

**IUPUI**  
**Academic Policies and Procedures Committee**  
**Minutes**  
**Friday January 11, 2008**

**Minutes**--The minutes of December 7 meeting were distributed electronically.

**Announcements from the Chair**

- Enrollment Update
  - See attached document
  - We should finish with a record spring enrollment for the 3<sup>rd</sup> spring in a row.
  - IUPUI had a larger % credit hour increase than IUB; all other campuses are down.
  - IUPUI and IUB have positive growth in heads; all other campuses are down
- Workshop on Sources and Uses of Institutional Data
  - January 17<sup>th</sup> 1-3 pm in BS 3003 or
  - January 25<sup>th</sup> 1-3 pm in BS 3003
  - To register contact Carol Van Nort (cvannort@iupui.edu)
  - Currently have representatives signed up from 16 schools and a number of offices. Total of 44 participants
- **Departments should plan for the HRMS and SIS to be unavailable for access starting Friday, February 15<sup>th</sup> through Wednesday, February 20, 2008.** This phase of the upgrade will affect all individuals who currently rely on the SIS for admissions, advising, financial aid, student records, and student financials processing. It will also affect users of the HRMS for payroll, staff and academic HR, and benefit processing.
  - The IUIE environment will be available for reporting except during certain maintenance periods yet to be determined. During this final phase of the upgrade, the information in the IUIE will be current as of the end of the day on February 14<sup>th</sup>. More information on the IUIE downtimes to support maintenance activities during this period will be published at a later time.
  - Oncourse, IU email, FIS, and other administrative systems will be available during the downtime. A full listing of systems impacted by the upgrade downtime are noted in the following document:  
<https://uisapp2.iu.edu/confluence/display/HRMSSISCS8990/Systems+Affected+by+9.0+Upgrade+Outage>

**Academic Affairs Committee Report** *Kathleen Marrs, Chair*

- IFC discussion of policy to limit application of credit from 2 year institutions to 64 credits
  - Draft resolution was endorsed by the IFC. It will be presented to UFC on 1/22.
  - BFC and other campuses will discuss this after the UFC meeting.
- Rick Ward suggested that AAC look at developing a policy that would limit the number of Ws that a student should be allowed.
- A question was asked about enforcing prerequisites for courses.
  - Departments can set up information in the registration system that will block registration if a student lacks prerequisites.
  - If the individual is a transfer student, the current system does not provide a mechanism to determine the length of time since the student completed the course. This inhibits the ability of a department to block registration of students who transferred credit for a prerequisite course which occurred with a significant gap since completion.
  - An additional problem is that if student fails the prerequisite course in the current semester can still register for the next course.
  - Both of the conditions above have been recognized as opportunities for enhancement to the SIS and are on the list of future enhancements.

## Items for Review, Discussion, or Action

- Changing name of major from Bachelor of Science in Public Health (BSPH) – Environmental Science and Health (IUPUI only) to **Environmental Health Science**.—*Ingrid Ritchie*
  - The name change for the major to 'Environmental Health Science' has been recommended by the faculty in response to recommendations from the site team from the National Environmental Health Science & Protection Accreditation Council (EHAC), the degree accreditation body. The proposed name change was also affirmed by the review team for the internal review last year. The name change will more correctly reflect the emphasis of the degree program on environmental health.
  - APPC members support the change.
- Expectations of ALC for new degree proposals
  - A request has been made for further clarification of the expectations for the assessment section of proposals
  - The proposal for the BS in Music Technology was returned with a request for
    - 36 credit hours of general education and
    - post graduation assessment plan, e.g., employment of graduates, employer satisfaction
  - It was suggested that it would be helpful to have someone from the academic unit attend the ALC meeting when a new degree proposal is presented.
- Update on IU Notify (Emergency Notification System)—*Mary Beth Myers*
  - Bob True joined us for this item.
  - There are 2 IU committees dealing with the IU Notify system--Policy and Strategy Committee and Communication Committee
  - 42% of IUPUI students do not have phone number in the system.
    - IUB is 43%, IUK is 63%
    - These numbers reflect information in SIS so the percentage of students who would get the information is probably worse
  - Information on how to register for the system can be found using the Notifications tab in Onestart, IU Notify link on the left.
  - Encouraging students to provide information will be part of the student registration process.
  - What to do when there is a safety problem—
    - First--Get safe.
    - Call IUPUI police—emergency number is 274-7911 (if on building phone 911 will take you to IU police); can also use 274-SAFE
- eAdd—*Mary Beth Myers*
  - Will be available Tuesday January 15. All of the information can be found at [http://registrar.iupui.edu/eDoc/eDrop\\_faculty\\_staff.html](http://registrar.iupui.edu/eDoc/eDrop_faculty_staff.html).
  - Need to provide tip sheets which are available on the site above to faculty so they know what to do when they receive information that they have something to do in workflow.
  - In UCOL, students aren't allowed to drop before seeing an advisor. It would be ok for the students to initiate an eAdd since it would need an instructor and advisor's approval. Since drop and add is often paired, working to assure this does not pose a problem. The solution is still being developed. Final details of how UCOL will be using eAdd will be shared in separate email.
- eGradeChange—*Mary Beth Myers*
  - We need to provide information on how to search for and filter documents. Go to training information at [http://ses.indiana.edu/campusServices/sisTraining/SIS8.0\\_onlineHelp/student\\_records/eDocs/index.cfm](http://ses.indiana.edu/campusServices/sisTraining/SIS8.0_onlineHelp/student_records/eDocs/index.cfm).
  - We need to advocate that faculty use the eGrade change process. It can be used for removal of Incompletes or Deferred grades as well as other grade changes from Fall 2004 forward.
  - It would be helpful if the grade change petition could be linked to this process.
- SAP warning notifications—*Kathy Purvis*
  - See attached information

