

IUPUI
Academic Policies and Procedures Committee
Agenda
Friday May 4, 2007

Minutes--The minutes of April 6 meeting were distributed electronically

Announcements from the Chair

- The order of the agenda was revised to accommodate the guests present to discuss the certificate proposals.

Items for Review, Discussion, or Action

The process for approval of certificates is described in a document which can be found at <http://registrar.iupui.edu/appc/certificate-policy.pdf>

- Certificate in Sports Tourism Development—*Betty Jones*



Sports Tourism
development.doc

- *Approved for transmission to Dean Sukhatme*

- Certificate in Music Therapy—*Fred Rees*



music therapy
certificate program.doc



mt certificate
competencies.doc

- *Approved for transmission to Dean Sukhatme*

- Certificate in Performance and Theater Studies—*Donna Edmond*



newcertificateprogr
nproposal.doc

- The following clarifications/changes were requested before the document is transmitted to Dean Sukhatme.
 - The source of funds for the program (item IX) needs to be restated so that it is clear whether new funds are being sought or if the certificate can be offered with the existing resources. The committee's understanding is that the certificate can be offered within the existing resources.
 - The information in item III needs to include information on how to apply for the certificate if you are currently an IUPUI student. The reference to the Change of Record form should be deleted and language inserted referring to an Application Form to be initiated by the student at the School of Liberal Arts Student Affairs office.
 - Information on the capstone course needs clarification. The language should be adjusted to clearly reflect that the required Independent Creative Project is considered to be the capstone course.
 - The certificate is approved for transmission to Dean Sukhatme after the clarifications are made

- NOTE: All departments offering certificates should clearly identify which certificates have been approved by the Department of Education
 - Additional information will be provided in a subsequent communication.
- Awarding minors business processes—*Andy Gavrin/ Mary Beth Myers*
 - The attached draft provides a level of detail that may not be of interest to some but it is intended to provide both a high level concept for how we might better track and confer minors along with providing more detailed documentation for your school recorders.



BP_Minors&CertCon
feralDraft.d...

- In the past, we did not have an effective mechanism to track students who are pursuing a minor.
- This process will permit the tracking of individuals who have completed the notification process; however, students will still need to initiate establishing they want to pursue a minor. Advising will be a key component in informing students to take action to establish that they are pursuing a minor. Additional mechanisms will need to be pursued.
- Information on the procedure to develop a minor at IUPUI can be found at <http://www.opd.iupui.edu/uploads/library/APPD/APPD679597.pdf>
 - The information will also be added to the APPC website resources
- Assigned advisor functionality in SIS—*Carla Boyd/ Mary Beth Myers*
 - The attached document describes the Student Advisor Tracking function within SIS which permits the identification of the student's advisor.
 - The advisor of record will be the individual who receives the notification in the electronic e-drop process. There is a checkbox that can remove the person from the notification flow.
 - The academic unit will be responsible for providing the information on the advisor or lack of advisor.
 - More information will be provided as this develops.



APPC Student View
of Advisor D...

- E-drop business processes-- *Mary Beth Myers/ Carla Boyd*
 - In order to familiarize those interested parties in the schools/departments with the newly proposed Electronic Drop process, the Registrar has scheduled two campus demonstrations for the end of the month. The sessions will include how a student submits a drop request as well as how the advisor workgroups process the approvals.
 - The plan is to put electronic drop into production for as many schools as are interested in time for second summer late drops (beginning June 28th). Signed drop and add forms can continue to be used in addition to the electronic process. IF your academic unit DOES NOT want to implement until the Fall, contact Mary Beth.
 - The scheduled dates and times of the E Drop demonstrations are:
 - **Thursday, May 24th, 2007 1:30 - 3:00 BS 2005**
 - **Tuesday, May 29th, 2007 9:00 - 10:30 BS 2003**
- Update on Financial Aid—*Becky Porter*

- Becky reviewed the information that has been appearing in the national media about inappropriate relationships between lenders and universities.
- Sallie Mae will be closing the call center that was used by IUPUI offices of Financial Aid and Bursar. Alternatives are being explored so that the service level for our students can be maintained.
- Amanda Helman expressed appreciation for the level of service that has been provided by the staff of the Office of Student Financial Aid Services during the past year.

Academic Affairs Committee Report *Betty Jones, Chair*

- The PULs were adopted in the finalized format at the May IFC.



IUPUI PRINCIPLES
OF UNDERGRADUATE

- This is the last meeting for Betty Jones as the Academic Affairs Committee chair. APPC will miss her contributions and her leadership with the Academic Affairs Committee.

Future Agenda Items-

- Monitoring the number of online courses taken by a student. How can the policy limits established by some academic units be enforced?—*Mary Beth Myers*
- Certificate students participation in Graduation Ceremonies—*Becky Porter*
- Bachelor of Science in Music Technology—*Fred Rees*

Meeting Dates and Locations – Information for next AY will be distributed with the minutes

<i>Date</i>	<i>Time</i>	<i>Location</i>
September 7, 2007	1:00 – 3:00	TBD
October 5, 2007	1:00 – 3:00	TBD
November 2, 2007	1:00 – 3:00	TBD
December 7, 2007	1:00 – 3:00	TBD
January 11, 2008 *	1:00 – 3:00	TBD
February 1, 2008	1:00 – 3:00	TBD
March 7, 2008	1:00 – 3:00	TBD
April 4, 2008	1:00 – 3:00	TBD
May 2, 2008	1:00 – 3:00	TBD

Meetings are first Friday of each month; there are some exceptions
*January 11th is second Friday