and the CAS Planning Council members.
Verification will be the minutes of the CAS Planning Council.
Persons responsible for verification will be Dr. Vincent and Dr. Boutte.

Academic Program Agreements

- By Spring 2001 Completed review of all revised, reestablished and/or new academic program agreements – Dual Degree Engineering Program agreements and joint Tulane/Xavier MBA and MACCT program agreements.
Persons responsible will be Dr. Boutte and the CAS Planning Council members.
Verification will be the minutes of the CAS Planning Council.
Persons responsible for verification will be Dr. Vincent and Dr. Boutte.
- Fall 2005 Scheduled, regular review (four-year cycle) of all academic program agreements.
Persons responsible will be Dr. Boutte and the CAS Planning Council members.
Verification will be the minutes of the CAS Planning Council.

Persons responsible for verification will be Dr. Vincent and Dr. Boutte.