Minutes of the 12/1/06 meeting were distributed electronically.

Announcements from the Chair

Enrollment update for Spring 2007
Currently up roughly .74% in credit hours while down .95% in headcount.
Nursing headcount and credit hour increases covering other area decreases to improve overall counts

Admissions update
Spring: Up 11% in freshman
Fall: Up 22% in freshman; Down 18% in transfer for Fall but fluctuating greatly
Notes: IUB aggressively recruiting instate students
21st Century Scholars getting full tuition, fees, room and board
Students have more choices
Quick turnaround and contact from Academic Unit very important

Undergraduate Intercampus (ICU) and Undergraduate Returning Student (RTU) admits for spring:

• Admitted 238 ICU students; as of 1/4/2007, 140 had registered for a yield rate of 59%.
• Admitted 666 RTU students; as of 1/4/2007, 372 had registered for a yield rate of 56%
  o Having ability to track and follow-up with these groups is helpful
  o Most students who waited until this week to initiate a return to IUPUI have been satisfied with the option of temporary non-degree status for the spring term but others were surprised to learn that they can’t be admitted this late as degree-seeking RTU for Spring in order to get packaged for financial aid.
  o Without additional Admissions resources, may this may not change (may need to continue to admit as non-degree for one term) as there may be need to post additional credits, etc. in addition to complete admissions processing. Further discussions taking place with ES staff.
  o For ICU students, FA is not an issue because if not packaged at IUPUI, will be eligible through their home campus.

Academic Affairs Committee Report  Betty Jones, Chair, reporting in absentia

Updates on UFC/EPC – General Education

• UCC worked to finalize the IUPUI review of the STAC matrix at its December 6, 2006 meeting. A very-close-to-final draft has been written.

• EPC of UFC met [by Polycom] on December 11.
  o Sharon Hamilton represented UCC and Betty
  o Some of the 8 IU campuses had gone about reviewing the STAC course list and comparing it to the campus general education approach somewhat differently than had IUPUI/UCC.
    ▪ The approaches/formats evolved throughout the fall semester—there was no standard approach or format “put on the table” at the outset for campus committees to follow.
    ▪ Still TBD is whether or not IUPUI/UCC will need to reconfigure its report to fit into the format used by other campuses who reported out on December 11.
  o I have contacted John Carini, EPC co-chair, asking that we meet ASAP to discuss meshing the various documents and finalizing the report. I will keep you posted.

• UFC EPC will continue compiling general education information from all the campuses into a report to submit to President Herbert in January.
  o Next UFC meeting is January 23
The report is “under construction”. It will include
- Descriptions of the general education program at that campus [e.g., overview/framework, development, content]
- Matrix showing general education X campus X STAC
- Other TBA

Items for Review, Discussion, or Action

- **60% rule and return of Title IV financial aid—Kathy Purvis**
  - According to Dept of Education regulations, once student withdraws from all classes (officially or unofficially), FA must run calculation to determine if there should be any “return of Title IV Aid”
  - Calculation includes: How many days in school; level of aid received; who should repay the money at this point, the student or the school?
  - Once 60% point of semester occurs (Oct 29 for Fall), neither student nor school is responsible for return of any aid; this is INTERNAL information and should not be discussed or publicized to student
  - FA Office still has to review and note but no financial implication as of 60% point in semester
  - **Academic Unit dilemma**: If close to 60% date and a student plans to completely withdraw, should unit hold on to forms? How should they advise student?
  - **FA Recommendation**: Contact Kathy Purvis for advise in these circumstances (do NOT advise student to delay so they will not have to repay aid)

- **Status of off campus courses – Amanda Helman**
  - Glendale Mall no longer available as IUPUI site; negotiations underway for another permanent site.
  - Most Spring 2007 classes originally scheduled at Glendale were moved to the Jewish Community Center (JCC) located at 6701 Hoover Road. This is not too far from Glendale Mall. Other Spring 2007 courses were moved to the area high schools.
  - All students were called by CLN staff and asked if they wanted to stay in the class or switch sections. In vast majority of cases, students were pleased with the new location(s).
  - Once all personal contacts were made, Registrar’s Office updated OneStart to reflect the new location which generated an email confirmation of the change to the students.
  - There will be IUPUI staff at the JCC every night directing students to their classrooms just as they were at Glendale.
  - Information on location along with a map is available in the Spring 2007 Update section on the Registrar homepage: http://registrar.iupui.edu/

- **Changes to Course Components on Schedule of Classes – Mary Beth Myers**
  - Reminder: Monday, Jan 15 = last day of 100% refund for drops via self-service; MLK holiday so offices closed.
  - Encourage students who need to drop to do so on Friday in case they need personal assistance.

- **E-Drop/Add**
  - See workflow chart on page 4 of agenda
  - See Handout beginning at page 5 of minutes
  - Review of school/division workgroups
  - Discussion of next steps

**Future Agenda Items**-
- Awarding minors business process —Andy Gavrin/Mary Beth Myers
- Assign advisor functionality in SIS – Carla Boyd/Mary Beth Myers
Meeting Dates and Locations –

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<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
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<td>1:00 to 3:00</td>
<td>CA 136</td>
</tr>
<tr>
<td>October 6, 2006</td>
<td>1:00 to 3:00</td>
<td>CA 136</td>
</tr>
<tr>
<td>November 3, 2006</td>
<td>1:00 to 3:00</td>
<td>CA 136</td>
</tr>
<tr>
<td>December 1, 2006</td>
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<td>CA 136</td>
</tr>
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<td>February 2, 2007</td>
<td>1:00 to 3:00</td>
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<tr>
<td>May 4, 2007</td>
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</tr>
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Office of the Registrar Notice
Changes to Class Components (e.g., LEC, DIS, LAB)

*Effective March 1, 2007, class components will not be changed after enrollment has occurred in the class.*

Class components are essential to the enrollment, fee assessment and grading processes. During the enrollment process, the class component is written to student enrollment records along with class units (credit hours). The class component and class units are used to assess tuition and class fees, and to create grade rosters in OneStart SIS and OnCourse CL.

