

**IUPUI**  
**Academic Policies and Procedures Committee**  
**Minutes**  
**Friday November 6, 2009**

**Minutes--**The minutes of the September 11 meeting were distributed electronically following the November APPC meeting. No meeting was held in October.

**Information Items**

- Transcripts for graduating students
  - Graduating students have been receiving a letter which entitled the individual to one free transcript. The Registrar's Office is responsible for the cost of the transcripts. As part of the required cost reductions, this practice will cease. December 09 graduates will not receive a free transcript.
- College Go Week was an ICHE/Learn More initiative which asked higher ed institutions to waive freshman instate application fees for Oct 12-16. Friday was the largest day of the week at 927 applications which was approximately 2.5 times larger than the entire comparable week last year and 24 times larger than the comparable day last year.
  - As part of our participation, we also waived the application fee for hard-copy freshman applications submitted during that week and the following two weeks that came in through the mail. Approximately 3,300 applications were submitted through the initiative, most of them for Fall 2010 admission.
  - This increase in applications is the equivalent to 1.5 times the number of applications we would receive in any month previously and amounts to approximately \$165,000 in application fee income that the campus has waived as part of our participation in this program. In addition, we estimate that we will devote another \$35,000 in additional staffing to manage the increased workload of entering and reviewing these applications. Though we are giving priority to processing Spring applications at this point, we anticipate that our response time may become 6 weeks, and we will monitor this.
  - When Fall Point-in-Cycle numbers are reported, the application/admission numbers will be skewed when compared to previous years.
  - It is too early to note whether or not this program will increase campus diversity at this point in time, but we are looking at the numbers of 21<sup>st</sup> Century Scholars and First Generation students who have applied and will report on this as soon as we are through the bulk of these applications.
  - When fall Point-in-Cycle numbers are reported, the application/admission numbers will be skewed when compared to previous years.
- The Office of Student Scholarships is working in conjunction with UITS who is developing a system-wide electronic scholarship application process. The current plan is for the new process to be launched in mid-November for Incoming Freshmen Students and in the Spring for Continuing Students.
- Change in Saturday hours for Office of the Registrar and Office of Student Financial Services beginning January 1, 2010
  - Saturday service hours will be eliminated except for the following days:
    - Saturday before official first day of classes for Fall
    - Saturday after official first day of classes for Fall
    - First Saturday of Open Registration for Spring (late Oct/early Nov)
    - Saturday before last day of classes for Fall

- Saturday before official first day of classes for Spring
- Saturday after official first day of classes for Spring
- First Saturday of Open Registration for Fall (late March/early April)
- Saturday before last day of classes for Spring
- Readmission of Returning Students—(From a previous email send to APPC members)
  - Admissions would like to solicit feedback from as wide an audience as possible regarding a potential change in our approach to collecting external transcripts and processing transfer credit for returning students.
  - Since the Spring of 2007 the Office of Undergraduate Admissions has processed returning IUPUI (RTU) students who have not enrolled at IUPUI for more than two consecutive semesters. These students will often take courses at other accredited institutions prior to returning to IUPUI. Each semester we process 1000-1500 such applications, and in the interest of better serving these students with our partner departments, we are suggesting a change in our business practices.
  - It has been our office's policy not to review or admit any of these applicants until official transcripts from other institutions they have attended since leaving IUPUI have been received, and this lengthens the time it takes to process the application. As a result, the student's admission to the university can be delayed as we wait and review these transcripts.
  - In reviewing the admissions guidelines of the RTU students for the various schools, we found that credits from other universities are rarely a factor in the decision to readmit them to IUPUI. **We therefore recommend that we admit returning students prior to receiving or evaluating official transcripts for any outstanding college credit.** This means that the student's application will not be held incomplete for outstanding transcripts. This change will bring the review of students who have been out for 2 consecutive semesters in line with those who have been out for a shorter period of time (and whose re-admission is handled by the departments).
  - It should be noted that this will mean that the student may not have all transcripts in and evaluated by the time the student is admitted or even advised for registration. However, this is often the case for current students as well, and based on conversations with some departments, the improvement in service is preferred to having this information in place.
  - In this revised procedure, the student will be responsible for submitting all official transcripts from other institutions since last enrolling in IUPUI. Our office will continue to request official copies of any outstanding work and will evaluate the credit once the transcript is received. We welcome feedback on this proposal. Please talk with the colleagues in your school who work with these students and respond with any comments or concerns by November 13, 2009. Please send these comments to Ms. Nancy Fitzgerald, Returning Student Coordinator, at [nfitzger@iupui.edu](mailto:nfitzger@iupui.edu).
  - A request was made to include information in the process so that students understand that advising may occur prior to the advisor having access to the transfer credit information which could result in incorrect information being provided.
- Linda Hadley-Kearney was introduced as the new Associate Registrar.

