

IUPUI
Academic Policies and Procedures Committee
Minutes
Friday 3/5/04
1:00—3:00

NOTE ROOM LOCATION—UC2110

Minutes

- The 2/6/04 minutes were accepted as distributed

Announcements

- Items from the Chair
 - Search and Screen Committee appointed for Mark Grove position.
 - Naser Paydar is chairing the committee.
 - Please contact individuals to help us identify the best candidates
 - Information available at <http://registrar.iupui.edu/registrar-search.html>.
 - Search and Screen Committee appointed for Mary Grove position
 - Ken Rennels is co-chairing the committee

Academic Affairs Committee Report *Betty Jones, Chair*

- Betty has met with Ken Rennels for the transition as chair of AAC.

Items for Review, Discussion, or Action

- Update on SIS
 - Report on Phase 4 Implementation on Feb 28-29
 - A. Academic Advising and Other Related Services
 - 1. Grade functionally that maintains two GPAs which matches current UFC grading policies
 - 2. Admissions and Advising data, including Service Indicators
 - B. Student Records
 - 1. Student Registration via the web
 - 2. Student Update Capability for address information including non-IU email
 - 3. Registration Permissions and Waitlists
 - 4. Advising and Other Related Services
 - C. Student Financials
 - 1. OneStart “Bursar” channel for both Students and Administrative staff
 - 2. Departmental Fee Remissions
 - D. Financial Aid
 - 1. Key processing data
 - 2. Communication functionality for students and parents
 - E. IU Information Environment (IUIE) report objects and data to support the above business processes implemented as part of Phase 4
 - F. Student Registration
 - 1. Pilot registrations will take place at IU East on Wednesday, March 3, and at IUPUI on Wednesday, March 10. These will be important tests of the registration process.

2. The early registering campuses (East, Kokomo, and IUPUI) have not been able to notify students of their registration appointments on the same schedule as previous years. We anticipate that the communications to students will be sent during the second week of March.

3. Campus Registration Dates:

Bloomington	April 5-30
Columbus	April 4-7
East	March 15-18
IUPUI	March 23-April 2
Kokomo	March 22-25
Northwest	March 29-31
South Bend	April 5-9
Southeast	March 31-April 23

- Phase 5: (May 22, 2004) Student Financials “big bang” implementation. The bulk of the Student Financial module configuration, setup, and new business processes will be implemented in preparation for batch and online assessment and billing. Also includes Financial Aid packaging and awards for SSACI.
 - Phase 6: (July 31, 2004) Student Records functionality to support start of fall 2004 classes (e.g. census reporting, class rosters, transcripts); Financial Aid will include disbursements for fall 2004; Academic Advising degree audits and exception processing.
 - Phase 7: (October 2, 2004) Student Records final grades, degree processing, etc.
- IUPUI SIS information website—*Mark Grove*
- <http://registrar.iupui.edu/sis-web/index.shtml>
 - Web site Enrollment Services has put together to provide information on the transition to SIS/OneStart. The site provides details from each of our offices on the new tools and when to use them. Wherever available, we've added links to training and procedural materials. There is a useful glossary and links to other information about the project.
 - We've focused in the near-term on providing information of use for advising and to provide faculty and staff an idea of what students will see in OneStart when they register.
 - From the Registrar and Registration link at the top of the page you will find a number of pages on such things as how to search for course offerings, the successors to authorizations and checklist, and registration proper. On the Registration link we explain the basic process and provide a PowerPoint presentation of how a student will register for classes.
 - We continue to update the site and will be adding faculty-specific information, such as obtaining rosters and how grading will work as we move into those phases of the project.
 - Please share the site with everyone in your school and send suggestions for things we should add or change to Mark Grove.
- Distributing University ID # to students—*Mike Donahue/Mark Grove*
 - The UID # will be included in the admission letter for new students

