

IUPUI
Academic Policies and Procedures Committee
Minutes
Friday October 5, 2007

Minutes--The minutes of May 4 meeting were distributed electronically. The September meeting was cancelled.

Announcements from the Chair

- Individuals were welcomed to the first APPC meeting of the year and introduced themselves.
- Report on Admission Criminal Disclosure cases reviewed was distributed by email in September
- ALC action on certificate proposals
 - Certificate in Music Therapy approved
 - Certificate on Sports Tourism approved
- ALC is requiring for certificate proposals to contain a section that describes the means of assessing student learning as it relates to the expected learning outcomes and how this information will be used to improve the program. Clearer instructions are being developed so that the assessment sections will contain the appropriate information. in
- Certificate students participation in Graduation Ceremonies
 - Indiana University practice is that commencement ceremonies are restricted to the conferral of degrees, not certificates. This issue was reviewed by the president approximately 18 months ago and was re-affirmed.
 - Amanda suggested that the Council on Life Long Learning might explore developing a Ceremony to recognize the recipients of certificates.
- The October IFC included a discussion of the recommendation to establish a Undergraduate Curriculum Advisory Committee (UCAC). The proposed charge for the UCC includes review of new degree, certificate, and major proposals. Subsequent to the meeting, Dean Sukhatme suggested that both APPC and UCAC review proposals since the review processes would be complimentary.
- Update on Enrollment Services offices recovery from server failure (NEW information beyond what was available at the meeting)
 - The Enrollment Services offices use a UITS server for all of their data files, reports, word documents, etc. A hardware failure was discovered around noon on Sunday, September 23. The disc contained data that should have been backed up as required in UITS standard operating procedures. During the recovery process, it was determined that the data had not been backed up due to a staff failure.
 - UITS staff contacted Dell, the hardware manufacturer, to request assistance in recovering the disc. UITS and Dell technical staff concluded by that they were unable to recover the data from the disc. Dell recommended 2 vendors which had in the past recovered data from similar devices.
 - The disc was send to the first vendor who was unable to recover the data. The dick was send to the second vendor who was able to recover the majority of the files.
 - As of 10/8, Enrollment Services offices are in the process of reestablishing file directories and a access permissions. It will take us several weeks to have all of the files straightened out and determine exactly what is missing. We are very grateful that the essential files seem to be relatively intact.
 - We are very appreciative of the understanding of the units who contacted us and had their requests delayed while we were without files. We also appreciate those of you who scrambled to look for emails with items attached and hard copies of documents to help up piece together items needed on short timelines.

Academic Affairs Committee Report *Kathleen Marrs, Chair*

- Dr. Kathy Marrs will be the new Chair of the Academic Affairs Committee. She accepted the position on 10/1 so she understandably was not available for the meeting.
- Kathy is an Associate Professor in the Department of Biology, School of Science. She is ly Chair of the Educational Policy Committee in the School of Science and member of her department's Curriculum Committee. She is involved in a number of science education initiatives, is a Gateway Scholar, and a member of FACET.

Items for Review, Discussion, or Action

- New Degree Proposal—BS in Motorsports Engineering—*Bill Conrad*
 - The supporting documents are embedded at the end of the minutes.
 - The draft report of the review committee is attached at the end of the minutes.
 - Changes recommended prior to forwarding document to Dean Sukhatme
 - Recommendations were provide on changing the wording of page 3, Program Description to 'with the transcript noting' rather than transcript notation.
 - Responses to questions during the meeting
 - They are in the process of collecting letters of support to present to the Board of Trustees.
 - There will be a Motorsports lab space created within existing space.
 - There is potential to develop complementary degrees in other areas related to the Motorsports Industry. These are currently being explored.
 - Several individuals spoke in support of the new degree since it is a good match for IUPUI and our community.
 - There was unanimous support for moving the proposal forward to Dean Sukhatme.
- Update on Financial Aid—*Becky Porter and Kathy Purvis*
 - Satisfactory Academic Progress Workshop will be held in April 2008 so that faculty and advisors will have updated information prior to the time that students who are not making satisfactory academic progress will be informed of their financial aid status.
 - Based on the discussion, questions will be taken to FASPAC for further discussion since FASPAC is the policy advisory group for the Offices of Financial Aid and Scholarships. Questions included the following:
 - Does the current 75% completion standard deny aid to individuals who can complete their degree within 150% of the required credits?
 - How are students notified about the SAP policy?
 - Can students receive a warning notification before being required to appeal?
 - Is the wording of the communications clear and factual while conveying the correct tone so that students understand what is expected without being discouraged?
 - How can we help faculty and advisors understand the requirements so they can provide correct information to students?
 - What can we do to decrease the workload on faculty and advisors?
 - What can be done to decrease the number of appeals that are submitted?
 - Are there appeals that are being required which are going to be (almost) automatically granted? If so, is this something that should be changed?
 - How can we use this process as a mechanism to help students succeed?
- Review of policy of assigning W grade in the last portion of the semester—*Mary Beth Myers*
 - During the final period of the semester (after Automatic W), can the academic advisor hold the withdrawal slip so that the date doesn't impact the student's financial aid?
 - If get an F or W after 60%, there is no return of aid required
 - Students are only affected if they receive W or Fs in ALL classes prior to the 60% date

FA regulations state action must be taken when an official of the University is notified of the student's intent to drop so advisors should process withdrawals upon request so the University remains compliant.