**Academic Affairs Committee Report** *Bruce Kitchens, Chair*  
No report

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

- Impact of Data Center move on academic units—*Mary Beth Myers*



2009\_IU\_DataCenterMove\_10 13 09.docx

- - The strategies to deal with the lack of access to system information during the Data Center move were reviewed.

- Early Warning/Admin Withdrawal/Enrollment Verification Rosters – feedback and possible enhancements for next round.—*Mary Beth Myers*



EW\_ADW\_EVRosterL  
LessonsLearned\_Fall 2

- Appreciation for the work on enhancing the different processes was expressed.
- The number of administrative withdrawals decreased this semester, but it may have been due to a procedural problem which will be corrected for next semester.
- Enhancements will continue.

- IUPUI Incentive Grant awards for seniors—*Kathy Purvis*



Indiana University  
Incentive Grant Progr

- The procedures for the spring award of the Incentive Grants to seniors who will be graduating in May were reviewed.
  - A question was raised about seniors who graduate during the summer, particularly those students in a cohort program with an expected graduation date during the summer.
    - Becky Porter will inquire about the awarding of the grant to these students and distribute the information to the APPC members.
  - The procedures for the fall award of the Incentive Grants to continuing students will be presented during the spring semester.
- Potential name change for Office of Multicultural Outreach—*Kim Stewart-Brinston*
    - With the development of the Multicultural Center, confusion is occurring with the Office of Multicultural Outreach. To resolve this, a name change is being considered
    - The potential name of Office of Access and Achievement was discussed.
    - It was suggested that the word Diversity should be included in the name.
    - Additional input is being sought from students and community partners.
  - Update from Office of Student Account Services—*Gabrielle Bovenzi*
    - OSAS held the Fall Term Brown Bag InfoShare as a follow-up to the all-day session held last July. We had a short presentation and then 30 minutes for Q/A. An Oncourse site has been established to share documents used in these sessions, as well as documents used for general student services. Contact osas@iupui.edu if you'd like to be added as a member to that Oncourse site, "IUPUI OSAS InfoShare".
    - The Spring term financial aid disbursement date (the date the financial aid credits go onto the student account) is January 1<sup>st</sup>. OSAS will work that weekend to queue the refunds (prepare the files to print the checks and to send the wire to the federal reserve) in efforts to expedite the receipt of the refunds.
    - The Spring bills will be generated on December 1<sup>st</sup> with a due date of December 15<sup>th</sup> (1<sup>st</sup> and 3<sup>rd</sup> Tuesday, respectively). The late payment fee goes on the account on the 4<sup>th</sup> Tuesday, Dec 22. The G03 (past due encumbrance) service indicator goes on the account on December 21. When this happens many financial aid recipients get confused, because their bill showed \$.00 due. A bill will show \$.00 due for a financial aid recipient that has "anticipated aid" greater than the charges due. The G03 will go on

the account on Dec 21<sup>st</sup> because the Spring aid (i.e., credit that pays the charges) doesn't go on the account until January 1. OSAS is working with a BL programmer on a batch job that will automatically release the G03 for students with "anticipated aid" for 4102 term greater than the charges due for 4102 term. Note: if the student has past due charges greater than \$200 for a term prior to term 4102, the batch job will not release the G03.

- Effect of Improvements in Student Qualifications on Retention—*Gary Pike*
  - Gary report on an analysis he conducted to attempt to account for the effects of improvements in the entering qualifications on retention rates. Basically, he used the distribution of student-ability indicators for Fall 2008 to adjust the distribution of indicators for Fall 2007. This allowed an estimation of what the retention rate would have been for the Fall 2007 cohort if they had the same characteristics as the Fall 2008 cohort. The results of the analysis indicate that about half of the increase can be attributed to changes in entering qualifications.
- (Solving a memory lapse for Becky Porter, Traci Adams-Wilson confirmed that it was Pamela Clark of the Dental School who contributed the RISE acronym during an EMC meeting discussion during the early phases of conceptualization. I wanted Pamela to have a recorded, public thank you for helping launch this important initiative.)

**Future Agenda Items-**

- Compliance with federal rules on textbook adoptions—*David Lewis (December)*
- IUPUI/Passport Financial Aid agreements – *Amanda Helman/Kathy Purvis (December)*
- Proposed Certificate in Human-Computer Interactions—*Mark McCreary (December)*
- Issues related to individuals with degrees who want to take additional UG courses—*Chris Foley*
- Handling application of transfer credit for VU students who were pursuing a baccalaureate degree
- IU School of Continuing Studies General Studies degree—*Danny Callison (February)*
- Proposed Certificate in Motorsports Studies--*Marianne Wokeck*

**Meeting Dates and Locations for 09-10**

November 6	1:00-3:00	CE 268
December 4	1:00-3:00	CE 268
January 8*	1:00-3:00	CE 268
February 5	1:00-3:00	tbd
March 5	1:00-3:00	tbd
April 9	1:00-3:00	tbd
May 7	1:00-3:00	tbd

\*Typically meetings are first Friday of each month; these dates are exceptions

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