

**IUPUI**  
**Academic Policies and Procedures Committee**  
**Minutes**  
**Friday May 1, 2009**

**Minutes**--The minutes of the April 3 meeting were distributed electronically.

**Information Items**

- Introduction of Susan Richards, Manager of the Office for Veterans and Military Personnel
  - If there are questions related to veterans or military personnel, please contact her or refer students to her
  - [srichar@iupui.edu](mailto:srichar@iupui.edu) , 274-5015
  - Temporary office location is in the Admission Center in the Campus Center
- The meeting for new degree proposal reviews will be on 8/14 at 1 to 3 pm in CE 148.
- University College policy allowing no more than 1 –“W” per term (for UCOL students).
  - UCOL advisors may refuse to sign a drop slip authorized by an instructor *if* that student already has withdrawn from a class during that term.
  - See policy statement appended at the end of the agenda
- The Fall 2008 Administrative Withdrawal report was distributed electronically to the APPC members prior to the meeting as an informational item.



Administrative  
Withdrawal - Fall 2008

**Items for Review, Discussion, or Action**

Protecting student information—*Merri Beth Lavagnino*



APPC Spring 2009  
for distribut...

- Merri Beth Lavagnino, Chief Information Policy Officer, Information and Infrastructure Assurance, UITs, discussed the information in the attached PowerPoint presentation
  - Particularly note slide 14. It lists the penalties that may be imposed on INDIVIDUALS who disclose protected personal information. Knowing, intentional, or reckless violations are felonies with up to 3 years' jail time and up to \$10,000 fines. Negligent violations are "infractions" which are misdemeanors with up to 1 year jail time and up to \$5,000 fines.
- Additional points that were presented in response to questions
  - If a unit is interested in asking for a security study, email [uiso@iu.edu](mailto:uiso@iu.edu)
    - Request a security study, not a security audit. The security study will provide the unit with information about any potential gaps in the protection of institutional and personal data
  - When sending information in excel spreadsheets
    - Paste information as values so that the source information is not accessible
    - Save the spreadsheet as a PDF and transmit it in PDF format

- A question was asked about the security of Remote Desktop. David Greenberg, UIISO security engineer provided the following information. (Some of it is a bit technical and is the level of detail that your IT support person may handle.)
  - Remote Desktop is a good tool to use to connect to a store of data and do your work, rather than to copy data to a laptop or other device to work on it. The connection using Remote Desktop is encrypted automatically, so this is a secure method of transmission.
  - With Vista and greater, the identity of the RDP server is verified with an SSL key. (This is a Good Thing security-wise.)
  - The only thing protecting the computer is the strength of the passwords of users that are allowed to log in. So, make sure your Administrator password is long and strong. And operate as a Limited User when working.
  - Consider setting the firewall scope to prevent RDP from just anywhere. Even limiting it to all of IU and all of Comcast is better than letting the whole world in! Here is some info on firewall scoping: <http://kb.iu.edu/data/auou.html>.
  - More information is available at: <http://informationpolicy.iu.edu/resources/safedata/>
    - (This can also be accessed from the Registrar website <http://registrar.iupui.edu/>. Under the Chairs tab, there is a link in the left hand column to the UITS site which provides information on keeping data safe)
- Merri Beth is happy to speak to anyone who has further questions or concerns or will come speak to a department or unit that would like their staff to hear this information and get a chance to ask all their unit-specific questions.
  - Office: 317-274-3739
  - Email: [mb1@iu.edu](mailto:mb1@iu.edu)
  - PGP Key: <https://informationpolicy.iu.edu/mb1>

#### Discussion of Business Intelligence requirements—*Dan McDevitt*

- Background information was sent to members prior to the meeting



**Business Intelligence  
Background for May 1**

- The 2009 Indiana University **Strategic Plan for Information Technology** (Empowering People) included several references to the importance of pursuing an information management & reporting environment which leverages institutional data. Consequently a comprehensive initiative has been launched to implement Business Intelligence (the '**BI Initiative**') to address these issues at Indiana University.
- IBM is assisting Indiana University with generating the analysis of the information we need and how to access it to best meet our needs The initiative begins with an external, independent assessment which will involve interviews intended to refine our vision, understand our current reporting environment, document our technical infrastructure and solicit observations about our existing reporting capabilities
- Members of APPC provided Galen Bennett, IBM Consultant, with their assessment of the current access to the information that they need and suggestions for areas for improvement.

