

IUPUI
Academic Policies and Procedures Committee
Minutes
Friday September 1, 2006

Minutes of the 5/5/06 meeting were distributed.

The meeting with EVC Sukhatme was deferred until October.

Announcements from the Chair

- Rick Ward raised a concern about the information that is archived in OnCourse, including grade books since IUPUI policy says that grades need to be maintained for 5 years
 - 8/30 email from Dennis Cromwell
 - We have made excellent progress on archiving of grade book data. We can support the ability for a faculty member to request grade book data for up to five years. Although this will require additional development time in the OnCourse CL version, we are committed to establishing a grade book archive to support access beyond two years.
 - The procedure for accessing grade book data will not change. Two years worth of data will be available through the operational systems and the faculty member requests the data if it is more than two years old. We will not change the policy of a small fee to cover the effort to restore older data, but Garland and I will waive charges for grade appeals upon request from the department. I did not want to approach changing the procedure as we are in transition between systems. Once we retire Original OnCourse, we can look at a better mechanism for handling these requests and possibly eliminating all charges.
 - Our great desire would be for all campuses to adopt the same policy, but we understand that this may not happen.
- Implementation of JagJackets
 - Examples of the JagJackets (recruitment/admission information replacing Viewbooks) were viewed.
 - Academic units are encouraged to move forward with developing information that in the format of the information cards.
 - Contact to request information from the Enrollment Center/Admissions
 - **Kim Miller 8-7660 kimamill@iupui.edu**
- Undergraduate Curriculum Committee
 - The purpose of the UCC will be to provide a forum for discussing and making recommendations in the following areas:
 - Opportunities for interdisciplinary work in all curricular areas
 - General education and the Principles of Undergraduate Learning
 - Changes in program requirements that have the potential to affect course enrollments in other schools and programs
 - Creation, revision, and elimination of undergraduate degree programs
 - Curricular implications of the health and life sciences initiative, and increased opportunities for integration with schools and programs whose curricula are not currently explicitly connected with the health sciences.
 - The UCC will assume the responsibility for the review of new degree/certificate proposals previously completed by APPC.
- Preliminary Census Report

IN	28,342 heads	-252 (-0.9%)	301,968.3 hours	+ 606 (+0.2%)
CO	1,463 heads	+ 82 (+5.9%)	15,643.0 hours	+1,264 (+8.8%)
IUPUI	29,764* heads	-170 (-0.6%)	317,611 hours	+1,870 (+0.6%)

* adjusted for anticipated dual enrollments between IN and CO

 - **Credit hours are a record for IUPUI (and the Indianapolis campus)**
 - Campus is down 429 undergraduates (-2.1%)

- Campus is up 278 graduate students (+3.8%) and down 129 non-degree students (-6.6%). Adjusted totals due to business practice change in Nursing.
- Admission Yield Information
 - We had a record number of freshman applications. Highest number of admits since 2000 when we had nearly open admissions. Yield rate continues to fall.
 - We had a record number of transfer applications. Highest number of transfer admits in IUPUI history. Yield rate rebounded from 2005 rate which was an all time low.
 - Tables attached at the end of the minutes.

Academic Affairs Committee Report *Betty Jones, Chair*

- The AAC has not met this fall.
- Trustees' resolution on General Education attached.
- Betty will be the AAC representative on the Undergraduate Curriculum Committee.

Items for Review, Discussion, or Action

- SMART grants and ACG program—*Kathy Purvis*
 - During APPC meetings last spring, preliminary information was provided about two new federal grants being given to students in the 2006-2007 academic year--the Academic Competitiveness Grant (ACG) and the National Science and Mathematic Access to Retain Talent (SMART) Grant. These grants are given to students who receive Federal Pell Grants and meet the remaining criteria for the grant(s).
 - ACG-1st year= \$750. 2nd =\$1300
 - SMART—Jr and Sr awards of \$4000
 - Physical, life or computer science, engineering, mathematics, technology, or a critical foreign language
 - For more detail on the eligible fields go to
<http://www.ifap.ed.gov/dpcletters/attachments/GEN0606A.pdf>
 - When these two grants were developed by Congress, there has been very little time for the Department of Education to develop the regulations for the administration of these grants. The Financial Aid, Admissions, and Registrar staff have been working together to determine how best to make the awards for the eligible students, with confusing guidance from DOE. We are beginning to make the awards to IUPUI and IUPUC students.
 - The criteria or eligibility requirements for each of the grants are posted on the financial aid website <http://www.iupui.edu/%7Efinaid/undergraduate/typesOfAid.html#Smartgrants>
 - When you go to this link, scroll down to information on both the ACG and SMART.
 - We have identified the students that we believe meet the criteria for either the ACG or the SMART. Working with Mary Beth Myers and Mike Donahue, we have determined if the students receiving the SMART meet the academic criteria and whether the students receiving the ACG have met the federally approved standard of a "rigorous high school curriculum" and, for the 2nd year students, have the 3.0 gpa.
 - We are in the process of placing an "estimated" ACG or SMART grant on the students' financial aid account. This estimated award will not show up on their bursar bill until after the 1st week of the semester has ended, at which time we will confirm they still meet the enrollment requirements. We place the award in our system as a "place holder" so that if they receive other financial aid they do not receive too much aid which results in an overaward situation.
 - To date, we have awarded approximately 49 estimated SMART grants and approximately 450 first year ACG grants all to students who have a confirmed Academic Honors high school diploma. We are in the process of identifying the 1st year students who have a confirmed Core 40 high school diploma so that we can award them the estimated ACG. The final groups that we will identify are the 2nd year students who have met the "rigorous high school study" guidelines and have met the 3.0 gpa guidelines, AND all other 1st and 2nd year undergraduates who do not have an Indiana Academic Honors diploma or Core 40 diploma,

