

**IUPUI**  
**Academic Policies and Procedures Committee (APPC)**  
**Minutes**  
**Friday February 10, 2012**  
UL 1126

**Minutes**—Minutes of the Friday November 4, 2011 meeting were distributed electronically. No meetings were held in December 2011 or January 2012.

**Information Items**

- Student Services Initiative (SSI)
  - Phase I Report:
    - <https://usss.iu.edu/sites/StudentServicesInitiative/Public%20Documents/SSI%20Phase%201%20Report.pdf>
  - SSI web site:
    - <http://usss.iu.edu/sites/StudentServicesInitiative/default.aspx>
  - SSI Phase I documents including project charter and supporting documentation:
    - <https://usss.iu.edu/sites/StudentServicesInitiative/Public%20Documents/Forms/AllItems.aspx>
  - A Town Hall meeting to discuss the Phase 1 report is in the process of being scheduled.

**Academic Affairs Committee Report —Eric Wright, Chair**

- Agenda items for the year include:
  - IUPUI dismissal policy
  - Calculation of the GPA
  - Grade forgiveness policy
  - Grade replacement policy
  - Medical withdrawal policy
  - Campus policy on limitation on number of Ws permitted
  - Enrollment size and how we can manage associated issues
  - Dead Week policy
  - *BS in General Studies: Where will the degree be housed?*
    - *Recommendation for housing within SLA with subsequent re-examination presented for first reading at Feb IFC*
    - *See IFC Circular 12-7 <http://www.iupui.edu/~fcouncil/circulars/>*
  - *Administrative Withdrawal Policy--presented for first reading at Feb IFC meeting*
    - *See IFC Circular 12-6 <http://www.iupui.edu/~fcouncil/circulars/>*

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

- Grade Change Appeal Policy – requests must be within 5 years; how best to handle—*Mary Beth Myers*
  - **Excerpt from text of policy:** ***Undergraduate units will not consider petitions for change of grade from concluded courses older than 5 years.*** Academic units may choose to use a shorter time period than the campus limit. Academic units may make an exception only if an extremely serious and documented circumstance (e.g., coma, unmanageable schizophrenia, etc.) literally prevents the student from filing the petition within the 5-year period.
  - Given the seriousness of the language of the policy, it was agreed that if the Office of the Registrar receives a grade change petition older than 5 years from a student who does not have a qualifying exception, the Office of the Registrar will respond to the student (with a copy to the academic unit), explaining that the policy precludes the appeal. The notice will encourage the student to contact the academic unit about other possible means of re-entry. This change in administrative practice means the Registrar will not spend the time making copies and distributing an appeal that must be denied and the academic units will save time in not having to review such appeals. If the Registrar is in any way uncertain as to whether a stated exception would qualify, copies of the appeal will be made and distributed to the units for academic decisions.
  - This change will take effect for any appeals submitted to the Registrar as of April 1, 2012.

- eText books --*Mary Beth Myers*
  - Status Report – the database of approved publishers/books will be implemented in this phase along with eTextbook initiation by a unit's eTextbook coordinator.
  - Need names of Textbook Coordinators if want to initiate eTexts for Summer/Fall. Even if not sure ready in your school/department for Fall, no harm in getting names in and security set up. Forward names and email addresses to Kim Lewis, Associate Registrar ([kimamill@iupui.edu](mailto:kimamill@iupui.edu)).
  - Once security has been assigned, eTextbooks requests may be submitted as of 2/16/2012 and must be completed by March 19<sup>th</sup> when registration begins for Summer and Fall (the week prior is Spring break so planning will be a key!).
  - More information will be provided to the eTextbook Coordinators this week and next
- Proposed changes to ICHE degree proposal review process.
  - The following are informational points as the ICHE considers adopting new degree proposal standards.



ICHE New Program  
Proposal Guideliness \

#### Environment in which new proposals will be considered for approval

- ICHE has placed increased emphasis on how the program not only will serve the distinctive mission of the campus, but also how it will “further state priorities.”
- The Commission is giving all proposals additional scrutiny than they may have in the past, concerned about:
  - Why the program is needed
  - Market demand for the program
  - Perceived unnecessary duplication of programs at multiple campuses
  - The length of the program (and its resulting cost to the student) and how it articulates with any Ivy Tech degrees
  - How its graduates will contribute to the state, especially from an economic development perspective
- The Indiana House is considering a **bill** that would permit ICHE to approve or disapprove existing or new degree or certificate programs. The bill also requires each institution to review its undergraduate degree programs to determine the number of credit hours required for the degree and to report the results of the review to the commission, including a justification for any associate degree program of more than 60 hours or baccalaureate degree program of more than 120 hours. Even if the bill does not become law, the **intent behind the proposal** will likely remain in place.
- A proposal will need to demonstrate more than it would provide a good additional curricular option to our students.

