

IUPUI
Academic Policies and Procedures Committee
Minutes
Friday 9/7/01
1 to 3 pm—CA 136

Minutes

- May minutes were accepted

Announcements

- Items from Dean Plater
 - Thank you to all the individuals involved in recruiting and enrolling students for this fall.
 - Documents providing an analysis of fall 2001 admission characteristics were distributed via email prior to the meeting.
 - Fall enrollment reports available at <http://registrar.iupui.edu/enrollment.html>
 - Attention should be directed toward
 - recruiting international students to enhance the cultural diversity of the campus
 - enhancing minority enrollments, particularly 1st time, full time students
 - We need a coordinated approach to recruitment
 - continuing to increase graduate student enrollment
 - We are significantly underrepresented in master's students compared to our peers
 - Areas of concern for the campus
 - SAHS
 - Has experienced decreased enrollments and is in financial difficulty
 - Is in the campus process for restructuring
 - Impacts on student recruitment and enrollments in other units
 - Proposed restructuring will focus on moving from undergraduate to graduate programs
 - SPEA
 - In process of transformation under new dean, Jim Perry
 - Strategic planning process may lead to restructuring into fewer programs
 - Social Work
 - With the establishment of programs on other campuses, enrollments at IUPUI have decreased
 - The school is important for the campus and making efforts to adapt to the changes
 - Transfer students are important to IUPUI
 - Passport program facilitates transfers from ITSC
 - Passport may become a system wide program
 - IUPUI needs to continue to be open to as many transfer credits from ITSC as possible

- ITSC is the number one source of outside transfer students to IUPUI
 - We need to be the best place for students from any campus or institution to transfer to, both domestic and international students
 - Need to address international students transferring credits from international institutions and from domestic universities
 - Focus for this year—developing our customer service for transfer students so that we are the most welcoming campus in the state for transfer students
 - Career Center is linking with University College
 - Priority will be advising 1st year students on how career aspirations link to academic programs
 - Placement will receive less attention
 - Career Center does not have sufficient resources to accomplish both
 - Retention is our priority
 - Increasing retention will have the greatest impact on the number of students and number of credit hours
 - Series of meetings and retreats focusing on retention with particular emphasis on Gateway courses
 - Preliminary reports from this year
 - 1st to 2nd year retention—increased by 0.8%
 - Transfer students—decreased by 3.5%
 - 1st time, full time students—increased by 3.2%
 - Highest gain of any campus
 - SIS
 - Implementation of PeopleSoft will cost more, take longer, and do less than projected
 - IU projected cost of \$25 million
 - OSU spent \$75 million
 - Proposal is to implement generic so that we can bring complete system up as quickly as possible and then go back to do customizations
 - If the implementation costs more, it is likely that our campus and IUB will be taxed to support the implementation
 - SES is the central support project for implementation of SIS
 - Will provide the integration of services described in the Andersen report
 - Issues related to the establishing SES should be resolved by the end of the year
- Items from the Chair
 - Let me know of other changes to membership list
 - Contact me to add items to the agenda
 - Members of APPC are expected to disseminate information from APPC meetings to the appropriate individuals in their units
 - Website
 - <http://registrar.iupui.edu/appc/>
 - user name and password are appc

- Has membership list, agendas, minutes, policies, procedures, helpful links
- Listserve
 - Appc@listserv.iupui.edu
 - Use listserv to provide information to the group
 - (1) Members of APPC can post messages to the listserv
 - Will be used for discussion of items between meetings
- Updates on Credit Transfer Issues
 - Intercampus transfer
 - (1) Review of 100 and 200 level courses complete. All courses with same number will be treated equivalently throughout the IU system
 - (2) Review of 300 and 400 level courses will be undertaken this year
 - (a) Initial review and request for additional information to determine comparability was scheduled to be completed by Oct 15; may be revised to Oct 31
 - (b) Next step is cross campus discussion of any courses which generated questions concerning comparability
 - (c) February is tentative deadline for requests for renumbering of courses
 - (d) Reminder letter will be sent from UFC EPC shortly
 - Transfer of credits among state supported institutions
 - (1) Grids completed for top 42 courses taken in the fall semester
 - (2) All universities (and all IU campuses) have reported how the CCI AA and AS degrees will articulate with correlated baccalaureate degrees
 - (e) CCI degrees are AA and AS in English, History, Philosophy, Political Science, Psychology, Sociology, Liberal Arts, Pre-law
 - (3) ICHE sponsored website to make transfer information available students was not funded by the legislature.
 - (4) Courses approved by School of Science and School of Liberal Arts for transfer credit from ITSC-Indianapolis will now be accepted from any ITSC location
- Update on SIS and SES
 - The second phase of the Admissions functions will begin October 15. No functions in either the legacy or SIS systems will be available October 12-14.
 - An extended update on SIS will be scheduled in November.

