Welcome and Charge from Dean Plater

Dean Plater met with the APPC and reminded the members of the focus for this year.

- Commended the work of the summer SWAT Team and noted that IUPUI is the only big public campus in Indiana with an enrollment increase
- Three Councils have been formed to address important issues
  - Enrollment Management Council will:
    - be action oriented
    - work at the school and campus levels simultaneously
    - be interactive with APPC
  - Council on Retention and Graduation
  - Council on Civic Engagement
- APPC needs to be familiar with
  - The ICHE Statewide Plan on Higher Education
  - The Education Roundtable Blueprint for Education
  - The IU Mission Differentiation discussions
    - Document posted on APPC site
    - http://registrar.iupui.edu/appc/
  - User name and password are appc
- IU is discussing the establishment of general education standards for all IU students
  - Initial discussions advocated for establishment of a set of principles (like IUPUI’s PULs) rather than distribution lists of courses
  - IUPUI will be discussing revising our current PUL statements
  - The use of the electronic portfolio will be key to effectively demonstrating student achievements
- Commitment of Excellence Report 5/4/04
  - Added to APPC website for review
- Beginning Fall 05, nomenclature will be added to the transcript to convey both for credit and noncredit experiential learning by students. A memorandum has been sent to the Deans with the information and discussion of the classifications will occur at a future APPC meeting.
  - Added to APPC website for review
- The relationship with Ivy Tech is very important to IUPUI and needs to continue to be nurtured.
  - The number of transfers from Ivy Tech to IUPUI increased by 40%
  - IUPUI referred approximately 700 applicants to the Ivy Tech-Indpls and approximately 300 to other Ivy Tech campuses
  - Ivy Tech transfer students are an important component of the IUPUI UG student population
- Retention issues are critical. There was a slight decrease at IUPUI in first year retention which requires our attention. We are currently retaining students at approximately 67% from the first to second year. We should be at 75-80%. Our peers are making positive gains in retention. Our 6 year graduation rate is 21-22%. Our peers are around 40%. 
Questions were raised by APPC members about how the transfer of students to other campuses effects the calculation of the retention and graduation rates.

The following is information from Vic Borden to respond to the questions—

- We count our students as retained (graduated), if they enroll at (graduate from) any IU campus, including Bloomington. However, we currently do not track our official counts to Purdue or any other college or university. On the flip side of this coin, if a student starts at Bloomington (or any other IU campus) and continues at or graduates from IUPUI, they count as one of Bloomington's successes. Since we are a net in-migrating campus, by about a 2:1 ratio, we retain/graduate far more Bloomington starters than they do ours.

- For Fall 06, the plan is to implement a co-curricular transcript for students.

Announcements
- Items from the Chair
  - Enrollment Management Council
    - http://registrar.iupui.edu/emc/index.shtml
    - Becky Porter is chair
    - Information will be shared with APPC as the work of the EMC moves forward
  - Council on Retention and Graduation
    - Scott Evenbeck is chair
    - The work of the EMC and Council of Retention and Graduation will be coordinated

Academic Affairs Committee Report Betty Jones, Chair
- There has been one meeting of the IUPUI ACC and one meeting of the UFC Educational Policies Committee (EPC)
- Initial topics are
  - Mission Differentiation Project
  - General education requirements
    - Several campuses have the ‘Principle’ approach similar to IUPUI
    - IUPUI Town Hall meeting on PULs on November 8 from 10:30 to noon

Items for Review, Discussion, or Action
- Update on SIS
  - Upcoming go lives
    - Phase 7a go live this weekend
    - Financial Aid Office will not provide service on Saturday
    - Phase 7b go live November 20-21
    - See information on deliverables appended at the end of the agenda
  - Status report on financial aid
    - Attention continues to be focused on resolving the issues that have complicated the financial aid and loan processes for the Fall
    - The spring semester process should be better, but it will still be the first time that we have used the system to award second semester aid.
    - The procedures for dealing with summer as a single term with multiple sessions are in the development stage
  - Preparation for loading grades
    - Since IUPUI does not record midterm grades, we are watching the experiences of other campuses to assist us in preparing for the uploading of grades at the end of the fall semester.
    - Two processes will be available
      - Recording grades through the PS process
• Uploading of grades from the OnCourse grade book
  ♦ This process is underdevelopment
  ❧ Faculty can designate a proxy for the process of entering grades. The procedures for do this are being developed.
  ❧ SAFEWORD CARDS ARE NOT NEEDED FOR FACULTY TO ENTER GRADES
  ❧ Mary Beth Myers will be providing APPC with additional information as it develops

