SAINT LOUIS UNIVERSITY  
FACULTY SENATE  
MINUTES  
September 30, 2014


**Absent:** S. Casmier, R. Chamberland, R. Syed, E. Armbrecht

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<th>TOPIC</th>
<th>DISCUSSION/RECOMMENDATIONS/ACTION</th>
<th>FOLLOW-UP</th>
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<td>Call to order, Moment of Silence/Prayer</td>
<td>President Jane Turner called the meeting to order at 3:30 p.m.</td>
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<td>Call of the Roll</td>
<td>Secretary Rebecca Lorenz called the roll. A quorum of senators was present.</td>
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<td>Approval of the Minutes</td>
<td>The Senate approved the minutes from the August 26, 2014, Faculty Senate meeting with the following change suggested and approved: President F. Pestello stated that the Board of Trustees is currently too large.</td>
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<td>Q&amp;A (Report of the President and Executive Committee)</td>
<td>President J. Turner solicited discussion regarding this report. There were no comments or questions from the floor. J. Turner stated that this would be the time during the Faculty Senate meetings where non-senators can speak. She announced that J. Kimmey requested a special meeting of the Faculty Senate to have a discussion with the Strategic Planning Steering Committee. This special Faculty Senate meeting will be held on Tuesday, October 14, 2014. As a result, the Grievance Training will be moved to a different date. J. Turner also reported that there was an error in the Report of the President and Executive Committee regarding INTO. ESL faculty who are currently faculty will remain faculty.</td>
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<td>Faculty Senators’ Reports from Faculty Assemblies</td>
<td>President J. Turner called for reports from the faculty assemblies of the colleges, schools and units. D. Stump reported that the A&amp;S Faculty Council took a vote to become a more deliberative body rather than administrative. J. Turner reminded the senators that the Take Away Messages are not meant to be minutes but short statements to use as reminders when taking information back to their respective units.</td>
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<td>Chair of Provost Search Committee D. Williams – update and discussion</td>
<td>Chair of Provost Search Committee D. Williams reported that the committee is finalizing a profile that will include characteristics, responsibilities, and problems to approach using the information gathered at the multiple open fora. He introduced other committee members who were present at the meeting including D. Hakanson, S. Safranski, N. Murdick, and G. Meyer. The goal is to have the new provost in place by July 1, 2015. D. Williams responded to questions about the role of the new provost.</td>
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<td>Professor Donald Stump (A&amp;S) – Presentation on the draft Academic Integrity Policy</td>
<td>D. Stump provided a brief report about the draft Academic Integrity Policy. This policy has been in the process of development by a committee that was broadly representative with D. Stump serving as the Faculty Senate representative. The goal was to provide one set of definitions, standard minimum procedures, along with a common appeals process that could be used by the whole university. At this time, the committee is seeking feedback from the faculty assemblies and from individual faculty members this fall. The final date for adoption has not been set. A senator requested that the policy be distributed to all senators. J. Turner responded that the draft policy would be sent along with the Take-Away Messages.</td>
<td>Secretary R. Lorenz</td>
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<td>Guest Speaker: Director/Office of Institutional Equity and Diversity Michelle Lewis – Sexual Misconduct Policy</td>
<td>Director/Office of Institutional Equity and Diversity Michelle Lewis presented a brief overview of the changes to the Sexual Misconduct Policy. Key changes were made to align the policy with Title XI mandates. M. Lewis responded to questions by Faculty Senators. Review of the policy is completed annually during the summer. President J. Turner suggested that the faculty provide input for review.</td>
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<td>Guest Speaker: Vice President for Information Technology Services David Hakanson – Strategic Technology Planning and Policy Updates</td>
<td>Vice President for Information Technology Services David Hakanson provided an update on the current status of Information Technology (IT) Services strategic planning and policy changes. He announced that every spring and fall he will conduct open fora. The dates will be released in Newslink. D. Hakanson answered questions from senators. Also, faculty can email him with any issues.</td>
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<td>Old Business</td>
<td>President J. Turner solicited old business to discuss. There were no comments or questions from the floor.</td>
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<td>Announcements</td>
<td>President J. Turner announced that there would be two Special Faculty Senate meetings occurring in October, one on the 7th and one on the 14th. She announced that attendance is mandatory for the meeting on the 14 because it is a Strategic Planning meeting; if you cannot attend, please send a proxy.</td>
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<td>The next Faculty Senate meeting is October 28, 2014, at the Doisy Learning Resource Center, Pitlyk Auditorium A, at 3:30 p.m.</td>
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<td>Adjournment</td>
<td>The meeting was adjourned at 5:25 p.m.</td>
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Faculty Senate Meeting Minutes     September 30, 2014

