

**Minutes**  
**Undergraduate Academic Affairs Committee**  
**Wednesday, October 2, 2013**

Members In Attendance: E. Blessing, C. Boyd, R. Cole, R. Colignon, L. Dorsey, B. Emo, S. Fanale, J. Gilman, K. Porterfield, M. Grawich, P. Gregory, J. Haugen, L. Israel, A. Knezetic, J. Langan, D. Lohe, K. Ravindra, K. Thatcher, S. Tyuse

Guests: Dr. John Fu & Dr. Lauren Arnold

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

Approval of Minutes from the September 4, 2013 Meeting

A motion was made by Joanne Langan and seconded by Robert Cole to approve the minutes. Motion unanimously approved.

University Writing Services-Alex Wulff, PhD, Director

Dr. Wulff was unable to attend today's meeting because of University Human Resources Management Training. Dr. Wulff will be invited to the November UAAC meeting.

New Academic Program Proposals

*New Degree: B.S. in Biostatistics*

This degree is being proposed out of the College for Public Health and Social Justice. The degree has been in the works for two years. Historically Biostatistics degrees were typically offered only at the graduate level. Since we are now in what is known as the "era of BIG data," there are not enough trained individuals qualified to compile, manage and perform baseline analysis of these data sets. There is a need for individuals at this level (an undergraduate level) to fill the void. Two other Biostatistics programs of note are popping up at the undergraduate level (Chapel Hill and at BYU). A program at SLU would fill a mounting niche in the workplace.

Examination of the Chapel Hill program student outcomes revealed that approximately 1/3 of program graduates go on to Medical School, 1/3 of graduates pursue other graduate education and 1/3 of the graduates seek and secure employment.

The Biostatistics curriculum consists of courses in math, theory, core public health (courses that are already in place) and the development of additional biostatistics courses that other students on campus could benefit from taking.

### Committee Discussion and Q & A with Presenters

- Noted difficulty in securing adequate resources external to public health to accommodate potential future growth in the program. At this time there is no biology letter of support and noted concern for additional students in math courses.
- The question as to whether graduates can sit for any type of certification upon graduation arose: there is currently no certification exam available.
- The question was asked about whether the program could become discipline-accredited: there is no accrediting body for biostatistics programs.
- A suggestion was made that public health entertain the possibility of piloting the program by first offering a contract major option to students to assess program interest and program impact on the departments involved in the program coursework.
- Lisa Israel reminded the group that all proposals such as this one should be reviewed by advising supervisors for endorsement, technically prior to submission to UAAC. The process takes about 3 days and if the advisors endorse a new program, Lisa writes a letter of endorsement for submission to UAAC with the other proposal documents. Dr. Fu will send a copy of the proposal to Lisa for this review.
- A question came up about the number of graduate course hours an undergraduate student can take in the senior year—the proposed curriculum has 9 credits of graduate courses in it. Technically, only 6 graduate credit hours can be taken during the senior undergraduate year. It was suggested that the curriculum for this semester be revisited.
- The issue of how and where data security is covered in the curriculum arose. Dr. Fu reported that this content is covered in two courses: the data management course and the SASS course.
- The question came up about the reasoning behind the minimal biology requirements of the degree since it is health-related. The degree has 122 credit hours of which 92 consist of required courses and the remaining 30 are electives. Students therefore have the option of picking up additional biology (and other science courses).

- Is there an expectation that math and biostats will balance each other out vs. biostats as additive only? Dr. Fu thought there may be some balancing of majors between the two along with the possibility of engineering too.
- Query with regard to the low number of students at other institutions (12-15). Dr. Fu was uncertain of the reasons for capping at other institutions.

Dr. Dorsey will touch base with Dr. Fu regarding whether or not the Biostatistics proposal will be reviewed at the October UAAC subcommittee meeting or at a later subcommittee meeting.

### Academic Policies Update

Jay gave an update on the status of the undergraduate academic policy revision process. A task force has been working on these policies for over a year. The first round of feedback received by stakeholders around the university is in the final stages of being incorporated into the draft documents. The next round of draft policies are expected to be sent out on Friday October 3, 2013 for UAAC members to share with their constituents. Plan to discuss at the November UAAC meeting.

The goal is to have all of the policies distributed at UAAC for discussion this academic year for finalizing and implementation Fall 2014.

### Old Business

#### *Minor in Actuarial Mathematics*

The sponsors of this proposal prepared an updated assessment plan and are on the agenda to present this update to the UAAC subcommittee on October 8, 2013.

#### *JCSB-ECON Concentration at Madrid Campus*

This was presented to UAAC as an information piece only at the September meeting. It has since been moved forward to VP Harshman for approval and to the Registrar for appropriate next steps.

Two questions came up about the data provided in this document that have since been clarified:

- 1- There was a question as to why the student numbers were projected as follows: year 4 = 30 students and year 5 = 24. The number 30 was a typo; it should be 20.

