Annual Assessment, Planning, & Budget Report Guidelines for Academic and Nonacademic Units for Fiscal Year 2007-2008

Loyola University New Orleans

Each academic and nonacademic unit at Loyola produces an annual report providing information reflecting on that unit’s accomplishments. The content and format reflect the university’s integrated systems of assessment, planning, budgeting, and evaluation that our accrediting organization, SACS, requires. The reports allow us to document that departmental and division systems are operating in an integrated fashion. Besides satisfying our accrediting organization’s expectations, the annual report process increases our understanding of how these integrated systems lead to continuous improvement in support of Loyola’s Mission:

Loyola University New Orleans, a Jesuit and Catholic institution of higher education, welcomes students of diverse backgrounds and prepares them to lead meaningful lives with and for others; to pursue truth, wisdom, and virtue; and to work for a more just world. Inspired by Ignatius of Loyola’s vision of finding God in all things, the university is grounded in the liberal arts and sciences, while also offering opportunities for professional studies in undergraduate and selected graduate programs. Through teaching, research, creative activities, and service, the faculty, in cooperation with the staff, strives to educate the whole student and to benefit the larger community.

All units are asked to reflect in their report how they are fulfilling their mission/purpose, the university’s mission, and to include specific assessment and goals as expressed in the Pathways Strategic Plan at http://loyno.edu/strategicplan/ and Loyola’s Strategic Plan 2007 http://www.loyno.edu/provost/documents/LoyolaStrategicPlan2007-.pdf.

The following guidelines are for all reports from individual operating units through divisions, and, finally, the President’s Report to the Jesuit Corporation and the Board of Trustees. Each unit’s report will be posted on its respective Intranet website.

Each unit’s report should be submitted by the immediate supervisor of that unit to the next reporting level for approval. The report then should be posted on the unit’s Intranet website in pdf format. (Please contact Donna Goforth, x2013, if you need assistance posting to the web) A midlevel manager, director, associate/assistant vice president, or dean will summarize his or her subunits’ reports as part of their larger unit’s report (e.g., college, office) and similarly submit it to the next reporting level for approval (usually to a vice president). These reports will also be posted to that unit level’s Intranet website.

The outline for the annual report is attached. Suggested maximum number of pages is noted for each section. In some cases, circumstances may require reports to exceed these limits. For consistency of appearance all reports should use Times New Roman font, 12 point, with 1” margins on top, bottom and right and 1.25” on the left (for ease of binding). Pages should be numbered in the upper right hand corner and the name of the
unit should be placed in the upper left (the page header area). For questions or additional information, please contact Elizabeth Kordahl, Executive Assistant to the Provost, by email, kordahl@loyno.edu or phone, 865-2281.
1. Executive Summary (1 page max)

1.1 Name of the unit
Medieval Studies (Interdisciplinary Minor)

1.2 Description of unit and its mission
The Medieval Studies Steering Committee includes representatives from the three
core areas (English, History, Medieval Thought [Philosophy/Religious Studies])
and faculty from other related departments as approved by the Steering
Committee. Representatives serve two-year terms which are renewable by a
majority vote of the Steering Committee.

The Medieval Studies minor seeks to foster an understanding of the
cultural monuments of the European Middle Ages, both as accomplishments
worthy of study in their own right and as the source of countless institutions of,
and questions about, modernity in the West. In keeping with the mission of the
College of Humanities and Natural Sciences, the faculty pursue a
multidisciplinary approach to teaching and research that emphasizes the
interrelatedness of the many fields of human knowledge.

1.3 Assessment of the unit
In keeping with our assessment plan, we conducted a review of all Medieval
Thought courses (those courses with a medieval focus offered through Philosophy
and Religious Studies) in 2007-2008. (See also section 3.3.)

1.4 Goals of the unit
1. To promote academic study of the history, literature, thought, arts, and culture of
the Middle Ages at Loyola;
2. To prepare students for advanced work in the fields of Medieval Studies;
3. To increase awareness of the importance and legacy of the Middle Ages at
Loyola, in New Orleans, and throughout the state and region.

