

MINUTES
UNDERGRADUATE ACADEMIC AFFAIRS COMMITTEE
WEDNESDAY, NOVEMBER 4, 2015

Members in Attendance: M. Allen, D. Barbeau, G. Barker, C. Boyd, E. Blessing, J. Burwinkel, M. Carlson, R. Cole, L. Dorsey, C. Duncan, T. Gasmi, J. Haugen, M. Higgins, L. Israel, D. Lohe, K. Lynch, S. Naeger, J. Palmer (for Joanne Langan), K. Ravindra, K. Thatcher, L. Sweetman, N. Westhus.

Guests: R. Levary.

Call to Order: Dr. Dorsey called the meeting to order at 8:33 a.m.

Approval of Minutes from the October 7, 2015 Committee Meeting: Motion made by Kathleen Thatcher to approve and seconded by Beth Blessing - unanimously approval.

Academic Programs updates:

Philosophy for Ministry Certificate-unanimously endorsed by CADD. Under final review by the Provost for final approval.

New Academic Program Proposals

Analytics and Practice Concentration- Dr. Rueven Levary:

- Additional handouts – support letters – Office of the Registrar, IT, and Accounting Department Chair. IT letter outlines a possible need in the future for JCSB to reassess IT needs for this concentration, relative to the balance that is already offered in the college.
- Analytics and Practice courses have been offered for several years, we also offer a certificate.
- Business Analytics is about accumulating vast amounts of data – big data. High demand for professionals in this area across all disciplines.
- We already offer two courses on Big Data and have established a good relationship with Deloit.
- Business analytic programs are offered all over the place, but putting together business analytics, big data and SAP this is unique to SLU.
- We anticipate that a graduate of this program will have a very high market value. There are additional opportunities for students majoring in other disciplines: marketing, accounting, etc., can have a double major.
- Student in Cook School could have a second concentration in this area and we certainly can see how it could complement all corners of our campus.
- There are estimated strong enrollment projections for this particular new concentration.
- There is no significant financial component to the early phase of the new concentration. Faculty to start the program are already in place, however, plan to assess the data once concentration is up and running.
- Is there an opportunity for non-business majors for this concentration? Yes, definitely - it is easier for business students to major in this concentration. These students would have to do a business school degree and pick up this concentration.

- Dr. Levary anticipates a proposal for a minor will be developed in the future.
- One recommendation in reviewing the assessment plan is to review the outcomes as they seem a little double barreled. I would encourage looking back at some of that language.
- What are the qualified criteria for faculty in order to offer courses in Madrid? Faculty that have degrees in Business Analytics. Currently only two of the nine JCSB concentrations are able to be completed at the Madrid campus.

Accelerated BS-MS in Engineering

- October subcommittee meeting last month had only a small quorum.
- Dr. Sabick attended and provided additional information complementary to Dr. Ravindra's presentation at the October general meeting.
- Group endorsed, however, because of low meeting attendance, it was determined Dr. Dorsey would send information out to the rest of the group electronically to gain the greater endorsement faculty vote. However, there was some subsequent conversation by members who were present and not present with regard to assessment and that this particular proposal is still very much centered around course level assessment vs. program level assessment.
- Dr. Sabick explained at our meeting that Accreditation Board for Engineering and Technology (ABET) currently directs much of undergraduate education level essential functions.
- The goal is to grow into program level assessment. A motion to endorse the proposal was made by Robert Cole and seconded by Beth Blessing with unanimous endorsement by those who attended. However, there is an amendment to the endorsement stipulating that the current course-centered assessment plan will grow to a program level assessment.

Performing Arts Minor- Madrid – review will be moved to December UAAC meeting as the CAS Faculty Council still needs to approve. An updated version will be sent for our next meeting.

Policies:

Bereavement- points of interest:

- Identified that a consistent point of contact is necessary – Dean of Students has been recommended and they have agreed to be the contact. Felt that DOS already receives the majority of the requests anyhow from the students.
- At October faculty subcommittee meeting it was recommended that a parallel faculty policy is necessary for consistent practice. Therefore the faculty will all know to contact the DOS.
- Concern - what if a student needs to be away from campus for longer than five days? This timeline would fall into an LOA for the student and would follow the LOA policy. This language could be added as a note to the policy - if bereavement period is greater than five days contact your academic advisor for the LOA. Add to faculty policy too.
- Word correction - Policy purpose internal use. Allows students to be accused from classes.
- How are clinical learning experiences managed? Typically there are policies specific to these experiences – health science and education programs. Believed to already be managed at the program/department level.
- Continues to be some concern around abuse, concerns about knowing who has passed away. The dean of student's office has indicated that 99% of the time the student reports

who has passed away. This information would then go forward to the instructors and other stakeholders on campus as appropriate. Many feel if the student is abusing the situation, academically it is going to impact them and they are not going to be as successful if they are misusing a particular policy on campus. We need to be comfortable as a group with how we want to go forward with verification

