

IUPUI
Academic Policies and Procedures Committee
Agenda
Friday January 5, 2007

Minutes of the 12/1/06 meeting were distributed electronically.

Announcements from the Chair

Enrollment update for Spring 2007

Currently up roughly .74% in credit hours while down .95% in headcount.

Nursing headcount and credit hour increases covering other area decreases to improve overall counts

Admissions update

Spring: Up 11% in freshman

Fall: Up 22% in freshman; Down 18% in transfer for Fall but fluctuating greatly

Notes: IUB aggressively recruiting instate students

21st Century Scholars getting full tuition, fees, room and board

Students have more choices

Quick turnaround and contact from Academic Unit very important

Undergraduate Intercampus (ICU) and Undergraduate Returning Student (RTU) admits for spring:

- Admitted 238 ICU students; as of 1/4/2007, 140 had registered for a yield rate of 59%.
- Admitted 666 RTU students; as of 1/4/2007, 372 had registered for a yield rate of 56%
 - Having ability to track and follow-up with these groups is helpful
 - Most students who waited until this week to initiate a return to IUPUI have been satisfied with the option of temporary non-degree status for the spring term but others were surprised to learn that they can't be admitted this late as degree-seeking RTU for Spring in order to get packaged for financial aid.
 - Without additional Admissions resources, may this may not change (may need to continue to admit as non-degree for one term) as there may be need to post additional credits, etc. in addition to complete admissions processing. Further discussions taking place with ES staff.
 - For ICU students, FA is not an issue because if not packaged at IUPUI, will be eligible through their home campus.

Academic Affairs Committee Report *Betty Jones, Chair, reporting in absentia*

Updates on UFC/EPC – General Education

- UCC worked to finalize the IUPUI review of the STAC matrix at its December 6, 2006 meeting. A very-close-to-final draft has been written.
- EPC of UFC met [by Polycom] on December 11.
 - Sharon Hamilton represented UCC and Betty
 - Some of the 8 IU campuses had gone about reviewing the STAC course list and comparing it to the campus general education approach somewhat differently than had IUPUI/UCC.
 - The approaches/formats evolved throughout the fall semester—there was no standard approach or format “put on the table” at the outset for campus committees to follow.
 - Still TBD is whether or not IUPUI/UCC will need to reconfigure its report to fit into the format used by other campuses who reported out on December 11.
 - I have contacted John Carini, EPC co-chair, asking that we meet ASAP to discuss meshing the various documents and finalizing the report. I will keep you posted.
- UFC EPC will continue compiling general education information from all the campuses into a report to submit to President Herbert in January.
 - Next UFC meeting is January 23

- The report is “under construction”. It will include
 - Descriptions of the general education program at that campus [e.g., overview/framework, development, content]
 - Matrix showing general education X campus X STAC
 - Other TBA

Items for Review, Discussion, or Action

- 60% rule and return of Title IV financial aid—*Kathy Purvis*
 - According to Dept of Education regulations, once student withdraws from all classes (officially or unofficially), FA must run calculation to determine if there should be any “return of Title IV Aid”
 - Calculation includes: How many days in school; level of aid received; who should repay the money at this point, the student or the school?
 - Once 60% point of semester occurs (*Oct 29 for Fall*), neither student nor school is responsible for return of any aid; this is INTERNAL information and should not be discussed or publicized to student
 - FA Office still has to review and note but no financial implication as of 60% point in semester
 - **Academic Unit dilemma:** If close to 60% date and a student plans to completely withdraw, should unit hold on to forms? How should they advise student?
 - **FA Recommendation: Contact Kathy Purvis for advise in these circumstances** (do NOT advise student to delay so they will not have to repay aid)
- Status of off campus courses – *Amanda Helman*
 - Glendale Mall no longer available as IUPUI site; negotiations underway for another permanent site.
 - Most Spring 2007 classes originally scheduled at Glendale were moved to the Jewish Community Center (JCC) located at 6701 Hoover Road. This is not too far from Glendale Mall. Other Spring 2007 courses were moved to the area high schools.
 - All students were called by CLN staff and asked if they wanted to stay in the class or switch sections. In vast majority of cases, students were pleased with the new location(s).
 - Once all personal contacts were made, Registrar’s Office updated OneStart to reflect the new location which generated an email confirmation of the change to the students.
 - There will be IUPUI staff at the JCC every night directing students to their classrooms just as they were at Glendale.
 - Information on location along with a map is available in the Spring 2007 Update section on the Registrar homepage: <http://registrar.iupui.edu/>
- Changes to Course Components on Schedule of Classes – *Mary Beth Myers*
 - See attached notice on page 3 of minutes
- Reminder: Monday, Jan 15 = last day of 100% refund for drops via self-service; MLK holiday so offices closed.
 - Encourage students who need to drop to do so on Friday in case they need personal assistance.
- E-Drop/Add
 - See workflow chart on page 4 of agenda
 - See Handout beginning at page 5 of minutes
 - Review of school/division workgroups
 - Discussion of next steps

