

**IUPUI**  
**Academic Policies and Procedures Committee**  
**Minutes**  
**Friday March 4, 2005**

**Minutes**

- The minutes from the 2/4/05 meeting were distributed electronically. No changes were requested.

**Announcements from the Chair**

- Fall International Admissions Update (based on 2/21/05 data)
  - Undergraduate applications are up 32%. Offers of admission are up 136%. March 1 is the priority application deadline.
  - Graduate applications had been up 10-15% but have now leveled off to 1% over last year. Offers of admission processed are up 48%.
  - We are processing much more efficiently this year because last year we were implementing Onbase in this timeframe.
  - Note that OIA reports include both foreign applicants and US residents with foreign educational backgrounds. At census we prepare a more detailed analysis of the applicant pool.
- Undergraduate admissions
  - For fall we are up 7% in freshman applications and up 10% in offers of admission. African American applications are up 34% and admissions are up 46%. Other minority groups are even. As we have done since 1999, we have raised admission standards each year. Thus for the fall we will see a slow decline in our “current gains” for offers of admissions. Many students applying now will be held for final grades because they are on the “bubble” in terms of our admission criteria. Their grades will determine whether we can admit or need to defer.
  - For fall transfer applications are up 4% and admissions are up 23%.
  - For summer we have received 278 freshman applications. (370 [final counts] were received for both sessions last year). We have admitted 151 (final counts last year totaled 252).
  - For summer we have received 438 transfer applications (1043 [final counts] were received for both sessions last year. We have admitted 290 (final counts last year totaled 884).
- The reports from the SES consultants were due to the President on 3/1. No additional information is available at this time.
- Mary Beth Myers introduced one of the new staff in the Office of the Registrar--Michael Kleinman, Associate Registrar
- Mike Donahue reminded individuals when writing the text for the New Bulletin that the new SAT has a total score of 2400
  - References to the total score should be revised
- Office of UG Admissions has emailed all graduate nondegree students who only took UG classes this semester to tell them of the process for changing their status so they can pay UG fees for subsequent semesters
  - Additional information will be sent to the academic units in the next couple of days

### **Academic Affairs Committee Report** *Betty Jones, Chair*

- AAC is currently reviewing the latest version of IUPUI PULs
- The policy on Graduation with Distinction is being reviewed to determine if the approach of using percentages is felt to be equitable
- The committee is considering the development of an at all campus policy on Probation and Dismissal
- Faculty Council approved the amendment to the UFC policy to permit the faculty of the discipline to approve the transfer of courses from 2 year as equivalent to IUPUI courses above the 200 level
- EPC is circulating the proposed IU General Education requirements to the campuses for comment
- EPC is looking at the university wide Admission policy
- Rick Ward asked if AAC could look at the issues related to the disadvantage for intercampus vs. external transfer students since intercampus transfer students bring their IU GPA with them.
  - These issues will be considered by the IUPUI Transfer Working Group with recommendations sent to AAC for consideration

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

- LESSONS LEARNED FROM FALL 2004 GRADES SUBMISSION PROCESS *Mary Beth Myers*

Oncourse **Submit Final Grades** AND click **Continue** caused the bulk of the challenges for submitting grades via Oncourse. The explanation about the **Continue** button is clear, but it is human nature to click the **Cancel** button because the user has assumed they have submitted their grades and they are now Canceling out of Oncourse.

- We will want to emphasize this more clearly in instructions
- Pursue update for Oncourse CL grade entry
- Registrar will closely monitor reports of grades saved by not submitted via Oncourse (timing on this is important; this state is perfectly legitimate early in the grading cycle).

No confirmation is received back from SIS Onestart load. User changed to **Approved** Status and **Save** but there is no confirmation.

- Will emphasize this and let instructor know they can check the roster the following day (after the nightly post) and see the grades are posted.

Using Guest accounts in Oncourse all semester but can't get to Final Gradebook with only a guest account.

- Instructor needs to get valid network ID and password through UITS (itaccounts) in preparation for final grades.

Let all faculty know how easy it is for students to look up their UID. One faculty member was faced with many students asking him to tell them their UID.

- Will add to FAQ how students can find their UID

Grading Basis problems. SF should have been graded; graded should have been SF; GR1 should have been GR2.

- Registrar will emphasize again how critical this is to be correct before rosters are created. This was done last semester but think departments now realize how critical it is that this be correct.
- Once final grade rosters are generated, changing the grading basis is a 12-step process!

*If you find a course that is not set up correctly, contact Ellen Ritchey or Mary Anne Black so that the corrections can be made.*

Incorrect instructor listed on Schedule of Classes for the course.

- Registrar will again emphasize how critical it is for this to be correct.

Difference between I and R grades unclear for some instructors. Most often, "I" is just fine but kept attempting to enter an "R."