- Mentioned that some programs currently require the student to provide proof. If the department or the professor says I want proof, separate from what happens from the dean of student's level, can they? Generally speaking there is a university policy and you follow it with a goal of establishing common university practice. Therefore we are all treating the students the same.
- Communication plan - DOS office collects all the information then they email the appropriate stakeholders, including academic advising and all of the instructors associated with that student's academic record within twenty-four hours.
- When does the leave clock begin? Whenever the student chooses to start.

Final Examination Postponement:

- Need to add a note referencing that this does not pertain to mid-term exams.
- The policy will be noted on the finals calendar website for students to reference.
- When should students notify the instructor that they are going to move a middle final exam? A reference of two weeks prior to start of final exam period – SGA in agreed this is a fair timeline. Need to make sure this is communicated to the students.
- Suggestion: perhaps when a student registers there could be a pop-up that says “you just registered for three classes that will have the exam on the same date”. So that students know that pretty far in advance. Banner is able to provide this pop-up or perhaps the syllabus template might be the place to put this.
- Concern that the burden on the middle exam. What if the middle exam has a group presentation? They can't reschedule a group presentation. Is there language that would allow the student to move a different exam, not just the middle exam? Suggestion that the three faculty collaborate and figure out who is going to be able to reschedule, because some exams may not be able to be rescheduled because of the type of final.
- How frequently does a student have three exams? Are we concerned about a dean's exception?
- Is there a parallel policy for mid-term exams? More difficult to control.
- Change the language to reschedule not postpone.

Old Business:

Sample Syllabus and the Substantive Change Task Force request. We have two or three people on both of those groups – still looking for additional participants. Deadline next Wednesday to submit names. D. Barbeau volunteered to be on Sample Syllabus. The Reinert Center has volunteered to also be strong voice in that conversation to guide what the outcome of that process looks like.

Announcements:

- Earlier in the week we received a request from a student who is associated with the health resource center on campus. They are looking for a nomination due by Friday for SLU medical and undergrad students who would like to volunteer.

- As a reminder, we only have one more general UAAC meeting for this term, December. We do not meet in January - we meet February through May in the spring.
- Dr. Dorsey announced that she will return to the faculty in the Fall of 2016.
- Registrar - registration is open. Working on cleaning up some very minor prerequisite issues. Overall there have been no lines in our offices - they open at 7am on M-F. They have received no phone calls as they have in the past.
- The Global Gateway Program is up and running, about 20 students enrolled with a diverse group of majors.
- Please continue to update your Program Assessment plans for your college or school. Please contact University Assessment Coordinator for additional assistance.
- Testing Center - announcements regarding finals and mid-terms:
 - Last year during October, November, and December we had 993 exams in the Beracha Hall Testing Center and we had 474 in Health Science Testing Center. That poses a very large issue when the Beracha Hall testing center has seating for 31 for tests. Typically exams are rescheduled in the testing center for faculty if necessary, usually with athletics if they can't test on the road or if it is due to a bereavement or due to any high level circumstance. However, first priority is students with learning disabilities. We will use the BSC for overflow space.
 - If you could please encourage your faculty to rescheduled exams in space in their facilities or in their departments – this would be very helpful.
 - We are also doing a testing and accommodation workshop for faculty and staff, the 16th on the Frost Campus and on 18th on Med Center Campus. Location to be determined but it will be over the lunch hour. It will be in Newslink this week for faculty and staff to better understand the testing and accommodation process.
 - We have 484 students right now enrolled in disability services. All receive testing accommodations. Our numbers in disability continue to increase. A student is approved of accommodations 24 hours after they leave the Disability Services office; however, there is nothing that states that a student has to use that accommodation when they leave. They do have to give faculty a weeks' notice to get an exam outside of classroom because that is the university policy. A student can choose to use their accommodation after they bomb a mid-term exam.
 - Lisa Israel or Heather Stout, Program Director for Disability Services, are available to speak to faculty.
- Madrid - last week we had a visit from Provost Brickhouse and Fr. Collins. It is Science Week – promoting science and technology in high schools and also our programs.

Meeting adjourned at 9:58 am.