Respectfully submitted,
Rebecca Lorenz
Secretary of the Faculty Senate
Faculty Senate Calendar
The Faculty Senate is sponsoring a special meeting (not a business meeting) on Tuesday, October 7th, on the topic of the U.S. News “Best Colleges” ranking with a presentation and discussion led by Assistant VP-Academic Affairs Steve Sanchez. It will be held from 3:30-5:00pm in Carlo Auditorium in Tegeler Hall. The Faculty Senate also will hold an open forum with the Strategic Planning Steering Committee on Tuesday, October 14th, from 3:30-4:30pm in Busch Student Center Room 251B. A special grievance training session conducted by Senior Associate General Counsel Danielle Uy for Professional Relations Committee members, members of the Ad Hoc Judicial Panel, and interested senators, tentatively scheduled for October 14th, will be rescheduled for a later date.

Faculty Senate Standing Committees and Charges
The standing committee rosters are posted on the Faculty Senate website. The committees met at the September 23rd Kickoff event and are in the process of finalizing their charges.

SLU Madrid
Interim VP-Academic Affairs Harshman and FS President Jane Turner traveled to Madrid in June to meet with faculty and Director/Academic Dean Paul Vita to advise them on developing a stronger faculty governance structure and on writing their own faculty manual. Because SLU Madrid is a wholly owned subsidiary of SLU, and because SLU Madrid faculty appointments and protections under Spanish law are distinct from those at SLU, it makes sense for the Madrid faculty to develop a separate faculty manual. VP Harshman met with a Spanish attorney and learned that SLU’s statement on Academic Freedom is not incompatible with Spanish law and that Spanish law does not prohibit establishing ranks for faculty. Following the days of meetings, Director/Academic Dean Vita and Melanie Mitchell, President of the Madrid Faculty Academic Council (FAC), issued a joint communication about the outcomes of the meetings; the communication is appended to this report. The President of the FAC will continue to attend SLU Faculty Senate meetings via Fuze. A faculty representative from SLU Madrid, Alumenda Olondo, will travel to St. Louis next week to attend the inaugural events.

Equity Analysis
A committee made up of Senior Associate General Counsel Danielle Uy, VP/Chief Financial Officer David Heimburger, Interim VP-Human Resources Patty Haberberger, Assistant VP Stacey Barfield Harrington, FSEC at-large member Chris Sebelski, and FS President Jane Turner interviewed vendors who conduct equity analyses for higher education institutions. The committee chose Mercer; this consulting firm anticipates completing its analysis of faculty compensation at SLU and rendering recommendations
by spring. The analysis will be conducted for faculty across the board, including those of the UMG.

**Council of Academic Deans and Directors (CADD)**
- At the September meeting Assoc. VP Mike Lewis described changes to faculty research leaves. The number of leaves granted will be divided between tenured and pre-tenured faculty. Each college will be asked for two nominees and one award per college is anticipated.
- Dr. Robert Heaney, Senior Assoc. Dean for Graduate Medical Education, provided an update and sought approval of the policy governing *Conflicts of Interests Regarding Healthcare Products Industries*. The committee approved the policy.
- Interim VP-AA Ellen Harshman and VP-Enrollment and Retention Management Jay Goff gave an update on international students and the proposed joint venture with INTO. VP Harshman emphasized that faculty in the joint venture will be SLU employees governed by SLU standards and eligible for SLU benefits. VP Harshman and VP Goff explained INTO’s interest in SLU as stemming from SLU’s academic reputation – other universities with which INTO is associated are not viewed as academically strong as SLU -- and its status as a Catholic institution, which may be attractive to Central and South American students.
- There is now a Steering Committee on Core Curriculum and Student Experience, co-chaired by Dean Mike Barber and Assoc. VP Lisa Dorsey. The committee will have a faculty representative nominated by the Faculty Senate Executive Committee.