1.5 Review of the past and current budgets
In October of 2006, Medieval Studies was finally granted an annual budget from
the Provost’s Office of $400. That budget was renewed for 2007-2008. These
monies are used to cover expenses related to the Medieval Film Fest, the Greater
New Orleans Medieval Scholars Discussion Group, production of the Medieval
Studies brochure, and purchasing of the Venerable Bede prize. For AY07-08, our
regular budget for the film festival (which has been drawing steadily growing
audiences) was supplemented by a one-time QEP grant. We also received
additional one-time allocations of $700 from the Provost and $500 from the
College of Music and Fine Arts and a Biever grant in the amount of $1860 in
support of the annual meeting of the Louisiana Consortium of Medieval and
Renaissance Scholars, which was hosted in October, 2007, at Loyola. Tulane and
Northwestern State Universities also supported this event in the amounts of
$406.99 and $730.20, respectively.

1.6 Resource needs/wants/reallocation
What follows here is a nearly-exact restatement of last year’s report as composed by Dr. Sara Butler: Medieval Studies needs more professors. Medieval Studies finished the year with twenty-one minors and three contract-majors. To the best of our knowledge, we continue to be the largest interdisciplinary minor program on campus, and one of the closest to Loyola’s mission as a Catholic institution, yet we remain significantly under-supported, particularly in terms of faculty with teaching expertise, when compared to programs like Women’s Studies, Latin American Studies, and Environmental Studies. Our students have demonstrated a keen interest in Medieval Studies, evidenced not only by our exponentially increasing number of minors and our overflowing classes (ENGL A316, offered Fall 2007, was over-enrolled by eight students), but also through attendance at the Medieval Film Fest (average attendance this year was about 30 for each of our three films) and the addition of two more majors by contract, bringing the total to three. Unfortunately, our medieval faculty is also very involved at Loyola. With Dr. Sebastian serving as Deputy Director of the Honors Program and Dr. Gossiaux chairing the Department of Philosophy, two of our three core instructors are teaching fewer courses for our minors. In the past, we have also relied on course support from extraordinary faculty, especially Lori Ranner in History and Elizabeth Goodine in Religious Studies. For AY 2008-2009, Professor Ranner will be teaching on a much reduced load, and Dr. Goodine, in response to Loyola’s refusal to offer her a regular contract, has accepted a tenure-track position elsewhere. The loss of the courses offered by these faculty will severely hamper our ability to serve our current students in the coming years and to recruit new ones.

To repeat: we need more professors. With Dr. Goodine’s departure in particular, we are left with no regular course offerings in medieval religion, a situation that is frankly embarrassing, and we have no one in any department with expertise in the Early Middle Ages. Similarly, Professor Ranner is our only non-Western medievalist (her field of expertise is Byzantium, an area rarely taught in the United States at the undergraduate level). In their absence, we more desperately than ever need new faculty with an ability to teach in these areas, early medieval and non-Western, regardless of discipline. This section of last year’s report read: “Losing either of these faculty members would have a serious impact upon our ability to offer a good program – thus, we suggest that these positions be the first positions targeted for hiring.” Sadly, we now find ourselves in the undesirable position we had so hoped to avoid.

In terms of budgetary reallocation, we would like to continue to enhance our co-curricular programming. Our film festival has been extraordinarily successful, but it could not have been sustained at its current levels of attendance on an annual budget of $400. Furthermore, several of our students have expressed interest in attending and presenting their work at professional conferences that support undergraduate research. Specifically, several of our students have approached us about traveling to Kalamazoo, Michigan, in May of 2009 for the International Congress on Medieval Studies held there annually. We
expect that the quality of their work will find them places on the program. We are therefore pleased to learn that our budget for AY2008-2009 is now $1500.

1.7 Summary of achievements
Since the beginning of 2007, the four core Medieval Studies faculty have published no fewer than one book, four articles, a dozen encyclopedia entries, and four book reviews; delivered no fewer than five papers to professional conferences (in addition to numerous guest lectures in classes and talks to community organizations); have received no fewer than seven awards and grants, including an endowed professorship; and have served the university or their professions in no fewer than 43 different capacities.

In conjunction with the University Honors Program, Medieval Studies successfully piloted a model for team-teaching in the form of MUGN H295, “The Medieval Imagination: The Age of Cathedrals,” to which course all four members of the Medieval Studies Steering Committee contributed, along with Dr. Simeon Hunter, Visual Arts.

