

IUPUI
Academic Policies and Procedures Committee
Meeting Minutes
Friday 12/8/00
1 to 3 pm—CA 136

Minutes

- No changes were made in the November minutes

Announcements

- *Items from the Chair*
 - Update on development of website for minutes
 - The website is being developed out of the Registrar's office
 - Minutes and other documents that APPC members may need to refer to will be posted
 - The site will be password protected
 - Information on the site will be distributed via the APPC listserv by the end of December
 - Updates on Credit Transfer Issues
 - Intercampus transfer
 - (1) The policy mandating that 100 and 200 level courses with identical numbers will be treated the same regardless of campus of origin was passed by UFC. The UFC Educational Policies committee will begin discussions of the transfer of 300 and 400 level courses.
 - (2) A compilation of the course descriptions of 100 and 200 level courses offered on more than one campus is being completed.
 - (3) The Registrar's office is compiling degree audit tables which will assist in determining how nonidentically number courses from other IU campuses are transferred to majors at IUPUI
 - Transfer of credits from state supported institutions
 - (1) IUPUI has compiled information on the transfer of the courses requested by the ICHE Transfer and Articulation Committee
 - (2) Timelines for the project have been extended since outside funding for the website was not obtained
 - (3) Both BSU and IUPUI have submitted indications of interest for hosting the Transfer Indiana Office which will be responsible for the website. The website will provide students with information on the transfer of courses from one institution to another institution.
 - Update on Enrollment Services Integration Recommendations
 - (1) Conversations occurring among the SIS Executive Committee, the Enrollment Services review on this campus and the Andersen consultants looking at integration of NonAcademic Support Services
 - (2) The Enrollment Services Integration Recommendations by the SIS Executive Committee was distributed via email on 12/8/00
 - (3) Link to report on Review of Nonacademic Administrative Services available through Registrar's website under Other Links (<http://www.indiana.edu/resources/admreview/index.html>)

- Core 40 discussion
 - Email sent today with comparison of Core 40 requirements and IU (Trustees') requirements.
 - (1) State Core 40 requirements do not require students to complete the course at a specified performance level
 - Use these to begin considering/discussing if it is desirable to advocate that IU adopt the Core 40 as our admission requirements
 - Decision on this would go thru Academic affairs and IUPUI Faculty Council and UFC

- Since in the past the APPC had received reports from various units, members were asked if they were interested in a brief report on Advising in University College and linkages to advising in other units.
 - Consensus was that a brief report that presented the role of the Advising Committee in coordinating advising across campus would be beneficial

- Change in meeting date
 - January 19 meeting cancelled
 - January 26 meeting as replacement

- *Items from Dean Plater*
 - Memo has been sent regarding informal learning spaces. Please consider if your area can help in sponsoring a learning space.

Academic Affairs Committee Report *Ken Rennels, Chair*

- UFC passed the policy requiring identically numbered 100 and 200 level courses to be treated as equivalent regardless of the campus of origin.
 - A question was raised regarding the acceptance of 100 and 200 level courses completed via correspondence.
 - Currently some academic units will not accept specific courses complete via correspondence.
 - R. Porter will communicate the question to the co-chairs of the UFC Educational Policies Committee for further information.
- The UFC Educational Policies Committee will be examining the policies and procedures regulating the Master Course Inventory.
- The committee is currently discussing the appropriate policies to guide determination of credit hours for a course both traditional format courses and nontraditional delivery such as web based courses.

Items for Review, Discussion, or Action

- Update on academic unit implementation of IUPUI Forgiveness Policy and Academic Bankruptcy Policy—*Mark Grove*
 - A draft spreadsheet was distributed for comment. Individuals not at the meeting should check the information posted on the website and provide Mark with additions or corrections.
- Update on collection of Probation and Dismissal Policies from each academic unit—*Mark Grove*
 - A draft spreadsheet was distributed for comment. Individuals not at the meeting should check the information posted on the website and provide Mark with additions or corrections.

- Procedures for reviewing criminal activity disclosure---*Mike Donahue*
 - Revised document was distributed to the APPC listserve
- Faculty Disposition of a Case of Academic Misconduct (Reporting Form)—*Jeff Vessely*
 - Jeff Vessely was unable to attend since the meeting conflicted with the initial meeting of the IUPUI Promotion and Tenure Committee and, as past chair, Jeff is responsible for convening the meeting.
 - (FYI—Jeff was elected to chair the P and T Committee again for this review cycle.)
 - Revised document was distributed to the APPC listserve prior to the meeting.
 - Based on additional comments, additional revisions were made. The most recent document is available on the APPC website.
 - The plan was to have the form printed and mailed during break so that it would be available at the start of the semester.
 - The suggestion was made that the form should be sent to Deans and members of the APPC rather than directly to chairs. This would permit the academic unit to add a cover memo describing the procedures used within that unit.
- ADA Survey update—*Miriam Langsam*
 - During phase 1, a survey was collected by each unit to document accessibility
 - The focus of phase 2 is to determine the appropriate corrective actions for areas that are not in compliance
 - Lillian Charleston has the list of individuals who completed the phase 1 survey
 - This information will be sent to Deans, Directors and Vice Chancellors for verification and to determine if anyone not represented on the list
 - The Dean, Director, VC will determine if the individual responsible for phase 1 will be the person responsible for phase 2
 - The person responsible for phase 2 will identify the corrective actions for the areas not in compliance
 - There will be aid for the contacts to help with plans both in form of suggestions and persons to contact.
 - Phase 2 will begin in February
- Posting of evacuation route information in all campus buildings—*Miriam Langsam*

EMERGENCY TIPS FROM CAMPUS FACILITY SERVICES (CFS) FOR NOVEMBER

From JAG News

This month's topic for "Things You Need to Know from CFS" is Evacuation of People with Disabilities. This information and more is available to you on the IUPUI Public Safety web site at www.police.iupui.edu. Go to the IUPUI Emergency Procedures Handbook section to know more.

