Minutes of the 1/5/07 meeting were distributed electronically.

Sarah Reed distributed the 06-07 Career Guide from the Career Center. Units can contact her for additional copies.

Announcements from the Chair

- The next 12 months will pose a number of challenges (and opportunities).
  - 8.9/9.0 Implementation Timeline
    - Conversion to 9.0 will occur February 2008
    - Enrollment services staff will be working on the implementation process which will pose challenges to the offices like we experienced during the initial PS implementation
    - While we don’t have specific timeline information yet, academic unit staff will need to be trained on the use of the new version.
    - Monthly University Academic Services Council meetings are a good source of information. The representatives should be sharing information with others in their academic unit.
  - Campus Center move
    - Enrollment Services staff that work directly with students will move to the second floor of the Campus Center in December 2007 (tentatively)
  - Back Office relocation
    - The location and moving date for the back office staff has not been determined.
  - Recruitment of Director of Admissions
    - The advertisements for the position will start within the next 2 weeks.
  - Reorganization within Enrollment Services offices
    - Components within Enrollment Services are discussing how they should be organized to provide the optimal delivery of services.

- TransferIN website
  - TransferIN.net is being developed as the State of Indiana's official source for course transfer information across campuses and institutions. The objectives of TransferIN.net are:
    - To develop statewide transfer-of-credit agreements for courses that are most frequently taken by undergraduates;
    - To develop statewide agreements whereby Associate of Arts and Associate of Science programs will articulate fully with related baccalaureate degree programs; and
    - To publicize by all appropriate means, including an electronic web site, a master list of course transfer-of-credit and program articulation agreements.
    - A series of Webinars to explain in more detail the functionality of the site will be held
      - Feb 19 2-3:30
      - Feb 20 11-12:30
      - Feb 22 8-9:30
      - Additional information will be provided when it is available

- CTL designation in Bulletin
  - The TransferIn designation will be added to appropriate courses in the Summer/Fall Bulletin
  - The wording has been adopted as the standard by STAC
• Academic Operational Reporting Kickoff Meeting
  o Tuesday February 6, 2007 at 3 PM in CA 136 presented by Medha Sukhatme, Carla Boyd, Terry Brown
  o We recognize that we at IUPUI have diverse reporting needs but based upon experience, those of us guiding this project hope that you agree that there are common threads which can be found, developed and matured to the maximum benefit for us all.
  o We are working on a chart containing some of the key student information reports that academic units typically need. This chart includes a list of currently available reports in IUIE (Indiana University Information Environment) and IMIR (Information Management and Institutional Research) as well as some new report options that may support your daily and/or periodic needs for information. At our meeting we will be discussing the contents of this chart and the best means to deliver this information so it is ready whenever you need IUIE/reporting guidance.
  o Agenda for the meeting is as follows:
    1. Introductions
    2. Purpose of the meeting
    3. Outcome of the Survey
    4. Review of the common questions – adding and editing the list
    5. Sharing our chart concept (This could be delivered as a web page with table of content and search capability format as well)
    6. Future direction
  o Individuals who would like to attend can email Medha Sukhatme at msukhatme@iupui.edu or Carla Boyd at cboyd@iupui.edu

Academic Affairs Committee Report  Betty Jones, Chair
  o Update on trying to finalize the PUL revision this year in IFC
    o Report on General Education at IUPUI provided to UFC. Included is information on how the courses in the Core Transfer Library (CTL) apply to general education at IUPUI.
    o Additional information can be found at
      ▪ U8-2007  Resolution on General Education at Indiana University
      ▪ U9-2007  Report on General Education at Indiana University (Part I) (Part II)
      ▪ Documents passed by UFC go to Trustees in February
  o Work on the PULS is approaching conclusion
    o Critical Thinking revisions will be presented to IFC in February for adoption

Items for Review, Discussion, or Action
• E-Drop_Add - questions about building workgroups and feedback for how to implement the "add" piece—Mary Beth Myers
  o Late add requires authorization from instructor and advisor
  o Possible authorization methods: paper, electronic (email prompt to faculty), eventually a method in Oncourse
  o Registrar to pursue whether electronic add initiated by student can result in specific email message to the faculty member for action
  o Alternative method is initiation by advisor after securing approval from faculty member
  o Electronic process should allow for flexibility in approval capture (instructor then advisor or advisor before instructor) based on who student contacts first
• "Edoc lite" application: Special Credit—Mary Beth Myers/ Carla Boyd
  o Plans being developed to make paper-driven special credit process electronic
  o Presented current version of form and process for feedback
  o Updated specifications and continued testing by Registrar’s office over next several weeks
  o Communication and rollout planned for early April
  o The document distributed at the meeting has been updated based on comments at the meeting and is embedded below.
Additional Announcements

- Admissions
  - March 21-22 Office of Admissions will be at Purdue to admit students for the summer term
  - PSAT names for 2008 students
    - We will write them in the next 10 days. Then names will be provided to the academic units based on the area of interest of the student
    - We purchased information on all students in Indiana with majors we offer or who are undecided
    - We also send Parents a letter
    - Included in the contact information is an invitation to Campus Day March 4
  - Deadline dates for beginners applying for admission will be enforced
    - March 15—summer 1
    - May 1—summer 2
    - June 1—fall

- Registrar
  - Class room scheduling for summer
    - CA 221 and perhaps others will be taken out of use during the day because of the work on the connector to the Campus Center
    - This will result in shuffling of a number of courses. Understanding of the reasons behind the changes will be appreciated.

Future Agenda Items-

- Awarding minors business processes—Andy Gavrin/ Mary Beth Myers
- Assigned advisor functionality in SIS—Carla Boyd/ Mary Beth Myers
- Review of new major in School of Business—Jane Lambert

Meeting Dates and Locations –

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