

**IUPUI**  
**Academic Policies and Procedures Committee**  
**Minutes**  
**Friday 9/5/03**  
1:00 – 3:00

**Welcome and Charge from Dean Plater**

- Thank you for your service on APPC
- Implementation of SIS/SES is a priority item this year
- Admission and enrollment data is encouraging
  - Retention is improving (~9% in 3 years)
  - Need to start thinking about the composition of the student body and what we need to do strategically to reach our goals
- State is rethinking education in developing the Framework for Postsecondary Education in Indiana PK-16
  - Anticipate action by ICHE in October
  - Think about our relationship with high school. How should we be serving students before they graduate from high school?
- Transfer of students from other institutions important
  - Need to reexamine policies on credit transfer, credit for life experiences, testing
- Lilly endowment funding opportunity focused on economic opportunities for college graduates to increase the retention of college graduates in Indiana University
  - Proposal will be circulated to APPC for feedback
  - Need to consider how to use community as part of the learning experiences—co-op, service learning, internships
  - Proposal includes creation of Solution Center which will be the ‘front door’ for the community to access resources at IUPUI
- Development of Bepko Scholars Program occurring with first students entering fall 04
  - Will be distinct from Honors Program although related
  - Ted Mullen will provide leadership
  - Information will be distributed as it is developed

**Announcements**

- Items from the Chair
  - Use of SSN as identifier
    - Academic units that use SSN as an identifier for students within information systems independent from SIS, but which rely on information extracted from IUIS need to consider that when information is extracted from IUIE, SSN will no longer be used as the student identifier.
    - The University Identifying number (UID) will need to be treated with the same level of security as the SSN

**Academic Affairs Committee Report—Ken Rennels, Chair**

- Agenda for this year includes
  - Probation, dismissal, reinstatement policies
  - ICHE criteria to eliminate infrequently taken courses
  - Concept of a single summer semester with the same qualities as the fall and spring semester

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

- Update on SIS
  - Deferrals of requests of changes of academic structure will be implemented September 12. See appended information for more details

- Academic advisors will need safeword cards to access information within SIS beginning in Jan 04.
- 18 month roll out started in July
- Transfer credit within SIS scheduled to go live in SIS in October. Information will be used for enrollments for Fall 04
- Registration for Summer 04 will occur in the legacy systems
- A website is being developed for SIS information. The url will be distributed as soon as it is available.
- Update on SES
  - Indianapolis based staff are located off campus. Functions include SES administrative staff, Training, Admissions related staff, SIS Help Desk, and part of the Financial Aid SES staff.
  - Training of academic unit staff for schedule of classes for Fall 04 will be starting
- SAT/ACT writing components
  - SAT will be adding a writing component as a standard part of the exam. ACT will offer a writing assessment for an additional fee.
  - IUPUI is part of the validation study process for the SAT
  - When further information is available, IUPUI will consider whether or not the writing assessment could be used for placement decisions.
  - End of course assessments are being discussed for Indiana high schoolers in Core 40 courses. When more information is available, discussions will occur on the use of this assessments for placement purposes
- Review of new degree proposal--Bachelor of Science in Forensic & Investigative Science
  - Abstract of proposal is appended
  - Recommendation of review subcommittee, led by Nasser Paydar, is appended. The subcommittee recommended endorsement of the proposal
- Criminal or disciplinary history disclosure review procedures—*Mike Donahue*
  - See appended information
  - Approval received for modification of the specification of the members of the fact finding committee
- Admission/Enrollment update
  - Information was distributed
  - Information available through the Registrar's website
    - Registrar.iupui.edu/appc
    - User name = appc
    - Password = appc

### **Unit Updates**

Admissions	<i>Mike Donahue</i>
Enrollment Center	<i>Jennifer Pease</i>
Bursar	<i>Ingrid Toschlog</i>
Registrar	<i>Mark Grove</i>
Student Life & Diversity	<i>John Jones</i>
Academic Units	<i>Unit Representatives</i>

