

**Minutes**  
**Undergraduate Academic Affairs Committee**  
**Wednesday, September 4, 2013**

Members In Attendance: D. Barbeau, M. Barber, E. Blessing, C. Boyd, R. Cole, R. Colignon, L. Dorsey, S. Fanale, J. Gilman, J. Goff, M. Grawich, P. Gregory, J. Haugen, B. Imo, L. Israel, A. Knezetic, J. Langan, D. Lohe, K. Ravindra, I. Ruebling, S. Sanchez, V. Sharma, B. Sokol, K. Thatcher, S. Tyuse, J. Welch

Guests: Dr. Russell Blyth, Dr. Jim Hebda

Call to Order: Dr. Dorsey called the meeting to order at 8:30 am.

Welcome and Introductions

Dr. Dorsey welcomed all of the committee members followed by self-introductions.

Approval of Minutes from the May 1, 2013 Meeting

One correction to the minutes was made under the section entitled "*Undergraduate Academic Policies Revisions Update*," the third bullet point: the word "not" should be inserted so that the entry reads:

*Transfer credit courses are not calculated into students' GPAs; a student must complete at least 60 credit hours at SLU to earn an undergraduate (UG) degree.*

A motion was made by Elizabeth Blessing and seconded by Brian Sokol to approve the minutes as amended. Motion unanimously approved.

New Academic Program Proposals

*New Minor: Actuarial Math*

Russell Blyth presented a summary of the proposed new minor. Students, primarily from the Business School, are currently taking only one of the math courses required to sit for the actuary credential exam. Implementation of this minor will allow students the opportunity to take all classes required for the credential exam. Faculty members are already in place. Although the examination books are required for this program that the library does not own, the Math department plans to use internal funds to purchase them. Since they are good for more than one year, the department will not have this expense on an annual basis.

### Offering Existing JCSB-ECON Concentration at the Madrid Campus

Madrid students currently have the opportunity to earn a BA or BS in Business Administration with a concentration in International Business. This proposal, presented by John Welch, will allow BA or BS students in Business Administration to have the option of earning a concentration in Economics. There is currently a BA in Economics degree offered through Arts and Sciences. There is evidence of student interest in taking upper division Economics courses. Students have also formed an Economics club on campus. No new courses need be created and professors are in place for the courses already in existence.

### Potential Proposals in the Works

Minor in Medieval Studies

Entrepreneurial Minor -Parks College

Major in Forensic Science-Department of Sociology and Anthropology

B.S. in Biostatistics in the College for Public Health and Social Justice

### Review/Discuss Committee Charges

The bylaws for this committee are located on the web at:

[http://www.slu.edu/Documents/provost/policies\\_procedures/UAAC%20Bylaws%20\(Jan.%201,%202011\).doc](http://www.slu.edu/Documents/provost/policies_procedures/UAAC%20Bylaws%20(Jan.%201,%202011).doc)

There are two groups that meet as part of UAAC: the full committee and a subcommittee. Proposals are presented to the full committee for initial consideration with an opportunity for members to ask questions of the proposal presenters. Presenters are typically invited back to a subsequent subcommittee meeting to answer additional questions and provide details as appropriate. The subcommittee is the voting component of UAAC that decides whether or not to endorse proposals for movement forward.

### Old Business

#### Revision of Academic Policies

A task force was formed and has been working on these policies. At this juncture, about one-half of the policies have been reviewed and revisions proposed for consideration by members of the University community. Some units provided the task force with feedback last spring and over the summer. The task force plans to meet soon to consider this feedback and to work on the remaining policies. The goal is to finalize revisions for all policies by the end of the year and implement them in the fall of 2014. Committee members were asked to take the most updated revisions, once available from the task force, to their constituents for another round of review and opportunity to provide feedback.

