

IUPUI
Academic Policies and Procedures Committee
Minutes
Friday, 3/7/2003

Announcements

- Kathy Purvis and Jim Fiddler are serving as interim Co-Directors of the Office of Student Financial Aid Services with Susan Pugh of IUB serving as a consulting director for the next six months
- Campus day was very successful. 3700 people signed in, a new record

Academic Affairs Committee Report

- No report provided

Items for Review, Discussion, or Action

- **SIS/SES**

Nothing to report

- **Print version of the Bulletin**

APPC members voted to retain the print version for the 2004 edition

- **Changing Time frame for adding courses during summer sessions**

Professor Linda Haas advocated for an earlier cutoff for students registering or adding a course beginning the first day. The current practice of allowing registration or adds through the first week during the summer means that students may miss the equivalent of the first 2 ½ weeks of a full semester. Given the recent affirmation of the importance of attendance through adoption of the administrative withdrawal policy, Professor Haas believes allowing late registration without the approval of the instructor is inconsistent.

Mark Grove provided some data to the group (attached) showing the number of sections added by day through the first week of Summer I, 2002, and the grade distribution of students who enrolled prior to the first week and a distribution of students who added the section late. The percentage of students with grades of D or F was higher for the later registrants than the entire population, though the percentage of Ws was somewhat lower. The percentage of Ds and Fs was somewhat higher for students who enrolled in the last five days of the official first week of classes than in the first three days.

The report also showed that 6.7% of the total enrollments for the term occurred during the first week with adds during the last five days of the first week

accounting for 2.3% of total enrollments. A total of 341 seats were added in the last five days; a total of 1046 adds occurred in the first week.

Following additional discussion, those present recommend to the full membership that students be allowed to register or add through the first three days (including waitlist), but that after the third day, any adds or registrations would require the signature of the instructor and advisor. Grove reminded the group that this means that any withdrawals or drops after the first three days would require a visit to the Registrar's office, though it would not require an advisor's signature (except for UCOL students). While this doesn't require visiting the academic unit, it does require a trip to campus. **Given the relatively small attendance from the schools at the meeting, members wanted to encourage additional discussion.**

The issue will be raised at the April meeting. Assuming support from the larger group, the recommendation would then go to the Academic Affairs committee.

- **Policy on academic unit retention of records**

Steve Towne of the University Archives joined the group. Towne and Grove had met to discuss putting together a records retention strategy for the schools that would address student records, grade books, and other documents or files. Towne noted that Archives had worked with representatives of Academic Records, including Kim Manlove, to develop similar recommendations for faculty employment records and with FMS on financial records. Visit <http://www.indiana.edu/~libarch/RM/index.html> .

Those present supported the concept and Towne will work with Grove on a draft for review by APPC members and to identify other documents or files.

- **Developing faculty understanding of FERPA**

Grove noted he has received a number of requests for guidance from the schools about requests to disclose records in response to subpoena, etc. Grove will work with Tom May and University Counsel in adding some additional information to the FERPA Website <http://registrar.iupui.edu/ferpa/> on how best to respond. In the meantime, members were encouraged to contact with the University Counsel or the Office of the Registrar upon receipt of a subpoena. Similar concern was expressed about receipt of subpoenas from the FBI for information on international students. Grove will ask Sara Allaei to provide copies of her earlier memos on this for posting on the APPC site.

- **Policies/Procedures on mass e-mails**

Grove noted he has been in communication with Vice Chancellor Sullivan on the possibility of drafting a set of guidelines on use of e-mail in communicating with students. The main concern is so overwhelming students with messages that

those the campus would consider most important may be ignored. Other tools that summarize information and which may be optional for receipt, such as Jagnews, are also part of the solution. Members present generally supported the concept and Grove will report back at a future meeting.

- **Reminder on policies related to students called to Active Duty**

Grove reminded members of the policy and that it appears on the homepage of the Office of the Registrar. As of 3 April, 29 students had requested withdrawal through provision of their orders. Others will have worked out incompletes with instructors and others yet either never enrolled or withdrew prior to census and thus don't show up on campus files as covered by the policy.

Reports from Units

- **Financial Aid**

Members asked Jim Fiddler if more information on financial aid requirements might be more widely distributed, especially on the Web. There is good information in an earlier published Advisors' guide that would be appropriate. Jim will look into it.

Next meeting April 11th

1:00-3:00

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