but may meet one of the other two federal guidelines for academic rigor. Extracting the data on this last set of students is proving a bit more difficult because we may not have their high school diploma or final high school transcript (e.g., they could be transfer students) and we have to determine how many credits they have, etc.

- We have a core group of individuals in the Office of Student Financial Aid Services who are working specifically with these two new grant programs. I encourage you to contact those individuals if you have questions about this information or the information provided on our website. Email : Beth Armstrong (eaarmstr@iupui.edu) , David Campbell (dcampbel@iupui.edu), Steve Booker (scbooker@iupui.edu) or Kathy Purvis (kpurvis@iupui.edu)
- The academic units indicated that they have not been receiving questions from students about either of the new grants.

- Change in Spring Census Date—*Mary Beth Myers*

- For the reasons explained below, IUPUI is changing the Spring census date to coincide with a revision in the last day for 100% refund. This change has been approved by the IUPUI administration and Steve Keucher in the University Budget Office.
- **Background--** Indiana University campuses, including IUPUI, have generally used coinciding dates for the end of the 100% refund period and the census cutoff for official enrollment reporting. In the past, the IUPUI Bursar's Office has allowed eight days for the 100% refund period in the Spring semester. After the University adoption of the Martin Luther King holiday and subsequent loss of that day's transactions, the 100% refund period was set at nine days from the start of the spring semester.
- **Change--**Effective Spring Semester 2007, the IUPUI Bursar's Office is returning to an 8-day 100% refund period. Spring refund percentages will follow the same pattern as for Fall terms:

100%	for	8 days
75%	for	6 days
50%	for	7 days
25%	for	7 days
- IUPUI has been the only campus that allowed for an extra day of 100% refund. This decision was made so that weekend college students had the opportunity to attend at least one class and had the opportunity to make drop decisions with full refund. The refund calendar change back to eight days is based on opportunity for students to drop courses on-line via self service.
- **Action--**The official census date will be adjusted to coincide with the new Bursar 100% refund date. Although the official enrollment count at census for Spring 2007 will be based on one less day activity than was reported the previous year, the data from the last two years presented in the table below indicate that it will not have a substantive impact on the headcount reported at census.

HEADCOUNT					
	Monday a.m.	Tuesday a.m.	Change M->T	Weds a.m.	Change T->W
Year	<i>MLK Holiday</i>	<i>Last Day 100%</i>		<i>Census Date</i>	
2005	26,842.0	26,902.0	60.0	26,891.0	-11.0
2006	26,936.0	26,919.0	-17.0	26,925.0	6

CREDIT HOURS					
	Monday a.m.	Tuesday a.m.	Change M->T	Weds a.m.	Change T->W
Year	<i>MLK Holiday</i>	<i>Last Day 100%</i>		<i>Census Date</i>	

2005	283,332.0	283,116.0	-216.0	282,675.0	-441.0
2006	286,353.5	285,782.0	-571.5	285,341.5	-440.5
With the change back to eight days, Tuesday numbers would be official census figures.					

