Minutes—Minutes of the Friday May 6, 2011 meeting were distributed electronically.

Information Items

- Partners Standards for Deferred Freshmen
  - Beginning with freshman for Fall 2012, the Partners Contract will require a minimum of 26 transferable credit hours with a 2.0 GPA (course distribution recommended but not required)
  - This is consistent with the standards applied to all transfer students who were not admissible based on their high school record.
    - [http://enroll.iupui.edu/admissions/undergraduate/transfer/requirements.html](http://enroll.iupui.edu/admissions/undergraduate/transfer/requirements.html) for information on IUPUI Transfer standards
    - If you have fewer than 26 hours of transferable work, the Admissions Committee will examine your high school record or GED score. If you were not admissible from high school, you are expected to complete any review courses that your college requires as well as freshman composition, college algebra, and three courses in the general education area (e.g. psychology, sociology, history, speech, biology, political science).

- Student Services Initiative (SSI)
  - Information on the SSI can be found at [https://usss.iu.edu/sites/StudentServicesInitiative/default.aspx](https://usss.iu.edu/sites/StudentServicesInitiative/default.aspx)
  - The areas included are Admissions, Bursar, Financial Aid, and Registrar. The business process documentation process (Phase 1) will be completed by the end of October.
  - More information will be shared as it is available.

- Planning for Super Bowl weekend (Friday through Monday, Feb 3-6, 2012)
  - No classes will meet on Saturday/Sunday. These class sessions will be held on the weekend prior to the typical Monday start of classes.
  - Due to limitations of access to campus on Friday and Monday, faculty will be asked to plan alternative assignments for these days if possible. Offices should consider what arrangements would decrease the need for staff to come to campus.
  - A question was asked about using the Campus Spring Holiday to cover PTO on one of these days. This question has been related to upper administration for consideration.

- The February 3 APPC meeting will be rescheduled to February 10. Since this may conflict with other standing meetings, we will try not to meet in February; however, please note the change on your calendars in case APPC does need to meet. The meeting location is changed to UL 1126.

- BA in Applied Computer Science
  - Consideration of the proposal will be deferred.

- eTextbook Initiative—
  - Information is available at [http://etexts.iu.edu](http://etexts.iu.edu)

- SCHEDULING NEW STUDENT ORIENTATION AND PLACEMENT TESTS FOR NEW ENTERING STUDENTS (flyer with information attached)
  - The Office of Student Orientation will be implementing a new online reservation system for orientation and placement tests for entering students (math, chemistry, foreign language, and English for Academic Purposes). Reservations for placement tests are intended to be made at the same time as the student’s orientation reservation.
    1. Orientation and Placement Test reservations are open to be scheduled online:
Spring 2012 admits - October 10 – January 6
Summer and Fall 2012 admits - March 5 – August 17

2. To make reservations between August 18 - October 9 and January 7 – March 4, students will need to contact the Office of Student Orientation (317) 274-4240 or welcome@iupui.edu directly to schedule their placement tests.

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

- The meeting schedule for the semester is being established
- 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

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

- Notification to students concerning possible cancellation of course due to low enrollment – Mary Beth Myers
  - In compliance with the Low Enrolling Course policy, the Office of the Registrar notifies academic units of courses that have low enrollment shortly before a semester starts.
  - The academic unit is responsible for identifying those exception courses (based on the policy) and/or for cancelling classes that are not part of the exception.
  - Those cancellations, by design, come very late and students have expressed dissatisfaction with the fact that their course is cancelled so late without some "warning".
  - It is difficult to make these cancellation decisions any earlier, however, because many of the classes do gain enrollment momentum prior to the start of classes and do rise above the low-enrolling threshold (so units don't want to cancel prematurely).
  - Suggestions were made that the academic units should be in touch with students enrolled in classes that are candidates for cancellation with language to the effect that "this class MAY be cancelled so please have some alternatives in mind in the event that occurs".
  - In addition, academic units could be counseling other students needing to enroll that these particular courses could be cancelled so "enroll now" or it might not be an alternative.

- Dean’s Signature for Late Registrations – Mary Beth Myers
  - The question was raised: ‘Should we continue requiring the dean’s signature for late registrations beginning with the second week of classes or should this be changed to a requirement after auto W since during the last ¼ of the term we require the dean’s signature for everything?’
  - Requiring it early was INTENDED to assure that Deans’ were aware that students were registering late and thus not counted in official enrollment counts (heads and credit hours). It seems to now be just an unappreciated extra step for all involved. In practice it is clear that this step is helpful to no one and is another obstacle to service and efficiency. This has been a practice, not a policy, so APPC seems the correct venue for any approved change.
  - There was consensus that this administrative practice should be abolished.
  - The Office of the Registrar will summarize this decision, effective Spring 2012, for final approval at a future APPC meeting this Fall.

- Early Alert System – student performance rosters and the reports – Mary Beth Myers
Attached is the presentation. As a result of feedback at the meeting, the following summary was sent to the Student Performance Roster team. A request to delete the value of "Disruptive Behavior" (language below) is going before the Early Alert System Advisory Committee next week.

There was STRONG and unanimous sentiment at the APPC meeting on Friday 9/9/2011 that we should abandon "Disruptive Behavior" as a possible value. They were very concerned about getting into behavioral issues with these rosters and IUPUI already has a very set and defined process for reporting behavior problems in the classroom with an entire Behavioral Consultation Team engaged. APPC is concerned that a faculty member will select disruptive behavior and think their job is done but there is a quite extensive process involved ...not to mention concern that the term is so subjective.

Future Agenda Items

- “Waitlist Any” functionality—*Mary Beth Myers*
- Transcript information on accreditation/certification status—*Mary Beth Myers*
- B.A. in Applied Computer Science (School of Science)—*Shiaofen Fang*
- School of Liberal Arts
  - BA in Health Studies and Medical Humanities—*Bill Schneider*

Meeting Dates and Locations for 2011-2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 9, 2011*</td>
<td>1:00 – 3:00</td>
<td>CE 268</td>
</tr>
<tr>
<td>October 7, 2011</td>
<td>1:00 – 3:00</td>
<td>CE 268</td>
</tr>
<tr>
<td>November 4, 2011</td>
<td>1:00 – 3:00</td>
<td>CA 223</td>
</tr>
<tr>
<td>December 2, 2011</td>
<td>1:00 – 3:00</td>
<td>CE 268</td>
</tr>
<tr>
<td>January 6, 2012</td>
<td>1:00 – 3:00</td>
<td>CE 268</td>
</tr>
<tr>
<td>February 10, 2012</td>
<td>1:00 – 3:00</td>
<td>UL 1126</td>
</tr>
<tr>
<td>March 2, 2012</td>
<td>1:00 – 3:00</td>
<td>CE 268</td>
</tr>
<tr>
<td>April 13, 2012*</td>
<td>1:00 – 3:00</td>
<td>CE 268</td>
</tr>
<tr>
<td>May 4, 2012</td>
<td>1:00 – 3:00</td>
<td>CE 268</td>
</tr>
</tbody>
</table>

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

Website: [http://registrar.iupui.edu/appc/](http://registrar.iupui.edu/appc/)