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

Minutes—Minutes of the Friday February 4, 2011 meeting were distributed electronically**.**

Information Items
1. Benchmarking remaining steps (http://www.indiana.edu/~costben/about/index.shtml#timeline)
   - ■Accenture evaluates all compiled data and writes initial results   Mar. 2 - 4
   - ■Initial recommendations shared with Functional Committees   Mar. 7 - 8
   - ■Revised recommendations shared with Steering Committee   Mar. 11
   - ■Current recommendations shared with leadership including Vice-Presidents, Chancellors, Provost, Vice Chancellors, Vice Provosts Mar. 21 and Deans from Bloomington and IUPUI
   - ■Final recommendations to President   Apr. 1
   - ■Presentation of recommendations to Board of Trustees   Apr. 14 or 15

2. eTextbook initiative update – Website: http://etexts.iu.edu/home.php
   - Costs of textbooks are a concern
   - Objective is to drive down cost of digital resources and to shape the terms of etext models to favor interests of IU students and authors
   - Fall 2010 pilot (IUB & 5 IUPUI business classes)
   - In IUPUI pilot costs were subsidized (no cost to student)
   - IUB used Class Notes on the Schedule of Classes course offerings to alert students
   - Now working on SIS project to use a Textbook feature delivered as part of Oracle database to better inform students and to allow Bursar to assess course fee
   - Specifications being written with expectation of delivery by March registration!
   - Question: how will this work for classes where one textbook is used across several semesters (example = MATH where one text is used for four classes, one each term). Not clear yet but will find answer and share.

3. eDrop/eAdd problems
   - SIS Upgrade (which occurred on Saturday, 2/26) is not the only system we depend on for our services
   - Many workflow services depend on IU's Kuali RICE database and there were issues with that upgrade on Sunday, 2/27 which continue to impact us for eDrop/eAdd, eGrade Change, eSchedule of Classes, CARMIN (Course Remonstrance system)
   - Focus from UITS, SIS, IUB & IUPUI Registrar's Offices is on working together to fix and test to correct the system
   - Will then debrief and review lessons learned to prevent future similar occurrences
   - Thanks to all at IUPUI for continuing to be so patient, understanding and supportive through these challenges

4. Update on degree audits for eligibility for award of Certificates

- All Certificates that have an active degree progress report within the SIS have been identified
- We pulled a sample population of students from one school to run against a developed batch program to identify those who may already have completed the requirements for a certificate
- Batch job not working as designed; reported the problems to get a fix in place
- Performed some manually checking instead; so far found no students in that particular school who had completed the Certificate requirements; manual processing for entire population is not realistic
- SIS upgrade and subsequent issues with workflow upgrade took priority
- Will have a more detailed report for the April APPC meeting and will continue to push for fix to batch job

5. New UCOL advising hours

   - Advising service hours will more closely mirror the hours of the Registrar's Office, which will help UCOL maximize their student services when student traffic is high. New UCOL advising hours are:
     - Monday & Tuesday, 8-7pm
     - Wednesday & Thursday 8-6pm
     - Friday 8-5pm
     - Saturday 9-12 on the Saturdays when the Registrar's Office is open

6. Summer Enrollment Initiatives – Message from Dean Sukhatme

   In an effort to encourage our students to graduate sooner, I would like all of you to bring IUPUI's Summer Session Initiative to the attention of all potential students. The enrollment process has been greatly simplified, summer on-campus housing options are available, financial aid can be obtained, and we have added a number of on-campus jobs suitable for students. It is in our interest to increase the summer activity to alleviate heavy demand for courses in the Fall semester produced by rapid increases in our retention rates. This information will also be shared with all faculty and staff.

   The 2011 Summer Session website is now available as is a link to a FAQ page on the topic:
   http://registrar.iupui.edu/summer/
   http://registrar.iupui.edu/summer/faq.html

   Office of the Registrar is also providing a "Special Course Listing" in summer sessions of the Gateway/High Demand courses.

   It was suggested that this initiative be broadcast on Campus Center TVs. That message has been forwarded to those leading the initiative.

Academic Affairs Committee Report –submitted by *Eric Wright, Chair*
   - Report on PULs—Kathy Marrs on behalf of AAC
As requested by the 2012 Committee, the Committee was asked to discuss how we could increase faculty engagement in the PULs. Dr. Banta explained that Deans have received instructions about the process and aggregate data for the courses that are reported on each semester. Committee members discussed the extent that various schools are actually encouraging faculty to report and participate in the process, and faculty representatives shared their schools' experiences. It was noted that the

primary focus remains working through the deans' offices and that more faculty engagement would probably enhance the process.

Based on this discussion, the committee recommended that the Deans do the following:

1. Deans should make every effort to share the data directly with the faculty to encourage reflection and incorporating these learning outcomes into faculty documentation of their individual effectiveness as instructors. This suggestion was made during the early roll out, but many faculty were uncomfortable, and the IRB approved protocol only allows for Dr. Banta's office to aggregate data school-level. The School of Engineering and Technology, however, has sought and received IRB permission to share their data with individual faculty at the course level, and this does appear to be promoting more engagement. Committee members agreed that this would be a good strategy for other schools to pursue.

2. Deans should establish a process for sending a formal "thank you" email to individual faculty for participating in the evaluation. Dr. Banta's office will need to generate a list by faculty name to help make this happen, but the Committee agreed that this might help to encourage more faculty participation.

