Minutes of the 4/7/06 meeting were distributed.

Announcements from the Chair

- Recommendation on PS upgrade
  - The upgrade strategy preferred by the HRMS and SIS stakeholders is to upgrade from our current 8.0 release to 9.0 in February, 2008. Work on 8.9 will commence in July, 2006. A status review in early 2007 will verify the project schedule. If for some reason there are conditions which will prevent us from reaching this goal, the fallback strategy is to upgrade to 8.9 in February, 2008 and 9.0 in February, 2009.

- Admissions/Enrollment update
  - Undergraduate Admission—Indianapolis
    - Numbers
      - Beginners
        - Applications  up 13.5%
        - Admits  up 4.7%
      - Transfers
        - Applications  up 7.6%
        - Admits  down 6.4%
      - Non-degree
        - Applications  up 3.2%
        - Admits  up 2.2%
    - Total
      - Applicants  up 11.9%
      - Admits  up 2.3%
    - Quality
      - Top 10%  13.8%  (up 28.2%)
      - Top Third  56.2%  (up 14.3%)
      - Middle Third  38.1%  (down 2.1%)
      - Bottom Third  5.6%  (down 1.8%)
      - Ave SAT of admits is 1006 compared to 1005 last year
      - Minority admits are up 3.2% (but down 12.4% in African Americans –39 individuals)
  - International Admission
    - Beginners
      - Applicants  up 87.4%  (due to the Saudi scholarships)
      - Admits  up 18.3%  (waiting for paperwork and completion of English competency)
    - Transfers
      - Applicants  up 17.7%
      - Admits  down 13.3% (6 individuals)
    - Total
      - Applicants  up 67%
      - Admits  up 6.9%

Susan Sutton is cautiously optimistic that we can enroll over 1000 international students this year.

- Enrollment—Indianapolis
Credit hours down 4.6%
Unduplicated heads down 5.6%
Areas of concern are E & T, Informatics, Liberal Arts, and Science
Registrar will send the academic units the lists of continuing students who have not registered beginning May 22
Only 29% of the current students who are eligible to returning have registered at this point.

(If Nasser had been present, he would have pointed out that IUPUC is up 2.9% in credit hours and 1.5% in heads.)

- Status Report on Enrollment Projection Project
  - The preliminary compilation of information from the academic units has been completed. Further discussions and refinements will occur over the summer.
  - The initial projection for Fall 2006 would be an increased enrollment of approximately 800 students.
  - One component of the analysis will be to identify potential areas that would restrict accomplishing IUPUI enrollment goals.

Academic Affairs Committee Report  Betty Jones, Chair
- From University Faculty Council—
  - The University core curriculum was discussed at the last UFC meeting. The general concept is to have some 20ish credit hours that would be a component of the general ed curriculum and that would be transportable to other campuses. This proposal was developed out of the Executive Committee and will continue to be developed next fall.
- IFC
  - Revisions of the PULs still have some steps to be completed before the final IFC action can be taken.
- General Studies
  - Betty served as an external evaluator for the PUL capstone portfolios for General Studies students and was impressed with the students and the portfolios. Through the capstone the students are called on to review the totality of their undergraduate work at a "meta" level through the framework of the PULs.
  - General Studies seniors have the option of taking the capstone course. The students prepare a portfolio (paper) with evidence for each of the 6 PULs--and all 21 of the substatements of the PULs. Evidence includes such items as graded assignments, tests, awards, projects, etc. Further, students prepare a reflection for each of the 21 PUL substatements.
  - External evaluators meet with groups of 3 General Studies students, cover questions provided by the instructor and additional questions that come up during the approx 2 hour session, and provide a rating of the portfolio and each student's responses to the interview questions.

Items for Review, Discussion, or Action
- Rick Ward raised a concern about the information that is archived in OnCourse, including grade books since IUPUI policy allows students a 5 year window for grade change requests.
  - The IUPUI business practice on retention of grade books states that they are to be retained for 5 years after graduation or date of last attendance. Given the non-traditional progression of our students, compliance with this standard would be very difficult.
- Information from Garland Elmore
  - Oncourse data are archived after two years (six semesters, including summer) and stored on tape. Charging for restoration of data is not so much a policy as a standard practice that has developed to operate Oncourse efficiently within budget. There is considerable time and effort
involved in recovering the tapes from storage, transferring data to a test server, and restoring data to disk for faculty access. There is an hourly charge for this retrieval and transfer service.