- 2- There was also a question about this graduation rate data: year 3 = expect 90% and years 4 & 5 = expect 80%. The 90% number is high because there are a number of committed students in the pipeline. Changes are expected in years 4 & 5 as the number of committed students may level off.

## Announcements

- Admissions: SLU has 13,505 total students as of census. This number is an increase from last year due to the 1818 program. There is a decrease in graduate students and undergraduate transfers. This year's freshman class: average ACT: 27.6 and a 3.83 GPA.
- Housing: Current statistics show that 96% of first year students are in campus housing (a decrease from last year); 2<sup>nd</sup> year housing is also down. Campus housing is antiquated in many ways and must be addressed in future.

A question came up about available services for homeless students. The best person to contact if a homeless student is encountered and needs assistance is Donna Bess Myers in Dr. Mona Hick's office. Donna works with community services to assist these students.

- Education: A new state certification and accrediting body (as of 2015) are in the works. First year teachers must now complete a new accreditation process that involves numerous steps including videotaping of their teaching that outside evaluators assess and numerous tests. Pearson and ETS are partners in this effort.

Student Government Association (SGA): SGA is reforming its structure and forming an upperclassmen leadership scholarship.

- Public Health: Re-accreditation is coming in 2015; the primary focus at this point is working on competency lists.
- School for Professional Studies (SPS): SPS is working through the same issues as education and also working with Quality Matters to assist in oversight of online course management.
- Parks College: The recent engineering site visit went well; waiting for formal outcome in 2014.
- A&S: A Forensic Science Major proposal is currently going through the appropriate A & S processes and is currently under consideration by the A & S Curriculum Committee.

- Student Success Center (SSC): The Academic Coaching Program is now in full swing.

The first year assessment using MAPWorks is underway. Students are asked to complete the assessment in two parts (one during week 3 of the semester and the second part during week 10). In order for the data to make sense, students must complete both parts.

At census, there were 953 students enrolled in U101.

Assessment from the last cycle of SLU 101 is almost ready for distribution and will be sent out when done.

Reminder: Please encourage faculty to submit midterm grades in Banner. A request was made that a university-wide note be sent out about this initiative.

There has been an increase in out of class testing requests for students. It is important that everyone understand the policies and procedures around such requests. For more information, contact the SSC.

- Student Involvement Center: A summary regarding learning communities (LC's) and first year interest groups (FIGs) will be distributed once complete. May pilot 3 FIG's for spring semester.
- Nursing: Nursing is in the process of recruiting and considering candidates to be faculty in Madrid for 18 months. The next scheduled re-accreditation site visit is scheduled for 2014.
- Doisy College of Health Sciences: A search committee for a Dean of DCHS has been formed and has met once to date. A job description/flyer for fall conference distribution has been drafted and is currently under committee review.
- Office of the Registrar: Important Reminder to distribute to Colleges/Schools and Units--Course set-up for Spring 2014 is due October 18, 2013. Spring registration begins November 1. Please follow standard meeting times when setting courses up.

Regarding cross-listing of courses: Because it is not best practice to cross-list undergraduate with graduate courses, it is not recommended for courses here at SLU. It is appropriate to cross-list a course when it involves significant cross discipline at the same level. In these cases, the course number and course title should also be the same for each discipline. Please see DRAFT language below for future discussion.

# DRAFT

## Subject Code and Cross--listing

### Subject Code

Subject code indicates the discipline or subject matter (e.g., CHEM, FREN, MKTG) and should equate to Department of Education Classifications of Instructional Programs (CIP codes). Subject codes appear on transcripts and are used for external audiences. Thus, they should be understandable in their abbreviated format to the best degree possible. Subject codes should not be used to differentiate programs, departments or for internal budgeting purposes. The schedule of classes are organized by subject code.

### Cross--Listing

A cross--listed course is the same course cataloged under two or more prefixes.

1. Cross--listing should only be considered when two or more departments wish to collaborate on the offering of a course with significant cross--disciplinary content.
2. Cross listing should not be used as a tool for resolving differences or opposition between or among departments over their respective offerings or over similar courses.
3. Cross--listed courses must carry the same title and course number.
4. Cross--listed courses can only be implemented within comparable course levels, e.g., Undergraduate and Undergraduate or Post--Baccalaureate and Post--Baccalaureate. (Dual Listing)
5. "Special Topics" of "Studies in . . ." or other variable content courses should not be cross--listed with established courses that have specific subject matter and catalog description. (If the established course is substantially interdisciplinary in nature, the same number should be established as a cross--listing in the other department rather than using a special topics number.)

# DRAFT

Announcement of Next UAAC Meetings

UAAC Subcommittee      October 9, 2013      8:30-10:00 am  
Vitale Board Room, Cook Hall

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

Adjournment

Dr. Dorsey adjourned the meeting at 10:00 am.