3. Deans should encourage faculty to share their PUL assessments with students so that they become more aware of general education process and so they can review their development. Dr. Banta noted that this is currently being built into the Electronic Portfolio; however, members of the committee noted that this effort should be expanded. Specifically, committee members recommended that further consideration be given to adding the PULs assessments by course to student transcripts as an additional measure of student learning.

- o See final agenda item on Probation and Dismissal Policy

Items for Review, Discussion, or Action
Certificate in Legal Informatics—*Sara Hook*

Legal Informatics Certficate Program - . | Certificate in Legal Informatics APPC rev | Legal Informatics Certificate Course syl

- o Earlier concerns expressed with the School of Liberal Arts have been addressed
- o After review of the proposal for a new Certificate, APPC members recommended approval of the INFO Certificate in Legal Informatics.

BS in Neuroscience—*Kathy Marrs*

BS in Neuroscience ICHE Propos.... | New Degree Proposal Cover BS N. | BS Neuroscience APPC Review Ma...

- o After affirming that all were comfortable there had been enough time and after review of the proposal for a new major, APPC members recommended approval of the SCIENCE BS in Neuroscience.

Red-Green Report on academic unit compliance with distribution of courses throughout approved standard time modules —*Mary Beth Myers*

IUPUI recently implemented new classroom scheduling rules in response to the campus need for improved classroom utilization: http://registrar.iupui.edu/spaceuse.html.

While there are several considerations that make up these rules, one of the key expectations is that departments sill distribute their course offerings across standard time periods at a rate of 55% or less during prime time and 45% or more during non-prime time. It is understood, however, that there are classes where following this model is not realistic because of pedagogical or programming issues (i.e. an MBA program that targets working adults requires that the courses be offered in the evening to make the program successful).   To include these types of classes in the 55%/45% calculation would unfairly "penalize" schools with such programs.

The Office of the Registrar had originally developed a report based on a listing of all classes with significant manual manipulation with a concern for the resulting level of reliability. Since then, the Office of the Registrar has developed a more reliable method for accurately identifying class exceptions and to then determine the percent of remaining classes distributed across the prime/non-prime times. As part of this development, an IUIE report will be made available to the academic units so that they may review their compliance at any point in time.

- Once developed and published, the report will automatically calculate the Prime and Not-Prime percentages.
- Academic Unit to be able to choose the class career level (Graduate, Undergraduate, or Both) on the IUIE reports
- The report will allow drilling down to such things as which classes begin within a certain time period.
- The report will be updated nightly to reflect changes to the previous day's changes.
- The report should be available by July 2011.

Updates to Definitions of Academic Programs document
Revisions were reviewed, approved and have been updated on the following page:
http://registrar.iupui.edu/chairs/degrees.html

Definitions of
Degrees Majors Minor

Proposal for class schedule change for Super Bowl weekend—*Mary Beth Myers*
- APPC members recommended approval of the changes.
- Further considerations for changes to the Spring 2011 Academic Calendar should be considered and addressed by the IUPUI 2012 Super Bowl Committee in time for any necessary adjustments and communications.
- Initial review by the academic units for the Spring 2011 schedule of class offerings begins on April 8, 2011.

Proposal for Change
of IUPUI Acad Calenc

AAC review of the IUPUI Policy for Undergraduate Probation, Dismissal, and Reinstatement
- o The AAC felt the policy was appropriate as written with the addition of a statement to remind the academic units that the calculation of the IUPUI-specific GPA will need to be done manually by the academic units. Thus, the IFC Academic Affairs Committee recommended addition to provision #6 of the General Provisions of the IUPUI Policy for Undergraduate Probation, Dismissal, and Reinstatement, with the following statement at the end: "Calculation of the IUPUI GPA will need to be done manually in each academic unit."
- o The policy is located at http://www.iupui.edu/~fcouncil/documents/probation-dismissal-reinstatement.htm and appended to the agenda
- o APPC discussion reflected the following concerns about the Probation, Dismissal and Reinstatement policy draft, as written:
  - There were concerns expressed by the academic units about manually calculating IUPUI GPA. While there was understanding and sympathy for the intent of the changes, the method is in question as this would be extremely burdensome on the units and confusing to students since no such GPA exists on their official record.
  - There is conflict in the proposed policy between using only the IUPUI GPA as reflected in General, #6 and later reference under Probation, #1, to the Indiana University cumulative grade point average.
  - Dismissal refers to "two consecutive terms." If a school wants to consider non-consecutive terms is that determined to be "more" or "less" restrictive? With the push for increased summer enrollment and initiatives to help students understand summer is another term to be used toward learning and graduating, the question arose as to why summer should not be included now in policies on probation and dismissal.
  - There was a request for clarification and standardizing of language across campus to clarify dismissal from the academic unit (not necessarily IUPUI) .
  - The policy as it is currently written does not address returning students. Does their only option continue to be the Grades Forgiveness Policy? Seems they should potentially be included in a new "reinstatement" policy.
  - Further discussion resulted in the recommendation that the Probation, Dismissal and Reinstatement policy be again reviewed in light of APPC discussions. In addition, it was suggested that these discussions also include review, analysis and potential changes to the Grades Forgiveness policy so that the spirit of the changes could be implemented in a way that would assist students not add heavy burden to the academic units (manually calculating GPA).
  - It was suggested that three individuals be invited to an upcoming IFC Academic Affairs Committee meeting:
    - o Mary Beth Myers, Registrar
    - o Amy Maidi, JACADA
    - o Kyle McCool, Campus Advising Council

Requested addition to future agenda items:
- IUPUI All-Campus Bulletin and links to graduate program websites. Who is responsible for archiving those sites so that there is a record of requirements for that period of time?