In 2007-2008, we had twenty-one minors and three majors by contract. We awarded the Venerable Bede Award for the outstanding graduating senior to two students (Elana Lott and Danielle Smith) because of the quality of the work done by our students. Danielle also completed an Honors thesis for the English department on representations of women in medieval literature. An essay Danielle wrote jointly for Drs. Butler and Sebastian in Fall 2007 also won the Loyola University History Award for Outstanding Semester Research Paper and the Dr. Nancy Fix Anderson Women’s Studies Essay Contest Award. It will be published by the Department of History in their journal of student essays. An essay by Jason Straight was also selected to appear in the most recent volume of The Reader’s Response. Danielle Smith and Elana Lott have both been accepted into numerous graduate programs in medieval studies and English at institutions that include Fordham University, Western Michigan University, Southern Methodist University, the University of Oregon, and Sarah Lawrence College; Danielle has elected to pursue her master’s degree in medieval studies at the Medieval Institute of Western Michigan University.

In addition to our usual activities, the program also hosted the 2007 meeting of the Louisiana Consortium of Medieval and Renaissance Scholars at Loyola. The three-day conference drew an international crowd and featured an early-music concert, a plenary address by Dr. Thérèse-Anne Druart of the Catholic University of America, and some 27 presentations by medieval and Renaissance scholars. By all accounts, the conference was an enormous success and set the bar very high for future meetings.
2. **Identification of the Unit** (1 page max)

(Official name of the unit, e.g., University Ministry, Psychology Department, School of Mass Communication, Marketing and Communications, Human Resources, Institutional Advancement, College of Law, etc.)

Medieval Studies (Interdisciplinary Minor)

2.1 Mission or purpose statement of the unit

The Medieval Studies minor seeks to foster an understanding of the cultural monuments of the European Middle Ages both as accomplishments worthy of study in their own right and as the source of countless institutions of, and questions about, modernity in the West. In keeping with the mission of the College of Arts and Sciences, the faculty pursue a multidisciplinary approach to teaching and research that emphasizes the interrelatedness of the many fields of human knowledge.

2.2 General statement and descriptive information concerning the unit

The Medieval Studies Steering Committee includes representatives from the three core areas (English, History, Medieval Thought [Philosophy/Religious Studies]) and faculty from other related departments. Representatives serve two-year terms, which are renewable by a majority vote of the Steering Committee.

2.2.1 Headcounts of full-time and part-time staff including college work study and student assistants (as of 7/31/07 and 7/31/08 [these data will be distributed to all units in mid August 2008 by Human Resources]

NA

2.2.2 Headcounts of faculty (if appropriate) *(as of end of Spring 2007 and end of Spring 2008)*: tenured, tenure track, full-time extraordinary, and part-time extraordinary.

**Steering Committee:**

Sara Butler (History, Chair, tenure-track)
Alice V. Clark (Music, tenured)
Mark Gossiaux (Philosophy, tenured)
John T. Sebastian (English, tenure-track)

**Other Faculty teaching Medieval Studies courses (mostly teaching one course each):**

Eileen Doll (Spanish, tenured)
Elizabeth Goodine (Religious Studies, full-time extraordinary)
William Kitchens (Visual Arts, tenured)
Denis Janz (Religious Studies, tenured)
Behrooz Moazami (History, tenure-track)
Lori Ranner (History/Classics, full-time extraordinary)
Connie Rodriguez (Classics, tenured)

2.2.3 Headcounts and student credit hours of fulltime and part-time undergraduate students (if appropriate) (Stats Day 07F) [data are available in the Fact Book by the Office of Institutional Research at [http://www.loyno.edu/oir/factbook.html](http://www.loyno.edu/oir/factbook.html)]

Data not available for Medieval Studies contract majors

2.2.4 Headcounts and student credit hours of fulltime and part-time graduate students (if appropriate) (Stats Day 07F) [data are available in the Fact Book posted by the Office of Institutional Research at [http://www.loyno.edu/oir/factbook.html](http://www.loyno.edu/oir/factbook.html)].
NA
3. Assessment (2 pages max)
3.1 General statement on how assessment of unit processes and outcomes is conducted within the unit. Academic units should include both student learning and non-learning outcomes. (The unit’s current assessment plan must be posted on its Intranet site by October 17, 2008.)

Each year we examine one area of our program to determine what changes need to be made to meet our learning objectives. We make the determinations and changes on the basis of:

1. the consensus of the faculty committee as demonstrated through minutes and votes;
2. peer course observations and evaluations;
3. discussions with students and suggestions submitted from students in writing;
4. evaluations of student portfolios;
5. developments in the discipline as appropriate for our program and institution.