### **Future Agenda Items**

- Washout procedures
- Policies and procedures related to transfer of students from other institutions
- Visiting student requests for admission after the beginning of classes

### ***Meeting Dates and Locations***

10/3 UL 1126

11/7 UL 1126

12/5 UL 1126

1/9 UL 1126

2/6 UL 1126

**3/5 UC2110**

**Note ROOM CHANGE**

4/2 UL 1126

5/7 UL 1126

**FROM: Don Hossler and Becky Porter**  
**SUBJ: PeopleSoft Student Information System Implementation**  
**Academic Structure Deferrals**  
**DATE: 8/21/03**

Between August 2003 and December 2004, the remaining modules of the PeopleSoft Student Information System (SIS) will be implemented. This includes the implementation of the processes for registration and records, academic advising, student financials, and financial assistance/aid. At every step of this initiative, we have attempted to minimize the costs of implementation. Our budget is significantly less than the implementation costs of many of our peer institutions. This is an intentional decision; we have sought to minimize the costs that would be passed on to the academic units. Our efforts to constrain costs included a phased implementation strategy that reduces the costs of developing interfaces with our legacy systems. Every decision, however, has some trade-offs. Our phased implementation strategy means that only minimal changes can be made to the **academic structure** (the basis of the relational database structure of the SIS) or the cost of the next phase of implementations will increase significantly because more staff would be required. Changes in academic structure have an impact not only on establishing the new business processes for the SIS system, but also on data conversion efforts, the IUIE, the Apply Yourself application, as well as countless shadow systems.

For these reasons we are asking all academic units to defer requests for changes in their academic programs that would result in changes to the structure of the SIS until January 2005. The following types of changes will be especially difficult and hence costly, to make:

- Changing the organizational structure such as adding or merging schools and/or departments.
- Moving an academic program from one school or department to another.
- Combining two existing majors or minors into a new academic program, changing a minor to a major, or making any other adjustments to existing majors and minors.
- Changing the abbreviated name (code) of a major or minor, school or program.
- Naming pre-existing (defacto) minors or certificate programs that had never been formally named or identified in the past.

Some changes, however, have less impact on the PeopleSoft modules and potentially can be implemented slowly during this time period. These include changes in the full name of programs or adding a totally new graduate program, major, or minor that does not have any impact on students currently in our systems.

This delay in implementing changes in the academic structure begins on September 12, 2003, and will remain in place until January 2005. If you have questions about whether or not a change that your campus or academic unit was planning on making is the kind of change that would have a major impact on the academic structure, please contact your campus' Academic Structure Point of Contact or the SIS Academic Structure Lead.

**Campus Academic Structure Point of Contacts:**

BL	Pat Wheeler, Mary Beth Myers
CO	Tom May, Susan Montgomery
EA	Dennis Hicks, Angela Belcher
FW	Patrick McLaughlin
IUPUI	Tom May
KO	Holly Hamilton
NW	Peter Kesheimer

SB                    Michael Carroll  
SE                    Jan Williamson  
USSS     Janet East  
SIS Academic Structure Lead - Dennis Hicks

**Please forward this communication to your respective staff and co-workers as appropriate.**

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ABSTRACT  
Bachelor of Science in Forensic & Investigative Science  
to be Offered by Purdue University, IUPUI, Indianapolis

Objectives:

The purpose of the proposed Bachelor of Science degree in Forensic & Investigative Science is to address two pressing needs in the State of Indiana: 1) the need for college graduates trained in forensic science, and 2) the need for a degree program that will satisfy increasing student interest in forensic science. By addressing these needs, this program will enhance teaching and learning on the IUPUI campus and foster collaborations between IUPUI and law enforcement agencies in Indiana. Furthermore, this is an interdisciplinary program that will create strong ties among three IUPUI schools: Science, Law, and Public & Environmental Affairs.

