

Graduate Academic Affairs Committee– Meeting Minutes
Saint Louis University
September 12, 2025

Voting Members Present: Chris Rollins (proxy for Faculty Senate representative), Chris Thomas, Zhenguo Lin, Tim Huffman (proxy for Elizabeth Richard), Rabia Rahman, Marcia McCormick, Takako Nomi, Melissa Berrien-Elliott, Srikanth Mudigonda, Dana Baum, Kristi Richter, Sarah Burt, Kat Walcott, Jen Popiel

Non-voting Members Present: Marissa Cope, Christine Harper

Absent Members: Toby Benis, Katie Stamatakis, Helen Lach, Katie Mascari

Guests: Divya Subramaniam, Health and Clinical Outcomes Research; Jody Wood, SOE; Joan Hart-Hasler, Theological Studies; Genevieve Del Rosario and Beth Rhyne, Clinical Health Sciences

- I. **Introductions:** Old and new members introduced themselves.
- II. **Approval of May 9, 2025 Minutes:** Approved.
- III. **Accreditation Overview:** Marissa Cope provided a big picture perspective of our work, with a focus on institutional accreditation, administered by the Higher Learning Commission (HLC). The HLC advises on what should be done but not on how to achieve it. It is currently requesting evidence of assessment plans for core curricula and of improvement in academic review processes/outcomes for our 4-year mid-point review. Marissa outlined all core components and then focused on criteria most directly relevant to the work of GAAC within the integrity (ethical/responsible conduct and transparency) and teaching/learning (academic rigor, intellectual inquiry, learning assessment, and program review) core components. HCL's assumed practices are shared by all institutions regardless of their stated missions. Institutions should be in compliance with assumed practices at all times.
- IV. **New Business: Academic Program Proposals**

For each program, a program representative was available to answer questions. The committee then returned to a discussion of each proposal after program representatives left the meeting.

A. New Program Proposals

- **747: Medieval Latin Microcredential**

Dr. Hart-Hasler, Associate Professor of Latin in Theological Studies, spoke on the proposal and answered questions. Latin 5010, required for this microcredential, is an intensive eight-week course providing the basics of classical Latin as well as readings in medieval Latin, thereby also fulfilling the need for a medieval Latin course. If a student is already proficient in Latin, they may substitute another higher-level Latin course.

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Discussion: It was pointed out that only graduate-level coursework is acceptable; the earlier roadmap listed 4000-level courses and needs to be updated. Admission standards should be clarified if non-SLU students are expected to be admitted to what would otherwise be an internal SLU arrangement. Classes that can substitute for 5010 should be classes specifically relevant to Medieval Latin to ensure the coherence of the microcredential. Recommendations: add admission standards for non-SLU students; request clarity regarding courses allowed to substitute for 5010; clarify which courses qualify as medieval Latin; remove all 4000-level courses from the roadmap.

- **776, 777, 778: Advanced Health Data Science PBC, Introductory Health Data Science PBC, Introductory Health Data Science Microcredential**

Dr. Subramaniam, the Health Data Science program director, spoke on the proposals and answered questions. HDS classes are offered in person, ORES classes online. Regarding continuation standards, students can retake classes twice but if they fail the second attempt, their continuation in the programs is reviewed. Review or possible dismissal is also triggered by a low GPA. GAAC also asked questions about the fees (are they program fees or course fees and what is their purpose) as they are treated as revenue in the proforma. Divya indicated these fees support teaching assistance and tutors, but she would need to get additional information to answer questions about fees. With regard to admission requirements for the Advanced Health Data Science PBC Divya indicated that basic data management skills are expected and the student's professional background is assessed for this.

Discussion: Regarding the **Introductory Health Data Science PBC**, the description of "100% online" should be clarified given that some courses are offered solely online and others in person. GAAC requested clarity regarding the fees and their purpose. Continuation standards are unclear and concerns were raised about the lack of a probationary period before dismissal; a remediation process might be considered. The policy is currently more stringent than the University policy, which is fine, but is this what the department intends and is it consistently applied to students in the same manner. Regarding the **Advanced Health Data Science PBC**, similar questions were raised regarding continuation standards and fees. As for admission requirements, it might be specified what skills students are expected to enter with, obtained either through coursework or experience. If the courses themselves have prerequisites, this needs to be addressed in the context of the certificate. Regarding the **Introductory Health Data Science Microcredential**, continuation

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standard and fee questions apply to this as well, but no additional questions were raised.

- **751: Principal's Certification Post Masters Certificate**

Dr. Wood, the program director, spoke on the proposal and answered questions. The target audience is teachers with a master's but no administrative experience. Two courses from the Ed.D. program are required, followed by a principal internship. It was pointed out that the terms internship and practicum are both used in the proposal, but Dr. Wood indicated that the practicum class should not be included.

Discussion: The correct required courses do not appear in the proposal this needs to be addressed. The assessment plan does not meet expectations for an assessment plan (i.e., participating in an internship can not be a learning outcome). Marissa Cope will follow up with the department regarding assessment. There are no continuation standards identified in the proposal. In the continuation standards section, the program notes admission requirements (e.g., letters of recommendation) that are not included in the admission requirement section. Are those really desired for admission?

- **769: Joanna May Service Scholars Microcredential**

Genevieve del Rosario and Beth Rhyne spoke on the proposal and answered questions. The program is open to all in the Physician Assistant track. No specific courses are required, just the demonstration of desired skills and competencies. Plenty of service opportunities exist even if up to 80% of PA students elect the microcredential. Although not included in the proposal, the program does have a robust assessment plan for the microcredential, assessing outcomes through evaluations and presentations. These outcomes include cultural competency, communication skills, reflection, and teamwork.

Discussion: Activities required to earn the credential should be outlined. What particular dimensions of the kind of service performed relate to health? Are there experiences along the way that can be pointed to as contributing to learning outcomes? In general, more focus on what a cohort and clarity around the structure of the microcredential experiences that make it more than only service work would be welcome.

B. Informational Items

As of July 1, 2025 Saint Louis University's Department of Languages, Literatures and Cultures has a new name: the Department of Linguistics, Literatures, and Cultures.

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V. Old Business: Policy Approvals

- Update on Academic Policies passed by GAAC
 - Prerequisite Course Policy – reviewed by CADD and the Provost, pulled as a policy. The Office of the Registrar will implement the operations as identified in the policy.
 - Leave of Absence Policy – passed by CADD and the Provost on 6-17-25 with integration of Madrid language as well as a reference to the University Undergraduate Transfer Credit Policy vs specific credit per semester language. No further approval required.
 - Academic Program Review Manual Revisions - passed by CADD and the Provost on 6-17-25. No further approval required.
- A committee member asked about the standing of the dual-listing policy. Dr. Trees responded that the most common type of dual listing consisted of undergraduate/graduate enrollment. We will be conducting a syllabus audit this fall (which should highlight excellent examples of dual-listing course design and any areas where we are not meeting HLC expectations regarding differences across the levels. The undergraduate and graduate outcomes need to be different and specified.

VI. Announcements

- Next GAAC meeting October 10, 2025 in Vitale Board Room.

VII. Adjournment

Meeting adjourned at 10:29 A.M.