3.2 Year 07-08 goals/objectives based on the unit’s strategic plan (include how these goals are strategic to both the unit’s and the university’s mission as well as to the goals and objectives in the Pathways Strategic Plan at http://loyno.edu/strategicplan/ and Loyola’s Strategic Plan 2007 http://www.loyno.edu/provost/documents/LoyolaStrategicPlan2007-.pdf.)

Our goals and objectives for 2007-2008 were to:

1. examine the data concerning our Medieval Thought courses to determine if they are meeting our learning objectives;
2. develop a full Strategic Plan;
3. to encourage the Dean of Humanities and Natural Sciences and relevant department chairs to increase the number of faculty with expertise in the various disciplines of medieval studies; and
4. increase faculty enrichment opportunities for medieval studies faculty.

The results of our assessment (Goal 1) are described below in section 3.3. We have not yet developed a comprehensive Strategic Plan (Goal 2). The current structure and protocols of the program were established in 2004, and since then we have focused primarily on assessing the program itself; recruiting students; promoting awareness of medieval studies on campus, in the city, and statewide; and increasing opportunities for faculty development in the area of medieval studies. We have been successful on these fronts, but we will need to formulate a full Strategic Plan for the future.

We have enjoyed less success in increasing medieval faculty on campus (Goal 3). Indeed, we have lost faculty, which hinders our ability to succeed as a program. The Pathways Strategic Plan calls for increased interdisciplinary teaching, but with fewer faculty on campus, that goal remains unattainable at present. It is therefore crucial that the University authorize increased hiring of faculty with expertise to teach in interdisciplinary programs like Medieval Studies. Since individual minor programs lack hiring authority, efforts to increase
and diversify faculty hires in interdisciplinary areas need to be led by the Deans and the Provost.

2007-2008 was a good year for Medieval Studies in terms of faculty development (Goal 4). We offered a team-taught course for the first time (MUGN H295), organized an international academic conference, and continued to host a discussion group on campus for medievalist faculty from area universities.

3.3 Description of assessment activities and their results for year 07-08 goals.

In keeping with our assessment plan, we evaluated the “Medieval Thought” component of our program (courses focused on the Middle Ages offered by the Departments of Philosophy and Religious Studies). A full assessment was somewhat hindered by the lack of portfolio materials for Religious Studies courses.

With respect to courses in Philosophy, the Steering Committee is fully confident in Dr. Gossiau’s ability to introduce students with minors and majors in Medieval Studies to the major philosophical thinkers of the Middle Ages, key concepts in medieval philosophical thought, and medieval intellectual culture broadly. In his current courses, he covers a broad range of material; engages his students in close, careful readings of challenging primary texts; and demonstrates the interactions of medieval philosophy and theology with other areas of medieval culture and with other intellectual traditions, including those of Greek and Roman Antiquity and of the medieval Islamic world. His students are also expected to develop the abilities to explain philosophical arguments in writing and to engage in original research on medieval philosophical topics. He also successfully proposed the creation of a new course, PHIL A408, “Thomas Aquinas,” which we are excited to make available to our students.

The state of medieval coursework offered through Religious Studies is far more precarious. Currently the only offering in post-Augustinian theology is the “Medieval Synthesis” course offered only twice and exclusively during summer sessions in the last four years. There is, therefore, virtually no regular coursework on medieval monastic theology, on the theology promulgated at the major medieval councils, on the spiritualities promoted by new religious orders like the Franciscans, on medieval mysticism, etc. The situation will be bleaker in the future, since Dr. Goodine has left the University and no one has been brought on to cover her courses. The minor, as well as the Religious Studies department in general, is seriously hurt by the lack of faculty specializing in the thousand-year period between Augustine and the sixteenth-century reformation.

In summary, the Philosophy courses seem to be strong and appropriately challenging. This is an important feature of the minor, and it seems to be being met well. The Religious Studies courses are also valuable as electives. The main weakness in this area is the fact that the Religious Studies Department is unable because of staffing difficulties to offer more courses that touch on medieval issues, and even the mostly late-antique courses that have been so useful in the past are at risk now that the extraordinary faculty member who has taught them is leaving. This gap severely impacts Medieval Studies minors, but it also affects Religious Studies majors and other students. The Medieval Studies Steering
Committee strongly urges the Dean and Provost to work with the Religious Studies Department to try to ameliorate this staffing gap as quickly as possible.