- The academic units indicated that they have not been receiving questions from students about either of the new grants.
- Site for previously passed policies—*Mary Beth Myers*
 - Policies available at
 - <http://registrar.iupui.edu/appc>
 - User name and password are APPC
 - <http://registrar.iupui.edu/>
 - Subsections for faculty, recorders, chairs
 - Links to other sites with information
 - Next steps include further review of the areas to enhance usability
 - Appreciation was expressed for the availability of the information on the Registrar website
- AIP for nondegree student business practices—*Mary Beth Myers*
 - Representatives from the offices and academic units involved in the admission and processing of UG and Grad nondegree students met over the summer to develop an integrated understanding of the pathway for nondegree students and to address the recurring problems the students have faced. The group addressed how to:
 - get nondegree students to the correct point of entry.
 - process the students as quickly as possible.
 - assess the students the correct fee.
 - The result was a complicated flowchart which demonstrated the multiple questions that needed to be addressed to route the student to the appropriate office.
 - At the end of the AIP, several follow up areas remained which are in the process of being addressed. When these discussions conclude, the flowchart will be shared more broadly.
- Sex Offenders Registry scan—*Mary Beth Myers*
 - Negotiations are occurring with the Criminal Justice Institute so that we can obtain both the names and a portion of the SSN of individuals on the Sex Offenders Register to permit us to scan IU enrollment records for comparisons. New regulations limiting disclosure of SSNs has impacted our previous procedures. The reports to the academic units will be generated as soon as we can resolve the issues.
- Other items
 - Reminder from David Koerner—Students do not need to go to the Grad Office in the Union Building to pick up the Drop/Add forms, before getting the faculty signature. The students can use the Drop/Add forms available from the academic unit offices.
 - Gayle Williams—Traffic has not been a problem at the start of the semester.
 - Change in start times of classes may be a contributing factor.
 - October 22 = Fall Campus Day with both an Undergraduate and Graduate student recruitment focus
 - On Sept 9 600 21st Century Scholars students will be on campus
 - A new program, Step On to IUPUI Campus, will be offered during ISTEP testing on 9/17-19 to better handle student visitations. Last year approximately 400 high school students were visiting campus during the ISTEP dates and the new program was designed to better accommodate this number of visitors.
- Tobacco Free Implementation

- Fairly good compliance has been noted during the day; much less compliance during evening.
- Some individuals reported that their interactions with smokers have not been pleasant.
- Some international students/visitors are challenged by the policy due to cultural differences in the acceptability of smoking. This was noted particularly in the area of the ELS offices.
- We now have the problem that smokers are lining Michigan Avenue which is not a positive public view of the campus.
- Given the short time since the implementation, the general view was that things were progressing well.
- These observations and concerns will be shared with the Tobacco Implementation Committee.

Information Item

- Summary report of applicants who disclosed prior criminal activity—*Mike Donahue*
 - Per guidelines established by APPC, I am to report annually to the committee regarding applicants who applied and disclosed prior criminal activity.
 - As a point of comparison, number of cases reviewed
 - 16 cases in 2001
 - 20 cases in 2002
 - 33 cases in 2003
 - 36 cases in 2004
 - 31 cases in 2005
 - The following is a summary report of applications received for all 2005 terms:

▪ Applicants with disclosure	35
▪ Reviewed by Mary Beth Myers, Jim Fiddler, and Mike Donahue	27
▪ Reviewed by Committee	7
▪ Withdrawn—applicant did not provide final disclosure	1
▪ Admitted	27
▪ Enrolled	15
▪ Denied because of repeated offenses	1
▪ Denied because of poor academic work	6
▪ Withdrawn (missing materials)	1
 - Summary of offenses (some are multiple offenses and therefore total will exceed app total)

▪ Theft or burglary	9
▪ Assault/battery	3
▪ Robbery	5
▪ Drug possession or sale	9
▪ DWI	2
▪ Child Molestation	1
▪ Forgery or fraud	3
▪ Non serious misdemeanors	2
▪ Sexual misconduct	1
▪ Resisting arrest	1
▪ Possession of stolen property	3
▪ Murder	1
 - All students who were admitted were prohibited from living in University housing.
 - One student denied as a repeat offender for same offense and was told to contact us one year after release and provide letter from probation officer.

Future Agenda Items

- Collection process and communications to students—*Gabrielle Bovenzi (November)*
- Changes in processing Intercampus Transfers and Returning Students—*Jennifer Pease*
- Workflow routing for schedule adjustment forms (drop and add)—*Mary Beth Myers*
- Core Transfer Library designation for courses—*Mary Beth Myers*
- Overview of General Studies—*Amanda Helman and Betty Jones*

- Changes to long term academic calendars—*Mary Beth Myers*
- Distribution of Transfer Credits within the academic units
 - Review of policies

Meeting Dates and Locations

<i>DATE</i>	<i>TIME</i>	<i>LOCATION</i>
September 1, 2006	1:00 to 3:00	CA 136
October 6, 2006	1:00 to 3:00	CA 136
November 3, 2006	1:00 to 3:00	CA 136
December 1, 2006	1:00 to 3:00	CA 136
January 5, 2007	1:00 to 3:00	TBD
February 2, 2007	1:00 to 3:00	TBD
March 2, 2007	1:00 to 3:00	TBD
April 6, 2007	1:00 to 3:00	TBD
May 4, 2007	1:00 to 3:00	TBD

