

# IUPUI Staff Council Committee Annual Report 2012-2013

**Committee Name:** Academic Affairs

**Chair:** Deanna Hart

**Members:** Rose Baker, Landon Brothers, Natalie Edwards, Margaret Hughes, Laura Masterson, Patrice Roulette Landis, Sherrie Tucker

**Action Items:**

Action Item(s)	Status
1) Academic Advising Reports (AARs) in SIS are not currently created for all schools and majors across campus. These AARs are helpful to students as they can self-monitor their progress toward degree completion.	Idea to In Progress
2) New IUPUI policy that students cannot work from home results in the challenge of finding office space for students to work.	Idea to Awareness
3) The TIME system and its impact on faculty/staff who supervise student workers.	Idea to Awareness
4) Lack of classroom space and underutilization of classroom space on Fridays.	Idea to Awareness
5) Classroom furniture in some buildings is not adequate to accommodate larger/taller students and not moveable to facilitate collaborative group work.	Idea to In Progress
6) How will IU Online impact the academic units?	Idea to In Progress
7) Advising Rx=Advising Records to replace Advising Contacts in SIS	Awareness
8) Should course syllabi be available to the public/posted online?	Idea to In Progress
9) Concern expressed regarding handwritten comments by student on course evaluations are seen by instructor.	Idea to In Progress
10) Current federal laws require textbook information must be available at time of course enrollment.	Idea to Awareness

11) Create list of committees on IUPUI campus in which staff in academic departments may become involved.	Idea to In Progress
12) Reports indicate many students do not complete degrees due to financial reasons.	Idea to In Progress
13) How can working relationships between faculty and staff be improved?	Idea to In Progress

**Action Items to be carried over to 2013-2014:**

Action Item(s)	Status
1) Academic Advising Reports (AARs)	In Progress: This committee has offered to assist with the creation and editing of AARs for schools that do not have them. We contacted Kim Lewis and Kari Fisher in the Registrar's office to offer physical help during training session or to simply assist with communication about the importance of AARs. There is concern that schools need a dedicated staff person to create/monitor/edit AARs for their department. Committee to be a resource to Registrar's Office and JACADA for training and communication.
2) Classroom Furniture	In Progress: Committee researched classroom chairs and discussed findings. Committee would need to formulate a recommendation and present it to the school's Academic Dean for furniture budgeting and involve the Building Coordinators for installation. Other units, like Faculty Council and any student councils, may need to be involved in order to make any changes.
3) IU Online	In Progress: Monitor the IU Online initiative to see how it impacts academic units in the areas of staffing and implementation/creation of new online degrees/certificates. Possible impact areas include number of required instructional minutes, decrease in number of classes offered on campus, and school/program accreditation.
4) Advising Rx	In Progress: Watch for implementation date and training sessions.
5) Posting Syllabi On Web	In Progress: Survey schools as to who is currently posting syllabi on the web and study pros and cons.
6) Course Evaluations	In Progress: Survey schools to find out current practice regarding course evaluations. Committee will advocate to computerize course evaluations and to shred paper evaluations.

7) List of Academic Affairs-related Committees	In Progress: Survey members to ask the name of committees on which they currently serve and compile a master list, then distribute to Staff Council membership.
8) Educate Staff in Academic Departments of Financial Aid resources	In Progress: Some departments have a specific representative from Financial Aid. Committee could assist with Financial Aid Education presentations for Academic Advisors/Students/Staff, ultimately impacting student retention.
9) Faculty/Staff Working Relationships	In Progress: Committee recommended to the Staff Council Executive Committee to allow time at a stated Staff Council meeting for a presentation by Cathy Buyarski on Faculty/Staff Relationships. This was approved and a date will be selected in the 2013-2014 year.

**Suggested new action items for 2013-2014:**

Action Item(s)	Status
1) Clarify role of committee/what should committee do to be effective and/or worthwhile?	
2) Committee can be voice for any new degree programs created/offered to entire Staff Council membership.	
3) Committee could study current literature and present best practices on ways academic staff can work for or collaborate with faculty.	

Please attach any completed documents or recommendations made by your Committee during this report year.

**Report due: June 30, 2013**

**Submit to\*:** Karen Lee  
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**\*Preferred submission method is via email.**