Minutes
- The 10/1/04 minutes were distributed.

Announcements
- Items from the Chair
  - 2 items from John Jones were added to the agenda that was previously distributed.
  - Demonstration of E-Port has been scheduled for the Enrollment Management Council meeting on 11/19/04 at 1 pm in BS 3009. Because of the overlap in membership between APPC and EMC, a demonstration of E-Port will not be scheduled for APPC. APPC members were encouraged to attend.

Academic Affairs Committee Report  Betty Jones, Chair
- Monday 11/8 10:30 in University Library—Town Hall on Principles of Undergraduate Learning
- E Port information is being provided to academic units

Items for Review, Discussion, or Action
- NCAA student athlete progression rate metric (Academic Progress Rate—APR)
  - Michael Moore, IUPUI Athletic Director, presented information. We have a number of student athletes who transfer out and transfer in. We are penalized for those who transfer out and do not get credit for those who transfer in. Currently our graduation rate is 61%, which is the highest it has been.
  - APR reflects both retention and progression toward degree. It counts each student that is active during the current year. If a student transfers to another institution, that loss to retention only effects that year rather than continuing to be a problem for a cohort of students.
  - An institutional performance cut line will be established to monitor the performance of an institution. ‘Disincentives’ (penalties) will be applied to the institution if it does not meet the performance cut line.
  - In 2 years, NCAA will generate a new formula on how to calculate the graduation rate.
- Update on SIS/SES
  - Degree audits will be the responsibility of the academic units.
    - Due to the nature of degree requirements, the academic units have historically and will continue in SIS to be responsible for building and maintaining the actual requirements that deliver Degree Progress Reports. In terms of future, ongoing support, plans are being developed to provide the background support required for the SIS system including the aspects that directly impact the academic units in general, and academic advising and Degree Progress Reports specifically.
    - Processes are being explored to archive the information from IUCARE
  - Summer session—December

- Spring Enrollment
  - See [www.enroll.iupui.edu](http://www.enroll.iupui.edu) for exact dates when admissions will close.
  - Report from Mike Donahue
- We are down 25% in freshmen admits. Part of this is due to keeping the doors open longer for the fall term. Other reasons are speculative and these are just opinions with little or no factual data
  - with our higher admission standards many students may be opting out of applying and going to community college first. (our deny numbers are down) Typically spring freshmen applicants have had weak academic records.
  - we suspended advertising (Remember most of these applicants are over 18.) We suspended the ads because political ads drove up the cost. I believe Troy plans to have some advertising this month.
  - costs and financial aid. Costs are perceived to be high and some may perceive that aid is not available or hard to get when starting in January.
  - the economy may force non traditional out of the process. Our over 25 age population applicant pool is declining. See comments on transfers for reason.
- Transfer apps are down but showing signs of picking up.
  - Many students wait until Thanksgiving break to decide to leave their current college.
  - We are starting to see the competitive impact of Marian, IWU, U of I, ITT, and Univ of Phoenix. All have special programs for returning adults (free text books, no payments til classes end, and the most attractive are the accelerated programs). We have nothing in the accelerate area
  - For many of these programs our costs are comparable but the accelerated program is a stronger draw.
- Our fall numbers are looking good to this point.
- Academic Unit Action Steps (Fall SWAT initiative revisited)
  - New students
    - Academic units should continue making contacts when Admissions provides the information to the units
    - Orientation is making contacts with the students
  - Continuing students (more correctly stated, those that should be continuing but haven’t registered)
    - Registrar will send contact information to the units so that the units can make follow up contacts
  - Stop out students indicating interest in returning
    - Barb Metzler will distribute the checklist UC uses to help with the process.
- Fall semester grades submission
  - (Post meeting information in parentheses. REP=comments by Rebecca Porter. MBM=comments by Mary Beth Myers)
  - See DRAFT FAQ attached. This is NOT for distribution until revisions occur.
  - Comments and questions
    - Is there a confirmation back to the faculty member that grades are received?
      - (MBM--
    - Need to de-emphasize the proxy option- Don’t include option in the materials for faculty members
    - When can faculty start entering grades and what is the last date for grade entry?
      - (MBM--
    - Are Deans going to get list of which faculty did not submit grades?
    - IUPUI policy requires keeping grade books for 5 years. Does OnCourse store this information?
      - (REP--Currently OnCourse information is not maintained for this period. This problem has been related to the OnCourse CL developers.)
    - Do we need to verify the faculty of record for all of the courses? Particularly independent studies courses in the academic units.
      - (MBM--
- Language in first paragraph too apologetic
- Should academic units assign each faculty member a section number under independent study course numbers?
  - (MBM--)
- Assessing fees by student attribute vs course attribute
  - Proposal still under development
- Washout
  - Can Registration Agreement be part of the registration process?
    - (MBM--)
    - Communication plan—JagNews, Sagamore,
- Financial Aid
  - Satisfactory Academic Progress reviews are not required for students going into the Spring semester
  - For students receiving financial aid, if refunds are not created to their account by the first day of class, mechanisms which would minimize standing in lines are being explored so that students can access funds to buy books.
  - Communications plan
    - Include encouragement to sign up for automatic deposit
- Status of the academic integrity project—John Jones
  - Survey is currently being conducted. Faculty and staff are being encouraged to complete the survey. All faculty and students (UG and Grad) are being surveyed.
- Information about legal services—John Jones
  - Hyatt Legal Plans provides a mechanism for students to enroll in a plan that would provide the student with access to legal services for a per semester fee. This is a separate entity from IUPUI
  - Presentations will be made on November 17. Plans available for students and plans are available for students.
  - The brochure indicates that fee will be charged to the tuition fee which is not compatible with current IUPUI practice.