- The UID # will be included in the registration appointment letter for continuing students
 - Students with active user ids and passcodes will not need UID # to register
 - Students can find their UID # in the self service functions of OneStart
- Update on revisions of Code of Student Conduct—*Rick Ward*
 - Each campus worked on revisions which resulted in multiple versions
 - The intent is to bring together all the campuses with summer to generate a single version
- Draft of Demonstration Policy—*John Jones*
 - The latest draft is attached.
 - No additional suggestions were generated.
 - The next step will be for the document to be reviewed by legal counsel.
- Academic Integrity—*John Jones*
 - A committee has been formed to assess the IUPUI cultural of academic integrity
 - We need to look at how we can promote academic integrity
 - IUB has implemented an Honor Pledge as part of the Freshman Induction Ceremony
 - IUPUI is considering options such as an Academic Integrity Week.
- Information on new SAT—*Mike Donahue*
 - The new version of the SAT will be administered beginning March 2005
 - Note the following changes
 - Score range will change from 400-1600 to 600-2400. This has implications for our publications where score changes are cited for admissions or scholarships.
 - Bulletin copy should be reviewed and appropriate changes provided to Mark Grove.
 - IUPUI will require the essay portion of the test. The essay will be scored from 1 to 6. A score of 0 means a student did not write the essay or did not cover the essay topic.
 - The verbal section name will be changed to Critical Reading and types of questions will be changed.
 - The math section will change content of test questions.
- Information in students' OnCourse profile that may not be appropriate—*Jane Lambert*
 - Jane raised a question about what control the instructor can have over the content that students place in their individual student profile within OnCourse
 - The consensus was that OnCourse is a learning tool and that the instructor can set a standard on what can be included.
- Preparation for items for April
 - Rick Ward will collect unit policies on the following topics for discussion at the April meeting
 - Policies on retaining student work
 - Policies on retaining student evaluations of faculty
 - Please send the information to Rick

Future Agenda Items

- Adult Learner Focused Institution Coalition (ALFI)—*Amanda Zimmerman*
- April--Diversity Recruitment Initiatives—*Kim Stewart-Brinston and Felica Ahasteen-Bryant*

- May—Parents/spouses contacting offices for information about students—*Joe Kuczkowski, Mark Grove, Joe Scodro*

Meeting Dates and Locations

4/2 UL 1126

5/7 UL 1126

DRAFT

Demonstrations/Rallies/Public Discussion/Parades

The freedoms of speech and assembly are basic and essential to intellectual growth and development. However, these activities are subject to the well-established right of colleges and universities to regulate time, place, and manner of expression so that the activities do not intrude upon or interfere with the academic programs and administrative processes of IUPUI.

IUPUI has designated the campus area immediately east of Wood Fountain as the location where students and/or student-sponsored individuals may assemble and engage in speech activities without prior administrative approval. At this location, anyone may express any point of view on a subject with or without advance notice, within the limits of applicable laws and regulations. Other areas of the campus may be used with prior permission in accordance with institutional rules.

The sponsoring student individual, group, and/or organization should make clear that the organization itself is extending the invitation and that the views expressed by any speaker are not necessarily the position of IUPUI.

Requirements:

A basic general requirement for staging a demonstration, rally, public discussion, or parade is that the activity must not interfere with academic programs or other scheduled functions of IUPUI.

- A student or student organization may use the area immediately east of Wood Fountain, which have been previously designated for 1) public discussion without prior permission and 2) peaceful assembly or demonstration without prior permission.
- Sound equipment may be regulated to prevent interference with academic programs or other officially sponsored activities.
- For areas that require prior approval, demonstrations, rallies, public discussions, and parades must be registered through the Office of Campus and Community Life 7 days in advance of the event so that all departments of the University involved with the scheduling of such events can be properly notified. Groups and individuals must complete a special events notification form and pick up their event permit from CCL on the day of the event. This form will notify departments across campus of your event and the permit will indicate approval to any concerned party.
- In the event that more than one demonstration or rally is planned for the same area, the one that is properly registered and is scheduled first will have priority.
- The area immediately east of Wood Fountain is reserved for demonstrations and rallies. If a student group wishes to consider other areas of the campus for similar activities, a proposal must be approved with the Office of Campus and Community Life or the Office of the Dean of Students.
- If demonstrations, rallies, public discussion, and parades are to be sponsored by student organizations off the campus, such plans should be approved with the Office of Office of Campus and Community Life or the Office of the Dean of Students, and proper arrangements must be made with the appropriate community or county officials.

Written Request

In order for IUPUI to accommodate a request for staging a demonstration, rally, public discussion, or parade a student, student group, or organization must submit a written request to the Office of Campus and Community Life.

- The request must contain the necessary information concerning the proposed use of the university facility/space and a certification that the organization will use the facility/space in accordance with the university's rules and regulations.
- The written request must state as accurately as possible the number of persons expected to participate in the proposed activity.
- The written request must contain a statement that the student group or organization will assume responsibility for the use and proper care of the university facility/space during the proposed activity.

Violation

In cases of non-compliance, the student, student group or organization and/or individual members may be subjected to disciplinary action pursuant to the Code of Student Rights, Responsibilities, and Conduct.