Clientele to be Served:

Forensic science is widely used in the U.S. criminal justice system to confirm or refute links between suspects, victims, weapons, and crime scenes. This has created the demand for people working at all levels in the field of forensic science. In addition, the American Society of Crime Lab Directors has recommended four years of baccalaureate training in forensic science for all crime lab personnel. However, no baccalaureate degree program in forensic science currently exists in the State of Indiana. Because of this void in higher education, Indiana students interested in pursuing a career in forensic science must go out-of-state for undergraduate training in this field. A B.S. degree program in Forensic & Investigative Science at IUPUI will keep these students in Indiana, where they are likely to seek employment upon graduation.

Curriculum:

The proposed degree is a 124 credit hour program based on a core curriculum that includes coursework in the biological, chemical, and physical sciences, coupled with courses in psychology, computer and information science, ethics, statistics, and criminal justice. The curriculum consists of 102 credit hours of general education courses and courses in the major, and 22 credit hours of electives and courses in a required 'concentration'. Concentration courses were selected to give students a focus in criminal justice, environmental science & health investigation, forensic biology, forensic chemistry, forensic computing, or forensic psychology. The proposed degree program features several innovative courses, including a junior/senior integrator course in Law and Forensic Science to be offered by the School of Law and a capstone internship at the Indiana State Police Forensics Laboratory or the Indianapolis-Marion County Forensic Services Agency.

Employment Possibilities:

The Indiana State Police Department will hire approximately 70 technicians over the next two years. Furthermore, the American Academy of Forensic Sciences and the American Society of Crime Lab Directors list 90-100 job opportunities in forensic science on their web sites. Therefore, students graduating from the proposed degree program will have many opportunities for employment at local and national forensics labs. Other possibilities exist as well, including employment with government agencies (EPA, Homeland Security, USDA), utilities, real estate developers, and other entities that analyze food, soil, air, and/or water quality. A number of program graduates will also opt to pursue professional or graduate training in law, medicine, or various aspects of forensic science (e.g., forensic psychology).

# Academic Policies and Procedures Committee

## Review of B.S. in Forensic and Investigative Science

September 5, 2003

- 1. Does the program description clearly describe the new degree?** Yes, the program is clearly and completely described.
- 2. Does the statement of the program's goals and objectives clearly differentiate this degree from other degrees at IUPUI?** Yes, the program is adequately differentiated from other degree programs.
- 3. Are the admission requirements and enrollment restrictions consistent with other IUPUI programs?** There are no enrollment restrictions in this program (beyond the presumed prerequisites for courses) and admission requirements are the same as the admission requirements for School of Science.
- 4. Are the degree requirements consistent with other IUPUI programs?** Total credit hours, general education, and major requirements seem reasonably consistent with other programs. Differences with other programs include a required capstone internship (1 credit hour) at Crime Lab and a required integrator course to be offered during the summer before the senior year. A number of concentrations are offered. Students select an area of concentration in addition to the 50 hour major. There are very few hours in the humanities and communication studies in this curriculum (approx. 20) – very intensive study in the major fields (science and criminal justice).
- 5. Is the sample curriculum consistent with similar IUPUI degree programs?** B.S. in Criminal Justice requires more social science; B.S. in Science requires foreign language proficiency. This curriculum is otherwise consistent with the curriculum of a B.S. degree in the school of science.
- 6. Does the curriculum have potential positive or negative impact on the enrollment in the courses or degrees in other academic units?** This is a very specialized field of study and would have little impact on most degree programs. The special nature of the program will attract students that may otherwise not matriculate at IUPUI. Students by taking electives, humanities, and social science courses in this curriculum, which are generally offered by other programs at IUPUI, positively impact the enrollment at the campus.
- 7. Will the faculty resources dedicated to the program have positive or negative impact on other academic units?** The program is projected to have 35 students to begin with. If the program grows, it may be necessary to hire more adjunct faculty to cover multiple sections of courses or introductory courses as faculty are diverted to upper level courses in the major.
- 8. Does the program rationale support the institutional need for the degree?** There does not appear to be another program in forensic science in the state of Indiana. Purdue University offers a 3 course series in forensic science but this does not lead to a minor or

any other credential. These courses appear to be offered jointly by the School of Health Sciences and the Department of Entomology. Purdue mentions planning for a minor in this area if sufficient demand exists (April 2002 *Inside Purdue* article).