• Update on SES
  ❧ A proposal for the staffing and budget for the next iteration of SES has been submitted to Ken Gros Louis, Academic VP for IU. Hiring of individuals needs to commence so that the transition of tasks from the SIS Project to SES can occur before the end of December.

• Request to receive “batch” runs of the IU-CARE reports, sorted by majors—Mary Beth Myers
  ❧ A process is being developed to provide the academic units with access to a report that can be run to provide an electronic record of the information that will permit academic units to print student reports as needed.

• Registrar communications to students—Mary Beth Myers
  ❧ The Registrar will have a series of communications to the students related to spring registration. The first is a reminder to update local mailing address so that the Schedule of Classes will reach the student via mail. The second email will be a reminder about registration appointment times.
  ❧ The wording of the draft first communication (see below) was discussed and revisions suggested.

(IUPUI Student:

We are getting ready to mail the Spring 2005 Schedule of Classes to your local address. Before we do, please review/update your address(es) in Onestart by the end of business on Thursday, October 7. NOTE: All services on the OneStart Self-Service tab will be unavailable from 10:30pm, Friday, October 1 to 10:30am, Sunday, October 3, due to an upgrade.

http://www.onestart.iu.edu

If you have not already done so, you should meet with your academic advisor. The Spring 2005 Schedule of Classes is available on-line at the Registrar website: http://www.registrar.iupui.edu/.

Registration appointments for Spring 2005 will soon be available in Onestart! Watch your email late next week for a message from the Registrar’s Office. )

• Suggestions for future agenda items should be sent to Becky Porter (rporter@iupui.edu)

Future Agenda Items
  • International recruitment ‘scholarships’ proposal
  • Nomenclature for experiential learning
  • E portfolio demonstration and discussion
  • Intercampus transfer issues
  • NCAA new methodology for calculating graduation rates

Meeting Dates and Locations
  November 5, 2004 CA 136
  December 3, 2004 CA 136
January 7, 2005        **UC 2110**
February 4, 2005      CA 136
March 4, 2005         CA 136
April 1, 2005         CA 136
May 6, 2005           CA 136
Information on deliverables for Phase 7a and 7b

The SIS Project Team is currently wrapping up system testing in preparation for the next release of the Student Information System (SIS). The implementation work will begin after the nightly batch schedule completes this Friday night (10/1/04) and will continue throughout the day on Saturday (10/2/04). Therefore, the SIS application will be unavailable for your use from 10:00 pm on Friday, October 1st until 10:30 am on Sunday, October 3rd. Unlike previous releases, this one will not require the entire weekend which will allow you to have access to the system during normal operating hours on Sunday.

Once completed, the functional and technical team members, along with the Student Enrollment Services staff, will be available to help your office with the transition to these new business practices. If you need assistance, please feel free to contact your campus representative on the appropriate Local Implementation Team (LIT). You can find a list of all LIT members at http://www.indiana.edu/~hrsisc_committees.shtml.

Another opportunity for assistance and support comes from the SIS Help Desk. You are encouraged to report problems directly to the SIS Help Desk via the Problem Report within OneStart in the SIS Support channel on the upper right-hand side of the SIS Admin page. The SIS Help Desk may also be contacted by email at sishelp@indiana.edu or by phone at (317) 274-7474.

In preparation for the new release on Sunday, October 3rd, we encourage all users who are new to the SIS to take a moment this week to sign on to the OneStart Portal using your safeword card (https://onestart.iu.edu). By doing so, you can validate that your network ID and password work properly with the Central Authentication Services software that will be used to sign you onto the SIS application. If you experience any problems, this will give us a day or so to get them resolved before your first day with the SIS.

