

IFC Academic Affairs Committee - Meeting Notes
Thursday, January 12, 2012 from 11a-1p in UL 2115J

Members Present: Linda Brothers (PETM), Janice Buelow (Nursing), Darrell Brown (Business), Peggy Daniels (Business), Kathy Johnson (Administrative Liaison, University College), Suzann Lupton (SPEA), Mary Beth Myers (Ex-Officio, Registrar), Josh Smith (Education), Marquita Walker (Labor Studies), Jeff Watt (Executive Committee Liaison, Science: Mathematics), Gina Gibau (SLA: Anthro), Bill Orme, Paul Salama

11:13-11:15 - Welcome and Introductions.

The Chair could not attend this meeting due to a schedule conflict. His assistant, Dale Ray was the scribe for this meeting. Josh Smith welcomed the committee and the meeting was called to order at 11:02. The meeting notes from November were read with comments: Gina was not at this meeting. Recommendation by committee with concern Liberal Arts does not have an agreement with the Community Learning Network that support staff would come into Liberal Arts. Smith indicated a vote would be taken during this meeting. Smith motioned to add this topic to the meeting agenda for action and vote. Kathy Johnson was not at the November meeting – minutes will be changed to reflect these changes. Meeting minutes were approved with the accepted revisions. Introductions followed. Smith stated a quorum was present for voting. (8 out of 16). Watt outlined the voting process and details.

11:15-11:30 – Discussion and Vote on Revised Draft of Administrative Withdrawal Policy (see Attachments).

Smith asked for a motion to approve the revisions to the Administrative Withdrawal policy. Vanchit moved, Walker seconded, and Smith opened for discussion. The policy revision changes current practice from individual schools to an overarching umbrella policy for all students in all undergraduate courses. Gibau asked if there was a deadline for faculty to administratively withdraw students. Myers explained the timeline, deadlines, and communication to students prior to withdraw. This is usually a one-week window with notification. Orme asked if there are any medical exemptions. It was clarified that this policy is truly for students not attending classes. Myers requested undergraduate verbiage be added to the first paragraph. Watts explained it is not up to the faculty to determine grad or undergrad status – they should be treated equally. Last sentence should state undergraduate courses. Daniels explained the policy in her unit – if you are withdrawn from one class, you are withdrawn from the other two integrated courses and requested the verbiage about units having more restrictive policies be put back in the document. Smith outlined this requested amendments. 1. Insert the word “their”, 2. “student enrolled in”, and 3. unstrike last bullet point with sentence “Academic units may have an Administrative Withdrawal policy more restrictive than provisions outlined in this policy.” Add “It is the responsibility of the academic unit to communicate their policy to their students” and to put this information on the course syllabus. The motion passed unanimously with friendly amendments.

11:30-12:20 - Review and Discuss the Development of a Campus-wide Policy and Procedure for Handling Medical Withdrawals.

Smith inserted the recommendation on the degree programs within CLN – BS General Studies component goes to Liberal Arts (see Nov minutes) Smith opened for discussion. Gibau questioned if indeed the administrative support and staff from BGS will come into Liberal Arts – this was not the agreement. Gibau questioned why this is coming from this committee and pointed to Dean Sukhatme communication stating otherwise. The original proposal indicated the Center for Lifelong Learning would become the administrative hub for this program. Walker and Johnson concurred. Smith requested a motion for revisions to the following. Discussion followed. Gibau further explained the original proposal stated the unit would be moved intact.

Recommendation Regarding the Future of the Bachelor of General Studies at IUPUI:

Indiana University should transfer the academic oversight and degree conferral of the Bachelor of General Studies program at IUPUI, including both the degree and all of its support programs and staff, to the Indiana University School of Liberal Arts.

Smith requested a vote to accept this language and the motion passed unanimously. Send to Eric for send to Karen Lee.

Review and Discuss the Development of a Campus-wide Policy and Procedure for Handling Medical Withdrawals.

Nursing, Engineering, Social Work, Business, Education and Dentistry, do not have specific medical withdrawal policies. Science-Each dept determines for individual course but if withdrawing from all courses, the science courses. Myers outlined the registrar policy for handling medical withdrawals and explained it is up to the unit to have a policy in place and explained it is similar to the military call-up withdrawal model – but the Registrar’s role is much different. Johnson stated the process needs to be clarified for students. Watt provided examples pointing to the need for a campus-wide policy or uniform process as it can be an added stressor to the student. Smith asked if medical withdrawals are tracked at the campus level – Myers stated the Registrar has an online form on their website for students to send to the unit which is then forwarded to the Registrar for action/grade change (“W”). The will of the committee is to develop a campus wide policy to handle medical withdrawals from **ALL** courses – Volker requested Wright assist in defining medical contingencies threshold, language, documentation, and existing policies.

12:20-12:30 - Report from the Undergraduate Admissions Committee (Marquita Walker).

Walker provided and update UG admissions committee – Uday could not attend the meeting so it was more of a “conversation” than a meeting - no decisions were made.

12:55-1:00 – Discussion of Campus “Dead Week” Policy.

Undergraduate students (USG) expressed a desire to have a “dead week” campus-wide policy between finals and end of classes (“prep week”) – Wright has yet to meet with USG President “Corey” to discuss this request - USG requested this committee entertain a motion to move forward with this proposal. Discussion included “policy is difficult to enforce in units”, “nursing has 8-week clinical – a blanket policy could have negative effects”, “Kelley would like to have discussions with faculty and students about this issue – we have 16 weeks of coursework.” The policy states no assignments, major exercises, or final exams should take place during this week. Exceptions should be approved in consultation with the unit’s Dean or Chair. The committee encourages student to pursue this proposal and invite USG and students for input.

12:25 – Meeting Adjourned