- Information from Dennis Cromwell
  - UITS averages about three (3) requests per year from faculty to restore information in Oncourse. This is not just grade information, but any archived course information. It takes about two (2) working days to complete the restoration and the charge is dependent on time, but it usually is in the $250-500 range.
  - Dennis is investigating how the grade book information can be stored so that it can be retrieved is needed. Additional information will be provided at the August meeting.
- The grade book retention guideline will be changed to read that grade books should be retained for 5 years after the end of the course.

- Follow up on FaceBook/MySpace
  - Policies and procedures within the Student Code of Conduct are adequate to cover situations that may be problematic.
  - The larger concern is providing information to students so that they can make informed decisions and understand the consequences of their postings. Frank Ross will be working through the Learning Communities to distribute information.

- Site for previously passed policies—Mary Beth Myers
  - Policies available at
    - http://registrar.iupui.edu/appc
    - User name and password at APPC
    - http://registrar.iupui.edu/
      - Subsections for faculty, recorders, chairs
      - Links to other sites with information
  - Registrar’s Office will be reviewing and revising their website to restructure the information and to make it more available for the different audiences that need to access information.

- Request from the IUPUI School of Nursing for adding a notation on the official transcript—Mary Beth Myers
  - Attachments
    - Description of process for adding a notation on the official transcript
    - Request from School of Nursing
  - Mary Beth has presented the request to the Registrar Council and the discussions need to occur at groups like APPC on all campuses (point 4 on the process document).
  - The three options were discussed and the consensus was to support the use of the Milestone option

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Meeting Dates and Locations

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PROCEDURE FOR ADDING NOTATIONS ON OFFICIAL INDIANA UNIVERSITY TRANSCRIPTS

Summary

Academic units occasionally ask that the Office of the Registrar place notations on the official student transcript. Usually the requests are for a particular academic accomplishment, but some requests are for more general notes.

Academic accomplishments tend to be course- or degree-related, mandated by accrediting agencies, or designations of student accomplishments beyond normal classroom work, such as the recently approved notations on experiential learning. The more general requests often include items deemed more appropriate for a student resume. In order to avoid the potential controversy surrounding requests from academic units for additions to the official university transcript, it seems prudent to establish a uniform policy/procedure for the approval and implementation of such requests.

Premise

The student transcript is the official record of the faculty and, as such, should include only those items faculty or academic committees review and approve as appropriate and which meet certain standards of academic rigor set by the faculty. While the Office of the Registrar is certainly in a position to evaluate and recommend action, it seems appropriate that any decision be made in consultation with a university-wide academic body.

Proposal

It is proposed that the Academic Leadership Council (ALC) be the ultimate approving body for notations which may be appropriate for inclusion on the official transcript. The ALC represents all campuses of Indiana University. As such, the ALC is in a position to require that proposals for notations meet the academic standards, or other criteria required, to rise to the level of notations on official transcripts.

Procedure

1. Academic units would submit a proposal detailing the rationale and intended outcome for the inclusion of the notation on the transcript. The proposal would address the following questions and be initially submitted to the campus registrar for evaluation:
   - What notation is requested (include proposed wording, if applicable)
   - What is the academic nature/purpose of the request?
   - What is the intended outcome of having the notation reflected on the official transcript?
   - What standards are to be met by the students?
   - What monitoring or final approval processes are in place in the academic unit to ensure that the standards are met?

2. The originating campus registrar would make the preliminary evaluation and arrange for initial consultation with the academic unit making the request.
   - The discussion would include the registrar’s assessment of the appropriateness for inclusion on the official transcript along with suggestions for how such a notation might best be implemented in SIS, if appropriate.
   - After these discussions, the academic unit proposing the notation may elect to withdraw the request or to continue the process.

3. If the academic unit decides to pursue the request, the registrar on the originating campus will ensure that all necessary paperwork has been submitted and, subsequently, will circulate the document among the campus registrars for input and recommendations.
4. Individual campus registrars should consult with appropriate academic and/or administrative bodies on their respective campuses to provide input for a final discussion at a Registrar Council meeting.

5. The Registrar Council will make a recommendation to accept/reject the proposal and include the reasons for such recommendation. If there is not consensus amongst the registrars, that will be noted in the recommendation as well.