**President’s Coordinating Council (PCC)**
The agenda for the September meeting and the minutes from the April meeting are appended to this report.

**Saint Louis University Hospital**
Negotiations with Tenet regarding the status of the hospital continue. Due to a nondisclosure agreement, additional information cannot be shared at this time.

**Enrollment**
VP-Enrollment and Retention Management Jay Goff has reported that enrollment for this academic year is robust. He will present the final enrollment data to the Faculty Senate at the October meeting.

**Graduate Academic Affairs Committee**
The faculty representative on this committee is Lisa Willoughby (A&S). The highlights from the September meeting are appended to this report. Faculty may access meeting agendas and minutes at the following link: [http://www.slu.edu/graduateeducation/faculty-and-staff/gaac-resources](http://www.slu.edu/graduateeducation/faculty-and-staff/gaac-resources)

**Undergraduate Academic Affairs Committee**
The faculty representative on this committee is Sabrina Tyuse (CPHSJ). The minutes from the May 2014 meeting are appended to this report.
TO: All SLU-Madrid Faculty
FROM: Paul Vita, Director and Academic Dean
       Melanie Mitchell, President of the Faculty Academic Council
DATE: July 16, 2014
SUBJECT: SLU-Madrid Faculty Senate and Faculty Manual

We write to you jointly on a matter of great importance to our campus.

In June, Dr. Ellen Harshman, Interim Vice President for Academic Affairs, and Jane Turner, President of the Saint Louis University Faculty Senate, met with us as well as with members of SLU-Madrid’s Faculty Academic Council. During these meetings, we discussed the importance of establishing a new structure to define faculty participation in Madrid Campus governance.

We received the assurance from both Dr. Harshman and Dr. Turner that Madrid faculty should and must play an integral role in providing a vision for the Madrid Campus and developing its strategic plan. With their support, we have agreed to implement the following two measures, subject to ratification by the SLU-Madrid faculty:

1) A Madrid Campus Faculty Senate: The Faculty Academic Council has drafted a new Constitution and By-Laws for a SLU-Madrid Faculty Senate, to formalize faculty participation in the governance of SLU-Madrid. The Constitution will outline how Senators will be elected to represent academic units in proportion to the number of professors in those units. When ratified, the Senate will be authorized to represent faculty and to create committees to address matters of importance to them.

   In September, the Faculty Academic Council will hold an open forum during which faculty will have the opportunity to discuss and provide feedback on the Constitution and By-Laws. The Faculty Academic Council will incorporate the feedback received and revise the proposed Constitution and By-Laws; faculty will then be asked to vote to ratify this new Constitution. When the Constitution has been ratified, the current Faculty Academic Council will be dissolved, and elections for Senators will be held in October.

2) A Madrid Campus Faculty Manual: The Faculty Academic Council is also drafting a SLU-Madrid Faculty Manual, for ratification by faculty in the fall. The Manual will contribute to defining the academic culture of our campus, including definitions of core academic values, a system of promotion through academic ranks (Instructor, Assistant Professor, Associate Professor, and Professor), and a process to address academic grievances. We invite input now and in the future in as we develop this document.

Together, as Director/Academic Dean and as President of the Faculty Academic Council, we write to affirm a joint commitment to shared governance. We also write to urge you, as faculty, to participate in shaping the future of our Campus.

http://spain.slu.edu
AGENDA

1. Call to Order: B. Fletcher

2. Invocation: P. Stark, S.J.

3. Approval of April 17, 2014 Minutes: All

4. University Policies and Processes
   a. 2015 IT Vision and Priorities: D. Hakanson
   c. 2015 Benefits: P. Haberberger

5. Information Sharing: All

6. Adjournment: B. Fletcher
MINUTES OF
MEETING OF THE PRESIDENT'S COORDINATING COUNCIL
APRIL 17, 2014

PCC #1016

Absent: P. Alderson, J. Turner, P. Stark, S.J.

