Department Chairs, Associate Deans, Deans, and Academic Affairs Staff,

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.

Important Upcoming Dates in November:

- Friday, November 6th: Shift to game-day operations at noon
- Monday, November 23rd: Undergraduate classes to be conducted remotely.

Game Day Operations on November 6th: SMU will transition to game-day operations at noon to accommodate thousands of alumni and fans expected on campus for the 6 p.m. football game against Virginia Tech. Classes beginning at noon or later will be conducted remotely. Faculty and staff should transition to remote work at noon and remove cars from campus unless they have game-day responsibilities.

Thanksgiving week: Monday, November 23rd: Undergraduate classes will be conducted remotely. Graduate classes should follow their respective program's guidance for Thanksgiving week. Based on operational needs, many staff may work remotely November 23–25, with unit leaders determining arrangements. "Remote" is an occasional adjustment to campus operations under unique circumstances, including select campuswide events that limit access to parking or facilities. The University may also designate specific days when remote work is permitted for staff based on operational needs. For more information, see this information site: https://www.smu.edu/provost/faculty-success/governance-policies/working-remote

Launch of University-Wide Student Concerns System. SMU has launched a new university-wide student concerns system to provide students with a clear and consistent process for submitting formal concerns. Students should generally first attempt to resolve concerns directly with the office, department, school, or other unit involved. If the matter cannot be resolved and the student wishes to file a formal concern, the student should visit the information page here: https://www.smu.edu/provost/assessment/concerns, which links to the SMU Student Concern Form. The system includes an initial screening process that helps direct students to the appropriate process, including separate procedures for matters such as Title IX reports, incidents, and academic appeals. If your office, department, or school receives a student concern by email, please direct the student to submit the concern through the Student Concern System rather than processing the formal complaint through email. This will help ensure that concerns are appropriately routed, documented, and tracked and that students receive a consistent response. Institutional Effectiveness will serve as the central routing point for concerns submitted through the system and will assign each concern to the appropriate office or academic unit for review and response. Additional information and instructions are available through Laurie Barnett (lreaves@smu.edu) in the Office of Institutional Effectiveness. Thank you for

helping us provide students with a clear, consistent, and accessible process for raising and resolving concerns.

Announcing a New Resource: Faculty Support Liaison. The faculty support liaison is a confidential, informal, neutral faculty resource who helps colleagues understand options, policies and appropriate channels before deciding what to do next. The liaison listens, clarifies, points to policy and helps identify the right office or path to address a concern. The goal is to help faculty arrive at the right door with better information. Francesca Go, Clinical Professor and Associate Dean of Assessment and Student Success at the Simmons School of Education and Human Development, will serve as SMU's inaugural liaison. She has been on the faculty since 2005. Go is available to consult with faculty members from all schools at SMU. For more information visit this site or email fgo@smu.edu.

Updated Career Outcomes Dashboards: 2024–2025 Graduates. SMU's updated Career Outcomes Dashboards are now available, including outcomes for students who graduated in 2024–2025 within six months of graduation. Two versions are available: a public-facing dashboard and an institutional dashboard with more detailed information for faculty and staff, accessible through SMU single sign-on. Institutional access also requires a Tableau Viewer license; instructions are available on the dashboard webpage. Preparing students for meaningful careers is central to their success and to SMU's educational mission. We encourage departments to review their graduates' outcomes, reflect on strengths and opportunities, and consider how these findings might inform curricular updates and experiences that support students' professional preparation.

New Classroom Scheduling Dashboard. A new Classroom Scheduling Dashboard is now available to help departments monitor their course scheduling and compliance with SMU's scheduling standards, effective with the Spring 2027 schedule. The dashboard updates daily at 10:45 a.m. Access has been provided to Academic Affairs Forum members, deans, associate deans, records officers, department chairs, Institutional Research staff, and designated administrators. Faculty and staff in one of those member groups who have difficulty accessing the dashboard should reach out to the Office of Institutional Insights and Intelligence (formerly UDS). Effective scheduling helps students access required courses, reduces scheduling conflicts, and supports timely progress toward graduation while making efficient use of classroom space. We encourage department chairs and scheduling staff to review the dashboard regularly and use its findings to identify needed adjustments as they develop and refine departmental schedules.

Important Reminder: Check Official Enrollment. Just a friendly reminder that attendance in courses is limited to students who are officially enrolled or who have been approved to audit through the established process. Students who are not enrolled or approved to audit should not be permitted to attend classes on an ongoing basis in anticipation of potentially enrolling at a later date. Students must complete the appropriate enrollment or audit approval process before attending class. Thank you for

your attention to this and for helping us maintain appropriate enrollment and attendance practices.

Final Exams Are Just Around the Corner! As the semester winds down, testing volume at the University Testing Center will pick up significantly. Faculty planning to use the UTC for final exams are encouraged to submit exam requests and testing materials early to help ensure a smooth testing experience for everyone. For a refresher, visit the UTC Portal Resources & Instructions.

Academic Analytics Workshop for Associate Deans. Join Paige Ware and Brenna Rivas for a hands-on tour of the 2026 data release, along with new analyses and tools: Friday, November 6th, 10:00-11:00: https://smu.zoom.us/j/4476337190

Big Ideas, Bold Research, and Student Innovation. The Office of Engaged Learning invites faculty to spread the word and join us for two upcoming events: The Fall Research Symposium takes place Tuesday, November 3, from 4–7 p.m. at Hughes-Trigg Student Center, showcasing student research, public service initiatives, and creative projects. The Big iDeas Pitch Competition takes place on Friday, November 13, from 10:30 a.m.–1:30 p.m. at the Hunt Institute, where students can compete for up to $1,000 in seed funding. Applications are due November 4. Contact Dr. Adam Neal (asneal@smu.edu) for the Symposium or Olivia Prioleau (oprileau@smu.edu) for Big iDeas. Come see what SMU students are discovering, creating, and building!

Outstanding Graduate Student Instruction Award Nominations Open: Sponsored by the Moody School of Graduate and Advanced Studies and the Office of Student Academic Engagement and Success, Outstanding Graduate Student Instruction Awards recognize exemplary contributions to the teaching of SMU undergraduates by graduate student instructors and teaching assistants. Two awards, each including a $1,000 prize, are made annually. In recognition of the very different ways graduate students can contribute to the teaching of SMU undergraduates, one award is granted to a graduate student whose primary teaching experience has been as instructor of record of a course and one award is granted to a graduate student whose primary experience has been as a teaching assistant, lab instructor, or other similar role. Both departments and programs not housed in a specific department may nominate one graduate student. Nominations should be submitted here by the department chair or graduate program director by Friday, Nov. 6. The call for nominations can be found here. Questions can be directed to Dr. Alan Itkin (aitkin@smu.edu).