- Sent to students who may be getting close to failing to demonstrate satisfactory academic process for financial aid.
- Sent the warning notice to 50 students on Wed as a test and will send to 1248 students next week.
- 9.0 Campus Training Plan—*Mary Beth Myers , Carla Boyd*
  - Training on the new 9.0 SIS for IUPUI is being conducted by the IUPUI Office of the Registrar
  - Information has been communicated via the Recorder+ group with initial training sessions being conducted 1/25 and 2/1.
  - High level demo to be presented at February 1 APPC meeting

**Future Agenda Items-**

- February--Demonstration of the new SIS Student/Faculty/Admin Centers—*Carla Boyd*
- February--CAD Certificate—*William Conrad*
- Review of SAP processes—*Kathy Purvis*
- Update on Avian Flu preparedness—*Becky Porter*

**Meeting Dates and Locations –**

<i>Date</i>	<i>Time</i>	<i>Location</i>
February 1, 2008	1:00 – 3:00	CE 268
March 7, 2008	1:00 – 3:00	CE 268
April 4, 2008	1:00 – 3:00	CE 268
May 2, 2008	1:00 – 3:00	CE 268

Website: <http://registrar.iupui.edu/appc/>

Spring 08 enrollment information



Spring 08 APPC 1 11  
08.xls

Dear \_\_\_\_\_,

This message is to remind you that as a financial aid recipient, you must meet the standards that demonstrate that you are making satisfactory academic progress toward your degree in order to remain eligible to receive financial aid. Federal regulations require that your entire IU record be reviewed for satisfactory academic progress, including semesters in which you did not receive financial aid. While **this reminder has no impact on your current (2007-2008) financial aid eligibility**, you are encouraged to carefully monitor your satisfactory academic progress status as it may have implications for the upcoming 2008-2009 academic year.

Your status will be monitored on the following categories to determine if you meet the SAP standards after the Spring 2008 semester:

- 1) Maintaining at least a 2.0 IU cumulative grade point average as an undergraduate or 3.0 as a graduate student.
  - Your current IU cumulative GPA is 2.549.
- 2) Completing at least 75% or higher of your attempted semester hours.
  - You have successfully completed 51 of your 69 attempted credit hours. This gives you a current completion rate of 73.91%.
- 3) Completing your academic program within 150% of the required time period as measured in semester hours.
  - To calculate this value, you will first need the total number of credit hours required to complete your degree. If you do not have this number readily available, your academic advisor should be able to provide it for you. Once you have this number, multiply it by 1.5 to determine the maximum number of credit hours that financial aid will support. Your total number of all attempted credit hours (regardless of where you took the courses) should not exceed the number you calculated.

Based on all attempted coursework through the end of the Fall 2007 semester, you are falling below or near the minimum for at least one of the above requirements. The only action you may need to take at this time is to determine if you need to make adjustments to your course schedule in order to meet the SAP standards upon completion of the Spring 2008 semester. If you are experiencing academic difficulties, we strongly encourage you to contact your academic advisor. Your advisor can assist you in utilizing campus resources to support your academic success as well as career and academic decision-making and planning. Please keep in mind that this email is for informational purposes only and will not impact your financial aid eligibility for the Spring 2008 semester.

For more information on our SAP policy, please visit our [website](#). Should you have any questions, do not hesitate to contact our office via email at [finaid@iupui.edu](mailto:finaid@iupui.edu). Please include your University ID in your email as well as on any supporting documentation.

Sincerely,

IUPUI Office of Student Financial Aid Services  
425 University Boulevard, Cavanaugh Hall Room 147  
Indianapolis, Indiana 46202-5145  
Phone (317) 274-4162 Fax (317) 274-5930  
Email: [finaid@iupui.edu](mailto:finaid@iupui.edu) Website: [www.iupui.edu/~finaid](http://www.iupui.edu/~finaid)