

**Graduate Academic Affairs Committee  
Saint Louis University  
Committee Meeting Minutes  
Friday, March 10, 2023**

**Voting Members Present:** Dana Baum, Jen Jen Chang, Elizabeth Gockel-Blessing, Helen Lach, Zhenguo Lin, Joe Lyons, Dana Malkus, Katie Mascari, J. Mark Pousson, William Rehg, Kristi Richter, Ness Sandoval

**Non-voting Members & Regular Guests Present:** LaToya Cash, Marissa Cope, Christine Harper, Jay Haugen, Jennifer Popiel, and April Trees

**Absent:** Patricia Bagsby, Angela Encinar, Felicia C. Echols, Nicola Pozzi, Montaque Reynolds, Andrew Solsrud

The Graduate Academic Affairs Committee (GAAC) meeting was called to order at 9:00 a.m.

### **Minutes**

The February 10, 2023, minutes were approved with no corrections.

### **Committee Reports/Program Proposal**

No new proposals for February meeting.

### **Old/Ongoing Business**

- **Draft Catalog of Record Policy – Jay Haugen, Registrar**

Motion made to approve Draft Catalog of Record Policy. Motion seconded. Approved with no additional changes.

### **New Business**

- **Draft Waitlist Policy**

Jay Haugen discussed the policy and emphasized that this is a very early draft. The goal is to standardize procedures around wait lists. The committee discussed the policy and the ways in which departments and students currently use waiting lists (students may use to get another class time and department may use to determine demand for classes).

Among the questions that came up were whether or not wait lists should be purged with another two weeks of registration remaining, what other ways departments are currently using waitlists, and whether or not the same procedures apply to both undergraduate and graduate classes.

- GAAC Expectations for Program Changes to Online Modalities

The committee discussed what they want to know from programs proposing a modality change as a substantial program change. Among the issues discussed:

- Explanation of what classes are offered in what modality and the rationale for those choices
- Consideration of the resources needed for students and faculty in an online program (e.g., orientation, technology support, etc.)
- Explanation of how they will teach out students in onground programs when they are shifting to entirely online
- Consideration of whether or not onground students can take online courses when they are offering the program in both modalities

For now, a modified version of the distance education questionnaire will be shared with programs to help provide structure for their program change request.

### **Announcements/Issues**

- A second GAAC meeting is scheduled for Friday, March 24 at 9am to discuss EDL proposed changes.

The GAAC adjourned the meeting.

Felicia C. Echols, Ed.D.  
Coordinator, Academic Affairs

Dr. April Trees  
Interim Associate Provost  
Chair, Graduate Education