

IUPUI
Academic Policies and Procedures Committee
Minutes
Friday October 3, 2008

Minutes--The minutes of the September 5 meeting were distributed electronically.

Announcements from the Chair

- BS in Music Technology was approved by ICHE
- SLA minor in Islamic and Arabic Studies was approved by UCAC and Dean Sukhatme
- A taskforce has been established to review how IUPUI is serving our students who are veterans and make recommendations. The goal is to generate a report by the end of the fall semester, if possible.
- A question was asked about graduation
 - May 2009 graduation will be in the convention center
 - Robin Gress is the contact person for questions regarding the formal graduation ceremonies

Academic Affairs Committee Report *Kathleen Marrs, Chair*

- ACC will be meeting during the week of Oct 6
- Will look at the academic calendar and compare it to other IU campuses
 - Looking at a 'dead' week before exams
 - Looking at a fall break

Items for Review, Discussion, or Action

- **eADD—Attention to requests to add**—*Mary Beth Myers*
 - eDrop is working well.
 - eADD involves faculty taking action on the student initiated request. A problem is occurring in that some faculty members are not reacting to the electronic request.
 - At the November meeting, we will discuss when or if the academic units would like the eADD option to be turned off *after the 4-week refund period* for courses offered in the 15 week format.
 - Registrar is working on getting a link in Oncourse so that the faculty member gets the message within that format
 - Registrar is working on the message heading so it will be easier for the faculty member identify that an action is required
 - Registrar has further simplified the information on the Tip Sheet
 - Registrar is considering providing the student with information so that the student could give it to the faculty member to prompt the action
 - Adjuncts seem to be the group with the most problems with this process. We need academic units to consider how to help them understand and act on these requests.
 - There are 'aging' reports that are available to the academic units so that someone in the unit can do follow-up with the faculty members who have not acted on the requests
 - The report name is IE_SIS_SR_WRKFLOW_AGED_ITEMS
 - The display name: SR WorkFlow Aged Items – Edrop/Eadd
 - Basic instructions:
 - If Math wants to see anyone requesting to add a Math class, they would insert MATH% into the SUBJECT parameter, then selecting the "Adds Only" radio button option.

- If Liberal Arts wants to see the drops needing their approval they would insert LIBA% into the PROGRAM parameter, then selecting the “Drops Only” radio button option.
 - The parameters SUBJECT, PROGRAM, PLAN, ORG are limited to one entry per parameter at a time.
 - Selecting radio button option “Both Adds and Drops” may only cause confusion.
 - The SUBJECT fields identifies the department offering the course.
 - The PROGRAM field identifies the program of the student.
 - If more detail is needed please contact Tom May or Avery Nelson
 - At the November meeting, we will discuss when or if the academic units would like the eADD option to be turned off for courses offered in the 15 week format.
 - Adjuncts seem to be the group with the most problems with this process. We need academic units to consider how to help them understand and act on these requests.
- **How to handle registrations “blocks” when the prerequisite course requirement is fulfilled by a transferred course with undistributed credit— *Registrar /Admissions***

Course pre/co-requisites do not have a method by which the system can automatically accept undistributed transfer credit as if it was the specifically required course. The very nature of an undistributed course is that the IUPUI faculty have either said specifically that the external course is not equivalent to an IUPUI course or the teaching faculty of that subject have not yet considered the correct articulation.

If the “undistributed course” is equivalent to the required requisite IUPUI course then the transferred course must be articulated and posted to the record as the equivalent IU or Purdue course in order for students to “automatically” have the appropriate course requirements at the time of registration without further action by the teaching department.

Example:

Dept A says external Course EX is equivalent to IU course IUY.
However, Department A is not the department of IUY course ownership.

Solution 1:

Dept A works with the department that owns IUY course to investigate if their faculty would approve the equivalency for course EX for all undergraduate students. If approved, the transfer credit articulation rules for course EX would be updated by Admissions and future problems eliminated for students coming from this external institution to IUPUI.

Solution 2:

Without the change to the individual articulation and/or to the IUPUI articulation rules, Dept A’s current and only option is to manually load a Class Permission to the course in which the student is trying to enroll. The student’s transfer credit would remain untouched and the EX course status of “undistributed” would continue to reflect the current faculty position.

Summary

Ongoing faculty review and update of IUPUI’s transfer credit articulation rules for our IUPU feeder institutions is important to

- providing clear information for students at the decision point of transferring to IUPUI,
- improved advising information at the point of orientation,
- the ease of student registration without intervention,
- accurate academic program statistics regarding repeat and equivalent courses,
- reduction of student appeals for exceptions,
- the reduction/elimination of a student’s guesswork of academic credit that satisfy’s degree requirements for graduation, and
- increasing the retention of our transfer students and supporting their process towards graduation.

Additionally, throughout the student's lifetime the reduction of undistributed courses for the situation when an equivalent IU or Purdue course exists has real cost savings. Accurate articulation rules for automated processing of external credit results in simplified, one time, and consistent transfer credit evaluations, more accurate & simplified academic advising, the reduction in manual and repeated class permissions for one or more courses of enrollment, reduction of student questions regarding undistributed credit, reduction of degree requirement exceptions required for accurate degree progress reports, and streamlined graduation processing.

- **Report on the Summer Preparatory Program in Mathematics—Chris Foley**

Prepared by *Stephanie M. Dennis*, Information Specialist, Office of Undergraduate Admissions and *Andrea Brian*, Academic Advisor/Graduate Programs Coordinator, Department of Mathematical Sciences
June 2008

Program Overview

In 2007, the Summer Preparatory Program in Mathematics (SPPM) was created to assist conditionally admitted freshman improve their math skills and assist with the transition to college. The Office of Undergraduate Admissions (ADM) and the Department of Mathematical Sciences partnered to identify those students who would be required to attend the SPPM. Participants had to successfully complete a month-long mathematics course (M001 or 110/111), prior to being eligible to enroll in the fall 2007 semester.