Guests: L. Dorsey, L. Fenneberg, L. Gomez, R. Heaney, L. Israel, A. Knezetic, M. Lewis, S. Sanchez, G. Smith

1. Call to Order: Interim President Kauffman called the meeting to order at 9:00 a.m. SAC President King offered the invocation. SGA President Sharma introduced Anne Knezetic, SGA President-Elect. Ms. Knezetic will become President on May 1, 2014.

2. University Health Plan: Sr. Associate Dean for the School of Medicine Heaney presented an update on the University Health Plan, the University’s student health insurance plan. He noted the plan was created two decades ago when University policy mandated that students have health insurance. The plan has historically been a self-insured plan. Recently, with the assistance of SLU Business and Finance personnel and Lockton consultants, the plan was reviewed. That review determined that the plan should continue to be self-insured. It was also recommended to extend plan coverage to the all full-time students enrolled in the School of Medicine. Dr. Heaney answered questions and closed his remarks by asking for approval to continue the Aetna Student Health Plan. With the endorsement of the PCC, Mr. Kauffman approved the action.

3. Voluntary Enhanced Retirement Plan: CFO Heimburger reviewed progress with the VERP initiative, noting very positive feedback is being received from faculty staff. He noted that discussions are underway with Academic Vice President Harshman and others to determine the process that will be used to evaluate requests to replace positions closed in the VERP.

4. Climate Assessment for Students: Assistant Academic Vice President Sanchez updated the PCC about the climate survey for students. He discussed various methodologies and tools considered. It was suggested that climate may reflect the strength of a student’s sense of understanding and identifying with University’s Mission and values. The survey will launch on April 22, 2014.

5. Undergraduate Retention Initiatives: Assistant Vice President for Student Development Fenneberg, Associate Vice President of Academic Affairs Dorsey and Director of the Student Success Center Israel presented a report about the First-Year Retention Initiative developed to increase the student retention rates. The initiative uses MAP-Works to survey students to gain insight about their college experience. Those identified via the survey as being at-risk are contacted by the Success Center staff to offer appropriate assistance (i.e. tutoring, mentoring, contact to Financial Aid staff) to help them succeed, and thus be retained at the University.

6. Recent Developments and Trends in Title IX: Gina Maisto Smith and Leslie Gomez of the law firm of Pepper Hamilton, and Director of the Office of Diversity and Affirmative Action Lewis, presented an overview of the Title IX program and current changes in the law. They discussed the impact of the Department of Education Dear Colleague Letter and offered their perspectives
about measures an institution should take to deal with, and respond to, sexual harassment and sexual violence. It was noted that Saint Louis University has been proactive and responsive by reviewing policies, adding personnel and re-structuring to respond appropriately and effectively.

7. **Information Sharing:**
   - Mr. Sharma spoke about his experience as SGA President and thanked the PCC members for their feedback and support during his presidency. Mr. Sharma also announced his plans to work as a park ranger during the summer of 2014 and that he plans to attend graduate school at the University of Michigan in the fall of 2014. Ms. Knezetic expressed her anticipation and optimism for taking on the SGA leadership role.
   - Faculty Senate representative Sebelski presented the Faculty Senate report in the absence of Senate President Turner. She noted that the Faculty Senate voted in support of a policy to make the University a tobacco-free campus, proposed by College for Public Health and Social Justice Dean Trevathan. Ms. Sebelski also reported that the Faculty Senate has been working with an Ad Hoc Task Force regarding the Madrid Campus Governance and working with Mr. Heimburger to review and revise the travel policy.
   - Vice President for Research Tait reported the establishment of a Research Methods Core unit to support grant applications. The unit will be up and running on July 1, 2014.