For both current and new SIS users, we ask that you also take a few minutes to work with your Local Support Provider (LSP) or computer support contact to ensure that you have a supported version of the Internet Explorer browser on your workstation. Please ensure that the browser has the latest security updates and service packs. There have been some problems reported with inconsistencies between the PeopleSoft software and “unpatched” workstation browsers. Please consult this web site for a list of supported browsers for the SIS: http://www.indiana.edu/~ips/software/browsers.shtml.

Notification Mailing List
The SIS Help Desk maintains a listserv mailing list called sis-notify. This list contains the email addresses for all SIS users. It is used to communicate SIS upgrades, outages and other important SIS issues. You have been subscribed to this mailing list and ask that you not unsubscribe. This will ensure that you are always informed of critical system information.

The following message contains more specific information pertaining to each module area within the Student Information System:

Self-Service and Administrative SIS Access
For Administrative users, the Student Information System (SIS) can be launched as part of the OneStart portal (https://www.onestart.iu.edu). The advantages of using the OneStart launch include: the use of the University’s preferred computing environment, a single CAS certification for any other staff service available in the portal, and, in this release, a number of updated functional area “quick clicks” that can save significant data entry time. The “quick clicks” allow you to avoid lengthy navigation for commonly used components. For example, to access Search/Match, users click four times within the SIS application. The “quick click” link for Search/Match in OneStart requires a single click to yield the same result.

Administrative staff in the Registrar Offices will be able to access Grade Rosters, Grade Generator, and Grade Post via these links as part of the SIS Admin channel. Administrative staff in the Financial Aid
Offices will be able to access loan origination functionality via the Originate Loan link in the SIS Admin channel.

On October 11, admitted and enrolled students, as well as public users, will be able to view their Degree Progress reports. For public users and admitted students, the service is called What are My Degree Requirements and for enrolled students is called My Degree Progress. New help text for many services is being updated as the result of student feedback and new services. Also, RegWeb has been completely retired.

Faculty and Instructors will be able to review and update mid-term grades using the new Grade Rosters link in the SIS Instructor Info channel that is available on the Faculty Tools and/or Staff Tools tabs. Information on this new service will be distributed by your campus Registrar.

**Academic Advising and Other Related Services**

Phase 7A brings the big picture of the new SIS system into focus for a wide variety of academic faculty and staff. The 2GPA business processes, batch transcript functionally, deliverables from past SIS phases and user security, along with the final conversion of the active student population’s enrollment and transfer credit data allows the IU community to move closer to total dependence upon the new SIS system. While the ability to manually change students from one Program to another went live in Phase 3, the ability to do so for a group of students through an automated process will be implemented for Bloomington to replicate IUÍS functionality and piloted for IUPUI for two majors in the School of Engineering and Technology.

Phase 7A deliverables directly support student enrollment for Spring 2005, support graduation certification for December 2004 and prepare the academic community including students for the December 2004 retirement of INSITE. Over 650 degree progress reports are available for majors, minors and certificates on the campuses of Bloomington, IUPUI, Kokomo, Northwest, South Bend and Southeast.

Following is a complete list of new Academic Advising functionality:
- Degree Audit Coding continues (rebuilding from IUCARE)
- Student Exceptions continues (rebuilding from IUCARE)
- 2GPA Business Processes
  - The ability to maintain the IU Statistics (Hours and GPA)
  - The ability to maintain Academic Program Statistics reflecting academic policies on transfer and test credit articulation, course equivalencies, repeated courses and X grades
  - The ability to maintain Academic Program Statistics when a student changes Schools or Campuses
  - The ability to manually adjust the repeat rule outcomes by individual student.