#### Process and new form

- ICHE is in the process of developing a new form that will be required for any new proposed degree or certificate program, including those with fewer than 30 credits. More on certificates appears below.
- The new form will incorporate additional guidance in the proposal-document proper that previously was provided in a separate document. The result is a more comprehensive document which should result in the schools being able to provide the required information more easily.
- Until the new form is formally implemented by ICHE, we will continue to use the current form. However, as we know there are a number of new expectations and information requirements in place now (see below), we will be adding those instructions to our “Degrees and Certificates” website. The site can be accessed through the Registrar’s link for “Chairs” at the top of the office homepage. The direct link is <http://registrar.iupui.edu/chairs/degrees.html>. A copy of the latest draft of the new form will be posted there as well for your information.

- As those of you who have submitted proposals in recent years will recall, we review the draft prior to submitting it to APPC. This initial review is intended to speed the overall approval process by ensuring that the form is complete and to identify any issues that need to be clarified. The review also attempts to anticipate questions or concerns that might arise at APPC, the Undergraduate Curriculum Advisory Committee (**UCAC**), and, in the case of degrees and certificates, the all-university Academic Leadership Council (ALC) for IU proposals and the Purdue Provost's Office for Purdue proposals.

#### New ICHE authority to approve certificates

- As a result of **statutory changes** made in 2011, ICHE now has the authority to approve proposals for all certificates, including those with fewer than 30 credits. This is a change from past practice and is effective immediately.
- Recent changes by the US Department of Education for "Gainful Employment" (stand-alone) certificates require approval of the certificate at least six months prior to planned implementation for a semester for which students pursuing the certificate on a stand-alone basis can be considered for any financial aid.
- Proposals that are intended to prepare a student for the work force must include more information than in the past in terms of local/regional/national market demand, and evidence of consultation with appropriate advisory boards, local employers, etc. among other requirements. Proposals for new certificates must provide a specific federal occupation code and expected salary range for positions for which the certificate prepares the student.
- Until such time as ICHE implements its new form, we will continue to use our current form. Instructions regarding the additional required information are being added to our "Degrees and Certificates" website.

#### Proposals must be accompanied by completed program articulations

- The most significant change to the process is that ICHE will now require that proposals for undergraduate degrees be accompanied by a completed articulation agreement between Ivy Tech and IUPUI that indicates "a logical continuation of the associate degree with a related baccalaureate degree program." If no logical continuation exists, the proposal should explain why and it must be accompanied by a letter from the Ivy Tech provost to that effect. Note, however, that with the push for articulations the likelihood of obtaining such a letter is unlikely. Amanda Helman will work with you these issues.
  - A side note—as this articulation requirement is for Associate as well as Baccalaureate degrees, Ivy Tech may approach IUPUI to develop articulations for new AA or AS degrees they are developing. Again, Amanda will work with you should this occur.

#### Support from schools potentially affected by new program

- In the last two years we have had some proposals delayed due to concerns raised by other IUPUI academic units about potential overlap of proposed new courses or with the program proper. It is important that schools carefully consider any such impact and hold any necessary discussions with the affected school(s). We will expect that the proposals include letters of support from the deans of schools that may be affected by the new program. In the case of proposed new Purdue programs, proposals should have letters of support from the appropriate dean or department chair at West Lafayette.
- On a related point, any new courses required for the program should have been approved or are in the course remonstrance process. If they have not yet been approved, copies of course descriptions or syllabi should accompany the proposal and be shared with any potentially affected unit. The letters of support should reference their agreement that the proposed courses are not a problem.

#### Final comment

- As a result of these changes, especially the requirement to develop any necessary program articulation with Ivy Tech, or, in the case of new certificates, the new ICHE approval for those under 30 credits and the need to secure earlier approval from the HLC and the Department of Education to award financial aid, schools will need to allow for significantly more time between the initial development of a proposal and the intended term of implementation.
- Proposed IUPUI General Education Curriculum
  - See <http://gened.iupui.edu/> for more information

#### **Future Agenda Items**

- Transcript information on accreditation/certification status—*Mary Beth Myers*
- Is the Dean's signature necessary for grade replacement based on policy or practice? If practice, could be consider implications of eliminating that requirement.—*Mary Beth Myers*
- F-1 Student Visas & Distance Education Compliance—*Sara Allaei*

#### **Meeting Dates and Locations for 2011-2012**

**Note date and location change for 2/10/12**

<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	CA 223
December 2, 2011	1:00 – 3:00	CE 268
January 6, 2012	1:00 – 3:00	CE 268
February 10, 2012	1:00 – 3:00	UL 1126
March 2, 2012	1:00 – 3:00	CE 268
April 13, 2012*	1:00 – 3:00	CE 268
May 4, 2012	1:00 – 3:00	CE 268

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

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