IUPUI
Academic Policies and Procedures Committee (APPC)
Minutes
Friday September 7, 2012
CE 268

Minutes—Minutes of the Friday May 3, 2012 meeting were distributed electronically.

Information Items
- Student Services Initiative (SSI)
  - Information of SSI can be found at https://usss.iu.edu/sites/StudentServicesInitiative/default.aspx
  - The Business Process Reviews will be completed in December. During the spring semester, discussions will occur on the changes which should be implemented.
  - Processes within academic units are out-of-scope as part of this review process.
- ICHE has issued an RFP to evaluate financial aid policies and programs and recommend strategies that will utilize financial aid to improve student success. Due date was August 2012. http://www.in.gov/che/files/Fin_Aid_RFP_2012-04-25.pdf
  - Marvin was part of a Financial Aid focus group brought together to discuss potential changes in state financial assistance policies. Recommendations will go to ICHE on Sept 14. It is anticipate that some of the recommendations will require legislation in order to be enacted.
- HB 1116 credit for military experiences based on ACE recommendations
  Sec. 2. Each state educational institution shall adopt a policy to award educational credit to an individual who:
  (1) is enrolled in a state educational institution; and
  (2) successfully completes courses that:
      (A) are part of the individual's military service;
      (B) meet the standards of the American Council on Education, or the council's successor organization, for awarding academic credit; and
      (C) meet the state educational institution's role, scope, and mission.
  - The Statewide Transfer and Articulation Committee (STAC) is discussing the challenges of receiving sufficient information from ACE to determine the equivalency of the ACE recommendations to institutional courses. The primary concern is the determination that the individual has met the learning outcomes necessary to be successful in subsequent courses.
  - More information will be shared as it becomes available.
- Note that a future agenda item is a Minor in Sports Marketing. It is anticipated that this will be on the November agenda.

Academic Affairs Committee Report –Jan Buelow*, Chair*
- Jan Buelow will serve as chair and John Watson will be vice chair.
- Items on the agenda for Academic Affairs Committee this year-
  - Consideration of a campus policy on limits on course withdrawals
  - 2013 UG admission standards
  - Calculation of undergraduate GPA(s)
  - Grade forgiveness policies

Items for Review, Discussion, or Action
- Financial Literacy initiatives—*Marvin Smith*
Financial literacy is an essential life skill for the 21st century. This is especially important for college students who on campus and in real life will have more financial choices and more opportunities to make financial decisions than any generation before.
  - Current Financial Literacy Initiatives at IUPUI
    1. Entrance and exit student loan counseling

2. Financial aid sessions that include financial literacy information are presented during Orientation for students with a separate session for parents
3. Financial literacy information incorporated into Spring Preview Days for admitted students
4. Dedicated financial literacy website as IUPUI partners with the nonprofit National Endowment for Financial Education (NEFE) to present an online financial literacy site called Cash Course at www.cashcourse.org/iupui
5. Student Financial Services and University College staff do presentations regarding financial literacy during first-year seminar courses
6. A variety of IUPUI programs provide financial literacy content to "at-risk" students such as first generation college students, underrepresented college students, 21st Century Scholars, Pell Pledge recipients, etc.
7. Financial literacy addressed by programs such as Upward Bound, Minority Engineering Advancement Program (MEAP), 21st Century Support Programs, Minority Law Days, SAAB/SAAS, etc.
8. Financial literacy information for high school students is provided through programming offered during the summer through such programs as Project Stepping Stone and the Olanyian Summer High School Program
9. More coordination expected through Student Financial Wellness Council

- An IUPUI Student Financial Wellness Council has been convened.
    - Members
        - Marvin Smith, Director of Student Financial Services (Chair)
        - Virginia (Ginny) Washington, Assistant Director of Financial Aid, Loan Programs
        - Marilee Taylor, Assistant Director of Financial Aid, Training and Documentation
        - Jim Fiddler, Associate Director of Financial Aid, Client Services
        - Elijah Barry, Assistant Director of Financial Aid, Client Services
        - Amanda Fishman, Assistant Director of Financial Aid, Client Services
        - Jennifer Vines, Assistant Director of Financial Aid, Dental School Liaison
        - LeAndra Ross, Assistant Director of Financial Aid, Law School Liaison
        - Stephanie Osborne, Director, Student Orientation Programs
        - Dawn Schank, Senior Assistant Bursar, Office of the Bursar
        - Dan Youngblood, Bursar, Office of the Bursar
        - Erin Glueckert, Assistant Director, Office of Student Scholarships
        - Josh Manlove, Student Advocate Coordinator, Division of Student Life
        - Robin Staten, Financial Assistant, Multicultural Success Center
        - Kyle McCool, Director of Undergraduate Programs and Student Services, School of Public and Environmental Affairs (SPEA)
        - Khalilah Shabazz, Director of Student Success, University College
        - Dee Dee Addison, Assistant Director of Finance and Administration, Housing and Residence Life
        - Allison Loyal, Assistant Director for Academic Initiatives, Housing and Residence Life
- Planned Financial Literacy Initiatives
    1. System-wide efforts through Senior Director of Financial Literacy Jack Tharp and Director of Financial Literacy Phil Schuman (reporting to Treasurer's Office)
    2. Website development
    3. Peer-to-peer counseling development
    4. One credit hour course on personal finance
    5. Web counseling module
    6. Presentations
- What do IUPUI Students Want?
    - IUPUI O-Team Student Focus Group was held on May 16, 2012 to gather their insights regarding Financial Literacy
        - They liked the idea of ongoing loan counseling/financial literacy counseling sessions, websites, communications, personal one-on-one sessions, classroom sessions, and financial literacy incorporated into learning communities