- Degree Progress Report Generation (individual and batched reports)
- The Upper Division Certification business process is now supported by a batch upload process that changes the Program/Plan stack and keeps it in synch with dependent tables.
- IUIE Reporting – Analysis Database extract

**Admissions**
Mandatory updates were implemented to support upcoming changes to SAT and ACT Test Score Processing.

**Financial Aid**
Enhancements for Loan Processing and the process for Returning Funds have been implemented over the last several months. No additional enhancements will be implemented as part of the Phase 7a implementation.
**Student Financial**
The functionality to support Third Party Sponsor payment processing and refunding is included for Ph7a (Oct 2) with the sponsor billing functionality being available the week of October 11th. The conversion for the legacy Bursar Accounts Receivable System (BARS) transactions and anecdotal records is scheduled for late October. As of this writing, the last processing date in BARS will be October 17th. BARS should still be available after that date for inquiry purposes, but all processing will be in SIS SF.

Following is a complete list of new Student Financial functionality:
- BARS Detail Conversion (later in October)
- BARS Anecdotal Conversion (later in October)
- Sponsor Billing
- Sponsor Payments
- Sponsor Refunds
- Return of Funds

**Student Records**
Release 7a includes the implementation of a number of different Student Records functions.

- **Mid-Term Grades Processing** - Probably the most striking/public feature of release 7a is the deployment of Mid-term Grade process where course instructors will enter grades for the classes directly via Self Service and OneStart rather than on a hard-copy source document. This will complete the first component of the Grades Processing function to be deployed as part of the next release, 7b. Other components (e.g., Schedule of Classes) will see new and/or modified business processes in order to support grade processing.
- **Summer Session and Medical School Record Conversions** - In preparation for Spring Term Registration activity, the last of the major conversions for both the Summer I and Summer II sessions will be run. This will complete the “active” course history cycle in IUIS (i.e., since students will no longer register for any semester in the legacy environment).
- **Appointment Scheduling Synchronization** - A new program to synchronize students’ registration appointments for multiple terms will be implemented. On many campuses, students need to be able to register for multiple terms concurrently (e.g., Summer and Fall) and this program will complete that task.
- **Upper Division Certification** - A batch job will be deployed that will load, en masse, student academic “program” changes (student academic objective changes from one school to another, e.g., from University Division to a Degree Granting Program). These program changes are often very numerous and must be processed within a short time horizon.
- **Fort Wayne Campus Interface** – A process for importing data from the Fort Wayne campus (which is administered by Purdue University and operates a separate Student Records system) will be implemented in mid-October.
- **Repeat Rules** - A feature of the SIS enabling academic units to define the academic characteristics of a course taken greater than once by a student will be implemented. These rules will affect the “program” GPA and can dynamically adjust according to the academic program of enrollment of the student.
- **National Identification Number Changes** – A business procedure will be implemented to maintain records for students whose national Identification number needs to be changed. The function is being migrated to SIS as the primary record source from the legacy environment.

*Sent on Behalf of the SIS Project Team*
Tentative list
Phase 7b—November 20-21
Self-Service and Portal
  My Unofficial Transcript
  View My Grades
  SSN and Taxpayer Relief Act
  Grades Rosters
Academic Advising
  Student Exceptions Coding continues
  Degree Audit Coding continues
  Transcripts and Data Display (customization)
Financial Aid
  To be determined
Student Financials
  Tax Reporting – 1098T
  Manage Receivables – Write Off
  Transcript Charge
  W9S Replacement
  1098T Annual Reporting
Student Records
  Final Grades Processing
  Incomplete/Grade Lapse Processing
  Degree Processing and Degree Certification
  Official Transcript (and Unofficial)
  Purge Transcript Request Processing
  Enrollment Certification Processing
  Academic Standing/Honors and Award Processing
  Retirement of IUIS Interface (late Nov/early Dec)
  Retirement of InSite (late Nov/early Dec)
  Grades Upload from OnCourse
  Grade Rosters Last Date of Attendance
  Grade Auditing
  Select and Load Custom Grade Roster Populations
  OnCourse Grade Upload into OnCourse
  Modified IU Transcript Format
  Transcript Recipient Log
  Enrollment Verification (mod)
  Deact/React ???
  Purge Transcript Requests