Future Agenda Items-

- Awarding minors business process —*Andy Gavrin/Mary Beth Myers*

- *Assign advisor functionality in SIS – Carla Boyd/Mary Beth Myers*

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	CA 136
February 2, 2007	1:00 to 3:00	CA 136
March 2, 2007	1:00 to 3:00	CA 136
April 6, 2007	1:00 to 3:00	CA 136
May 4, 2007	1:00 to 3:00	CA 136

Office of the Registrar Notice

Changes to Class Components (e.g., LEC, DIS, LAB)

Effective March 1, 2007, class components will not be changed after enrollment has occurred in the class.

Class components are essential to the enrollment, fee assessment and grading processes. During the enrollment process, the class component is written to student enrollment records along with class units (credit hours). The class component and class units are used to assess tuition and class fees, and to create grade rosters in OneStart SIS and OnCourse CL.

Making changes to the class component after enrollment has occurred in the class is a time-consuming, labor-intensive process, which will soon require that all enrolled students be dropped from the class, then be re-enrolled in the class after the component change. The consequences of errors during the component change process are significant (e.g., improper enrollment, improper fee assessment, rosters that cannot be graded).

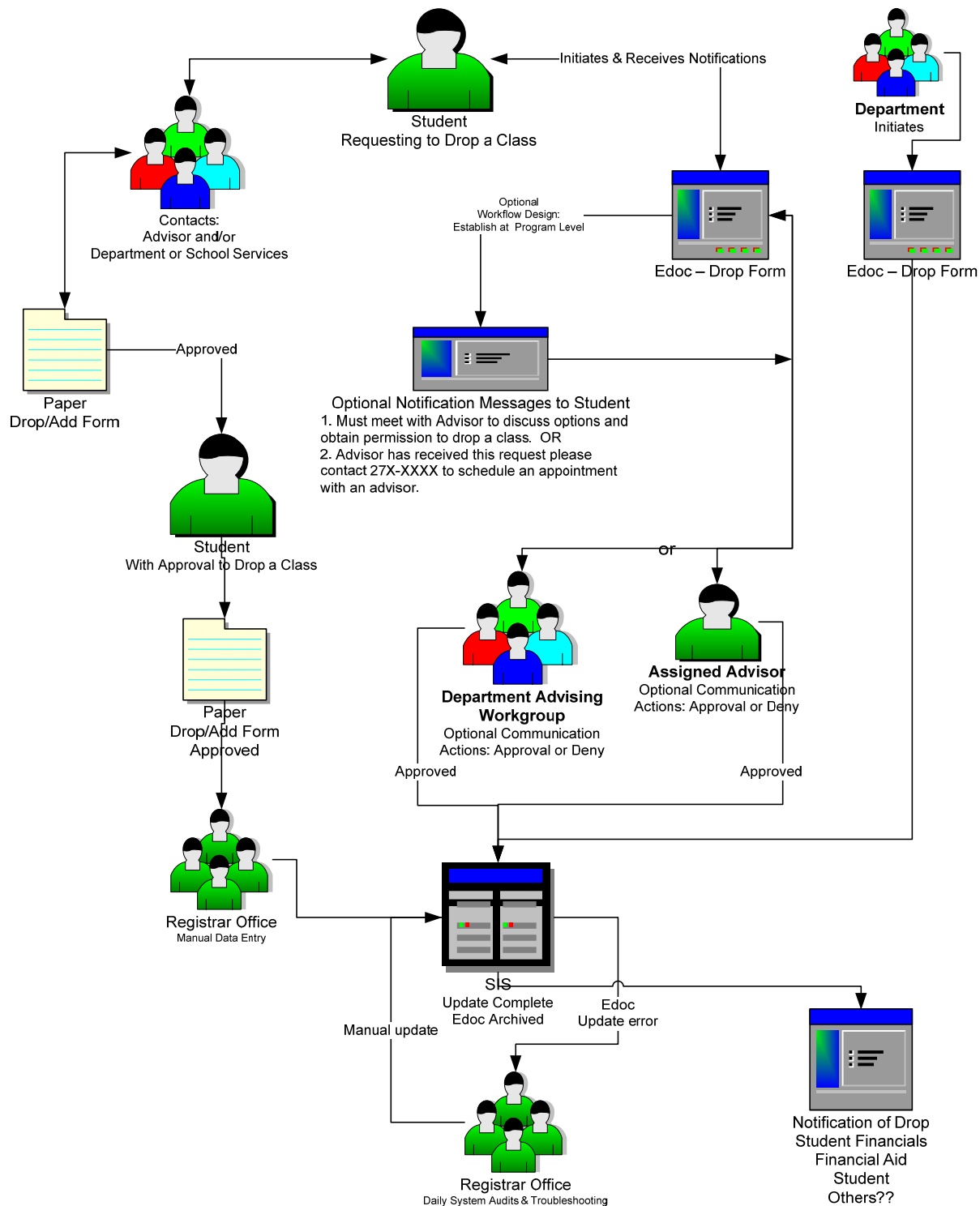
Since the class component does not appear on official student records (e.g., official transcripts), making changes to the component is typically an internal "house-keeping" item and is not required to maintain campus course offering records. Class components should be reviewed and these updates should be made during the schedule build process.

