

**IUPUI**  
**Academic Policies and Procedures Committee**  
**Minutes**

**Friday 9/8/00**  
**1 to 3 pm**  
**CA 136**

**I. Announcements**

From the Chair

- Members were asked to check and make corrections on listing of APPC members to permit updates to be made.
- Members were asked to check the list of agenda items and submit additional items throughout the year.
- ERROL (electronic reserve system) within University Library will be used for the distribution of some APPC documents and will serve as a reserve of relevant documents. Information on accessing documents will be available prior to the next meeting.
- Extended meeting Nov 10 from 3 – 5 pm for a joint meeting with Student Affairs Committee for presentation on SIS. (Note this is a change from an earlier announcement.)
- The APPC listserve will be used to communicate among members of the APPC. It can be used by any member to post necessary information. It will be used to conduct discussions and gather information. Note that individuals other than APPC members are on the listserve for information purposes.
- The ICHE has convened 2 committees to establish a web based system of providing information on the transferability of courses among the public institutions. Mike Donahue serves on the Web Design Committee and Becky Porter serves on the Committee on Transfer and Articulation. It is anticipated that campuses will be asked to provide information on the transferability of courses from other institutions in 26 targeted areas. More information will be provided as it is available.

From Dean Plater

- Members of the APPC are asked to be self reflective on the work of the APPC during this year. Are there things that CUL should resume doing that are different from APPC? What important conversations are not occurring? Members should confer with others in considering these questions and provide comments in March/April.
- A tentative goal was established to transfer credit from all Ivy Tech campuses based on the agreements currently in place to transfer credit from the Indianapolis campus. We need to assess what this would mean for the different academic units and where and what the concerns are. These concerns need to be addressed with CCI/ Ivy Tech/ Vincennes while we still have the potential to influence the delivery of the courses.
  - A corollary issue was raised concerning articulation agreements with 2 year programs. Agreements need to address the acceptable of D work if the student is going to bring in two years of completed coursework.

- APPC will assume the role of reviewing new degree proposals and proposals for significant changes in existing degrees and certificates.
  - It is important that members of the APPC share information on changes in degree requirements within their schools since these impact on other units.
  - IUPUI is in the process of preparing approximately 9 new degrees as part of a funding request to the state legislature for base funding for the degrees. The new degree proposals will go to the Trustees in October and the ICHE in November.
- Retention issues are a primary focus for the campus.
  - One year retention rates for University College regular admits improved 7% to 73%, but rates for UC conditional admits fell 4% to 51%. Retention rates of dual admits remained at approximately 72%. [see 'A Preliminary Look at One-Year Retention Rates for the Fall 1999 First-Time, Full-Time Freshman Cohort, Compared to the Fall 1998 Cohort (Indianapolis)']
  - US News and World Report Rankings again place IUPUI in the 4<sup>th</sup> tier. Rating for academic reputation is 0.1 less than the top 2 schools in the category and higher than several in the 3<sup>rd</sup> tier. We are hurt by our 6 year graduation rate.
- Comments are invited on the plan to change our admission practices to ordinarily not accept students who are in the bottom 30% of their graduating class. Based on our experience for the fall semester, approximate 135 students would have been affected. The change may have a disproportionate impact on minority applicants.
- A consultant, Jim Black, has been retained to provide input on the reorganization of Enrollment Services. It is hoped that the vacant leadership position for Enrollment Services will be filled by Spring.
- APPC is a central campus body to staying abreast of the developments of the SIS project. Members of the Steering Committee and Project Development Teams should be invited to address issues.
- Grade replacement policy (<http://registrar.iupui.edu/replace.html>) and forgiveness policy (<http://registrar.iupui.edu/forgive.html>) are difficult to implement due to software problems. No funds are available to customize or reprogram the system and it is likely that we will need to await implementation of the records component of SIS to gain this functionality. In the meantime, grade replacements for F's generally can be processed. We also have the option of displaying a "forgiven" gpa upon graduation in the degree box. This option is not available except with a degree.
- At President Brand's direction, VP Judy Palmer is chairing a committee to look at integration of nonacademic university services to achieve efficiencies. A consultant is being hired. Student services will be the initial area considered. While individuals at IUPUI could potentially be used differently, we are so understaffed that it is unlikely we will lose positions.

## **II. Academic Affairs Committee Report (AAC) Ken Rennels, Chair**

- Members were reminded to check the Faculty Council website <http://www.iupui.edu/~fcouncil/> for the documents passed by the IUPUI Faculty Council. Links are available to the UFC website

### **III. Items for Review, Discussion, or Action**

- Update on use of administrative withdrawal
  - John Kremer will offer one section of **PSY B104** with the students notified that they will be administratively withdrawn if they do not fulfill the terms of the learning contract they sign. John will be asked to provide a report at the November meeting of the APPC.
  - Jeff Watt will be invited to attend to share his experience with a similar pilot in Math.
- Update on revising language in Schedule of classes to clarify procedure for late withdrawals
  - As directed by the APPC (May 00), Mark Grove has generated language to insert in the printed Schedule of Classes and registrar website. It reads as follows:

*Requests for withdrawal after the twelfth week (after the fourth week in a summer session) require the signature of the instructor, advisor and the student's dean. These are considered only in extraordinary situations which are beyond the students' control and rarely are granted. Poor performance in a course is not considered grounds for a late withdrawal. No withdrawal forms will be processed in the Office of the Registrar after the last day of classes. Any requests for a late withdrawal after the last day of classes must go through the grade appeal process.*
- IUPUI Grade Replacement Policy—*petition from students indicating that several schools are not following the policy and that this is a problem*
  - Since the origin of the policy was an action of the Faculty Council (see <http://www.jaguars.iupui.edu/handbk/hb3.htm#72> for the policy), the problem identified by the students was discussed with Paul Galanti, President IUPUI Faculty who discussed it with Dean Plater. Update to be discussed at the meeting.
  - An additional question has been raised about applying the grade replacement policy to courses originally completed on another campus or at another institution.
  - Discussion
    - IUPUI Forgiveness Policy  
(<http://registrar.iupui.edu/forgive.html>)
      - Provides the policy and the disclaimer that not all schools honor the policy
    - Grade Replacement Policy  
(<http://registrar.iupui.edu/replace.html>)
      - Provides the policy and the disclaimer that not all schools apply the policy
      - The computer system can not accommodate the policy.
    - Information is also needed on the Probation and Dismissal Policies from the different academic units
  - Action
    - Information is needed on the compliance of the different academic units with the IUPUI Forgiveness Policy and the Grade Replacement Policy.

- Academic units will be asked (via email) to the following questions for each policy. Responses will be directed to Mark Grove
  - Does your academic unit honor the policy?
  - What stipulations are made in applying the policy?
- Academic units will be asked (via email) to provide copies of their Probation and Dismissal Policies. Mark Grove will collect these.
- Update on Number of Rosters Requesting Information
  - Mark Grove is working with Scott Evenbeck to consolidate the information needed so that fewer requests will be generated.
- Update on status of language used with incoming freshman on collecting information on prior felonies/ violent acts
  - Mike Donahue distributed copies of the applications for admission that contain the requests for information on prior felonies.
  - A draft of the procedure to act on the information provided was distributed
  - **Action**
    - The procedure will be distribute via the APPC listserve. Members are to comment on the procedure.
    - Mike Donahue will respond to the comments at the next meeting.
- Common Bulletin-protocol and schedule for updates
  - Mark Grove encouraged units to complete the review of the Bulletin as soon as possible with specific attention to course descriptions in the bulletin and at <http://www.indiana.edu/~enrolctr/iniupui/>, the source for insite and oncourse .
  - Storage and distribution problems were discussed.
    - Contact John Bean in Cheryl Sullivan's office for copies
    - Plan ahead if you will need quantities. Let John Bean or Mark Grove if you will need large numbers.
    - Time lines will be discussed at the next meeting.

#### **IV. Unit Updates (be sure to use the listserve for date sensitive material)**

Admissions	<i>Mike Donahue</i>
Enrollment Center	<i>Jennifer Pease</i>
Bursar	<i>Michael Cozmanoff</i>
Registrar	<i>Mark Grove</i>
Student Life and Diversity	<i>Jess Vessely</i>
Dean of Students	<i>Jeff Vessely</i>
Academic Units	<i>Unit Representatives</i>
Other	

(We will not routinely have unit updates. To the extent possible, the listserve will be used for this type of information. Given the revised responsibilities of APPC this year, it is important that the sharing of information on proposed curricular changes within an academic unit that will impact course enrollment in other units be shared as early as possible.)

## **V. New Business and Future Agenda Items**

- Transfer of credit from all Ivy Tech campuses
  - *Scheduled for Oct 13*
- Use of administrative withdrawal as a part of a learning contract—*John Kremer*
  - *Scheduled for Nov 10*
- Update on SIS project (joint meeting with Student Affairs Committee)
  - *Scheduled Nov 10 3-5 pm*
- Probation and Dismissal policies of Undergraduate Schools—*Miriam Langsam*
  - Information being collected for future discussion
- Proposed Assessment Plan for Writing Across the Curriculum—*Sharon Hamilton*
- Contact hour rules/credit hour for web based courses—*Jane Lambert* (send to AAC for policy 5/5/00)
  - Item broadened to address all issues related to determining credit hours
  - Issues referred to Academic Affairs Committee
- Posting of evacuation route information in all campus buildings—*Miriam Langsam*
- Update on Child Care Center—what policies and procedures do we need to know to answer student, staff, and faculty questions
- Guidelines for development of new majors within existing degrees—*Kim Manlove*
- Review of new degree proposals
- Reflection on changes in role of APPC and what important conversations are not occurring with the suspension of CUL
  - *March/April*
- SIS Steering Committee and Project Development Teams

## **VI. Attachments**

- APPCC Schedule of Meetings
- APPCC Membership List 2000-2001

Updated 9/21/00