## Announcements

### *Undergraduate Student Learning Outcomes Update*

The undergraduate student learning outcomes documents generated to date are updated and located at:

<http://www.slu.edu/search.xml?cx=016029172105975036162%3Aszs2yuat-uk&cof=FORID%3A9&ie=UTF-8&q=undergraduate+student+learning+outcomes&sa=Search>

The summer project for this initiative consisted of rubric development designed to assess student artifacts. A week-long workshop took place in June in which a group of faculty and staff from around campus were charged with developing the first draft of rubrics (a total of 4 rubrics were created). These documents are on the website along with the framing documents for each learning outcome rubric and a list of all the faculty and staff who participated in the rubric development workshop. A second rubric development workshop was held for two days in August in which a second group of faculty and staff gathered to review, consider, and revise the initial draft rubric documents. A second round of rubrics and framing documents, also on the website, resulted from this session.

The task force is now ready to consider the process of collecting and assessing student artifacts using the rubrics as a pilot project for the fall semester. Specifics of which artifacts will be used are still being determined. All feedback, suggestions and comments for the task force are welcome--contact information is located on the website.

The timeline for the next steps of this process are still being determined and will be communicated at a later date. It is important to note that data analysis will not occur at the college/school/unit level but rather an institutional level.

### *Other Announcements*

- Parks College reported that 6 programs obtained accreditation.
- The Center for Global Citizenship is sponsoring a Community Service Fair on September 10 from 10 am-2 pm. Everyone is welcome.
- Although there is an overall 1% increase in total enrollment and retention is steady, there is a 3% decrease in transfer students/law students.
- The College for Public Health and Social Justice adopted its new name officially on July 1, 2013.

- The Program in Public Policy has moved from CEPS to the College of Arts and Sciences.
- Sociology and Anthropology combined to form the Department of Sociology and Anthropology. The department is currently offering a contract major in Forensic Science and is considering proposing a new major.
- Academic advising and support have increased by 4 employees over the past 6 months.
  - Dr. Alex Wolf has been hired to head up the newly restructured campus writing center that combines undergraduate and graduate services in one location. All undergraduate writing consultants must take training classes before working with students. There has been an increase of consultants. The new writing center is located in BSC 236.
  - Heather Stout is the new disability services director. The office has expanded by two 50% staff members and on graduate assistant.
  - Kelly Herbolich is the director of tutoring services. Tutoring is now known as Supplemental Instruction.
  - The medical center SSC added one advisor resulting in each advisor now being responsible for about 297 students. John Cook School of Business (JCSB) also was able to add one advisor to its staff.
- The Student Success Center (SSC) provides Academic Coaching for undergraduate students. Students struggling with study skills, note taking, and/or test anxiety are encouraged to take advantage of this program. Students can schedule appointments for this program online. The program is typically a 4-5 meeting process. There are 21 people working as coaches each working about 3 hours per week to staff the program.
- Learning outcomes for learning communities are located on the learning communities website: <http://www.slu.edu/learning-communities/mission-goals-and-outcomes>. A new assessment plan will be developed based on these learning outcomes.
- The SLU 101 schedule for summer 2014 has been set and is located online at: <https://www.slu.edu/first-year-experience/slu-101-summer-orientation/slu-101-program-dates-and-registration>
- The School of Nursing is scheduled for its on-site accreditation visit in the fall of 2014.
- Dave Cassens has been named Dean of Libraries.

- The Madrid Campus has a new building – San Ignacio Hall. It houses a faculty lounge, food service, three classrooms, the library, dance studio, and areas for creating art and music. Its official opening is slated for September 10, 2013.

Issues to consider for future discussion

When there is a program/department name change at any level, the processes for proper notification and community awareness are not clearly defined.

Evaluate the process and the timing of decisions for course articulations.

Announcement of Next UAAC Meetings

UAAC Subcommittee	September 11, 2013	8:30-10:00 am	
			Vitale Board Room, Cook Hall

UAAC Full Committee	October 2, 2013	8:30-10:00 am	VH 219
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Adjournment

Dr. Dorsey adjourned the meeting at 9:50 am.