Effective March 1, 2007, the Office of the Registrar will no longer make changes to class components where enrollment has already occurred.

Office of the Registrar

January 5, 2007

Enrollment Drop Workflow Process (after 1 week of classes through Auto-W)



E-Drop_Add Screen Shots and Discussion Document

Summary Points:

- Current development being discussed is for E-Drop only (*"Add" still in development and not ready for demonstration*)
- E-Drop available through Onestart beginning second week of classes through Automatic W deadline (*Future development for possible electronic process after Automatic W.*)
- "Nodes" of approval at IUPUI:
 - 1) Student initiates request
 - 2) If International student (as defined by specs), to International Affairs workgroup
 - 3) If Student-Athlete (as defined by specs), to Student-Athlete advisor workgroup
 - 4) Student academic advisor/advisor workgroup (based on student career, program, plan, subplan and potential school/department usage of the SIS Advisor table)
 - 5) SIS enrollment table updated

Note: *Non Standard Session* drops will route to Registrar workgroup for action to manually update the SIS enrollment table with correct refund and grade codes
- Once approved and SIS enrollment table updated:
 - Email notification sent to University email address of student
 - Registrar Office receives daily audit of activity along with error report of any problems to be addressed
 - Faculty rosters in Onestart/Oncourse updated with drop activity and "W" grade
 - Other notifications possible, if required
- Optional: For Schools who wish to personally discuss drop activity with student before approving electronically, ability to send notification to student after they initiate request stating that there will be no approval action taken until that student meets with/contacts their advisor.
 - Once interaction between student/advisor takes place, advisor can take step to approve E-Drop.

STUDENT ACTION

Step 1: Student clicks on E-Drop/Add from Onestart

Receives the following page (Schedule Page):

Student Initiated Drop

Name: Gray, Stephanie
ID: 0001926541
Term: Fall 2006
Session: Regular Academic Session
Institution: IUPUI
Career: Undergrad
Program: Education Undergraduate
Plan: Elementary Education BSED

Please select one or more classes to drop.

Select?	Course	Description	Class#	Day & Time	Instructor	Units
<input type="checkbox"/>	EDUC-BE 499	BE-EDUC	25303 (Lecture)	TuTh 1:00PM-5:00PM	Keller,Deborah B	7
<input type="checkbox"/>	EDUC-M 425	STUDENT TEACH: ELEMENTARY	4037 (Practicum)		Matern,Mary C	8
<input type="checkbox"/>	PHIL-P 162	LOGIC	5662 (Lecture)	M 6:00PM-8:40PM	Rogers,Victoria	3

Note: Once approved, the date used for this update to your record will be the date you submit this form (irrespective of the time it may take for the required approvals).

Current class schedule appears and would include any courses dropped with a grade of W. Note that the action date used for approved activity will be the date the student initiated the request.