- They noted freshman orientation day they are overwhelmed with lots of information and finances is not main concern at that point in time
- They wondered if academic advisors or peers could be trained to provide financial guidance on an ongoing basis and they progress through college
- They said they would be interested in a class on topic but it needed to be required or they admitted they wouldn't be as interested
- They want more information about building and maintaining a personal budget
- They thought peers with "horror stories" would be compelling and interesting, admitting the topic needed to be made interesting and/or incentivized (i.e., get credit or a partial scholarship of some sort or at least free food!)
- They noted the scholarship search process is difficult and time consuming to find out about opportunities, applying and writing long essays is time consuming and discouraging if no awards come through
- They suggested delivery of financial information should be multifaceted, interactive, and fun via websites, videos, personal visits, classroom settings, etc.
- Students are unsure how the repayment process works with student loans. While I'm sure the details are spelled out for them when they borrow, it's clear that students aren't concerned enough to pay attention to those details and are taking out loans without any knowledge of the effects they'll have on their lives down the road. It's also quite likely that parents are taking out the loans in the student's name and then not explaining the effects.
- The students liked the idea of having a session of financial "horror stories" from a panel of students or former students because they say that they learn best from people who have been in their situation before. This would definitely be a good idea for a workshop for students to attend.
- One of the most important things they said is that freshmen students have too much to learn about college when they first get on campus that they don't pay attention to financial matters. In order to instill a feeling of responsibility into freshmen, they need to be required to go to whatever financial programs we put in place. It doesn't necessarily have to be an actual course, but it could be that for their first year seminar they're required to attend "x" number of workshops outside of their normal coursework. Their thinking seemed to be, "the more we can teach them in the first year, the better they'll be for the next 3." Obviously, we'll still have to teach them as they continue throughout college.
- For the website, they would like to see a little section of Frequently Asked Questions regarding student finances. Here, I think it's important that we make sure to ask the students what the most popular questions are and not just guess based on what we think.
- The students also mentioned it would be great for the campuses to reiterate campus opportunities that offer scholarships during the summer because, while they don't provide cash, they help keep student loans down. Being student leaders, they know first-hand that these scholarships will come in handy once they graduate. Also with scholarships, students don't know how to find scholarships in a lot of cases because their parents didn't go to college.
- Students in school need help finding scholarships because too much focus is placed on incoming students. Once in school, applying for scholarships becomes another full-time job which is difficult for them to perform. They need help in finding time in order to get more money. They said that all of the scholarship attention is on those who are about to come to the school, not those who are already there. Some of the phrasing made it seem like they were saying that they bought the university from a salesman when they were choosing schools, and then once they bought, they became ignored because they were customers (if this makes sense).
- With the website, make it fun and filled with "kid-type" stuff that encourages interaction and doesn't make this seem like the most "weighty" topic ever. I think students are getting tired of hearing how depressing student finance is and would like the info to seem hopeful and cheery rather than grim.
- Finally, and I think this is the most important thing that was said in the focus group, **Freshmen don't know what questions to ask!** We expect freshmen to be responsible and aware of their current financial situation to the point where they don't get themselves into trouble…but they are incredibly

naïve and don't really know how the world works except for the one they grew up in. These students have no idea what questions they should be asking because they don't know what they are supposed to know when they come to school. They expect to be taught what they need to know and then they can ask questions from there. I think this is an extremely important thing we need to keep in mind when talking to students: we can't really assume students know things when they come on to campus and that they'll ask questions they need to know. We need to teach them what we can and then let them ask the questions that are important to them.

- o Periodic updates on the work of the Student Financial Wellness Council will be provided.

- Course prerequisites and post-enrollment requirement checking (PERC)—*Mary Beth Myers*
  - o PERC is new application within the SIS that identifies students who have not met a prerequisite for a course in which they are registered.
    - For example: A student is registered in Course 1 in Fall which is required to get into Course 2. The student enrolls in Course 2 for Spring while taking Course 1 in Fall. The student fails Course 1 in Fall and now needs to be removed from Course 2 in Spring.
  - o PERC was piloted with the IUPUI Math Department for Fall 2012.
    - PERC rosters were created and Math department reviewed.
    - Math notified students they were going to be dropped from the next course since they had not successfully completed the prerequiste.
    - Math then notified students that they had been dropped and should be talking to advisor to find another course in which to enroll.
  - o Other departments are interested in PERC but some current issues need to be addressed first.
    - **Security:** The application allows anyone who has access to the PERC roster to actually drop the students from classes. So, if it is rolled out to individuals in schools, each of those individuals could inadvertently drop students from classes. A strategy is being developed to provide security so academic units may review the PERC rosters without the ability to drop students. Potentially, a specific individual in the academic unit might be provided access to drop students after the academic review is conducted.
    - **Notification:** There is no automatic notification to students within the PS delivered product. It is critical that students be notified that a drop has occurred so that they are directed to an advisor and/or to register in a different class before semester start up.
    - **Timing:** The report needs to run after grades are official, but in time for students to react, talk to advisor, choose another class. The Registrar will develop a schedule to present to the academic units.
  - o There are ongoing discussions to address these issues so that PERC can be rolled out to more academic units. More information in next month

