

**Undergraduate Academic Affairs Committee – Saint Louis University  
UAAC meeting minutes 10/6/22 and UAAC Sub Meeting 10/13/22**

**Attendance:**

**Those in attendance:** Lisa Dorsey, Chair, Ellen Crowell, Shawn Steadman, Megan Toups, Peggy Dotson, Marissa Cope, Gary Barker, Michael Elliott, Gina Merys, Joseph Nichols, Sabrina Tyuse, Elizabeth Gockel-Blessing, Jennifer Rust, Jesse Helton, Debbie Pike, Scott Sell, Jay Haugen, Tyler DeShon, Timothy Day, Leah Sweetman and Laura McLaughlin, Father Michael Rozier

Undergraduate Associate Provost Lisa Dorsey, PhD, called to order the UAAC meeting at 9:03 am.

**Reports/Proposal/Policies from Committee Members:**

**Informational Item(s): *These were discussed at our October meeting.***

The School of Professional Studies has approved a program name change from the current *Organizational Leadership and Technology* Program to *Technology and Leadership* to better align with the STEM market. There are no other curricular or programmatic changes beyond the name change, therefore this is a non-substantive program change. No further action is needed.



[program-change-report-form\\_uaac\\_OLT\\_2](#)

Course Change: The School of Professional Studies has additional Course Name Changes for Cannabis Science and Operations. These are non-substantial program changes and no other curricular or programmatic changes beyond. No further action is needed.



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**Policy Review:**

Micro-Credentialing  
University Holds  
Time Limits on Course Work  
Academic Program Review (APR)

**“Draft” Micro Credential**

Conversation regarding the micro credential policy has been on-going. There has not been a formal approval for this policy.

- *At the 10-13-22 UAAC Sub-Committee meeting the members continued on-going discussions regarding the micro-credentialing. This will be placed on the agenda at the next UAAC meeting which will take place on November 3<sup>rd</sup>, 2022.*



2022-10 -  
Micro-Credential Defi

### **University Holds**

A brief introduction of the University Hold Policy took place at the UAAC meeting in September. The committee continued discussion of the University Hold policy at the October UAAC meeting. There has not been a formal approval on this policy.

The updated version will be placed on the November 3<sup>rd</sup>, 2022, UAAC agenda and any continued discussion will take place.

- *At the 10-13-22 UAAC Sub-Committee meeting the members continued on-going discussions regarding the University Hold policy. It was agreed to place this policy on the next UAAC agenda which will be held on November 3<sup>rd</sup>, 2022.*



2022-10 - University  
Hold Policy Updated.p

### **Policy – Time Limits on Course Work**

Conversations regarding the time limits on course work has been on-going. There has not been a formal approval on this item.

- *At the 10-13-22 UAAC Sub-Committee meeting the members continued on-going discussions regarding the time limits on course work. This will be placed on the agenda at the next UAAC meeting which will take place on November 3<sup>rd</sup>, 2022.*



Policy - Time Limits  
on Course Work.pdf

### **Discussion Item:**

#### **Academic Program Review (APR)**

Lisa Dorsey, Ph.D. shared the revised Executive Summary with the UAAC committee: Below are the revisions: Academic Program Review (APR) offers a valuable opportunity to reflect on and review the quality of our academic programs and identify avenues for continuous improvement, something recognized and expected by the Higher Learning Commission. This summer, the new Interim Associate Provost for Graduate (APGE), April Trees, and Associate Provost for Undergraduate Education (APUE), Lisa Dorsey, took stock of current APR practices (this included interviews with PRC members, conversations with some colleges/schools/programs on the current state of program review that surfaced problems they encountered in the process, a conversation with OIR about available data, and an assessment of APR status for all programs at the university). Drawing on this information, we reviewed the APR manual and identified revisions that will make the system work more effectively to achieve our goals.

This executive summary outlines the key revisions in the manual:

1. **Timeline for APR Review:** Programs will begin APR in either the fall or the spring semesters, and APR processes will be completed within a 12 to 13-month time-period. This allows us to increase the number of programs we review each year, while mitigating the burden on the Program Review Council (our university-level faculty review committee) at the end of spring semester. The self-study, external review, program response, and dean's letter will be submitted to the co-chairs of the PRC by April 1 (for fall semester starts) and November 1 (for spring semester starts). An updated visual timeline has been added to the APR document.
2. **Initial APR Workshop:** We eliminated the initial stakeholder meeting, given repetition with the initial APR workshop content. Initial APR workshops will be offered at the beginning of both fall and spring semesters. Programs will always be able to request an individual meeting with the APGE any time during program review.
3. **Self-study Questions:** The self-study outline was revised to further strengthen the focus on academic quality and continuous improvement that should guide APR. Questions that did not fit this focus were removed. A question regarding high impact learning practices was added. Included in this revision is a modification to the data provided to and reviewed by the department to ensure it is both accurate and useful.
4. **External Reviewer Approval:** External reviewers no longer need to be approved by the Provost. Deans in collaboration with their departments are best positioned to identify relevant experts and this will eliminate a current roadblock to timely APR completion. The APR manual identifies considerations for selection of external reviewers.
5. **Program Review Council (PRC):** The APGE and APUE will co-chair the PRC. The Assessment Director will be included in PRC review activities. The PRC will have nine faculty members, divided into three pods of three. Each PRC pod will be responsible for the review of a subset of programs each fall and spring. This should help make the workload for the PRC more manageable for the faculty members serving on this committee.
6. **APR Follow-up:** There will be a formal three-year follow-up report to formally review action plan implementation. This addresses the HLC concern that we more systematically follow up on action plans developed from the APR process.



Executive Summary - Academic Program  
APR manual changes Review Manual August

- *The APR revisions were discussed at the UAAC meeting with the members of the committee.*

**Approval of Meeting Minutes:** September 2022 UAAC and UAAC Sub meeting minutes.

**Announcements:** Next UAAC Meeting will be on November 3rd, 2022 (HYBRID)