- Other items for today

- Suggestions for future agenda items
  - International recruitment ‘scholarships’ proposal
  - Nomenclature for experiential learning
  - E portfolio demonstration and discussion
  - Intercampus transfer issues

**Future Agenda Items**

**Meeting Dates and Locations**

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>December 3, 2004</td>
<td>CA 136</td>
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<tr>
<td>January 7, 2005</td>
<td><strong>UC 2110</strong></td>
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<tr>
<td>February 4, 2005</td>
<td>CA 136</td>
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<tr>
<td>March 4, 2005</td>
<td>CA 136</td>
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<tr>
<td>April 1, 2005</td>
<td>CA 136</td>
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<td>May 6, 2005</td>
<td>CA 136</td>
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Why are faculty being asked to change the way their grades are submitted?
As part of the Student Information System implementation, the decision was made to change the practice for final grade submission from reliance on a hard copy source document (the roster) to a distributed model where each instructor could submit grades to the Registrar electronically. The grade process within PeopleSoft is designed to be distributed in this way. To establish a process similar to the current paper-driven process would have required a major modification to the system. It was recognized that many faculty use Oncourse so a less significant modification was approved to also accept grades via an upload from Oncourse.

How will the grades be submitted?
Two mechanisms for grade submission will be available. Faculty may choose whichever is most convenient for them.

- **Onestart Faculty Self Service**: This is the delivered PeopleSoft grade process with minor IU modifications. Faculty will gain access to their rosters from the Faculty Tools tab in Onestart (details to come).
- **Oncourse grade upload**: There will be added columns added to the Oncourse gradebook so that faculty may complete the grade book with final grades. Those final grades can then be submitted to the Office of the Registrar directly from Oncourse (details to come).

Does the OnCourse grade file have to be sent through the OneStart grade function?
No. The OnCourse grade upload is a completely separate method for grade entry. The instructor will choose one method or the other.

What access will be required for Onestart Faculty Self Service?
Faculty will only need their user name and password. This is the same user name and password used for the University email account, Oncourse, etc. NOTE: A safeword card is NOT required.

Do all faculty, part-time included, have access to OneStart and the necessary security clearance to use the grade submission application?
All faculty, part-time included, should have access to OneStart assuming they have a valid user name and password. Security to use the grade submission application is dependent on whether they are:
- Listed as the faculty of record for that class on the Schedule of Classes file or
- If they have been assigned security to be a grade proxy for that class (see below).

May someone else be assigned to submit grades for a faculty member (grade proxy)?
While each faculty member is ultimately responsible for the grades submitted, there is a mechanism for adding other University officials as a grade proxy to actually enter the grades into the roster. Then, the faculty member would be responsible for reviewing and approving the grades (simply step to set the status to “Approved”).

How do we make requests for a grade proxy?
For those schools who wish to assign grade proxies, the Office of the Registrar has developed a report which will list the requested courses/classes with space for the school/department to enter the grade proxy name and University ID. If there are classes for which proxies should be assigned, notify the Registrar *(phone number or email address to be announced)*. The lists may be run for an entire school, by department, or by course/class so be sure to specify for what population of courses the request is being made. Note that the request will need to be signed by the responsible faculty member – that message has come directly from internal auditing.

Once the grade proxies have been successfully added to the database, the Office of the Registrar will notify the faculty member.

**When will the final grade rosters be available to faculty and grade proxies?**

Tuesday, December 14, 2004 (after classes officially end on Monday, December 13).

**How long will it take to submit a roster this way?**

Casual timings were done for a test class of 50 students. The average time to enter all 50 grades was 4 ½ minutes and even the most reticent participant completed the task in well under 10 minutes.

**Can the grades be submitted from home computers either through OneStart or OnCourse?**

Yes. As with any remote connection though, the process will be affected by the nature of the set up (hardware, modem/vs DSL line, etc.). More information to come.

**How will FN’s be handled (current practice requires recording last date student attended).**

A modification has been developed to provide the capability to collect the FN grade and to record a last day of attendance. This has been addressed in both the Onestart Self Service grade submission process as well as in the OnCourse grade upload process.

**What type of support will be available?**

Training to interested key staff will be delivered by the Office of the Registrar. These key individuals from each school/division/department would then be able to assist the faculty in their unit. These training sessions will be held as soon as possible but probably in late November or early December; dates to be announced soon.

A Bookmark-type “cheat sheet” will be available so faculty will have one, easy-to-use reference.

A computer support lab will also be available in Cavanaugh 136 from December 15 through December 22, 2004. Staff will be there to assist any faculty member who would prefer personal assistance from someone at the Office of the Registrar.

A dedicated phone number will be available at the Office of the Registrar for assistance with grade submission.

Mary Beth Myers
November 3, 2004