IUPUI
Academic Policies and Procedures Committee
Minutes
Friday March 6, 2009

NOTE: THIS meeting was held in BS2001

Minutes--The minutes of the February 6 meeting were distributed electronically.

Announcements from the Chair
- **NOTE: The April meeting will be held in CE 268.**
- APPC review of BS in Nursing at IUPUC resulted in a consensus endorsement for approval of the degree proposal**.**
- Reminder to disseminate messages about new Purdue Course Numbering to advisors in the school
- Announcement: Susan Richards, Manager, VA and Military Service Personnel. Start date = March 16. Space allocated for this new office in lower level of Campus Center (current Ray's Barber shop space). Renovation targeted to be completed by Fall 2009.   Temporary office space in CE 255D.
- Reminder about Military Withdrawal process: http://registrar.iupui.edu/activeduty.html.
- April 2009 meeting date. By a show of hands of those in attendance, most can and would attend an April 3, 2009 meeting (few could attend April 10, 2009).

Academic Affairs Committee Report   *Kathleen Marrs, Chair*
- Fall Break policy (see below) was presented for first reading at IFC. Further comments should be forwarded/presented prior to IFC in April as the proposal will be voted on at that meeting. Reminder that with this proposal classes will start two days earlier, if passed, and the effective date is Fall 2010.
    http://www.iupui.edu/~fcouncil/documents/FallBreakProposal.pdf
- Initiative from 2012 Accreditation Committee to add PULS to all courses. This will be coming through campus Deans in each school. Appendix "B" which involves faculty assessment of each student's PUL completion is the most contentious piece of this request and still under discussion/a work in progress.

Items for Review, Discussion, or Action

- Certificate in Rehabilitation and Disability Studies
    -

        Certificate in   APPC Review
        Rehabilitation ...   Certificate in Reh...

    -
    - Comments/Concerns—
        - The concept and offering of the certificate is endorsed.
        - Any issues related to potential equivalent courses should be vetted through the course remonstrance & UCAC review process.

- Certificate in Gerontology

        Certificate in   APPC Review
        gerontology 3-0...   Certificate in Glo...

    -

- o Comments/Concerns—
    - ▪ The concept and offering of the certificate is endorsed.
    - ▪ Any issues related to potential equivalent courses should be vetted through the course remonstrance & UCAC review process.

- Certificate in Global Health and Rehabilitation

  Certificate in Global   APPC Review
  Health a...   Certificate in Glo...

    - o Comments/Concerns—
        - ▪ The concept and offering of the certificate is endorsed.
        - ▪ Any issues related to potential equivalent courses should be vetted through the course remonstrance & UCAC review process.

Two adjustments to the Request for a New Credit Certificate template were suggested and endorsed:
1. **II. Curriculum** section – require notation about which courses are new and which are existing
2. **VIII**. **Relationship to existing programs** section - "to the best of your knowledge, do any courses overlap with existing courses? If yes, what is the rationale for a new course?"

- New course review process—*Mary Beth Myers*

Indiana Universtiy
Course Approval Remonstrance Maintenance and Integration (CARMIn) Overview
3/6/09

CARMIn: Course Approval Remonstrance Maintenance and Integration
This project is to automate the course approval, course change, and course remonstrance process for all campuses.
Project Overview

- Online Course Change and New Course forms were designed and implemented as part of the Graduate School Course Remonstrance system. The current project would provide enhanced editing and an update to the SIS.
- The Graduate course system will serve as the underlying architecture and system for creation and implementation of an undergraduate course approval process.
- The official course description collected on the course request form will be recorded in SIS upon final approval.
- Provides a centralized electronic process to support course remonstrance at IU (note: IUPUI and Graduate school processes already in place).
    - o Create an electronic contact list and provide university-wide distribution and access to course remonstrance information
- IUPUI has requested that a PUL designation be REQUIRED as part of the IUPUI UG Course Remonstrance process to be collected with new and changed course requests.
- IUPUI has requested that a prompt about a RISE designation be included (though not required, it will remind the initiator to consider this possibility).
- Note: In addition to supporting the course request approval and remonstrance for Graduate and Undergraduate courses (i.e. official course catalog description of record) there is also a need to collect and maintain class description information. Class descriptions may be abbreviated syllabi or descriptive

information about the course that is being offered that term.   While this is related, it is a separate project from the course approval remonstrance process.

