

Graduate Academic Affairs Committee– Meeting Minutes
Saint Louis University
Friday, January 12, 2024

Voting Members Present: Ranjith Kumar Bandari, Tricia Bagsby, Dana Baum, Jen Jen Chang, Helen Lach, Zhenguo Lin, Katie Mascari, Dana Malkus, Takako Nomi, Nicola Pozzi, Bill Rehg, Kristi Ritcher, Ness Sandoval

Non-voting Members and Regular Guests Present: Jennifer Popiel, April Trees, Jay Haugen, Marissa Cope, Janie Henderson, Christine Harper

Guests: Nicole Mispagel, Silviya Zustiak, Koyal Garg, Scott Sell, Chris Thomas

Absent: Beth Gockel-Blessing, Joe Lyons, Steve McMillin, Ashley Yukihiro

I. Approval of December Minutes: Approved with edits. Ness Sandoval was marked absent for the December 2023 meeting. He was present. This will need to be updated on the previous minutes.

II. Announcements: All new programs, program closures and program change proposals can be accessed in the GAAC folder in Courseleaf. Proposals can also be viewed by searching for the courseleaf number attached to the submission. We will begin adding this to the agenda with the next meeting.

III. Discussions:

A. New Program Proposals

- a. ***MS in STEM Entrepreneurship*** (Second Review)

Approved unanimously.

- b. ***MS Biomedical Engineering***
- c. ***PhD Biomedical Engineering***

Drs. Zustiak and Garg presented on the rationale for the programs. The programs are currently embedded within the Engineering M.S. and Ph.D., which gives them no visibility and makes the requirements unclear. They indicated the program will require no additional resources.

For the Ph.D., they were asked if the credit hours/coursework are similar to that required in comparable programs elsewhere. They indicated that the Ph.D. is typical (27 to 42 is the range).

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They were asked about additional support students may need to succeed in this program. Dr. Zustiak indicated that students who do not have the necessary background to complete the coursework in the programs would typically be asked to complete that coursework prior to applying to and beginning the program.

The committee discussion identified a number of areas of clarification to request from BME for the two programs, including questions discussed with the faculty submitting the proposal.

For both, there is need for a revision of the section on good standing to clarify the requirements for good standing and the steps that would allow students to return to good standing with regard to performance on coursework.

There was also a need for clarification on program requirements regarding time and their fit with university time-to-degree requirements. What do those time requirements mean for part-time students (if they are allowed to be part-time)?

For the M.S., the curricular requirements should clearly separate the thesis and non-thesis requirements.

For the Ph.D., admission requirements need to be consistent throughout proposal.

In non-course requirements, the description of the qualifying examination (required exams, their timing, structure, and process) needs to be revised and clarified. It isn't clear what is required. The dissertation should be referenced directly.

Questions will be sent back to the programs prior to a vote.

- d. PBC Behavioral Science and Health Equity***
- e. PBC Certificate in Biostatistics***
- f. PBC Certificate in Epidemiology***
- g. PBC Certificate in Health Management and Policy***
- h. PBC Certificate in Public Health Preparedness and Response***

Each proposal needs to have a clear justification for that specific area of focus. Currently all certificates have the same justification.

The proposals were missing letters of support from the registrar, the library, and IT. Require a market analysis from Enrollment Management as well.

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Committee members sought confirmation that the courses for the certificates would be offered regularly and would not require new or additional course offerings. Dr. Chang confirmed that these courses are offered for other reasons for existing programs.

There is a need for greater clarity regarding what counts as an elective in the catalog content. It must be graduate-level credit, but this isn't clear in all certificates.

A question was posed regarding whether five learning outcomes might be a lot for a certificate program given the number of courses offered.

Questions will be sent back to the program prior to a vote.

B. Program Closure:

- ***Executive Masters in Health Administration***

Approved unanimously.

Father Rozier provided explanation to the committee regarding the rationale for the closure as a response to market demand and indicated the College will teach out the program for currently-enrolled students who will also be offered the option of transferring over to the M.S. in Health Administration.

C. Program Change Proposals

- a. MPH Program Change, Public Health Practice concentration (curriculum change and modality addition)***

Approved unanimously.

Option to offer the concentration that currently exists entirely online. Students still have the option of completing in person as well.

- b. PBC Biosecurity and Infection Control***
- c. PBC Geospatial Health***
- d. PBC Global Health***

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e. PBC Maternal and Child Health

All four PBC program changes for certificates in Public Health were unanimously approved.

One question was posed regarding Geospatial Health and whether or not affected programs were aware of the change. The change did not affect partner programs, according to Dr. Chang.

f. MS in Health Administration Change

Approved conditional upon provision of an updated assessment plan added to the proposal. The current document is the 2021 GAAC submission proposal.

Meeting Adjourned at 10:29am.

Minutes submitted by Janie Henderson, Master's Candidacy Specialist