

**Graduate Academic Affairs Committee
Saint Louis University
Committee Meeting Minutes
Friday, September 8, 2023**

Voting Members Present: Patricia Bagsby, Dana Baum, Jen Jen Chang, Elizabeth Gockel-Blessing, Jay Haugen, Zhenguo Lin, Joe Lyons, Dana Malkus, Katie Mascari, Steve McMillin, Takako Nomi, Nicola Pozzi, William Rehg, Ness Sandoval, Ashley Yukihiro

Non-voting Members & Regular Guests Present: Marissa Cope, Christine Harper, Jay Haugen, and April Trees

Absent: Helen Lach, Jennifer Popiel, Kristi Ritcher, Ranjith Kumar Bandari

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

Minutes

The May 12, 2023, minutes were approved.

Program Proposal

- Dual Degree Program: MSW and MS Applied Behavior Analytics submission was tabled until the next meeting.

Old/Ongoing Business

Update on Old Business: We will begin including information on the final outcome for programs and policies approved by GAAC on our GAAC agenda. After GAAC, policies and new programs and program closures must be approved by CADD and the Provost. New programs and program closures must also be approved by the Board of Trustees.

Recent approvals:

- Policy Review
 - o Catalog of Record revision - passed by CADD 7-23-23 – approved language change
 - o Micro-credential revision - passed by CADD 7-23-23 – approved language change
 - o Interim Revised Academic Integrity Policy – Provost approved 7-19-23
- Academic Program Approval
 - o Quantitative Physiology Concepts for Engineering microcredential – passed by CADD 5-17-23 and Provost approved.

New Business

- Policy Review

- **Policy on Independent and Directed Study Courses:**

Members noted the differences between these two courses should be clearly stated in the proposed policy, along with their implementation.

UAAC and GAAC need to review this question of what should be included in the outline of the course. Should it be a simple outline or an actual course syllabus? There should be a minimum set of expectations clearly laid out.

Some representatives shared current practice in their unit.

There should be differences in the amount of work expected to justify a varying number of credit hours. Jay will review the wording on the limit of credit hours for both kinds of courses.

Should 5980/6980 be standardized (currently some programs refer to this as Independent Study and others refer to this as Graduate Readings)

- **Policy on Special Topics:**

This defines 930 courses. Faculty can use these courses to experiment with proposed new courses, to offer a new course when permission for it can't be granted quickly enough, or to accommodate courses taught by a visiting professor. Most special topics courses can be used to meet requirements in DegreeWorks by exception.

Committee members were asked to share these policy proposals with their constituents to bring back for a discussion at the next GAAC meeting.

- Discussion Items

- **Overview of Academic Integrity Activities/Development for year**

Martha Allen, Director of Academic Integrity presented on plans for revising our University Academic Integrity Policies and Procedures this year. An interim policy in effect for one year has been approved by the Provost. A uniform procedure for adjudication needs to be developed, not to include the Schools of Law or Medicine, which have their own codes. An Academic Integrity Working Group was set up in 2019 and has begun work. That work paused until the appointment of the Director of Academic Integrity. Martha has been in the position since July, 50% in the Office of the Provost and 50% in the library, where she has a faculty appointment.

The working group has two main charges: fashion a University Academic Integrity Policy to go into effect in Fall 2024; and create a University Academic Integrity Review Process to go into effect at the same time. Martha presented a timeline for 2023/2024 that included: the release

of a draft of the Academic Integrity Review Process in October 2023; the gathering and analysis of feedback through December 2023; the release of a revised draft in January 2024; and voting on policy and procedures by UAAC, GAAC, CADD, and the Provost in Spring of 2024. Questions or concerns can be sent to academic.integrity@slu.edu or directly to Martha.

In response to a question regarding AI, which has made it increasingly easy for students to submit work not their own, the point was made that SLU currently focuses more on the stick in regard to student violations of academic integrity than on the carrot of training in best practices. The Working Group will develop training for faculty on how they may wish to use AI or not, as well as examples to share with students. Student groups have given input on what they would find helpful.

There was a discussion of eventual staffing for the new Director's office. One attendee noted that while staffing up may be common, it might be worth saving strain on personnel by giving more support on the front end.

- **Use of CIM-Programs for Program Change and New Program Proposals:**

Jay reported that CourseLeaf, the same vendor that provides catalogue update software, has been chosen for a new course management system. Word documents will be replaced by the system's web form. It will enable a centralized workflow for program proposals and program changes. Theresa Friederich is serving as the point person. The Registrar's Office will provide training for faculty.

Announcements

- Next GAAC meeting is scheduled for October 13, 2023.

GAAC was adjourned at approximately 10:20 a.m.

Dr. April Trees, Interim Associate Provost and Chair

Minutes provided by Chris Harper, Ph.D. Candidacy Specialist