3.4 Assessment of internal (within the university) and external (outside Loyola) environments affecting the unit.

The single greatest internal threat to Medieval Studies is the faculty shortage, itself a product both of a failure to hire new faculty and to retain existing faculty. Since the end of AY 2005-2006, Medieval Studies has lost at least three faculty who were regular contributors to the program’s curriculum and administration, none of whom have been replaced: Dr. Davina McClain (Classics), Dr. Elizabeth Goodine (Religious Studies), and Dr. Thomas Smith (Religious Studies).

Also, beginning in AY07-08, all interdisciplinary minors were subsumed under the authority of the Office of the Provost. The precise nature of this reorganization remains unclear. Processes for applying for funding, reporting schemes, the relationship between Medieval Studies and the Dean of the College of Humanities and Natural Sciences, and all other expectations need to be articulated. Clearer lines of communication need to be established between the member of the Office of the Provost responsible for interdisciplinary minors and the Chair of the program.

Medieval Studies at Loyola currently benefits from the existence of a vibrant community of scholars with related interests not only in the greater New Orleans area but also statewide. We will continue to explore the possibilities inherent in this larger network.
4. Planning (2 pages max)

4.1 General statement describing strategic planning in the unit (The complete strategic plan should be posted on the unit’s Intranet site.)

The Medieval Studies minor was all but defunct in 2004, when the current Steering Committee plus Drs. McClain and Smith set about revitalizing it. Given the interruption of Katrina, the departures of some faculty, and the heavy administrative and service loads of the remaining members, we have yet to develop a strategic plan. Doing so will be our foremost goal for AY 2008-2009.

4.2 Top 3-4 strategic outcomes and process goals/objectives for 08-09 year. Academic units should include both student learning and non-learning outcomes. (Indicate how the assessment information from Section 3 above informed the formation of these goals. Also, include how these goals are strategic to both the unit’s and the university’s mission as well as to the vision expressed in Pathways; these should be based on the unit’s strategic plan)

1. Develop a Strategic Plan for Medieval Studies
2. Increase course offerings in Medieval Studies as a means of recruiting new minors and majors
3. Increase co-curricular opportunities for undergraduate minors and majors, including participation in academic conferences
4. Assess the Medieval Culture courses

4.3 Description of resources needed to support the 08-09 goals

1. Again, the most critical resource is additional faculty. As a program with no hiring authority, we can lobby departments to consider additional hires in the medieval field, but the initiative to hire in fields critical to the success of all interdisciplinary programs will need to come from Deans and the Provost.
2. We need additional financial resources. We have been promised an operating budget of $1500 for AY08-09. These additional funds will be enormously helpful in enabling us to pursue our goals. It is our hope that this will become our baseline budget for the future.

4.4 Evaluation criteria and evaluation plan for these goals

1. By the end of AY 2008-2009 we will have a Strategic Plan in place.
2. We will be able to offer at least 8 courses per semester in medieval studies each semester (as compared to only 7 for Fall 2008 and at least 9 and 13 for Women’s Studies and Catholic Studies, respectively, for Fall 2008, both of which programs are smaller than Medieval Studies in terms of numbers of active minors and majors) and we will at the very least maintain our AY 2007-2008 numbers, which means recruiting at least five new minors to replace the five who graduated in May, 2008.
3. At least two undergraduate Medieval Studies minors and/or majors will deliver papers at academic conferences during AY 2008-2009.
5. Budget (2 pages max)
5.1 FY 07-08 “original budgeted to revised budgeted to actual” totals for both salary and operating budgets. Also, list the actual revenues and expenditures for all 6 accounts (e.g., grants, fundraising, contracts) and 8 accounts (e.g., agency funds, club accounts) associated with the unit for FY07-08. [The information requested for 5.1 is compiled by the Division of Finance and Administration for each unit and will be distributed in September 2008.]

5.1.1 Budget discussion (This is a narrative comment on the last completed fiscal year and the associated budget activity for the unit. This should include an assessment of whether the budget support was adequate to staff and operate the unit.)