6. The original request and Registrar Council recommendations would then be forwarded by the originating campus registrar to the campus chief academic officer, who would have responsibility for presenting the recommendation to the ALC for action.

7. The ALC’s action will take the form of a recommendation to the Executive Vice President for disposition of the request.

8. The Office of the Executive Vice President will notify the originating campus chief academic officer and registrar of the final decision. The campus officials will be responsible for implementation and communication to all parties affected.

Submitted by: IUPUI Office of the Registrar, March 22, 2006  
Revised by Action of the Academic Leadership Council, April 14, 2006  
Approved by the Executive Vice President, April 17, 2006
April 17, 2006

To: Academic Leadership Council (ALC)  
IUPUI – Indianapolis

From: Daniel J. Pesut PhD APRN BC FAAN  
Professor and Associate Dean for Graduate Programs  
Indiana University School of Nursing

Re: Notation on Graduate Nursing Academic Transcripts

The mission of the American Nurses Credentialing Center (ANCC) (http://www.nursingworld.org/ancc/) is to promote excellence in nursing and health care globally through credentialing programs and related services. ANCC is accredited by the American Board of Nursing Specialties and the National Commission for Certifying Agencies.

In December of 2005 ANCC notified Schools of Nursing across the country that effective January 2006 students who graduated from schools of nursing with masters degrees in a nursing specialty would not be eligible to sit for certification in their specialty area of practice if it was not officially certified by the institution awarding the degree that students had completed a faculty supervised clinical practicum in the specialty area with the specified number of practice hours deemed essential for that specialty area of practice. Because of this requirement, I write to request approval to add the required notation to the masters’ degree transcripts of nursing students who graduate from Indiana University School of Nursing.

Attached is the potential wording for the Transcript Notations for Graduate Nursing Majors.

Academic Purpose: Since the ANCC is the official certifying body for many advanced practice professionals, certification is an important credential that ensures competence in the knowledge, skills, and abilities to carry our advanced practice nursing functions. In addition, certification is required in many venues for advanced practice nurses eligibility to bill for services rendered in many health care contexts. If students do not have the proper certification, they will be limited in a variety of employment and professional practice opportunities. As a way to comply with requirements of the ANCC certification process, I am requesting this transcript notation.

Intended Outcome: The intended outcome of having the notation reflected on the official transcript is to verify that students have indeed completed the requisite number of faculty supervised clinical practice hours associated with the specialty nursing practice focus.

Standards: The hours for each major are specified and the IUSON curriculum uses these hours as a standard in the education and curriculum plan and programs of study for each major.

Academic Monitoring: Faculty advisors and the graduate recorder will be responsible for monitoring the completion of these requirements during the program of study and during the degree audit of students who complete intent to graduate forms prior to graduation.

Thank you for your attention to this request.
SUGGESTED NOTATIONS

Degree Transcript Wording (90 characters)

Sample Completed 500 hours of Faculty Supervised Clinical Practicum

Grad Nursing Completed 225 hours of Faculty Supervised Clinical Practicum
Info Cert
PCNS Completed a minimum of 500 supervised clinical hours.
FNP Completed 600 hours of Faculty Supervised Clinical Practicum
ANP Completed a minimum of 500 supervised clinical hours.
WHNP Completed 600 hours of Faculty Supervised Clinical Practicum
ACNP Completed 600 hours of Faculty Supervised Clinical Practicum
NNP Completed 600 hours of Faculty Supervised Clinical Practicum
PNP Completed 550 hours of Faculty Supervised Clinical Practicum
APCNS Completed 500 hours of Faculty Supervised Clinical Practicum
CPCNS Completed 500 hours of Faculty Supervised Clinical Practicum
AHCNS Completed 500 hours of Faculty Supervised Clinical Practicum
NuRAD Completed 135 hours of Faculty Supervised Clinical Practicum
CHN CNS Completed 500 hours of Faculty Supervised Clinical Practicum

IMPLEMENTATION

SIS Implementation Possibilities being investigated and tested:
Milestones
Requirement Designations
Transcript Text

Other Implementation Possibilities:
Create course for each program and have student enroll in the course
Used in legacy but not recommended with SIS
Trying to move “away” from using courses when SIS offers other options

APPROVAL PROCESS

Presented and discussed at Registrar Council April 27, 2006
Presenting to APPC May 5, 2006