8. **Adjournment:** With no further business pending, the meeting was adjourned at 11:08 a.m.
1. **Academic Integrity**
This document is in draft form and should be discussed in each Academic Unit (i.e. College). The proposed academic integrity policy was developed by a committee that included faculty and students, an associate dean, student development administrator, and general counsel representation. GAAC reps are requested to distribute the document for comment. Comments should be forwarded to Diana Carlin (dcarlin1@slu.edu), preferably on the distributed Word document. It was noted that this document applies only to students, and does not cover Faculty Academic Integrity. The policy is being vetted with SGA and GSA.

2. **Graduate Education Mentoring/Advising Document.**
As a follow up to the new required annual review policy that GAAC developed last year, a graduate mentoring/advising set of guidelines developed by an associate deans’ working group were distributed. These are guidelines only, and represent good practices to be followed by all faculty advising graduate students, and they include recommendations for students on how to get the most from an advising or mentoring relationship. Workshops on advising and mentoring will begin next week and several publications will be distributed to faculty and to department chairs for use by faculty.

3. **Registrar Policies**
Jay Haugen introduced the new policies on course audits, course extension (Incomplete course), GPA, leave of absence, and repeating courses that have been finalized by UAAC. After some discussion, especially of the change in phasing out the Incomplete Grade, and the need for student petitions, the document was recommended for approval by GAAC, and goes to CADD. A vote to recommend was needed to bring post-bac policies in alignment with undergraduate.

4. **Program Review of Units**
A task force composed of Deans Barber, Safranski, and Trevathan, Mark Reinking (Faculty Senate rep), Lisa Dorsey and Diana Carlin prepared a draft proposal for a new program review process. This is a new comprehensive policy document recommending Department reviews every seven years. All undergraduate and post-bac programs are subject to review and programs with accreditation will coordinate their reviews with their accreditation schedules. The Office of Academic Affairs will provide resources to assist with the process, including the expenses for outside reviewers. Comments should be sent to Diana Carlin. Lisa Dorsey and Diana Carlin are available to discuss the proposal at department chairs or college/school assembly meetings. Four programs have volunteered to pilot the process as another form of feedback. Faculty Senate appointed three faculty members to serve on the program review council for the pilots.

5. **Dissertation Hours for Students after Candidacy**
Graduate students in the Research Phase of their program require normally 6 or 12 credit hours (MS or PhD). Previously the minimum credits towards fulfilling this requirement
was 3 credits until the 12 hour limit is reached. GAAC voted to recommend this be changed to (1-3) credits per semester minimum to avoid the accumulation of excessive credits over an extended research phase and to enable programs that have qualifying exams early in the doctoral process to divide the hours across the remaining time of an assistantship without accumulating excessive hours.
Undergraduate Academic Affairs Committee  
Wednesday, May 7, 2014


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

Approval of Minutes from the April 2, 2014 Meeting:
Motion made by Robert Cole to approve April 2, 2014 meeting minutes without revisions and seconded by Sabrina Tyuse - motion unanimously approved.

Updates:
Career Services- Kim Reitter presented internship opportunities for faculty and staff to work together with students and provided the committee with The Importance of Experiential Education handout.
• Career Services is currently updating their website and gathering internship data.
• Please send all job opportunities to the Career Services office so they can be posted on the website.
• Recommendation to provide job shadowing for pre-med students- it was recommended that faculty also contact Pre-Professional Health Studies to assist with job shadowing for pre-med students.
• Can the group have a statement about the role of career services on campus sent to them so they can forward to their units – this message was sent:
  o Career Services staff will work with your students to find internships and jobs. They help students appropriately market these experiences on resumes and to employers. If you receive any job or internship postings, Career Services would like to post these positions in CareerLink, an online database available to all Saint Louis University students and alumni. Please forward postings to Karl Aldrich, Assistant Director of Career Services, at kaldrich@slu.edu. If you have any questions about Career Services, please contact Dr. Kim Reitter, Director of Career Services, at reitterk@slu.edu.

Public Health updates- Lauren Arnold provided a handout to the committee identifying the changes in the undergraduate public health major curricula.
• The BS in PH (5 courses will change) and BS in Emergency Management (3 courses will change) will no longer have graduate courses, effective for Freshmen entering Fall 2014.
• Accreditation requires a capstone course – this needs to be added into the curriculum. Current students can opt into the revised curriculum. In addition, non-
accelerated undergraduate students academic performance did not meet predicted performance standards established when programs proposed.

