Minutes

- The 3/8/02 minutes were accepted

Announcements

- Items from the Chair

  - Michael Cozmanoff will be sending the APPC listserve an announcement once he has completed loading fees and a sample fee page onto the Bursar’s website.

  - Updates on Credit Transfer Issues
    - Intercampus transfer
      1. The UFC Educational Policies Committee has proposed a policy for updating the Master Course Inventory. The policy will be voted on at the next UFC meeting.

      - Transfer of credits among state supported institutions
        1. No update information.

  - Update on SIS/SES
    - Admissions module 8.0 implementation tentatively scheduled for mid May
    - Delays have occurred in implementing training on 8.0
    - Tentatively the system will be down over the weekend of May 18. The freeze may extend into the first few days of the following week.

  - GoalQuest Implementation
    - The IUPUI Online Notebook was demonstrated.
    - Copies of the text will be distributed to the academic units once the full set is completed.

  - Proposal for University College faculty to assume responsibility for originating admission policies
    - Adopted at Faculty Council 4/4/02
    - See information appended at end of agenda

  - Admission Update - Mike Donahue
    - Beginner applications are down. In 2001 web applications could be submitted without an application fee which may have resulted in inflated numbers. Admits are down which may be due to increases in admission standards, but the quality of admits is higher. Transfer applications and admits are down. Admissions is currently recruiting to fill a vacancy in transfer credit evaluation.
    - International applications are up. Admits are down due to the processing backlog.
    - Fall enrollment is up in both heads and credit hours.
Academic Affairs Committee Report  Ken Rennels, Chair

- The AAC approved the academic calendar through 2020
- The IUPUI Online Concept paper was discussed and comments will be forwarded
- The report of the Scheduling Task Force was discussed
- The AAC will review the definition of a credit hour next fall

Items for Review, Discussion, or Action

- Report of Scheduling Task Force
  - [http://opd.iupui.edu/aod/lescheduling.html](http://opd.iupui.edu/aod/lescheduling.html)
  - Continuing discussion of recommendations. Comments are embedded in the list of items appended at end of the minutes

- Update on adding criminal or disciplinary history disclosure statement to School of Continuing Studies applications—Amanda Zimmerman
  - The General Studies application will ask for disclosure if the applicant is within commuting distance to a campus.
  - Intercampus transfer students from distance to a campus within the School of Continuing Studies must fill out a disclosure statement.

- IUPUI Process for Development of Undergraduate Majors—Kim Manlove
  - Update on definitions of degrees, majors, and minors
    - Kim shared that all problems will have a solution if you wait long enough
    - Information from IUB on approval of new majors indicates that the approval process is the same as approval for a new degree.
    - Kim will gather additional information for discussion at the next APPC meeting
  - Process for Review of Variable Topic and Workshop Courses is in place

- Common Liberal Arts, Science, UCOL probation, dismissal and readmission policy—M Langsam, J Kuczkowski, C Buyarski
  - Discussion deferred until next month

- Library of FOCUS programs—Miriam Langsam, Linda Hill, Kathy Burton
  - Mark Grove will gather information related to student specific FOCUS queries and will provide an update that the May meeting.

- IU Policy on Academic Distinction
  - From IU Academic Handbook
    - To graduate with academic distinction, baccalaureate and associate degree candidates must rank within the highest 10% of the graduating class of their respective degree-granting units.
    - Entire policy appended at end of agenda
  - Some concern was expressed that this policy is not fair to students in highly selective academic units
  - Concern as expressed that this policy is not followed in all units on all campuses which creates problems for students in system schools
  - Since this is policy passed by the UFC, it was referred to Academic Affairs Committee for consideration.
Unit Updates
Admissions  Mike Donahue
Enrollment Center  Jennifer Pease
Bursar  Ingrid Toschlog
Registrar  Mark Grove
- Print version of the Bulletin should be available at the end of May. Web version should be available about the same time.

Student Life & Diversity  John Jones
Academic Units  Unit Representatives

Other Announcements
- Joelle Andrew Mohr shared the concern of the Graduate Student Organization that the legislative committee that was holding up approval of the housing project did not really understand the student population served by IUPUI.

Future Agenda Items
- Proposed New Degree BS in Environmental Science
- Print version of schedule of classes
- Developing faculty understanding of FERPA
- IU Policy on Academic Distinction—10% limitation
- Faculty sponsorship of individual denied admission
- IUPUI Portfolio and preparation for Accreditation site visit—Karen Black—May
- Procedure for dealing with individuals who provide false or misleading information during the application process—Mike Donahue, John Jones—May

Meeting Schedule
May 3  1:00 - 3:00  UL 1126
CHARGE TO UNIVERSITY COLLEGE TO MANAGE UNDERGRADUATE ADMISSIONS POLICIES AND PRACTICES ON BEHALF OF IUPUI

Effective with students admitted for 2004, University College faculty will assume primary and initiating responsibility for reviewing and recommending changes in undergraduate admissions policies and practices in collaboration and in coordination with the IUPUI Faculty Council and with Enrollment Services. As a faculty drawn from all schools, the University College faculty will thus represent school interests, and these faculty will serve as liaisons to their respective schools.