For FY07-08, Medieval Studies had an operating budget of $400. We received an additional one-time allocation from the Provost of $700 to support our hosting of a statewide conference in October. (Additional funding for the conference was provided by the College of Music and Fine Arts [$500], a Biaver grant [$1860], Tulane University [$406.99], Northwestern State University [$730.20], and registration fees.) We also received a one-time grant from the QEP in support of our film festival. These funds supported the following activities within the program:

1. production of program brochures and flyers publicizing events;
2. hosting the 2007 meeting of the Louisiana Consortium of Medieval and Renaissance Scholars at Loyola, including a performance by the early music group Musica de Camera and a keynote address by Dr. Thérèse-Anne Druart of The Catholic University of America;
3. hosting two meetings of the Greater New Orleans Medieval Scholars (GNOMeS) reading and discussion group at Loyola;
4. three installments of our medieval film festival, including an excursion to the IMAX theater on the Northshore to see the 2007 film, *Beowulf*, in 3D.

We consider 2007-2008 to have been an extremely successful year, but it is clear that it could not have been so without the benefit of internal grants or gifts from external sources. Indeed, our initial allocation of $400 would have been inadequate even without the added expense of hosting a conference. We would like to continue the film festival, but we will not benefit from the QEP grant in the future. Additional funds in the amount of at least $250 are needed for that project. We are also investigating producing a new glossy brochure, like those used by other interdisciplinary minors (e.g., Catholic Studies). Currently we produce a laser-printed monochrome brochure on a folded piece of colored paper. We are also hoping to send students to professional conferences in the future and would like to be able to subsidize some of the cost of attending such meetings.

5.2 FY08-09 “budgeted” totals for both salary and operating budgets. [Each unit should receive this information at the start of the 08-09 Fiscal Year in August 2008.] Academic Affairs Budget Manager Adrienne Norfleet Blanco will distribute budget information for Academic Affairs and Student Affairs. Financial Affairs will distribute budget information to Divisions of Institutional Advancement and Finance and Administration. $1500.00
5.2.1 Budget discussion (This discussion is a comment on whether or not the budget for the fiscal year August 1, 2008 – July 31, 2009 seems adequate and what precautions the unit needs to exercise in its operations.)

The current allocation of $1500.00 seems adequate. It will allow us to grow existing programs and to launch new initiatives.
6. Resource Needs/Wants/Reallocation [for FY09-10 through FY13-14] (2 pages max)
6.1 Personnel
6.1.1 General statement on adequacy of staffing to meet present and future strategic goals

The program is inadequately staffed. We need more faculty to offer courses to our students. We also need administrative help. At present, interdisciplinary programs receive no administrative staff support. The kinds of work performed in departments by administrative assistants and work-study students are handled by the faculty directors of interdisciplinary minors. Furthermore, these directors are responsible for calling and conducting meetings of faculty and students, conducting annual assessments, completing annual reports, putting together schedules of courses, advising students, coordinating extracurricular events, maintaining websites, and many of the other tasks performed by department chairs, yet they do so without the benefit of staff support, course release, or stipend. While the workload is certainly not fully comparable to that of a department chair, the demands of running such a program, in the absence of recognition or remuneration, mean that these programs will only flourish provided that there are faculty enough willing to sacrifice significant personal time. This is not a long-term formula for success. It would be enormously helpful if a staff person could be assigned to assist all of the interdisciplinary programs collectively. The Provost should also consider awarding a small stipend to the directors of active interdisciplinary programs.

6.1.2 Priority listing of additional/revised faculty/staff positions
1. Early medievalist, preferably in Religious Studies
2. Non-western medievalist, preferably a Byzantine
3. Interdisciplinary Studies Administrative Assistant
4. Medieval art historian

6.2 Facility improvements
6.2.1 General statement on facilities including classrooms, office space, meeting spaces, etc. to meet present and future strategic goals

In general, there is a need for more mediated classrooms on campus. The humanities have for some time been pioneers in developing new technologies for teaching, and that is especially true in the field of medieval studies. Unfortunately it is not currently possible to take advantage of these technologies in many of Loyola’s classrooms.

6.2.2 Priority listing of facility improvements (Include cost estimates.)
NA

6.3 Technology/professional development support
6.3.1 General statement on technology/professional development needed to meet present and future strategic goals

There needs to be an increase in technology available in pooled classrooms. Courses that might otherwise have incorporated technology have been stripped down because of a shortage of enhanced classrooms in the general pool.