- Will clarify difference on the FAQ and website

- FN GRADE UPDATE *Mary Beth Myers*
  - The proposal for revisions of the FN grade were discussed. (NOTE: Subsequent to the meeting, the FNU grade option was eliminated.)
  - The proposal was that effective Spring 2005, there would be 3 valid choices for the FN grade
    - FNN = FN and student never attended
      - There is no evidence that the student attended any classes
    - FN with last date of attendance (as usual)
      - This would be the last date that the faculty can document that the student was in attendance, such as submit an assignment, take a quiz, etc
    - FNU = FN and last date of attendance is Unknown
      - Concerns were raised that all the faculty use this option because it is easy
      - This option means that there is evidence that the student attended, but it is not clear when the student stopped attending
      - Use of this option will require the Financial Aid Office to work with the student to determine the last day of attendance

- The last date of attendance provides a substantive impact on the financial aid payback the student will be required to make
  - The general sentiment was that the FNU option will be overused and cause problems
  - Use of the FNU was referred back for further consideration
- The unofficial transcript will not display the FN grade. The unofficial transcript is designed to look exactly like the official transcript.
  - The FN information is available in the Academic Advising Learning Management Tools
  - The path will be identified and sent to APPC
- There is a need to explain to faculty why it is important to record the last date of attendance
  - Information will be gathered and placed in the Faculty section of the Registrar website
- FN and Distance education courses
  - Use last date student signed onto OnCourse or other evidence of 'attendance' in that distance education class.
- AVAILABILITY OF 'GIFT' TRANSCRIPT FOR GRADUATES
  - Previously, the IUPUI Registrar mailed a transcript to each graduate. This year, the Registrar is enclosing a letter with each diploma that the graduate can use to receive a free transcript
  - A problem was identified that students who have graduated, but come to the office between graduation and the distribution of the diplomas are being asked to pay for the transcript
  - A new procedure will be instituted that will permit the office to track the generation of the free transcript so that the individuals will be able to receive the free transcript during the period between graduation and receipt of the diploma with the letter
- SUMMER TERM *Mary Beth Myers, Kathy Purvis, Ingrid Toschlog*
  - An email to continuing students will be send on Monday to remind students about Registration times and reminders on what the students should do to prepare for registration
  - Student will be sent to the Registrar website ([www.registrar.iupui.edu](http://www.registrar.iupui.edu)) to get information about Summer registration. Key items include
    - Codes for the different summer session
    - Information for financial aid recipients
    - Information on the billing schedule and payment due dates
  - Ingrid will provide APPC with more information about the application of late fees.

- There will be no more than one late registration fee per student but the dates for the application of the late fees is not yet know.
  - Students who drop/add a course during the summer session will be asked if they are receiving financial aid for the summer and directed to see a financial aid advisor.
- PRINTING OF THE 2006-08 IUPUI BULLETIN *Mary Beth Myers*
  - We printed 45,000 of the 2000-2002 Bulletin, the first common Bulletin for the campus. The number was the result of taking the print runs of the individual school Bulletins and then reducing the combined total.
  - We printed 30,000 of the 2002-04 Bulletin and probably recycled half of them.
  - We printed 15,000 of the 2004-06 Bulletin.
  - We are on track to exceed the roughly 65,000 visits to the Bulletin website in 2003-04.
  - Both the html and PDF versions should continue. The html version can be used for providing updates while the PDF can be used to provide the “rules” for the two year cycle while allowing for a print version should an advisor or student want to have a hardcopy at hand for easy reference and markup.
  - The budget for the print Bulletin is managed by IU Publications. Should we stop printing, the money stays with Publications to meet campus schools’ needs.
  - Discussion
    - We should talk with the students on how they use the Bulletin
    - Advisors use it in talking with students
    - Several of the academic units indicated that they would informally survey students on how they use the Bulletin
    - The request is that the online Bulletin have a robust search function
      - The current format has hot links from the Table of Contents
    - The online Bulletin is current information while the print version can have inaccurate information
      - There is a clause on the inside of the Bulletin that indicates that policies can change
    - In Learning Communities, when students are asked to find information, they predominately cite the url vs print page numbers
- PRINTING OF THE SCHEDULE OF CLASSES
  - It was suggested that we should stop printing the Schedule of Classes

- A concern was expressed that some individuals will still need to have a paper copy
- We will be talking about this for the Spring 06 Schedule of Classes

### **Future Agenda Items**

- Transfer Students
  - Policy and Business Practice Impediments
- Transfer Student Profile and Impact on Services *Vic Borden*
- New SAT Writing examination *Howard Mzumara*
- Intercampus Transfer & Returning Student Processes *Enrollment Center*
- Prior Learning Assessment *Amy Warner*

### **Meeting Dates and Locations**

April 1, 2005	CA 136
May 6, 2005	CA 136