

**IUPUI**  
**Academic Policies and Procedures Committee**  
**Minutes**  
**Friday 10/03/03**  
1:00 – 3:00

**Note Room Location—**UL 1126

**Minutes**

- The 9/5/03 minutes were approved.

**Announcements**

- Items from the Chair
  - Changes in the Office of Student Financial Aid—
    - Susan Pugh has been named as Interim Executive Director, Student Financial Assistance-SES, Indiana University and Interim Assistant Vice Chancellor for Enrollment Services-Financial Aid, IUPUI
    - Kathy Purvis is Acting Managing Director of the Office of Student Financial Aid, IUPUI and Interim Associate Director, Student Financial Assistance—SES, Indiana University
    - An internal search for the Managing Director position at IUPUI is being conducted
    - A search for the Associate Director at IUPUI will be conducted once the Managing Director position is filled.

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

- The AAC has not yet met.

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

- Update on SIS
  - Request for academic unit review of transfer course equivalencies—Carla Boyd presented:
    - What the course catalog screen will look like in SIS
    - Academic units need to be sure that course equivalency information has been correctly identified based on the information in the legacy system. This information is critical for degree audit processes and prerequisite checking.
    - Suggested that the unit degree audit coders would be helpful in the academic unit review of the course equivalencies
  - Information on SIS available at new website
    - [Sisinfo.iu.edu](http://Sisinfo.iu.edu)
  - No touchtone registration will be available for spring
    - Past users of touchtone registration have been notified
  - Summer registration will occur in legacy
  - Fall registration will occur in SIS via the web
- Update on SES
  - Are still hiring individuals to fill positions. Process should be complete in Indianapolis in next 4-6 weeks
- Update on the Bursar's Office—*Ingrid Toschlog*
  - October 15, 2002 Bursar staff moved to off campus location
  - July 2003 cashier functions transitioned from Bursar to Financial Aid staff to provide one stop service

- Student correspondence with the office should occur via email (preferred) or phone
- Payments can be made via
  - **QuikPAY™** web payment site <http://bursar.iupui.edu/QuikPay.htm>
  - WebACH (Automated ClearingHouse) <http://bursar.iupui.edu/ach/>
  - the drop box located in the first floor lobby of Cavanaugh
  - in person at the Financial Aid/Cashier stations in Cavanaugh
- Online credit card payment should be available in the future
- Hours—
  - 8:00 am to 5:00 pm, Mon, Tues, Wed, and Friday
  - 9:00 am to 5:00 pm, Thurs
- See website for additional information
  
- Washout procedures—*Mark Grove*
  - Payment dates are the issue
  -
  
- Scheduling classes for the fall—*Mark Grove*
  - Training on scheduling processes is occurring
  - Process for scheduling fall 04 classes will probably use the legacy forms rather than the PS process
  - Scheduling spring 05 classes will use the PS process
  - Refresher course will be scheduled in May

### **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>

### **Other Announcements**

#### **Future Agenda Items**

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
<b>3/5</b>	<b>UC2110</b>
4/2	UL 1126
5/7	UL 1126

**Note ROOM CHANGE**

DRAFT