#### **Academic Affairs Committee Report** *Kathleen Marrs, Chair*

- Due to the length of the discussion of the prior items, Kathy was unable to stay to provide a report. The primary work of the AAC during the spring semester was focused on the proposal for a Fall Break which will be implemented for Fall 2010.

### Future Agenda Items-

- Issues related to individuals with degrees who want to take additional UG courses—*Chris Foley*
- Dual credit courses
- IUPUI/Passport Financial Aid agreements – *Amanda Helman*
- Proposed degree in Philanthropic Studies—*Marianne Wokeck*
- Proposed Certificate in Motorsports Studies--*Marianne Wokeck*
- Proposed degree in Health Sciences—*Joyce MacKinnon*
- Proposed Certificate in African Studies--*Marianne Wokeck*
- Proposed degree in Legal Studies--*Marianne Wokeck*
- Proposed Public Safety minor—*Teresa Belden*

### Meeting Dates and Locations for 09-10

August 14	1:00-3:00	
September 11*	1:00-3:00	CE 268
October 2	1:00-3:00	CE 268
November 6	1:00-3:00	CE 268
December 4	1:00-3:00	CE 268
January 8*	1:00-3:00	CE 268
February 5	1:00-3:00	tbd
March 5	1:00-3:00	tbd
April 9	1:00-3:00	tbd
May 7	1:00-3:00	tbd

Meetings are first Friday of each month; there are some exceptions

\*Second Friday

Website: <http://registrar.iupui.edu/appc/>

## **New Withdrawal Policy for University College Students Effective Fall Semester 2009**

**New Drop Limit Policy**– University College freshmen (25 hours or below) may not drop more than one course per semester. This policy will be enforced through advisor sign-off on drop requests. The policy does not include course adjustments made during the first week of class nor does it apply to classes in which a student has been “administratively withdrawn.”

**The Rationale for this recommendation is as follows:** University College wishes to instill “a culture of success” in which students enter a course with every intention of completing it successfully. We further hope to create more incentive for **students to** take advantage of the wide range of free support offered at IUPUI, including the Math Assistance Center, Writing Center, and peer mentoring. It is our belief that our current drop policies on the campus encourage students to use the drop option as an easy way to avoid doing poorly in a course. National data indicate that students who complete 20 hours in their freshman year are more likely to graduate. Campus data on 20 hours completion in the freshman year are even more convincing. Many campuses have capped drops and encouraged students to seek academic help when needed. For example, one North Carolina campus limited all students to 4 drops in their college experience. They found that more and more students graduated with no drops, apparently because they saved their four and then found that they didn’t need them. The State of Texas has instituted a mandatory limit to drops for all Texas colleges. The policy also applies to transfers—if a student drops a course on one campus, that drop counts toward the total limit if the student transfers to another Texas college. In addition to providing support for the contention that limiting the number of drops encourages student success these examples also suggest that students who complete most of their course work are more likely to graduate in a timely manner. Thus we believe that limiting the number of drops will help our university meet its goal of increasing the number of students who complete degrees in four years.

**What to expect in the fall semester:** Although this policy applies only to UCOL students, you are likely to have some of these students in your classes particularly if you teach first year, or “gateway” courses. At the present time all UCOL students must see an advisor before dropping any course (UCOL advisor initiate the “on-line” drop process during the first few weeks in the semester, if after talking to the student, it is agreed that this is the appropriate decision.) Beginning with the fall semester, UCOL advisors will sign a drop slip only if it is the student’s first of the term, or if it is a set of linked-courses (lecture/lab) etc. After the automatic withdrawal period ends, students must seek their instructor’s approval (signature) for all withdrawals. We would encourage instructors to ask the student if they are UCOL students and if they are, remind them that the final approval must come from their advisor. We also hope that faculty will encourage all students who are struggling to take advantage of the many resources offered in University College (math assistance center, peer mentoring) and the Writing Center.