For the 2008 academic year, the enrollment goal was to triple enrollment in the SPPM and promote the program as a positive experience and opportunity for students to build their skills and have a successful start to university life.

In order to increase enrollment, ADM and the IUPUI Admissions Committee identified criteria to identify applicants who would be required to attend the SPPM. The group of students required to attend were those who:

- Had 4 or more Ds or Fs on their high school record (and would otherwise have been conditionally admitted), or
- Had 3 Ds or Fs on their high school record and less than a 1000 on the SAT.

In addition, ADM recommended (but did not require) the program to additional students. However, their offer of admission for the fall semester was not contingent on participating in the SPPM. Those recommended were:

- Those who were conditionally admitted because of low SAT scores only, or
- Those who have 3 Ds or Fs on their record but have a 1000 or higher on the SAT.

In order to achieve the second goal of promoting the benefits of the program, more communications informing families about the benefits and past successes of former SPPM students were shared. The office also added a .5 FTE coordinator for the program.

2008 Results

The goal of increasing enrollment in the SPPM was achieved as a result of requiring more students to attend. The number of students required to attend the program for 2008 was 587. If we include those students for whom participation in the SPPM was optional, 1,077 students could have participated in the program. In the end, the total number of students who completed in program rose to 182 students compared with 59 a year ago (See Table 1).

Table 1: 2007 and 2008 Participation on the SPPM

SUMMER PREPARATORY PROGRAM IN MATHEMATICS	2007 SPPM Required ¹		2008					
			SPPM Required ¹		SPPM Optional ²		TOTAL	
Number of Students sent contracts	256		587		1077			
Number of those who did not return contract			232					
Number of returned contracts with NO			51					
Number of returned contracts with YES	154		304		37		341	
(Students who took math placement test -- % of sent contracts)	NA		(242)	79.6%	(35)	94.6%	(277)	
Number of Admitted Students to IUPUI with conditions -- % of sent contracts	154	60.2%	304	51.8%	37	100%	341	
Number of students who were exempted by Math Department after evaluation	10		16		4		20	
Number of students exempted by Admissions after updated information (Exempted students who enrolled for fall term)	NA		(TBD)		(TBD)		(TBD)	
Number of admissions revoked due to final semester grades	11		65		N/A		65	
Number of students scheduled to attend and were absent	4		48		5		52	
Number of students who attended first day of program -- % of admitted	63	40.9%	161	53.0%	28	75.7%	189	55.7%
Number of students dropped out after program began	4		6		1		7	
Number of students completing program -- % of those who started	59	93.7%	155	96.3%	27	96.4%	182	96.3%
Number of students completing program and enrolling for fall term	55		(TBD)		(TBD)		(TBD)	
Number of students completing program but not enrolling for fall term	4		(TBD)		(TBD)		(TBD)	
Number of students not completing program with passing grade	0		0		0		0	
% students with fall math grade of C or higher	59%							
Average fall GPA (calculated by IMIR)	2.17							
Average spring GPA (calculated by IMIR)	1.99							

2008 Program Highlights

- ADM saw a higher attendance from students who return their contracts.
- The overall increase of those students who committed and attended the program jumped 200%.
- Communications including letters, calls from the ADM, as well as a new admissions website that allowed for reply to the contract.
 - The website would send an email to the Admissions Coordinator informing the ADM of the student's decision.

¹ Identified as having a recruiting category of SUMA in SIS.

² SUMO Identified as having a recruiting category of SUMO in SIS.

- There was increased collaboration with Orientation and Housing which allowed for the offices to identify challenges that can be worked through for future years.
- Information was requested on the ethnicity of the individuals who were required to attend SSPM

Future Agenda Items-

- When or if the academic units would like the eADD option to be turned off for courses offered in the 15 week format—*Mary Beth Myers--November*
- Update on addressing the overuse of surveys of students and faculty—*Gary Pike--November*
- Information on the functions of the Bursar Appeals Committee—*Ingrid Toschlog & Rick Ward*
 - An observation was that when a student registers for classes and doesn't attend, the paper bill was sent to the student only after the student bill had moved on to the collection agency.
- Information on issuance of Ws late in the semester—*Mary Beth Myers--November*
- Report on Disclosures of Criminal Histories by Undergraduate Applicants—*Chris Foley*
- Issues related to individuals with degrees who want to take additional UG courses—*Chris Foley*
- Review of SAP processes—*Kathy Purvis--December*
- Behavioral Consultation Team—*Jason Sprout--December*
- CAD Certificate—*Hasan Akay*
- BA in African and African American Diaspora Studies--*SLA*

Meeting Dates and Locations for 08-09

<i>Date</i>	<i>Time</i>	<i>Location</i>
November 7, 2008	1:00 – 3:00	CE 268
December 5, 2008	1:00 – 3:00	CE 268
January 9, 2009 *	1:00 – 3:00	CE 268
February 6, 2009	1:00 – 3:00	TBD
March 6, 2009	1:00 – 3:00	TBD
April 10, 2009 **	1:00 – 3:00	CE 268
May 1, 2009	1:00 – 3:00	CE 268

Meetings are first Friday of each month; there are some exceptions

*January 9th is second Friday

** April 10th is second Friday

Room CE 268 is located in the Campus Center

Website: <http://registrar.iupui.edu/appc/>