- There are no distance learning courses, 2 of the replacement courses for the BSPH will be 300-400 electives.

**Pre-registration**- Susan Fanale introduced the group to the pilot pre-registration initiative for new freshman this summer for chemistry and biology courses.

- This will inform these departments of enrollment, as early as May, for these common freshman courses and allow for additional planning with regard to the number of sections, etc. that will need to be offered.
- Both the chemistry and biology departments, along with other stakeholders on campus, were involved in the decision-making and planning process. Both departments were strongly in favor of this effort. As well as full support from SGA.
- The task force continues to work on the details for the initiative.

**Faculty Engagement Model for LC’s**- Susan Fanale presented the pilot faculty engagement model for learning communities for this fall.

- Faculty have received the position descriptions and are in the process of applying for one of 3 roles: faculty associate, faculty fellow and faculty affiliate.
- The position statements will be forwarded to the group for them to share with their academic unit faculty.

**Academic policy revisions**- all were unanimously endorsed by CADD without revisions.

- CADD unanimously endorsed the following equivalency for P/NP: P= A-D and NP=F.
- Please contact Lisa or Jay to let us know how to assist you in getting the word out to faculty and staff in the units.

**Retention Student Success Coaches (RSS)** - Lisa Israel provided an update that 6 coaches have been hired and will be on board by early to mid-June. They are still interviewing for a program director.

**Honors**- Jessica Perolio is the new Director for the Honors Program.

- The Program is currently searching for an assistant director.
- This fall they will have a new program coordinator position which will encompass post-baccalaureate fellowship and scholarship advising.

**UAAC/GAAC forms**- The Certificate Program Proposal Form and Undergraduate Major or Minor Proposal Forms are currently being updated to align assessment sections with University-Wide Undergraduate Student Learning Outcomes.

**University-Wide Academic Program Review**- a task force continues to develop an academic program review policy. This policy will be presented to CADD this summer with a goal to pilot Fall 2014.
University Academic Integrity Policy – a task force will continue to develop a draft of this policy over the summer in order to bring to UAAC/GAAC and the campus community Fall 2014 for review.

New Academic Programs – reviewed new program proposals timeline.

Catholic Education Minor- John James, Kathy Tichy

Points of interest in consideration of this proposal were reviewed per request:
- SLU is positioned well in the area, as a Jesuit institution, to train future educators.
- The minor offers the requisite courses necessary for a Catechist teaching certification, therefore future teachers are ready to teach in Catholic schools upon graduation.
- Will there be any on-line accessibility? Long-range format for those returning.
- Plan to work on internship opportunities in the community.
- The advising letter remains outstanding for this proposal.
- This minor is a collaborative effort with the Department of Theology.

Middle East Studies Minor- David Borgmeyer, Luke Yarbrough

Points of interest in consideration of this proposal were reviewed per request:
- The Center for International Studies will house this minor.
- The minor uses existing resources to meet the existing need – a number of students are interested in this information and the growing residential community with Middle East backgrounds in the St. Louis area.
- There will be a student group this fall as a charter.
- Complements the existing offerings & provide possible study abroad opportunities. Primarily with Madrid for now, but hope to develop additional regions in the future.

Old Business
- Academic definitions document endorsed in 2013 by UAAC will go to CADD for review this summer.

Announcements
1. As your academic programs refine curricular plans please forward this information to the Office of the Registrar so SLU’s systems can be updated and the information distributed to the University community. The timing for changes is based on the undergraduate catalog and is aligned with degree audit.

2. DCHS – Irma Ruebling announced that Mardell Wilson will begin as the Dean of DCHS August 1, 2014.

3. Susan Fanale – SLU 101 numbers are strong.

4. Debie Lohe – The May event had record attendance – 150 faculty, staff, and students.
5. Kathleen Thatcher – Contact her if you would like assistance with program level assessment. Plans to host an assessment showcase in October 2014.

**Meeting Adjournment**
Meeting adjourned at 10:00 am