Evacuation of people with disabilities who are otherwise ambulatory, such as blind or hearing impaired, should take place normally with other building occupants. They can benefit from an escort and should be provided with one from the class or work area. It should also be noted that a blind person familiar with a building might have superior ability to escape through smoke-filled conditions than a sighted person.

Evacuation of people who are dependent upon equipment for their mobility:

-Do not use elevators unless directed to do so by the fire department.

-Proceed to the nearest safe stairway in the building with a prearranged escort.

-Once the stairs have begun to clear of other evacuating people, enter the stairway and remain on the landing near the door with your escort.

-Make sure that your instructor, supervisor, or other reliable person has been advised prior to leaving the area that you are still in the building and where you are. They then, should notify arriving firefighters or police officers.

-Fire and/or police personnel will come to your location, and, either assist you in evacuation, or, provide you information regarding the necessity of any further action for your personal safety.

-If the stairway becomes smoke filled or unsafe before the arrival of emergency personnel, move back into the building and proceed to another usable stairway. If no other stairway is available, find a room that is safe, close the door and telephone University Police for help (274-7911).

If no phone is available, try to wave a coat or similar large object out a window to gain attention.

- Concerns were expressed about the availability of information to guide responses in emergency situations. Although the information is available both in booklet form and on the web, it is unlikely that either would be helpful in a situation which required rapid action, such as evacuation of a building during a fire. It was also reported that this information is not routinely available to part-time faculty.
 - A link to the electronic version of the information will be placed on the APPC website.
- Information provided by CFS in its November Jag News Emergency Tip on evacuation of people with disabilities was problematic. For example, individuals who are dependent on equipment for mobility are to proceed to a safe stairway 'with a prearranged escort'. To gain attention of rescue personnel, individuals are directed to wave a coat or large object out a window which is problematic in buildings with sealed windows. The number for the University Police is contained in the information, but without postings of the number on telephones and in other locations throughout buildings, it is unlikely that individuals will remember the correct number.
 - Given the prevalence of cell phones, it was suggested that a minimum action plan would be to post the University Police emergency number in all classrooms with directions to call the number for guidance in dealing with any emergency situation.
- Information on evacuation routes is not posted in our classroom buildings.
- These concerns will be sent to Dean Plater for assignment to the appropriate groups for action.

Unit Updates

Admissions

Mark Donahue

- The brochures developed by the School of Science and School of Engineering and Technology are good models

Enrollment Center

Jennifer Pease

- Electronic handoffs of contacts of potential students being made
- If problems, let Jennifer know

Bursar

Michael Cozmanoff

Registrar

Mark Grove

- Washout is 12/28
- Information on low enrolling courses (UG=10, G=6) will be faxed on 1/2

Student Life & Diversity/
Dean of Students

Jeff Vessely

Academic Units

Unit Representatives

New Business and Future Agenda Items

- Contact hour rules/credit hour for web bases courses (at AAC for policy)
- Proposed assessment plan for writing across the curriculum—*Sharon Hamilton*
- Guidelines for development of new majors within existing degrees—*Kim Manlove (March)*
- Proposed change in midterm rosters and the early warning system—*Cathy Buyarski and Mark Grove (January)*
- Policy on Captioning—*Adaptive Educational Services (February)*
- Reflections on changes in role of APPC and what important conversations are not occurring with the suspension of CUL—*March/April*
- Core 40 as admission requirement
- Functions of the Advising Committee-- *Cathy Buyarski (January)*

Comparing Core 40 with IU Trustees' requirements

Subject area	Core 40	Trustees' admission criteria
English	8 credits including Speech	8 credits
Mathematics	6-8 credits including second year algebra	same
Social Studies	2 credits U.S. History 1 credit U.S. government 1 credit World Hist or Geography 1 credit Economics 1 credit any social studies area	4 credits
Lab sciences	2 credits Biology 2 credits Chem or Physics 2 additional credits from Biol, Chem, Earth space or Advanced sciences	2 credits
Additional credits	8 credits selected from above or Arts, Computers, Career area or Foreign Languages	4 credits from above or foreign language or computer science courses
	2 credits from any course offered at school	N/A
PE/Health	1 credit PE 1 credit Health	N/A

For a more detailed discussion of Core 40, see the ICPAC webpage
<http://icpac.indiana.edu/planners/core40a.html>

The primary differences are in the social sciences and the lab sciences. Core 40 requires 6 units of social studies in specific courses, while the IU requirements are 4 units with no specification of courses. Core 40 requires 6 units of lab sciences in specific courses, while the IU requirement is 2 units with not specification of courses.