

IUPUI
Academic Policies and Procedures Committee
Minutes
Friday 12/05/03
1:00 – 3:00

Minutes

- The 11/07/03 minutes were approved.

Announcements

- Items from the Chair
 - We need an all out push to inform students that they will need to have and use their network ids
 - Email as an official communication
 - The statement on the use of email as an official communication media for Indiana University was distributed to the APPC prior to the meeting and is attached to the minutes.
 - The web address for the statement is <http://registrar.iupui.edu/iu-email.html>
 - As part of the discussion, individuals were reminded that responses to email requests for information should be sent to the student at the IUPUI email address to assure that the information is being sent to the student and not someone posing as the student. Remember the FERPA constraints.
 - Proposal for BS in Environmental Science from Science
 - According APPC procedures, the proposal will be sent to a subcommittee of APPC members for review with a report provided to the APPC at the next meeting.
 - (Subsequent to the meeting, a subcommittee composed of Donna Boland [convener], Emily Hernandez, Ken Rennels, and Ted Mullen were asked to review the proposal.)

Academic Affairs Committee Report *Ken Rennels, Chair*

- Ken was not able to be present. AAC is working on finalizing the wording of the procedure statement on Probation, Dismissal, and Reinstatement
- The form for submitting a Petition on Reinstatement, which originated in University College, needs to be revised to serve as the format for all academic units.
 - UC has a \$50 fee associated with submission of the form to cover the costs of the reinstatement process including validating the student's parking, the provision of workshops, etc.

Items for Review, Discussion, or Action

- Update on SIS
 - For discussion, but not action--One recommendation is that the practice of mailing grades to students be discontinued; grade information will be available via self service within the SIS.
 - In order for this to be implemented, the grade information available via self service will need to be modified so that student identifying information prints on the grade report. This will permit the student to use the printout as documentation for situations such as applying for a good student discount on car insurance.

- Also under consideration is cessation of printing of the schedule of classes or only printing the text portion and referring the students to the web for the listing of classes.
 - Academic advisor training
 - Units have been asked to submit the names of individuals who will require different levels of access to information for academic advising related activities
 - The trainer the trainer process is moving ahead with the current focus on the 'power users'.
 - Decision making processes and contingency planning
 - The SIS project staff conducted a planning process to identify dates for key decisions and the potential contingency plan if components were not ready by the specified time.
 - A similar process is being conducted from the functional office perspective.
 - During the week of January 19, a review of the status of each of the SIS modules will be conducted. While it is possible that a particular component would be so far behind schedule that the decision would be made to delay implementation for a year, it is unlikely that this would be the outcome of the review process. The staff remains committed to completing the implementation on the current schedule.
- Altering the start times of classes to improve class room utilization—*Mark Grove*
 - Discussions of alternative start times for classes are beginning to enhance class room utilization. For example, twice a week classes could start at 8:30 rather than 8 am to increase the attractiveness to students and decrease the pre 8am morning traffic flow. One day/week evening classes could start at 6 pm rather than 5:45 to improve the traffic and parking pressures in the evening.
- Policies and procedures related to transfer of students from other institutions—*Mike Donahue*
 - Recommendations will be brought to APPC in January to try to facilitate the process of evaluating transfer credits since the new SIS procedures have lengthened the staff time for the process.
- Visiting student requests for admission after the beginning of classes—*Mike Donahue*
 - Based on input from faculty, the policy has been to deny requests from individuals requesting admission as visiting students after the start of classes; however, no formal statement exists.
 - Mike will draft a statement of the practice for review by APPC.
- January meeting date
 - Since the January meeting was scheduled for 1/9 which is the Friday before the first week of classes, the decision was made to change the next meeting to **January 16th 1:00 – 3:00 pm in UC 2110**

Unit Updates

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

Other Announcements

Future Agenda Items

- Adult Learner Focused Institution Coalition (ALFI)—*Amanda Zimmerman*

Meeting Dates and Locations

1/9 UL 1126

2/6 UL 1126

3/5 UC 2110 Note ROOM CHANGE

4/2 UL 1126

5/7 UL 1126

Indiana University Use of Email as Official Correspondence with Students December 3, 2003

Introduction

At Indiana University, there is an increasing need for fast and efficient communication with currently enrolled students in order to conduct official business at the University. Students tend to communicate extensively through electronic mail. Each student is issued a University network ID and email account for use throughout the time the student is registered for classes at the University. Accordingly, email is an available mechanism for formal communication by the University with students. If a student chooses to forward his/her mail to another email address (AOL, Hotmail, departmental server, etc.), the student's primary campus email address remains the official destination for official university correspondence.

The following policy is consistent with the Bloomington Faculty Council "Mass Email Procedures and Restrictions" as well as policies and procedures established by the Office of the Vice President for Information Technology and Chief Information Officer.

Policy

Email shall be considered an appropriate mechanism for official communication by Indiana University with IU students unless otherwise prohibited by law. The University reserves the right to send official communications to students by email with the full expectation that students will receive email and read these emails in a timely fashion.

Assignment of Student Email

Official university email accounts are available for all registered students. The domains for the addresses vary according to campus (e.g., indiana.edu for IU Bloomington, iupui.edu for IUPUI Indianapolis, iun.edu for IU Northwest). Official university communications will be sent to students' official university email addresses.

Students are expected to check their email on a frequent and consistent basis in order to stay current with university-related communications. Students must insure that there is sufficient space in their accounts to allow for email to be delivered. Students have the responsibility to recognize that certain communications may be time-critical. Students will not be held responsible for an interruption in their ability to access a message if

system malfunctions or other system-related problems prevent timely delivery of, or access to, that message (e.g., power outages or email system viruses).

Forwarding of Email

Students who choose to have their email forwarded to a private email address outside the official university network address, do so at their own risk. The

University is not responsible for any difficulties that may occur in the proper or timely transmission or access of email forwarded to any unofficial email address, and any such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to students' official IU email addresses.

Course Related Use of Email

Faculty may assume that a student's official university email is a valid mechanism for communicating with a student, although faculty should exercise caution about including sensitive data, such as grades, in an email. This policy will ensure that all students will be able to comply with course requirements communicated to them by email from their course instructors.