9. **Is it likely that this degree will compete with existing degrees for students?** I would anticipate that some criminal justice students, and some science students, would switch to this degree program if it were available.
  
10. **Is the program evaluation plan consistent with the learning outcome assessment strategies used by other IUPUI degree programs?** It will be very important to conduct an annual financial analysis of this program. With reduced resources at the campus level, classroom space at a premium, and the need for increased efficiency at all levels of operations, this program will need to establish itself quickly. Additional faculty will need to be hired to support the quality of the program and other programs on campus are not able to hire faculty as needed.

## Criminal or Disciplinary History Disclosure Review Policy

### Background

~~We have been mandated by President Brand to ask freshman applicants to IUPUI to inform us if they have a previous criminal history. In addition we were to ask transfer students if they have a previous criminal and/or disciplinary history.~~

Freshman applicants to IU campuses are required to disclose any criminal history. Transfer students are required to disclose any criminal history and/or disciplinary actions taken at another institution of higher education.

### Procedures

1. When a prospective student provides a letter describing past criminal or disciplinary history, the Director of Admissions will review the letter and consult with ~~the Bursar and the Registrar~~ two senior Enrollment Services staff serving as a fact-finding committee. Within 5 working days, this fact-finding committee will decide that (a) the facts presented are not significant enough to warrant further review and consideration for admission can proceed ~~therefore there is no for holding up admission because of the past activity described~~ or (b) the facts presented require referral to a review committee. In either case, the Director of Admissions will notify the student that the letter was received and the results of the review of the fact-finding committee.

2. In instances where the fact-finding committee determines a review is necessary, the Director of Admissions will notify the prospective student that the case is being referred to a review committee and the student may provide additional written information if he or she so desires.

- a. The review committee shall consist of an Academic Department Chair, a senior member of the Student Affairs division, and a professional staff member from Enrollment Services who is not a member of the Admissions Staff. If needed the Director of Admissions will obtain additional information from IUPD or the college/university Student Services offices where the student previously attended.
- b. Within 14 working days the committee will make one of the following admission decisions:

1. Deny admission
  2. Grant Unconditional admission
  3. Admit without privileges of living on campus
  4. Grant conditional admission with stipulations restricting access to specific areas of the campus. This may include the freedom to attend specific events and activities or to join certain organizations on campus. These conditions could be applied for time periods ranging from one semester to until the student graduates.
- c. In all instances where a student is admitted with such conditions, any violation of the campus disciplinary code after matriculation could lead to immediate disciplinary action including suspension and expulsion from IUPUI.
3. Should the applicant wish to appeal the decision of the review committee, he or she can file a formal appeal in writing to the Director of Admissions. This appeal must be filed within 10 calendar days of the mailing of the letter. When the appeal is submitted, the Director will send the appeal and all documents to the Vice Chancellor for Student Life and Diversity (or designee), a school official such as an associate dean for student services from the IUPUI school to which the student is a candidate for admission), and the IUPUI Registrar (or designee). Those members will review the case and make a final decision regarding the appeal. At the discretion of the Appeal Committee, they may consult with the Criminal Justice department at IUPUI or the IUPUI Police Department. The Appeal Committee will send a letter of notification to the student of the final decision. Copies will be sent to the Director of Admissions.
  4. The Director of Admissions will prepare an annual report to be presented to APPC. The report will summarize the cases for the past year including the number of cases reviewed, the nature of the offenses.