Step 2: Student selects course to be dropped

Student clicks “continue” button

Student Initiated Drop

Name: Gray, Stephanie
ID: 0001926541
Term: Fall 2006
Session: Regular Academic Session
Institution: IUPUI
Career: Undergrad
Program: Education Undergraduate
Plan: Elementary Education BSED

Please select one or more classes to drop.

Select?	Course	Description	Class#	Day & Time	Instructor	Units
<input type="checkbox"/>	EDUC-BE 499	BE-EDUC	25303 (Lecture)	TuTh 1:00PM-5:00PM	Keller,Deborah B	7
<input type="checkbox"/>	EDUC-M 425	STUDENT TEACH: ELEMENTARY	4037 (Practicum)		Matern,Mary C	8
<input checked="" type="checkbox"/>	PHIL-P 162	LOGIC	5662 (Lecture)	M 6:00PM-8:40PM	Rogers,Victoria	3

Note: Once approved, the date used for this update to your record will be the date you submit this form (irrespective of the ti

Following page appears to student (Confirmation Page):

Student Initiated Drop

Name: Gray,Stephanie
ID: 0001926541
Term: Fall 2006
Session: Regular Academic Session
Institution: IUPUI
Career: Undergrad
Program: Education Undergraduate
Plan: Elementary Education BS&ED

Please confirm that you want to drop the following:

Course	Description	Class#	Day & Time	Instructor	Units
PHIL-P 162	LOGIC	5662 (Lecture)	M 6:00PM-8:40PM	Rogers,Victoria	3

Note to approver (optional):

By clicking the **submit for approval** button below:

- I recognize that any course drop/add activity could have an impact on my financial aid eligibility. Any possible implications have been considered and/or discussed with a financial aid advisor and I wish to proceed. For more information, contact the **Financial Aid Office** on your campus.
- I understand that dropping below full time status could have implications for medical insurance and other potential benefits and wish to proceed. For more information, contact the **Office of the Registrar** on your campus.
- I understand and have taken into account the amount of refund I may or may not receive and wish to proceed. For more information, check the **Academic Calendar** on your campus.

submit for approval

cancel

This may take a few moments to complete. After pressing the **submit for approval** button, please don't click on any buttons or links until the process is done.

Step 3: Student acknowledges understanding of action and submits

Student reviews course selected to drop; can cancel if chose incorrect course

Both students & approvers can enter comments in the note field. These are stored & displayed as part of the document. Comments can be up to 255 characters.

Note: Check boxes are being added to each of the “understanding” statements above so that a student will have to actively acknowledge that they have read and understand the three statements. Once checked, student will click **“submit for approval”**

Following page appears to student (Receipt):

Student Initiated Drop

Document ID: 1049476
Initiator: mbmyers
Status: ENROUTE
Created: 2007-01-05 09:22:31.0

Name: Gray,Stephanie
ID: 0001926541
Term: Fall 2006
Session: Regular Academic Session
Institution: IUPUI
Career: Undergrad
Program: Education Undergraduate
Plan: Elementary Education BS&ED

Document ID	Action	Course	Description	Class#	Day & Time	Instructor	Units
1049476	Drop	PHIL-P 162	LOGIC	5662 (Lecture)	M 6:00PM-8:40PM	Rogers,Victoria	3

Your request has been submitted for approval. Please print this page for future reference. You will receive notification at your University email address if further communication is required. Otherwise, you will receive an email verification when this transaction has been completed.

print

close window


Step 4: Student receipt

Student advised to print this page for reference. Transactions are captured electronically for research.

ADVISOR ACTION

Step 1: Advisor opens Action List from Onestart


Receives following page

<u>Document Id</u>	<u>Type</u>	<u>Title</u>	<u>Route Status</u>	<u>Action Requested</u>	<u>Initiator</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Workgroup Request</u>	<u>Route Log</u>
1049476	SIS Drop Course Document	This is an extremely long document title. This is to show how the wrapping will appear when the document title is very long. Generally, short document titles are recommended. If the document title is very long, then a lot of wrapping will occur, and ve	ENROUTE	APPROVE	Myers, Mary B		09:22 AM 01/05/2007		

Note: "Initiator" column will have student name. Currently shows MB Myers because this is test demonstration.

Can sort this page by any of the links at the top (Document ID, Type, Route Status, etc.)