6.3.2 Priority listing of technology needs, including media, professional development
1. Permanent projectors in more classrooms
2. Improved audio equipment, including speakers, for music and film

6.4 Budget reduction/reallocation/revenue generation plans

6.4.1 General statement regarding areas for reallocation, reduction of expenses, or generation of additional revenue

In general, if the University intends to tout interdisciplinary programs as part of its overall Strategic Plan, it needs to support existing programs. There is no room to reduce expenses in a program with a $400 operating budget that supports more minors than some departments do majors. As a minor program, we are not in a position to generate revenue. The independent pursuit of a major by contract by three of our current students suggests, however, that we may be able to offer an unusual major that is not otherwise available at most American colleges and universities. An official interdisciplinary major with an available concentration in Medieval Studies might attract additional undergraduates to Loyola, but we would not be able to support a full-blown major without additional faculty.

6.4.2 Priority listing of budget reduction/reallocation/revenue generation plans

Given the size of our operating budget, we are not currently able to reduce, reallocate, or generate revenue.
7. Summary of Achievements (1 page max)

7.1 Unit as a whole

During AY 2007-2008, the program enrolled twenty-one minors and three majors by contract.

The program successfully hosted the 2007 meeting of the Louisiana Consortium of Medieval and Renaissance Scholars.

In conjunction with the University Honors Program, Medieval Studies successfully piloted a model for team-teaching in the form of MUGN H295, “The Medieval Imagination: The Age of Cathedrals,” to which course all four members of the Medieval Studies Steering Committee contributed, along with Dr. Simeon Hunter, Visual Arts.

The program hosted three film screenings and two book discussions.

7.2 Faculty achievements/service

DR. SARA BUTLER (Assistant Professor of History, College of Humanities and Natural Sciences)

Publications:


Presentations:


Service:
Medieval Studies Minor Committee: Member
Search Committee for Ancient History Position: Member
College Elections Committee: Member
Women’s Studies Steering Committee: Member At-Large
Curriculum Committee for Women’s Studies: Member
Course Development/Faculty Development Committee: Member
QEP Faculty and Staff Development Committee: Member
World Civilizations Committee: Member
Webmaster for: History Department Belgium Abroad Program

Awards:
Marquette Fellowship, for “Homicidal Insanity in Late Medieval Europe: A Comparative Study of the French and English Courts,” $7,500 with $500 travel.

DR. ALICE V. CLARK (Associate Professor and Coordinator of Music History and Literature, College of Music and Fine Arts)

Presentations:
“The Women of Mozart's Operas,” The Metairie Literary Guild
Guest lectures on music, image, and politics in the Roman de Fauvel for HIST A493 “Directed Readings” (Fall 2007) and music and John Milton for ENGL A476 “Great Figures: Milton” (Spring 2008).

Service:
American Musicological Society, Janet Levy Award Committee: 2006-present (determines winners for the Janet Levy Fund for Independent Scholars), chair 2007-present
International Machaut Society: Webmaster: 2003-present (http://www.loyno.edu/~avclark/Machaut/imshome.htm ), and Board of Directors: 2005-present
Chair, Program Committee, Musicology at Kalamazoo, 2003-7 (member of
program committee from 2002). This organization currently organizes nine sessions annually for the International Congress on Medieval Studies. Reviewer for article submitted for publication, *Speculum* (journal of the Medieval Academy of America), 2007

University Senate Executive Committee, at-large representative, 2007-present
University Senate, College of Music representative, 2005-present
Provost’s task force on core curriculum review, 2005-present (chair 2006-present)
Women’s Studies Committee, Associate Member, 2005-present
Medieval Studies Committee, 2004-present
Phi Beta Kappa Committee (College of Humanities and Natural Sciences), 2002-present
Common Curriculum Committee (College of Humanities and Natural Sciences), 2001-present
Endowed Professorship Selection Committee (College of Music and Fine Arts), chair, 2008-present
Coordinator of Academic Division (College of Music and Fine Arts) and member of Faculty Advisory Council, 2007-present
Coordinator of Music History and Literature, 2000-present

**Awards:**
Loyola University Marquette Fellowship, Summer 2008
Loyola University Course Development / Faculty Development Grant ($1500 for visiting instructors in Honors seminar), Spring Semester 2008