IUPUI Admission Review - Fall 2006

Applications through 8/27/2006

Enrollments through 8/30/2006

Columbus		Group	Applied	Admitted	Enrolled	% of Applied Admitted	% of Admitted Enrolled
Degree-Seeking	Beginners		416	378	288	90.9%	76.2%
	Transfers		148	129	97	87.2%	75.2%
Sub-Total Degree-Seeking Total			564	507	385	89.9%	75.9%
Non-Degree-Seeking			16	14	11	87.5%	78.6%
Total Columbus			580	521	396	89.8%	76.0%

Indianapolis		Group	Applied	Admitted	Enrolled	% of Applied Admitted	% of Admitted Enrolled
Degree-Seeking	Beginners		6322	4389	2430	69.4%	55.4%
	Transfers		3255	2616	1769	80.4%	67.6%
Sub-Total Degree-Seeking Total			9577	7005	4199	73.1%	59.9%
Non-Degree-Seeking			999	951	626	95.2%	65.8%
Total Indianapolis			10576	7956	4825	75.2%	60.6%

IUPUI		Group	Applied	Admitted	Enrolled	% of Applied Admitted	% of Admitted Enrolled
Degree-Seeking	Beginners		6738	4767	2718	70.7%	57.0%
	Transfers		3403	2745	1866	80.7%	68.0%
Sub-Total Degree-Seeking Total			10141	7512	4584	74.1%	61.0%
Non-Degree-Seeking			1015	965	637	95.1%	66.0%
Total IUPUI			11156	8477	5221	76.0%	61.6%

Notes: Excludes State-Wide Technology and Community Learning Network

Status Code "CN" with Action Code "WADM" and Reason Code "NOSH" and

Status Code "CN" with Action Code "WAPP" and Reason Code "WAFT" are included as admitted

Prepared by: Information Management and Institutional Research (q:\mgmtrpts\admissions\standard reports\admission_reviewF06.xls)

Source: ADM_IUPUI_WEBRPT_GT and

SR_ENRL_BYSTK_GT

Date: 8/31/06

***IUPUI FALL - Degree-Seeking
Indianapolis campus
Office of Admissions data***

	Year	Applied	Admitted	Enrolled	% of Applied Admitted	% of Admitted Enrolled
Beginners						
	2006	6322	4389	2430	69.40%	55.40%
	2005	5732	4208	2396	73.40%	56.90%
	2004	5713	4132	2389	72.30%	57.80%
	2003	5244	3950	2396	75.30%	60.70%
Transfers	2002	5306	3931	2332	74.10%	59.30%
	2001	5641	4033	2513	71.50%	62.30%
	2000	5628	4446	2767	79.00%	62.20%
	1999	5320	4517	2912	84.90%	64.50%
	1998	5108	4402	2957	86.20%	67.20%
	1997	4423	3906	2488	88.30%	63.70%
	1996	4531	3974	2530	87.70%	63.70%
	2006	3255	2616	1769	80.40%	67.60%
	2005	3107	2542	1554	81.80%	61.10%
	2004	3083	2559	1772	83.00%	69.20%
	2003	3007	2483	1571	82.60%	63.30%
	2002	2917	2470	1607	84.70%	65.10%
	2001	3067	2375	1645	77.40%	69.30%
	2000	2778	2190	1478	78.80%	67.50%
	1999	2464	1926	1280	78.20%	66.50%
	1998	2410	1864	1302	77.30%	69.80%
	1997	2518	1996	1370	79.30%	68.60%
	1996	2443	1981	1339	81.10%	67.60%

**Resolution on General Education
Indiana University Board of Trustees
August 18, 2006**

Whereas undergraduate education is a core component of the mission of Indiana University,
and

Whereas Indiana University is committed to providing a quality undergraduate education, and

Whereas an undergraduate degree should prepare students in a major field of study as well as provide a general education which imparts common knowledge and intellectual concepts and develop skills and attitudes that every educated person should possess, and

Whereas the general education components should be designed to facilitate transfer within and among Indiana University campuses and public institutions within the State of Indiana without requiring students to duplicate coursework to meet general education requirements, and

Whereas the Board of Trustees applauds and supports the priority commitment of the President to implement a general education curriculum at Indiana University as presented in his inaugural address and subsequent public statements, and

Whereas the faculty have been actively and productively discussing the principles and details of a general education requirement over the last two years, and

Whereas the education leaders of the State of Indiana have demonstrated a commitment to provide a process for seamless transfer among public institutions,

Therefore be it Resolved that no later than February 2007 the President and faculty submit to the Board of Trustees a plan to incorporate a specific general education component in the undergraduate degree requirements for all Indiana University campuses and programs, and

Be it further Resolved that the components of the plan address and incorporate the principles enumerated above.