

IUPUI
Academic Policies and Procedures Committee
Minutes
Friday February 4, 2011

Minutes—Minutes of the Friday December 3, 2010 meeting were distributed electronically. No meeting was held in January.

Information Items

- Benchmarking
 - The university contracted with two outside firms to provide assistance on the project. The Hackett Group provided the data collection tools; Accenture will be **making the recommendations** which will be presented to the Trustees in April. Click for **More** about Hackett and Accenture.
 - The data collection phase has concluded for all of the **activities**. Data validation is concluding. IU staff have looked at the numbers and asked Hackett for clarification on some items.
 - The metrics needed for analysis for Human Resources, Marketing, and Finance are established based on Hackett's previous work elsewhere in the business community. Hackett does not have the same experience in working with the kinds of offices and activities that constitute Student Services.
 - Our challenge is in determine the appropriate metrics that explain the work of the Student Services offices. As in the other activities (HR, Marketing, etc.) the data will be rolled up to the university level. We have labor costs from Hackett, but we are trying to determine meaningful ways that would provide information on specific activities (such as the cost of processing an application for admission) that would be useful at both university level and for the individual campuses.
 - There will be some **sharing of information** with selected audiences prior to the April Trustees' meeting.

Academic Affairs Committee Report –submitted by *Eric Wright, Chair*

- Items under discussion during the Spring semester
 - Review of the progress of the IUPUI Honors College
 - Review of the IUPUI policy on undergraduate probation, dismissal, and reinstatement
 - Identifying strategies for increasing faculty engagement in the measurement of the PUL's
 - Strategies/initiatives to encourage schools to develop "fast track" and "shortest path to graduation" options as well as "second start" classes
 - University College policy limiting the number of W's an undergraduate may drop to one in a single semester

Items for Review, Discussion, or Action

- Certificate in Legal Informatics--*Tony Faiola*



Legal Informatics Certificate Program



Certificate in Legal Informatics



Legal Informatics APPC rev

Legal Informatics Certificate Course syl

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- Deferred until March so a representative from Informatics can attend the meeting.

- Academic unit level policies on taking attendance
 - If at any level (above the individual professor) an institution requires attendance to be taken (by department, school, etc.) these records must be used for establishing Pell eligibility and last date of attendance.
 - Do any units/departments have a policy requiring that instructors take attendance?
 - No units reported having a departmental or school level policy on attendance. An electronic poll of APPC members will be conducted.

- Generating the administrative procedures to handle accepting a package of 30 credit hours in transfer from students who complete General Education requirements at any institution that is a member of the LEAP campus action network and that has general education program that matches the LEAP Essential Learning Outcomes—*Mary Beth Myers*
 - See final paragraph p 2 <http://www.iupui.edu/~ufc/docs/circulars/AY11/U4-2011.pdf>
 - The attached document, LEAP Notes, was distributed at the meeting.
 - The challenges of implementing the 30 credit general education transfer of a ‘package’ were discussed and will be shared with the General Education Task Force chaired by Rick Ward.

- **Red-Green** Report on academic unit compliance with distribution of courses throughout course periods and days of the week—*Mary Beth Myers*
 - Due to the 3 day closure of the campus, the updated report is not yet finalized. This item will be on the March agenda.

- Display of Student Learning Outcomes—*Mary Beth Myers*
 - Example for Business...both their UG and Graduate sections.
 - <http://www.iupui.edu/~bulletin/iupui/2010-2012/schools/kelley-business/undergraduate/Student-Learning-Outcomes.shtml>
 - <http://www.iupui.edu/~bulletin/iupui/2010-2012/schools/kelley-business/graduate/Student-Learning-Outcomes.shtml>
 - Business has the same set of SLOs for several of their majors but no matter which of the majors you choose, you can easily get to those SLOs.
 - For each school, from the Undergraduate or Graduate page, there will be a left link to Student Learning Outcomes. On the page for a specific program/degree, there will be a left link so the SLOs for that program can be located.
 - If you are looking through a particular program/degree there is the left link so you can easily find the SLOs for that particular program.
 - The Registrar will need to rebuild or enhance several of the school bulletin pages to include this type of linkage.
 - The Registrar has only received SLOs for 5 schools. Completion of this task is a critical component of readying ourselves for the 2012 Accreditation review. REMEMBER: Deadline to have these to Registrar’s Office is March 31, 2011. Sooner is better!
 - Reported as of February 4, 2011, the schools that have completed and submitted the SLOs are:
 - **Grad & Undergrad:**
 - Business
 - Education
 - Medicine (partial)
 - **Undergrad:**
 - PE – Tourism only

- Process to Request Change of Academic Program Name Change of Academic Unit Name



IUPUI Request for
Change of Academic



IUPUI Request for
Change of Academic

- While the steps for approval of the name change of a degree or department were described after the proposal left IUPUI, we did not have a specified process for dissemination of the request to other units at IUPUI.
- The attached documents describing the information that should be provided and the review process were distributed prior to the meeting.