Objectives
- Automate the undergraduate course request, course approval, and course remonstrance process at Indiana University. Replace paper forms with electronic documents, including workflow
- Formalize roles (identify workgroups with department backup)
- Provide mechanism to communicate, distribute course / class description information to all interested Indiana University representatives

Tangible Benefits

- Improved access to course remonstrance information
- Elimination of duplicate efforts (i.e. departments that choose to utilize central remonstrance process will not have to duplicate web sites, maintenance of course descriptions, etc)
- Improve course remonstrance for courses that require "dual" campus approval
- Provide IU-wide access to approved course description information
- Using electronic workflow to route for approvals/signatures instead of using campus mail
- Improve turnaround time for submitting, approving new course / course change forms
- Allow IU user access to transactions at any point in time – electronic file cabinet
- Improved ability to report on pending course approval requests (e.g. ability to find courses that have interim approval for more than one term)
- Will never lose a course request form
- Provide central location to view all course remonstrance activity by campus / academic unit
- Capture and make available display of text changes within E-Doc; no additional attachments needed
- Provide link to campus specific remonstrance process
- Eliminate data entry errors
- Names of approvers in EDOCs are more clear than handwritten signatures; enforces collecting all required signatures and collecting those in a timely manner

Routing / Nodes **(Original Graduate flow below adjusted for UG flow at IUPUI)**

Nodes determine the route path the request takes for approval (see descriptions below). All submitted documents will route through the system in this order. Some departments or schools might not have a review council or even a department. That's fine. The system will skip a node or nodes if there isn't a workgroup associated with it. The following is the list of nodes, in order, for the course approval system:
1. Department
2. Department-Review
3. School
4. School-Review
5. SESPreScreen
6. ~~UGS1 – University Graduate School~~   - (no IUPUI review at this level)
7. PreRemonstrance
8. Remonstrance – (if remonstrance filed, review and arbitration required by UCAC)
9. ~~UGS2 – University Graduate School~~ (Office of the Registrar)
10. DeanofFaculty
11. SES
12. DepartmentFYI
13. SchoolFYI
14. CurriculumCommitteeFYI

Detailed descriptions of nodes

1. Department: This is the Department Chair approval
2. Department-Review: Some departments have a review council, the document will route to the person and their back-up responsible for signing for the council.
3. School: This is the Associate Dean approval
4. School-Review: Some schools have a review council, the document will route to the person and their back-up responsible for signing for the council.
5. SESPreScreen: Student Enrollment Services will review all requests and give interim approval to all of them. If Purdue Course, SES will notify campus Office of the Registrar to initiate Form 40 with PUWL.
6. ~~No UPUI review required at this level.~~
7. PreRemonstrance: Holding area for requests that are approved to go onto the remonstrance list and are waiting for the current remonstrance list to expire.
8. Remonstrance: All requests that are currently on the remonstrance. Note: if remonstrance filed, review and arbitration is required by UCAC. Decision will be communicated to Registrar's office for action.
9. Office of the Registrar: All requests that have passed remonstrance and have no outstanding issues will be approved by the Registrar's Office.
10. DeanofFaculty: This is the Dean of Faculties approval
11. SES: Student Enrollment Services will change the status of the request from interim to final approval in the course catalog.
12. DepartmentFYI: The Department Chair will be notified of final approval.
13. SchoolFYI: The School Dean will be notified of final approval, if they do not have a Department Chair.
14. CurriculumCommitteeFYI: The appropriate UG Curriculum Committee will be notified of final approval (UCAC at IUPUI).

Proposed Timeline

- June 2009: Graduate Course Remonstrance system moved to "heavy metal."
- June or August 2009 for implementation of Undergraduate Course Remonstrance
    - o Will pilot selected departments
    - o Will need testing and system wide training

IUPUI Questions/Answers
1. Bloomington Graduate School Course Remonstrance process REQUIRES attachment of class syllabus/additional descriptive information about the class offered each term; same will apply for IUPUI Graduate School and IUB is planning to require this for UG classes.
    - What about IUPUI Undergraduate Course Remonstrance? - Is this something we would want to require at the UG level as well? *APPC response: YES.*
2. Create an electronic contact list and provide university-wide distribution and access to course remonstrance information. Any issues with this? *APPC: No concerns.*
3. APPC/Faculty Volunteers to join a small IUPUI working group along with Mary Beth Myers, Tom May, Laurie Sullivan) to assure IUPUI is well-represented throughout the completion of this project. *APPC volunteers: Kathy Marrs, Joseph Thompson, Sara Hook.*

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Future Agenda Items-
- 2012 Committee presentation – *Mary Fisher/Trudy Banta (April if available)*
- Protecting student information—*Mark Bruhn and Garland Elmore (May)*
- Issues related to individuals with degrees who want to take additional UG courses—*Chris Foley*
- BS in Health Sciences (SHRS)
- Dual credit courses
- Update on Public Health initiative
- IUPUI/Passport Financial Aid agreements – Amanda Helman

Meeting Dates and Locations for 08-09

Date	Time	Location
January 9, 2009 *	1:00 – 3:00	CE 268
February 6, 2009	1:00 – 3:00	BS2001
March 6, 2009	1:00 – 3:00	BS2001
April 3, 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
Room CE 268 is located in the Campus Center
Website: http://registrar.iupui.edu/appc/