Saint Louis University - Madrid Campus
All-Faculty Meeting
16 October 2009
Minutes
(as corrected, 27 November 2009)

1. The meeting was called to order at 4:05 p.m.

2. The minutes of the April 16th 2009 All-Faculty Meeting were approved.

3. General Announcements
   
   - Vita acknowledged the work of the new Division Chair and thanked them: McCabe, Welch, Gasmi, Mazzuca.
   - Vita announced organizational changes at the university-level, including the appointment of Dr. Manoj Pantakar as the interim University Provost and the elimination of the Graduate School (Graduate Programs will be housed in the respective schools).
   - Faculty were reminded of the Midterm Grades due date and the importance of continual assessment. Faculty were asked to remind students that the date to withdraw a class with a “W” is Monday, November 2.
   - Students must ask permission from the Dean to make change the date of a Final Exam.
   - Mid-year Graduation is scheduled for December 19; all faculty members are invited.
   - Faculty should report missing students to Student Life and Registrar to ensure a prompt solution to each case in addition to using the Early warning system.

4. Faculty Development
   
   - Vita thanked the members of the Faculty Professional Development Advisory Committee for their work: Anne Dewey (Chair), Raul Martín, Carolina Aznar and Paolo Saona. He acknowledged their commitment to ensuring that research remains a vital part of our campus identity.
   - Dewey reported on the results of the Faculty Research survey conducted during the spring semester of 2009.
   - Dewey announced and responded to questions about the following:
     i. Research funding and sabbaticals (applications due December 1);
     ii. Creation of a webpage to foster faculty collaboration;
     iii. Promoting the exchange of information (comments, ideas, research) by placing a bulletin board by faculty mail boxes;
     iv. Continued study of institutional faculty needs for future budgets.
5. Academic Integrity

- Paul Vita thanked the former members of the Academic Integrity Task force and announced the newly formed committee on Academic Honesty: Tania de la Fuente, Pablo Swedberg, Marjory Hutchison and Ana Granados. A student, Georgi Damyanov, has been asked to participate in committee meetings.
- Vita reported on the Academic Integrity forum held on April 29, 2009 and announced that a similar forum for students will take place this term. Among issues raised include:
  i. Prevention, education, and students’ formation are important factors to prevent dishonesty.
  ii. Confidentiality must be maintained in dealing with student violations of the Academic Honesty policy.
  iii. The steps outlined in the policy were reviewed.
- A discussion followed on matter related to detection and prevention of plagiarism. The policy is available on-line and in hard-copy form for review; the faculty will be asked to make its recommendation about adopting the policy at the next meeting.

6. Assessment

- Vita presented the Madrid Campus Liaisons that are participating in the University-wide institutional assessment: Patrice Burns, Francisco Prieto, César Rioja, Daniel Chornet, and Paolo Saona. Also serving on the committee for institutional assessment are the four Division Chairs, the Administrative Directors, Anna Deckert and Sulma Farfan. All faculty will participate in this process. The committee will be identifying documents needed for analysis.
  i. Vallines shared that her MATH 125 class students are designing a survey regarding students’ opinions on academic and not academic aspects of the Campus; she offered the data/results to the committee.
- Vita reviewed the Higher Learning Commission’s Five Criteria, emphasizing how all five are mission driven. A discussion followed on outcomes assessment.
- Vita reviewed the “Five Dimensions”, an institutional framework adopted in the fall 2002 semester for student learning outcomes and assessment efforts.
- Vita introduced the Digital Measures / Activities Insights System, an on-line digital data-base on faculty members’ research and teaching. All faculty members will be asked to enter their professional information into the system including research and services. The information will help to:
  i. Make data available for analysis, reports, etc.;
  ii. Use the info for assessment;
iii. Make standardized CV’s available for external/internal/personal use;
iv. Share information with each other/learning about colleagues;
v. Streamline the annual review process.

- A discussion followed: Faculty teaching in the International Business program already use the system; faculty expressed concern about confidentiality.

7. Questions/Discussion
- Aznar commented that the Madrid Campus should position itself in relation to other European universities in light of the Bologna agreement and ANECA accreditation.
- F. Martínez raised the issue that students are being denied access to library materials due to a delay in distributing student ID cards; Vita responded stating that the administration reviewing the creation and delivery of ID cards.
- Polson asked if there were ways to encourage students to use their @slu.edu e-mails; Vita asked faculty to remind students that they are responsible for information sent to this e-mail address.
- Azcue asked about the number academic committees established to date. Vita reviewed: the Faculty Professional Development Advisory Committee, the Academic Honesty Committee, and the Dean’s Advisory Committee (composed of the Division Chairs);
- Dewey asked about the progress to date in establishing clear policies in a Faculty Manual followed. Vita stated work is in progress.

8. Meeting was adjourned at 4:50 p.m.

Submitted: Raquel Vallines