- Revisions in academic calendar for Fall 2014—*Mary Beth Myers*

Change to Academic
Calendar_Fall 2014_A

- o Attached is the document we reviewed in May with the intention of approving this at our September meeting.   As a reminder, we need to make this change OR we will have only one week between the end of Summer 2 and the beginning of Fall 2014 which would cause serious issues for the summer programs.
- o This change would mean a slight deviation from our IUPUI Academic Calendar guidelines:
  - *The Fall Term final examinations must end no later than December 21 in order to have sufficient time for grade submission, processing and notification around the Christmas holiday.*
- o With the new calendar, final exams would end on 12/22. Grades are then due 48 hours after the final exam. That means 12/24 which is Christmas Eve (which is a Wednesday this year).
- o The guidelines in this area were drafted at a time when we were using paper rosters and manual data entry and validation. Things have long since changed so even with finals ending on 12/22 the grades are supposed to be in before the actual holiday and grades can be entered from any location.

- While this change does pose issues for some faculty and will push staff in terms of probation/dismissal decisions, etc. we need to make the shift now to align ourselves better for future terms. This shift puts our calendar in alignment with IUB's start date which is ALWAYS good for the system schools.
- The attached document was prepared for presentation of the information to IFC and contains additional information from the document shared in the agenda.

  Academic Calendar
  Fall 2014_Proposed C
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- Please discuss this issue and review the attached document with your faculty as the next step will be presentation of IUPUI Faculty Council. Providing your perspective prior to the IFC discussions will be extremely helpful.
- Recommendation to IFC-
  - Endorse the proposed shift in the start date for fall 2014 with a Transcript Effective Date of 12/27/14.

- Student Performance Roster in the FLAGS system—*Mary Beth Myers*
  - Changes in the December release.
    - Ability to select a group of students from the complete roster that need to be flagged. That group of students, then, will be available on the assessments tab for faculty to make the flag and action choices. This is particularly helpful for large classes.
    - There will be a 3rd tab to display students who have been previously flagged. Faculty were interested in having a place to see who they had flagged and what they had submitted. This will now be available on the roster.
    - Ability for faculty to raise a flag early before they are confident about commenting on attendance.
      - Attendance defaults as blank.
      - Faculty need an opportunity to raise a flag without necessarily knowing attendance.
      - Faculty can raise a flag and will be forced to choose an attendance value for those students for whom a flag is raised; however, one of those attendance values will now be "unknown" or "will report at later time"
      - Faculty will be able to submit the roster so these flags may be raised on some students (with a possible attendance value for those as "unknown") while the other student attendance values on the roster remain blank. NOTE: don't want "unknown" to appear to a Student in the Student Center so blank is better in this case.
    - IUPUI reps on roster team asked that if the "unknown" value is to be available early in the term to allow for early flagging of students, it should be eliminated as a choice as of roughly week 4 but certainly prior to Registrar enrollment audit where attendance is required for Financial Aid and faculty policy compliance.

- Point in Cycle demonstration—*Gary Pike*
  - Directions on accessing the site using a MAC are contained in this document.

    PIC website to
    work with Mac c...

  - Information from University Research and Reporting on applicants, admits, and enrolled students for students on all IU campuses is contained in this document

    falladm_2012_08...

o   Gary demonstrated use of the PiC site. Suggestions were provided on additions that would add to the utility of the next iteration of the PiC reports.

Future Agenda Items
- Transcript information on accreditation/certification status—*Mary Beth Myers*
- Baccalaureate in Latino Studies—*School of Liberal Arts*
- Minor in Sports Marketing-- *Rafael Bahamonde*

Meeting Schedule for 2012-13

Date	*Time*	*Location*
September 7, 2012	1:00 – 3:00	CE 268
October 5, 2012	1:00 – 3:00	CE 268
November 2, 2012	1:00 – 3:00	TBD
December 7, 2012	1:00 – 3:00	CE 268
January **11**, 2013*	1:00 – 3:00	CE 268
February 1, 2013	1:00 – 3:00	CE 268
March 1, 2013	1:00 – 3:00	CE 268
April 12, 2013*	1:00 – 3:00	CE 268
May 3, 2013	1:00 – 3:00	In Progress

*Typically meetings are first Friday of each month; these dates are exceptions
Website: http://registrar.iupui.edu/appc/