Academic Affairs Committee Report Ken Rennels, Chair

- Faculty Council passed definition of academic unit of credit and policy on observance of religious holidays
- AAC will be monitoring
 - Implementation of SIS to avoid technology driving policy
 - Distance Education implementation
 - Completion of review of 300/400 level course for intercampus transfer
 - Master Course Inventory policy implementation
- Will return to policy tabled at end on year on limiting total amount of credit transfer from 2 year institutions
- New activity will be review of IUPUI Vision and Mission
- UFC Educational Policies Committee will
 - Finalize Master Course Inventory implementation
 - Monitor Distance Education implementation

- Watch service integration based on Andersen Report
- Determine if policy or practice changes are required to comply with Buckley amendment changes in FERPA standards

Items for Review, Discussion, or Action

- Preparation for Discussion to affirm 2002 Admissions Standards
 - Information item
 - Policy affirmed by APPC last spring is available at the Website
 - <http://registrar.iupui.edu/appc/admitmatrix.pdf>
 - Primary change is to admit only students who have completed Core 40 and who have no more than 8 D/Fs
 - Fall 2001 was 9 D/Fs
 - Members should review information distributed by Dean Plater via the listserv
 - Currently we are admitting students under the Fall 2001 while deferring the decision on students who fall in between the Fall 2001 and proposed Fall 2002 standards
 - When additional analyses are completed, the determination will be made on progressing to the Fall 2002 standards
 - Discussion will occur via APPC listserv
 - Target decision date is Oct 1

- IUPUI Process for Development of Undergraduate Majors—*Kim Manlove*
 - Deferred to October
- Process for Review of Variable Topic and Workshop Courses—*Kim Manlove*
 - Deferred to October

- Early Warning Roster—*Gayle Williams and Mark Grove*
 - Draft of Early Warning Roster letter distributed. Mailing will occur on 9/12
 - This replaces freshman mid-term grade roster
 - A checklist is used to indicate students who never attended, have irregular attendance, or unsatisfactory work
 - Information will be compiled by University College and transmitted to the student's home academic unit
 - University College has also developed an electronic report form for faculty to indicate concerns with a student's performance, including lack of attendance, at any point in the semester

- Administrative Withdrawal Policy pilot in English, Psychology, Math, and University College—*Jeff Watt*
 - See appended information
 - Departments of English, Psychology, Math, and University College have agreed on a common administrative withdrawal policy as a pilot project
 - The Early Warning Roster in these classes will contain a checkbox for students who should be administratively withdrawn
 - This information will be transmitted to the student's home academic unit for action

- University College request for faculty signatures on schedule change forms (withdrawals) for A-1 and B-1 students—*Gayle Williams*
 - UC faculty have noted that freshman students make decisions to withdraw from classes without adequate consideration of their options
 - To promote more informed decision making, UC students must have both the faculty member's signature and the advisor's signature after the 1st week of classes. Faculty members should use this as an opportunity to talk with the student about the reasons for withdrawing from the class and discuss appropriate options.
 - Other academic units expressed concerns that UC did not notify them of this policy prior to its implementation. Faculty did know about the policy which has generated confusion for faculty and students.
 - The request was made for UC to develop a mechanism to inform faculty about the policy and the reasons for the request
 - Problems with contacting faculty may have caused some students to miss cut off date for first withdrawal period
 - Michael Cozmanoff will take information to the Fees Appeal Committee
 - Concern was expressed that UC faculty have developed and implemented policies that impact on other academic units without consulting with those units.

Unit Updates

Admissions

Mike Donahue

- Data on 3 year yield provided. Information appended.

Enrollment Center

Jennifer Pease

- Information on unit points of contact distributed for verification

Bursar

Michael Cozmanoff

Registrar

Mark Grove

- Spring course offerings will be available on Insite on 9/12
- Spring calendar will be posted soon
- Bulletin revisions are complete. A common index has been developed. Copy will be available for proofing and minor additions in late October.

Student Life & Diversity

John Jones

Academic Units

Unit Representatives

Future Agenda Items

- Proposed assessment plan for writing across the curriculum—*Sharon Hamilton*
- Ways to Distribute Information about Courses Related to Majors But Not in School—*Cathy Buyarski*
- Admission Decision Flow Chart
- Admission of undocumented persons—*Sara Allaei*—October
- Common probation and dismissal policy (UC, Science, Liberal Arts)—*G Williams, J Kuczkowski, M Langsam*—October
- Career Center—Tom Cook
- Minority Recruitment and Retention Initiatives—*JaDora Sailes*
- Procedures for Review of Applicants Suspected of Dishonesty in the Application Process—*Mike Donahue, John Jones*--November
- Policy on Sponsoring a Student for Admission
- Admission of Underprepared Adult Students

- Attracting Transfer Students

Administrative Withdrawal

The departments of English, Psychology, Math, and University College worked this summer to develop a policy (see below) and plan to implement the policy this fall in the following courses:

ENG G09-12, W001, W130, W131, W140, W132, W231, L105, L115,
PSY B104,
MATH M010, 001, 110, 111, and
UCOL U110, U112.

The common policy that will be printed on the syllabus for each course is as follows.