- Monitoring the number of online courses taken by a student. How can the policy limits established by some academic units be enforced?—*Mary Beth Myers*
 - On schedule of classes, scheduling officers need to notate the distance education courses
 - International students can only take one online course per semester to count toward being fulltime
 - To monitor enrollment will be a very manual process.
 - Can set up a milestone within SIS once a student reaches the pre-determined threshold
 - Then would add negative service indicator to block registration until an advisor explains and clears the hold
 - Will need to add instruction mode to the Degree Audit reports
 - Can't tell if any transfer credits were the result of on-line classes
- Changes in processing Student Athlete Eligibility—*Mary Beth Myers*
 - UCOL student-athletes are now being advised by Denise O'Grady, Associate Athletics Director who reports through Roger Schmenner, Special Assistant to the Chancellor.
 - Student-athletes admitted to a school are advised within that school
 - Drops approved by the SA academic advisor are then forwarded to the Athletics Compliance Coordinator for eligibility review and approval

Each term, Compliance coordinator will request academic review for SA in each school; Registrar and Athletics Compliance officials will meet each term to review all athletic eligibility.

Future Agenda Items-

- Bachelor of Science in Music Technology—*Fred Rees*
- Grade Forgiveness—*Mary Beth Myers*
- eAdd—*Mary Beth Myers*

Meeting Dates and Locations –

<i>Date</i>	<i>Time</i>	<i>Location</i>
November 2, 2007	1:00 – 3:00	CA 136
December 7, 2007	1:00 – 3:00	CA 136
January 11, 2008 *	1:00 – 3:00	CE 268
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

Meetings are first Friday of each month; there are some exceptions

*January 11th is second Friday

Room CE 268 is located in the new Campus Center building

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

Proposal for BS in Motorsports Engineering



Copy of Motorsports
Engineering BS Propo



APPD907 - Sept
28.doc



Motorsports
Engineering BS Propo

DRAFT REVIEW DOCUMENT

Proposed Degree Bachelor of Science in Motorsports Engineering
(School of Engineering and Technology)

Projected Implementation Date Fall 2008

APPC Review October 2007

Brief Description

Drawing on both the engineering and engineering technology departments in the school, the degree would train graduates with the specific skills required for the motorsports industry. The school projects that by its third year it would enroll 90 students and reaching maturity in year 8 with 144 students enrolled and 30 graduates annually.

1. Does the Program Description clearly describe the new degree?

The Program Description clearly describes the need for the degree and the combination of theoretical learning and applied experience that make up the curriculum. The proposed program has been developed by the faculty of the Mechanical Engineering, Engineering Technology, and Electrical and Computer Engineering programs in consultation with potential employers.

2. Does the statement of the program's goals and objectives clearly differentiate this degree from other degrees at IUPUI?

Yes. The degree will graduate students with a particular set of skills focused on an important sector of the area's economy.

3. Are the admission requirements and enrollment restrictions consistent with other IUPUI programs? If not, is the rationale clearly presented?

Admission to the program will require the same standards necessary for admission to the engineering programs in the School of Engineering and Technology.

4. Are the degree requirements consistent with other IUPUI programs?

The Motorsports Engineering program will have basic requirements similar to other programs in the School of Engineering and Technology. The program will require 127 credit hours, including a foundation of 70 semester hours in engineering and engineering technology coursework, 33 semester hours in mathematics and science coursework, and 24 semester hours in humanities, social science and business related coursework.

Of these 127 credit hours, 40 hours will be in specific motorsports related courses and mandatory internship, and 15 hours are electives. This curriculum has been designed to meet the guidelines set by the Engineering Accreditation Commission (EC) of the Accreditation Board for Engineering and Technology, Inc. (ABET)

5. Is the sample curriculum consistent with similar IUPUI degree programs?

Yes. This is consistent with other degree programs in the School of Engineering and Technology.

6. Does the curriculum have potential positive or negative impact on the enrollment in the courses or degrees in other academic units?

The nature of the program and the lack of any comparable one in the Midwest suggests that it will draw new students to the university and thus have a positive effect on enrollment in the school and the university. The current Motorsports Certificate program has already attracted new students to IUPUI from California, Texas, Illinois, and Michigan. All of these are outside the normal population from which IUPUI traditionally draws.

The students enrolled in this program will add enrollment to required courses in the engineering and engineering technology areas as well as service and elective courses in the Schools of Math, Science, and Liberal Arts (see #4 above).

7. Will the faculty resources dedicated to the program have positive or negative impact other academic units?

Five new full-time faculty positions and one full-time technician will be required by the time the program reaches full anticipated enrollment. The current faculty members from the engineering and engineering technology programs will also serve as instructors, supported by adjunct faculty where necessary.

Dedication of faculty resources for this program should be limited to the school and not negatively impact other units.

8. Does the program rationale support the institutional need for the degree?

The new degree is consistent with IUPUI's support of economic development in Indiana and is consistent with the mission of the School of Engineering and Technology.

9. Is it likely that this degree will compete with existing degrees for students?

No. The degree would be unique not only to the university but to the Midwest (see #6 above). The school has a strong history of articulations with Ivy Tech Community College and Vincennes University where associate degree programs would serve as sources of additional students.

10. Is the program evaluation plan consistent with the learning outcome assessment strategies used by other IUPUI degree programs?

Yes. The school has outlined a detailed set of strategies to assess learning outcomes that involve students, faculty, alumni, employers, the school's accrediting body (ABET), and the school's Industrial Advisory Board. They have outlined specific assessment methods and connected the learning outcomes with the Principles of Undergraduate Learning (PULs).