**DR. MARK D. GOSSIAUX (Associate Professor and Chair of Philosophy, College of Humanities and Natural Sciences)**

**Publications:**

**Service:**
Chair, Department of Philosophy, 2007—present
Member, Standing Council for Academic Planning (SCAP), 2006—present
Philosophy Department Representative, University Senate, 2006—present
Faculty Advisor, Faculty and Academic Affairs Committee of the Board of Trustees, 2007—present
Chair, HuNS College Curriculum Committee, 2007-08
Member, Medieval Studies Committee, 2004—present
Member, Catholic Studies Committee, 2004—present
Member, Executive Council, American Catholic Philosophical Association, 2006-09

DR. JOHN T. SEBASTIAN (Assistant Professor of English, College of Humanities and Natural Sciences)

Publications:

Presentations:
“Aliens Among Us: Hybrid Identities in Marie’s Lais”
2008 Annual Meeting of the Medieval Academy of America, Vancouver, British Columbia, April 3-5, 2008
“French Kings and Fairy Queens: Aliens, Outsiders, and Other Others at the Anglo-Norman Court”
The Round Table Club of New Orleans, October 4, 2007
“‘Lyuynge aftur lettre’t: Learning to be Saved in Langland and Hilton”

Service:
Deputy Director, University Honors Program, 2007-present
Member, University Honors Advisory Board, 2006-present (ex officio, 2007-present)
Member, Medieval Studies Steering Committee, 2004-present (Chair, 2007-present)
Member, Humanities and Natural Sciences College Curriculum Committee, 2007
Member, Common Curriculum Committee, 2007
Member, Women’s Studies Committee, 2006-2007; (Associate Member, 2007-2008)
Member, Women’s Studies Curriculum Subcommittee, 2006-2008
English Department Library Liaison, 2006-present
Member, Jesuit Center Advisory Board, 2008-present
Member, Vice President for Enrollment Management Search Committee, 2007-2008
Member, Living Learning Communities Leadership Team, 2007-2008
Member, Phi Beta Kappa Committee, 2004-present

Awards:
Selected to participate in the National Humanities Center 2008 Summer Institute in Literary Studies on “Chaucer: Past, Present, Future,” directed by Seth Lerer ($1500)
Course Development Grant, Loyola University New Orleans Course Development/Faculty Development Committee, 2007 ($750.41, funding to attend “The Second Shepherds’ Play and Early Drama Studies: A Folger Institute Workshop”)
Bobet Fellowship, Loyola University New Orleans, College of Humanities and Natural Sciences, 2007 ($6500 + $500 expenses)
Research Grant, Loyola University New Orleans Committee on Grants and Leaves, 2007 ($2500, declined)

7.3 Staff achievements/service
N/A

7.4 Student achievements
We awarded the Venerable Bede Award for the outstanding graduating senior to two students (Elana Lott and Danielle Smith) because of the quality of the work done by our students. Danielle also completed an Honors thesis for the English department on representations of women in medieval literature. An essay Danielle wrote jointly for Drs. Butler and Sebastian in Fall 2007 also won the Loyola University History Award for Outstanding Semester Research Paper and the Dr. Nancy Fix Anderson Women’s Studies Essay Contest Award. It will be published in the Department of History’s journal of student essays. An essay by Jason Straight was also selected to appear in the most recent volume of The Reader’s Response. Danielle Smith and Elana Lott have both been accepted into numerous graduate programs in medieval studies and English at institutions that include Fordham University, Western Michigan University, Southern Methodist University, the University of Oregon, and Sarah Lawrence College; Danielle has elected to pursue her master’s degree in medieval studies at the Medieval Institute of Western Michigan University.
8. Appendices (optional)
Divisions or colleges may append additional materials or supporting documents to the annual report.

Schedule for Producing 2007-2008 Annual Reports

August 2008
  Distribution of 2008-2009 budgets.

Mid-September 2008
  Distribution of 07-08 fiscal year financial information: salary budget, operating budget, 6 accounts (grants, fundraising, contracts) and 8 accounts (agency funds) to units by the Division of Finance and Administration.

September 26, 2008
  Subunits of all divisions complete their individual Annual Reports as specified by division directives. Approved reports are posted under their respective unit's Intranet site.

October 17, 2008
  All reports from Divisions and the President's direct reports are posted to the units' Intranet sites.