Example of page with suggested **Title** = Drop a course

1039134	SIS Drop Course Document	Drop a course	ENROUTE	APPROVE	Yampol, Todd T		12:19 PM 11/10/2006		
---------	--------------------------	---------------	---------	---------	----------------	--	------------------------	--	---

Step 2: Advisor opens Document ID

Receives following page

Student Initiated Drop		Document ID:	1049476	Status:	ENROUTE
		Initiator:	mbmyers	Created:	2007-01-05 09:22:31.0

Name: Gray,Stephanie
ID: 0001926541
Term: Fall 2006
Session: Regular Academic Session
Institution: IUPUI
Career: Undergrad
Program: Education Undergraduate
Plan: Elementary Education BSED
Learning Management: PS2DEV PS1TST PS2STG PS1PRD

Drop request:

Action	Course	Description	Class#	Day & Time	Instructor	Units
Drop	PHIL-P 162	LOGIC	5662 (Lecture)	M 6:00PM-8:40PM	Rogers,Victoria	3

Note (optional):

Study List for IUPUI, Fall 2006:

Course	Description	Class#	Day & Time	Instructor	Units	Grade	Session	EnrlStatus	Reason
EDUC-BE 499	BE-EDUC	25303 (Lecture)	TuTh 1:00PM-5:00PM	Keller,Deborah B	7		1	E	ENRL
EDUC-M 425	STUDENT TEACH: ELEMENTARY	4037 (Practicum)		Matern,Mary C	8		1	E	ENRL
PHIL-P 162	LOGIC	5662 (Lecture)	M 6:00PM-8:40PM	Rogers,Victoria	3		1	E	ENRL
GEOL-G 130	SHORT COURSE IN EARTH SCIENCE	4348 (Lecture)	MW 10:30AM-11:45AM	Mirsky,Arthur	1		NON	E	ENRL

Page reflects drop requested and is put into context with the student's entire class schedule.

A link to **Learning Management** has been added to the document view. Clicking on this link brings up the LM screen with the EMPLID pre-populated. (Note: Currently there are links for several test instances. In Production, there will only be one link.)

Note field may be used, especially if disapproving or cancelling an action as the note will be returned to the student along with a message that request has not been approved.

Possible Advisor action:

- *(blanket approve = this is a feature of testing only. Will not appear in Production.)*
- **approve** = advisor approves action and submits for update to SIS
- **disapprove** = advisor disapproves action and notification of that action will be returned to the student. A note would be important here to advise the student as to reasoning and possible alternative actions.
- *(cancel = this is a feature of testing only. Will not appear in Production.)*

Final Steps

If E-Drop is Approved:

- SIS Enrollment Table is updated in “real time” (*within a few minutes*) or forwarded to Registrar workgroup for update
 - Errors resolved daily by Registrar
 - Audit maintained by Registrar
- Notification sent to student that transaction was approved as of xx/xx/xxxx date. Suggest student review new class schedule via Onestart. (*this notification yet to be drafted*)
- Faculty roster updated

If E-Drop is Disapproved

- No SIS Enrollment Table update
- Writes activity to audit table maintained by Registrar
- Notification sent to student

Notes:

- The operator ID, creation date, and comment text are stored.
- The final approval date is stored even though it is not displayed.

Next Steps:

1. Feedback on draft process, documents, path, etc.

- Continue refining wording with FA colleagues on student Confirmation page to make Financial Aid potential ramifications clear.
 - Use of term “eligibility” makes it appear that the effects would be “future” rather than current.
 - Link to **Financial Aid office** should take student to webpage specifically developed for this purpose instead of FA homepage
 - Change wording on “cancel” button to “cancel transaction” for clarity
 - Add third button that reads “back” for cases where student realizes they have chosen incorrect course
- Continue refining wording on Student Receipt page to make it absolutely clear that the course has not yet been dropped (until they receive confirmation at their email address which they should monitor).
- Workflow questions to be addressed:
 - Once one individual in the workgroup takes some action in contacting the student for discussion, can request be set to a “pending” status with notes so others in the workgroup are aware and don’t take further or different action.
 - Can a workgroup member open a request, then close it for later action leaving it marked “read” so that when reviewing the action list later, items that have been “read” and those that haven’t can be distinguished (similar to managing outlook email items)?
- Registrar’s Office to provide data on drop/add activity between 2nd week of classes and Auto W broken down by School/Program/Plan.

2. Define members of IUPUI E-Drop (/Add) workgroups

- Preliminary workgroup document which will be used by each school to define those assigned to approve E-Drops was reviewed; documents will soon be ready in individual CFS folders for each school to assign workgroup members
- Consultation with Registrar's Office welcome (either email, phone, in person)