University College will be asked to establish a committee drawn from University College faculty but including others. In all discussions involving undergraduate admissions, the Faculty Council (and faculty as a whole) will be represented by three liaisons designated respectively by the Academic Affairs, Student Affairs, and Faculty Affairs Committees of the Faculty Council; Enrollment Services will be represented by two persons named by the Associate Vice Chancellor for Enrollment Services. Specifically, University College faculty will help ensure the development, monitoring and enforcement of undergraduate admissions standards consistent with University policy and campus mission while working with Faculty Council Committees, Enrollment Services, and individual schools to establish effective practices and services that help IUPUI attract and retain students whose diversity, preparation, and interests reflect campus mission.

University College will maintain a specific liaison with the IUPUI Faculty Council standing committee on Academic Affairs and report annually in writing on its review of policies and practices. When changes in policies or practices are recommended, there will be two routes to implementation. When changes are within Trustee-established policy or practice, they will be referred to Academic Affairs for consideration and comment before UC refers the changes to the Dean of the Faculties for implementation (Academic Affairs will comment on behalf of the Faculty Council, seeking advice as it deems necessary from Student Affairs and/or Faculty Affairs). Any changes that would vary from Trustee-approved policy would be referred by the Academic Affairs Committee to the IUPUI Faculty Council with a recommendation for action; changes to existing policy would require subsequent action by the University Faculty Council, the President, and the Board of Trustees. All changes in policy by either route will be forwarded to the Dean of the Faculties for implementation or forwarding to University levels as required.

It should be noted that there is a distinction between “policy” as approved by the Trustees and practices followed on any campus within the policy, wherein considerable discretion is exercised. In most important respect, however, practices adopted by campuses have the effect of policy. This proposed charge to University College in coordination with Faculty Council standing committees, Enrollment Services, and schools will significantly increase faculty involvement in reviewing and adapting practices to achieve the mission and goals of the campus. It is likely that changes in University policy may eventually be required to conform to State mandates with respect to Core 40 and other matters affecting high school graduation and participation in post-secondary education. If IUPUI faculty take the lead in making such changes, approval would be required by the full Faculty Council before taking proposed changes to the University and Trustee levels. The proposed charge, therefore, will address the need for greater faculty involvement in administering current policies and practices at IUPUI.
Scheduling Task Force Recommendations for discussion by APPC on 4/12

23. Partner with agencies to purchase distance education technology so classes can be received at the site and students do not have to travel to campus.

   Receive sites for courses taught via PolyCom technology are available at Glendale and Carmel. Student advising can occur via PolyCom technology. Faculty need time to incorporate distance ed modifications into existing courses. Academic units should be encouraged to consider partnerships. The university needs to have specifications for technology to assure that it is compatible. The reliability of transmissions has been a problem in the past.

24. Encourage use of departmental managed space and link course offerings of small size classes to department space resources. Reinforce the need for department course schedulers to use intra-department space first and put that space/room assignment when submitting early drafts of schedules.

   Adjustment of location of a class is currently done when the class size is known. It would be helpful to have better projects. Academic units should be educated so that better predictions can be done.

25. Re-purpose the Mary Cable Building to be a conference meeting room space on the first floor. This space could be used for one or two time meeting space for courses that are web-supported or web-based. The second floor may be used for storage or some other purpose.

   Changing the use of the Cable Building could only be considered if we have sufficient room inventory after the opening of the new tech building. Cable might provide space more some faculty offices. Cable (and other areas) could be used for an onsite meeting of distance ed courses the week before the start of the regular semester. Communicating to students that a class meets before the regular start of the semester poses difficulties.

26. Encourage faculty to use INSITE to learn of course and room change information access.

   Academic units need to reinforce the availability of information to faculty. Faculty affected by room changes are notified directly.

27. Consider a carpool type of parking permit.

   Students are using the current permit for multiple cars by switching the tag among cars.

28. Inform and market shuttle and parking service options, including Bush Stadium.

   The shuttle needs to run later to increase the number of individuals who could use it.

29. Explore creation and use of a Campus Taxi Service (UAB Model).

   The APPC did not have any information to discuss this item.
GRADES AND GRADING POLICY

Academic Distinction
1. To graduate with academic distinction, baccalaureate and associate degree candidates must rank within the highest 10% of the graduating class of their respective degree-granting units. Additionally, baccalaureate degree candidates must have completed a minimum of 60 hours at Indiana University. Associate degree candidates must have completed at least half of the hours required for their degree at Indiana University.
2. The determination of students eligible for graduation with academic distinction will be done by degree-granting units so that students will be ranked with classmates who receive the same type of degrees.
3. Each degree-granting unit shall determine the appropriate GPA requirements for the three levels of recognition: distinction, high distinction, and highest distinction.
4. In the application of this policy, questions about ties and fractions shall be decided by the degree granting unit. To go beyond the 10% restriction in the event of a tie should not be construed as a violation of this policy.
5. This policy shall apply to students first matriculating at Indiana University in the fall semester of 1983–84 and thereafter. Those who matriculated prior to that time shall be eligible for degrees with academic distinction under the guidelines which prevailed at the time of their matriculation in the degree-granting unit in question.
6. The standards recommended here are minimum standards, and any degree granting unit may adopt standards that are in excess of these.

(University Faculty Council, April 26, 1983; November 27, 1984)