

Department Chairs, Associate Deans, and Deans,

With a goal of staying connected on internal governance issues, the Provost Office sends a monthly Roundup on the final Friday of each month to the internal university leadership.

**Generative AI Guidance and Supports.** Over the summer, many faculty and staff prepared an abundance of Generative AI workshops, one-page guides, and other resources to welcome faculty back for the Fall 2024 semester! Please take full advantage of any of these many opportunities to explore Generative AI with your departments this fall:

- **Remind your faculty of the new syllabus requirement.** All syllabi must contain a statement about AI use guidelines. A [link to the syllabus statement builder can be found here](#).
- **Engage in department-tailored conversations about Generative AI** -- with you 1:1 or at one of your department meetings. Joining in these conversations will be your ATSD, your Faculty Technology Council representative, along with Jason Warner and Paige Ware. If they haven't already, your school's ATSD will be reaching out in the first weeks of the term to convene a conversation about AI.
- **Share these one-page Generative AI Starter Guides.** You can find these six one-pager "starter guides" about Generative AI created by SMU's various academic technology support staff here: [Leveling Up – From AI Beginner to Expert](#); [Streamline Your Workday – Using Generative AI To Save Time](#); [Guide for Research & Data Analysis](#); [Practical AI for Teaching](#); [Practical AI for Creatives](#); [Managing Questions About Academic Integrity & Generative AI](#)
- **Review [this SMU website](#) on AI Guidance.** This informational site was developed with representation from across campus (e.g., Academic Affairs, Office of Legal Affairs, Risk Management, OIT, Office of Research, etc.). It provides a clear set of guidelines about how SMU is responding to Generative AI at multiple levels. This page will be kept up to date as Generative AI changes.
- **AI Skill-Build Cohort with JSTOR/Constellate.** Join a skill-building cohort that provides hands-on instruction on how AI works. SMU Libraries is working with Constellate, JSTOR's text analysis platform and training team, which will be providing instruction (held on Zoom) on building datasets, Large Language Models (LLMs), and automated text classification. All SMU faculty, students, and staff are welcome to attend. Participants will have the option to earn badges in Python, LLMs, and Data Literacy. For more information, the full schedule, and the registration link, please [visit this site](#). For more information, contact Carrie Johnston, Director of Research and Scholarly Initiatives, at [cjohnston@smu.edu](mailto:cjohnston@smu.edu).

**Annual Academic Program Assessment Reports.** The Office of Institutional Planning and Effectiveness (IPE) will be reviewing and providing annotated feedback for selected AY 23-24 academic program assessment reports from August 5th through October 31st. Copies of annotated feedback and the assessment rubric will be added to the Assessment Plan and Report Feedback section of the AY 23-24 report. This feedback should be used to update the AY 23-24 report and/or adjust the AY 24-25 report which will be available by mid-September. All academic programs should begin reviewing and/or updating the mission

statement, Program Student Learning Outcomes (PLOs) and Program Operational Objective (PO) statements, measures, and targets where applicable for the AY 24-25 report once available. Several [resources](#) are available to faculty and staff who work on annual program assessment, including a [training video](#) and [Wiki](#) with step-by-step instructions for navigating Planning. The Office of Institutional Planning and Effectiveness will also be hosting required debriefing sessions for programs receiving annotated feedback on their AY 23-24 reports in the spring term between January 6th through February 28th.

Departments/programs are encouraged to sign up for a session early.

Departments/programs who do not sign up as required will be reported to the Provost and the Dean of your College or Schools. If you have questions about academic program assessment, please contact Dr. Dayna Oscherwitz, Dr. Yan Cooksey, or Dr. Brooke Guelker in the Office of Institutional Planning and Effectiveness.

**Become familiar with [University Policy 9.4 Freedom of Speech, Protests and Political Activity](#).** SMU values the rights of its community members to express opinions and engage in peaceful demonstrations. We are committed to providing spaces for orderly assembly, welcoming guest speakers, and ensuring these activities are conducted without disruption or interference. Given this is a presidential election year and the associated heightened societal discourse, please take a moment as a faculty administrator to be familiar with this policy and keep faculty informed. Specific rules and requirements are outlined in these guidelines, such as securing any required permits or permission and submitting event requests through STABLE. Understanding the necessary approvals, logistical considerations, and any restrictions that may apply will help facilitate a smooth and orderly process for any events or activities. If you have any questions or need further clarification, please contact Dayna Oscherwitz in the Provost's Office.

**Expanded Testing Services and Updated Policies at the University Testing Center.** As we embark on our third year of operation, the [University Testing Center \(UTC\)](#) has news to share related to our phased opening, new policies, and recertification. Please read all the news in our [recent blog post](#), but we've highlighted the main points for our campus community. We are in phase three of our phased opening, and we expanded credit-by-exam offerings for SMU students and community members this summer. We also began supporting placement tests for Chemistry, Math, and Second Language courses, helping incoming and current students find the correct course to enroll in based on their demonstrated knowledge. This fall, we will offer limited make-up testing services to support faculty with test administration. Finally, we updated policies for students (register 3 business days before the test) and instructor users (exam submissions 5 business days; upload testing documents 2 business days before) of the [UTC Portal](#) for test registration and test submission. This will permit the maximizing of our testing seats and enable more students to be served by our center. User videos and step-by-step instructions for using the UTC Portal are available for both [students](#) and [professors](#) on the [UTC website](#). UTC staff members are available for one-on-one consultations by appointment virtually or in person during UTC operating hours, 8:00 – 4:00 p.m. weekdays.

**Search FAQ posted – and update on ad placements.** We have developed a [two-part FAQ for faculty search and recruitment](#) – 1) university-wide requirements and 2) school/college-specific guidelines. If your department is participating in searches this year, please refer to this website and discuss the school/college-specific guidelines early in the search process. Also, all ads will be posted from this [main university landing page](#), from which each School/College will maintain its open job advertisements. SMU will place a full-page ad in the Diversity issue of the Chronicle of Higher Education, which will go live on September 20th. All areas are encouraged to have their recruitment plans finalized and ads posted as close to this date as possible for maximum early visibility.

**Workshop for Administrative Support Staff on Business Processes.** On Tuesday afternoon, September 17th, from 12:00-4:00, all department coordinators, assistants and executive assistants, and academic support staff are invited to the 4th Administrative Staff Workshop. Please encourage your colleagues to join to learn about, and provide feedback on, the most recent process improvements. One recent update is the creation of a [sample contract letters and templates for faculty in this Box folder](#).

**Keep the community informed about faculty awards:** Please let us know if you have received or have been nominated for an award – or if you have nominated an SMU colleague [at this link](#).

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We welcome your suggestions for future areas to feature in the monthly roundup; email [facultysuccess@smu.edu](mailto:facultysuccess@smu.edu). You can [find past issues at this link](#).