We believe that attendance is a key factor in academic success and we are supportive of all course coordinators' and instructors' efforts to ensure that students in their courses are attending all meetings. Students who miss more than 50% of their class meeting of a given section during the first four weeks of the fall or spring semesters without contacting their instructor or department will be Administratively Withdrawn from that course.

Note: Students should know that being Administratively Withdrawn from a course may have impact on their Financial Aid Awards. Administrative Withdrawal will take place after the full refund period. Students who are administratively withdrawn from the course will not be eligible for a tuition refund.

(The faculty may want to add the following clarifying information to the policy statement policy depending on the number of days the specific course is scheduled to meet):

If a section that meets 3 days per week, a student who misses more than 6 class periods during the first 4 weeks of the semester will be Administratively Withdrawn.

If a section that meets 2 days per week, a student who misses more than 4 class periods during the first 4 weeks of the semester will be Administratively Withdrawn.

If a section that meets 1 day per week, a student who misses more than 2 class periods during the first 4 weeks of the semester will be Administratively Withdrawn.

(Also, instructors may want to include information/procedures on how to appeal the policy for certain situations. Students who have to miss class are strongly encouraged to contact their instructor ASAP.)

Beginning Freshmen

- As expected, the downward trend in the number of beginning freshmen continued this year (down 222 or 7% from last fall).
- The matriculation rate (yield) for admitted beginners remained stable this year (63% of admitted beginners enrolled) but is slightly lower than the rate experienced in the late 1990s.
- **With additional cuts based on changes in admissions policies, the portion of beginners who are "conditional" is down by 9 percentage points (56% this fall vs. 64% last fall).**
 - **The average SAT score is 971 - up by 14 points from last fall.**
 - **The average high school percentile is 58 - up by 3 points from last fall.**
 - **The percent of recent high school graduates (with rank data on file) who graduated from the top 10% of their class has fluctuated over time but is up by 2 points this fall.**
 - **The percentage from the top third increased significantly for the second year in a row (up by 4.4 points this fall).**
 - **Currently, just 12% of the recent high school graduates ranked in the bottom third of their class (down by 7 points from last fall).**
- The portion of beginners enrolled on a full-time basis, which had been increasing recently, dropped slightly this year but the majority, 76%, enrolled full-time.
- The portion of beginners who are women increased again this year continuing an upward trend - 58% female for fall 2001.
- The portion of beginners who are African American decreased slightly again this year - 9.7% this fall vs. 10.3% last fall. Representation among other ethnic minority groups remained fairly stable this year.

New Transfer Students

- The 222 decline in beginners was somewhat offset by an increase of 102 in new transfer students - a 6% increase in the number of transfers from last fall.
- **The matriculation rates for transfer students have fluctuated slightly over the last five years and is up by two percentage points from last fall (68% for 2000, 70% for 2001).**
- Ivy Tech Indianapolis, Purdue West Lafayette and Ball State continue to be our top three feeder institutions. Ivy Tech Indianapolis, continuing a strong upward trend, took top place this fall with just over 200 students transferring from that campus. The number of transfers from Purdue and Ball State fell this year following significant increases last fall.
- The distribution of new transfers by class level has fluctuated over time but the majority continues to transfer at the lower levels (43% are freshmen, 34% sophomore).
- The portion of transfers who are African American declined by 1.4 percentage points this year (11.5% vs. 12.9% for fall 2000) but figures have fluctuated between 10 and 13 percent over the last five years.

- Female representation among transfers has declined slightly over the most recent five years. Currently 55% of new transfers are women.
- The portion of new transfers enrolled full-time has remained constant at 58% for the last three years.

New Graduate/Professional Students

- The number of new master's degree-seeking students continued an upward trend and increased dramatically this year (up 149 or 18.4% from last fall).
- The number of new students in doctorate programs has fluctuated over the years and is down this year (8 or 14.5% from last fall).
- The number of new students in 1st professional programs has fluctuated slightly over time but remained stable this year.

**A THREE YEAR COMPARISON OF ADMISSIONS
FOR
FALL SEMESTERS
AT
IUPUI**

YEAR	GROUP	APPLIED	ADMITTED	% ADMITTED	ENROLLED	% ENROLLED
2001	FRESH	5641	4033	71.5%	2513	62.3%
2000	FRESH	5628	4446	79.0%	2767	62.2%
1999	FRESH	5320	4517	84.9%	2912	64.5%
2001	TRAN	3067	2375	77.4%	1645	69.3%
2000	TRAN	2778	2190	78.8%	1478	67.5%
1999	TRAN	2464	1926	78.2%	1280	66.5%

Each year we have seen an increase in applications for both freshmen (beginners) and for transfers.

By using new admissions standards, the number of freshman admits has declined nearly 14% over the last two years. However, the percentage of enrolling students has not changed significantly and for 2001 there was a very slight increase in the percentage of admitted students enrolling. This is not the typical trend that colleges experience as they change admission criteria. Usually the yield declines.

Transfer admissions has seen an increase in applications, a slight decrease in the percent of offers of admission and a significant increase in the percentage of admitted transfers enrolling. The increase in enrolling transfers for the fall semester softened the loss of freshmen.