- No objections were voiced to implementing this process.
- Degree audits for eligibility for award of Certificates
 - The ICHE has reported cost per degree for each of the public institutions. The formula for cost-per-degree considers certificates as degrees.
 - As a result, there will be a push for IUPUI to increase the number of certificates it awards. If we can award more certificates, our cost-per-degree will come down. We already have the lowest cost-per-degree among the four year institutions.
 - In some cases, a student may not realize they have completed the requirements for a Certificate (in cases where that student is working toward, for example, a Bachelor's Degree). There is an initiative on campus to identify students who have completed requirements for a Certificate, contact those students, and hopefully award the Certificate. In addition, students who are a class or two short of receiving a Certificate should be encouraged to complete the requirements for a certificate.
 - Given that academic advising reports were written with no standardization, it is not possible for the Registrar's Office to identify these populations with any level of confidence so the task has fallen to the academic units. This initiative will be discussed in more detail at the next Recorder+ meeting where the Registrar's Office will offer any assistance they might be able to provide to the academic units so that the campus can identify and award these certificates where applicable. The first step in the initiative is to identify current students who may have completed the requirements for certificates as they continue to pursue a degree. These students will be granted the certificate.

Addendum

- Update on the progress of implementing an early warning system—From Rick Ward
 - "The Early Warning System Committee has reviewed several vended products for an early warning system for Indiana University. Although all of the vended systems offered useful applications that were part of our overall aspirations for a system, no single system offered all of the key elements necessary to meet our needs. Therefore, we will continue to explore our options which may include one or more of the systems we have reviewed from various vendors. In the short term the committee will work with systems already developed within Indiana University. Our goal is to have a workable early warning system as soon as the fall of 2011 while we work toward finding or developing a more robust product. "

Future Agenda Items

- March--BSPH in Community Health—*Carole Kacius*
- BS in Neuroscience—*Kathy Marrs*
- Subplan requests from Computer Graphics Technology (CGT)--*Mark Bannatyne*
- Name change from Department of Physical Education to Department of Kinesiology--*Rafael Bahamonde*
- Degree names to BS and MS in Kinesiology--*Rafael E. Bahamonde*
 - Name change for the masters degree will be referred to the Graduate Council
- School of Science
 - New Minor: Applied Computer Science
 - New Degree/Major: Bachelor of Arts in Computer Science (Purdue degree)
 - New Degree/Major: Bachelor of Science in Neuroscience_(Interdisciplinary Purdue degree)
 - Combined Degree Program: Bachelor of Science/Masters of Science in Computer Science (a combined 5-year Purdue degree program)

Meeting Dates and Locations for 10-11

<i>Date</i>	<i>Time</i>	<i>Location</i>
December 3, 2010	1:00 – 3:00	CE 268
January 7, 2011	1:00 – 3:00	CE 268
February 4, 2011	1:00 – 3:00	CE 268
March 4, 2011	1:00 – 3:00	CE 406
April 8, 2011 *	1:00 – 3:00	CE 305
May 6, 2011	1:00 – 3:00	CE 268

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

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

Meeting Dates for 2011-2012

<i>Date</i>	<i>Time</i>	<i>Location</i>
September 9, 2011	1:00 – 3:00	CE 268
October 7, 2011	1:00 – 3:00	CE 307
November 4, 2011	1:00 – 3:00	CE not available as of 10/2/10
December 2, 2011	1:00 – 3:00	CE 268
January 6, 2012	1:00 – 3:00	CE 268
February 3, 2012	1:00 – 3:00	
March 2, 2012	1:00 – 3:00	
April 13, 2012	1:00 – 3:00	
May 4, 2012	1:00 – 3:00	

LEAP NOTES

Assumptions:

1. Admissions must continue to articulate a student's academic credit from another LEAP institution, class by class.
2. If the other LEAP institution officially records a student as completing "LEAP" requirements than IU campuses will accept the LEAP designation regardless of the basis in those credits were awarded such as enrollment, Test Credit (AP), Examination, Life Experience, etc.
3. Schools must retain in "degree audit" their GenEd Requirement/Standards in addition to any LEAP Gen Ed completion for the purpose of:
 - a. Tracking IU student completion of School/Major requirements and
 - b. The School requirement for a given "GenEd" class may have a higher standard of completion than the minimum requirement for GenEd or LEAP. For example, ENGR may require MATH 16500. Completion of a "similar" geometry/calculus class at another Indiana institution might satisfy that institution's calculus requirement but that student would still be required to take MATH 16500 here as well.

HOW WILL IU ACCEPT AND TRACK STUDENTS COMING IN?

1. How will LEAP institutions or campuses identify LEAP classes for Admissions Office articulation??
2. How will institutions or campuses identify LEAP completion? Will there be a "Label" or "Status" associated with the transferring student to signify the student completed LEAP requirements at another LEAP institution. *If so, we would likely implement here using student groups.*
3. Based on current analysis, IU would likely build a campus-level GenEd/LEAP requirement where a student's LEAP status would be evaluated. If they have completed the LEAP Gen Ed classes/requirements, this would be checked as complete. **This is similar to what IUPUI has done for RISE and what IUB has done for their campus gen ed requirements.**

CHALLENGES BETWEEN LEAP GEN ED COMPLETION AND IU REQUIREMENT

1. IU/PU Schools must continue to have and verify the GenEd LEAP classes/credits or the IU classes/credits that are specifically required for that particular degree and are counted in the total number of hours required to complete the degree.
 - a. *For example, Math- M 118 typically meets IU GenED math or analytical reasoning requirements however students in certain majors may be required to take/Math-M211, M218, or Math 16500 Calculus I.*
 - b. Student may satisfy the Math component of LEAP by taking either a lower level math course or calculus. If the student does the Calculus then both the GenEd and the Major requirement is satisfied. But if the student takes the lower level Math class (LEAP) then the student is still required to take the Calculus class and thus the number of hours needed to satisfy the degree requirements is increased.
2. Assuming it is possible for a student to complete LEAP by testing out, will they be treated in the same way as IU students?
 - a. If LEAP is completed by a student testing out of certain courses and therefore has not earned 30 hours during the completion of "LEAP" gen education requirements, we assume that the student does not get 30 IU credit hours to apply towards an IU degree. The total hours required for the degree remain unchanged, just as it does for IU students. The student will be required to complete the difference by electives, additional major classes etc.

3. What if the student completed some of the LEAP requirements with grades below the IU standard of a "C" which is required for transfer?
 - a. Is the LEAP GenEd "still blanket accepted" at IU? Does that student satisfy the IU GenEd requirements?
 - i. Are the LEAP classes with grades of D transferred to IU?
 - ii. How does IU know which incoming courses are "LEAP" courses and thus the class with a "D" grade is accepted as transfer?
 - iii. If LEAP classes with a grade of "D" are accepted by Indiana University for the purposes of LEAP, does the School/major also have to accept that class to be applied toward the degree requirements?
 1. If not, then is the student required to repeat the class at IU and thus the total hours to graduation is increased.

HOW WILL IU DESIGNATE IU STUDENT COMPLETION OF LEAP GEN ED REQUIREMENTS FOR THOSE STUDENS WHO MIGHT TRANSFER ELSEWHERE?

1. How does a student leaving IU to transfer to another LEAP institution demonstrate completion of LEAP Gen Ed requirements at IU?
 - a. If the LEAP GenEd is completed at an IU campus, does the Indiana University Official Transcript record/display the LEAP completion for the benefit of other institutions and the transfer process? Will this be a consistent approach across all IU institutions?
 - i. What considerations for electronic sharing of transcript data may need to be considered if the LEAP requirements are complete?

Recommendations:

- a. It is recommended that each IU Campus develop Campus Level GenEd requirements that satisfy LEAP. The SIS degree audit system can accommodate this direction using software currently available.
- b. If an IU Campus DOES NOT develop Campus Level GenEd requirements that satisfy LEAP, then the LEAP requirements must be included , tracked, monitored by School Level requirements making it inherently difficult to verify if a student has or has not completed LEAP while the student in progress. The assumption is that an IU graduate has inherently completed the LEAP standards.