

Minutes
Undergraduate Academic Affairs Committee
September 6, 2018

Members in Attendance: A. Rellergert, C. Duncan, D. Barbeau, D. Sleet, E Blessings, E. Uwalaka (for E. Carnaghan), G. Barker, J. Haugen, J. Masiulis, K. Thatcher, L. Sweetman, M. Albers, M. Allen, M. Bultas, N. Westus, R. Cole, R. Wood, S. Steadman, S. Tyuse, T. Gasmi, and W. Ebel

Guest in Attendance: C. McAdams, D. Lohe, and S. Sanchez

Call to Order: R. Wood called the meeting to order at 9:00am.

Welcome New Members: - Ellen Caraghan out till Christmas, Emmanuel Uwalaka to fill in

Program Change: Air Force ROTC:

-Lt. Col. Chad McAdams advised leadership changes to start in Sophomore year, not just for Juniors and Seniors

-National Curriculum is requesting the reorganization of courses and name changes to some of the courses, it is a minimal.

-Gary Barker questioned a sentence in the Program Change Report that Jay Haugen stated the Registrar's Office will remove the sentence that dealt with credit hours and the discretion of the department chair – this is prepared for multiple Universities, not just SLU – Gary was concerned that the students would see this, but Lt. Col. McAdams advised they don't see this and everyone agreed to remove this sentence.

-Jay Haugen to provide a side by side of ROTC courses

Approval of Minutes from the May 3, 2018 Meeting: Minutes from the May 3, 2018 meeting were unanimously approved.

Bylaws:

-No substantial change – just title change – VP Frost changed to Provost, VP President of Madrid changed to Director and Academic Dean, VP President (Dr. Wood's position) changed to Associate Provost.

-Gary Barker proposed that the Director of the Core be a permanent roster on the UAAC Committee – unanimously approved

-Bylaws of the Undergraduate Academic Affairs Committee is tabled – Dr. Wood to provide an updated version. Need to remove FIGS, remove Bursars Office (no longer have) and title change on Director of Academic Support. Under 6.0 Amendments last sentence Gary Barker has concerns with "forwarded to the governing vice presidents for their collective review and approval" this should be sent to CADD.

HLC Accreditation Process:

-Dr. Sanchez stated the reason for this meeting is due to an internal audit office here at SLU that is outsourced by PWC. They did an audit last year of our accreditations processes at the University, mainly focusing on institutional level accreditations with HCL and program level accreditations, 40 plus programs that have various forms of accreditations. Because of the audit, not enough people do not know about the Institutional Level HLC accreditations and do not understand it quite well enough to be meaningful. Our response from the Provost Office was to get out to our Curriculum Committees (UAAC, GAAC and UUCC) to do a presentation/discussion so the folks making the decisions about curriculum know the facts or at least know who to contact if have any questions. We have agreed to do this on a yearly basis.

-Dr. Sanchez shared a document that is given to all new Board of Trustee members on accreditation on both University and Program Level. He wanted to highlight 2 bullet points - #1 and #2, What is accreditation for, primarily for 1) Improvement of overall College/University quality and 2) Compliance with external requirements – If you would like to obtain a detailed copy one can be provided.

-Dr. Sanchez advised us HLC are like all of us – Faculty, Staff, Associate Deans etc. All volunteer. Dr. Sanchez serves as one and many others.

-Dr. Sanchez shared another document that discussed the 5 Criteria/Standard points on the HLC Criteria – If you would like to obtain a detailed copy one can be provided. The 5 Criteria points are as follows: (#3 and #4 affect the Curriculum Committees the most)

- 1) Mission - Do you have a mission statement and understood – are you delivering
- 2) Ethical and Responsible Conduct – are we presenting ourselves clearly
- 3) Teaching and Learning – Quality, Resources and Support
- 4) Teaching and Learning – Evaluation and Reviews
- 5) Resource Base – Planning, Effectiveness at Institution

-2012 accreditation visit we did poorly on student learning practices and outcomes. We did a progress report in 2016, it was notably improved, however we were advised do another report and submit in 2018. That report was submitted September 4, 2018. If you would like to see a detailed report, it can be obtained on the Provost Website under Accreditations.

Syllabi Inclusions:

-Provost sent out what is required and recommended for syllabi. If you would like to obtain a copy one can be provided.

-Debbie Lohn informed there are no legally required requirements for syllabi, however there are legally required requirements the University needs to convey to students whether that is in a syllabus or what. A syllabi inclusion was provided with required, recommended, and other considerations for syllabi.

-Under required, item 4 – Required/Recommended Texts, Materials, and /or equipment – it was suggested that instructors list the items that are required in one category verses recommended in another category, so the student doesn't purchase everything if they can't afford all items.

Registrar Report:

-Jay has on his "wish list" a system to help with syllabi management that would provide the information that Debbie and Gary were discussing to faculty

-New catalog Courseleaf software published by October 1, this will be online, it is a little later than normal due to the new system. Steve has reported this to the HLC.

-A printed catalog will be on campus again and this will replace the Marcom page. We are in draft mode; only minor changes will be made. The catalog will have all the disclosures and requirements that need to be known.

-Jay asks that everyone REVIEW all content when the Registrar's Office ask.

-New Advising Undergrad System app (EAB) is now live –This will be used in primary offices and 3 secondary offices. Working thru some data issues, but students can download app and make appointments

-Policies – Jay has drafts of policy changes that he will share feedback on policy changes that occurred in last year. Grade appeal and IP grade change policies

-Jay asked if any one has any concerns about policies from last year or from 10 years ago, please bring forward your concerns

-Big topic they will be discussing this afternoon, is transfer procedures. If you have any ideas, please talk with Jay.

-Question was asked about rule for accepting credits, Jay stated it is 10 years for undergrad credit with the Deans discretion and they will discuss this at another time.

Meeting adjourned at 1034am