Making changes to the class component after enrollment has occurred in the class is a time-consuming, labor-intensive process, which will soon require that all enrolled students be dropped from the class, then be re-enrolled in the class after the component change. The consequences of errors during the component change process are significant (e.g., improper enrollment, improper fee assessment, rosters that cannot be graded).

Since the class component does not appear on official student records (e.g., official transcripts), making changes to the component is typically an internal "house-keeping" item and is not required to maintain campus course offering records. Class components should be reviewed and these updates should be made during the schedule build process.

Effective March 1, 2007, the Office of the Registrar will no longer make changes to class components where enrollment has already occurred.

Office of the Registrar
January 5, 2007
Enrollment Drop Workflow Process (after 1 week of classes through Auto-W)

1. Student Requesting to Drop a Class
   - Initiates & Receives Notifications
   - Optional Workflow Design: Establish at Program Level

2. Optional Notification Messages to Student
   1. Must meet with Advisor to discuss options and obtain permission to drop a class. OR
   2. Advisor has received this request please contact 27X-XXXX to schedule an appointment with an advisor.

3. Department Advising Workgroup
   - Optional Communication Actions: Approval or Deny
   - Approved or Paper Drop/Add Form Approved

4. Registrar Office
   - Manual Data Entry
   - SIS
     - Update Complete: Edoc Archived
     - Manual update
     - Edoc Update error

5. SIS
   - Notification of Drop
     - Student Financials
     - Financial Aid
     - Student Others??
E-Drop_Add Screen Shots and Discussion Document

Summary Points:

- Current development being discussed is for E-Drop only ("Add" still in development and not ready for demonstration)
- E-Drop available through Onestart beginning second week of classes through Automatic W deadline (Future development for possible electronic process after Automatic W.)
- "Nodes" of approval at IUPUI:
  1) Student initiates request
  2) If International student (as defined by specs), to International Affairs workgroup
  3) If Student-Athlete (as defined by specs), to Student-Athlete advisor workgroup
  4) Student academic advisor/advisor workgroup (based on student career, program, plan, subplan and potential school/department usage of the SIS Advisor table)
  5) SIS enrollment table updated
     Note: Non Standard Session drops will route to Registrar workgroup for action to manually update the SIS enrollment table with correct refund and grade codes
- Once approved and SIS enrollment table updated:
  o Email notification sent to University email address of student
  o Registrar Office receives daily audit of activity along with error report of any problems to be addressed
  o Faculty rosters in Onestart/Oncourse updated with drop activity and "W" grade
  o Other notifications possible, if required
- Optional: For Schools who wish to personally discuss drop activity with student before approving electronically, ability to send notification to student after they initiate request stating that there will be no approval action taken until that student meets with/contacts their advisor.
  o Once interaction between student/advisor takes place, advisor can take step to approve E-Drop.
Step 1: **Student clicks on E-Drop/Add from Onestart**
Receives the following page (Schedule Page):

Current class schedule appears and would include any courses dropped with a grade of W. Note that the action date used for approved activity will be the date the student initiated the request.

Step 2: **Student selects course to be dropped**
Student clicks "continue" button
Step 3: **Student acknowledges understanding of action and submits**
Student reviews course selected to drop, can cancel if chose incorrect course

Both students & approvers can enter comments in the note field. These are stored & displayed as part of the document. Comments can be up to 255 characters.

Note: Check boxes are being added to each of the “understanding” statements above so that a student will have to actively acknowledge that they have read and understand the three statements. Once checked, student will click **“submit for approval”**

Step 4: **Student receipt**
Student advised to print this page for reference. Transactions are captured electronically for research.
## ADVISOR ACTION

**Step 1: Advisor opens Action List from Onestart**
Receives following page

<table>
<thead>
<tr>
<th>Document Id</th>
<th>Type</th>
<th>Title</th>
<th>Route Status</th>
<th>Action Requested</th>
<th>Initiator</th>
<th>Delegator</th>
<th>Date Created</th>
<th>Workgroup Request</th>
<th>Route Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>1049476</td>
<td>SIS Drop Course Document</td>
<td>This is an extremely long document title. This is to show how the wrapping will appear when the document title is very long. Generally, short document titles are recommended. If the document title is very long, then a lot of wrapping will occur, and ve</td>
<td>ENROUTE</td>
<td>APPROVE</td>
<td>Myers, Mary B</td>
<td></td>
<td>09:22 AM</td>
<td>01/05/2007</td>
<td></td>
</tr>
</tbody>
</table>

Note: “Initiator” column will have student name. Currently shows MB Myers because this is test demonstration.
Can sort this page by any of the links at the top (Document ID, Type, Route Status, etc.)

Example of page with suggested **Title** = Drop a course

| 1039134     | SIS Drop Course Document | Drop a course | ENROUTE | APPROVE | Yampol, Todd T | 12:19 PM | 11/10/2006 |           |           |
Step 2:  Advisor opens Document ID
Receives following page

![Document Image]

Page reflects drop requested and is put into context with the student’s entire class schedule.

A link to Learning Management has been added to the document view. Clicking on this link brings up the LM screen with the EMPLID pre-populated. (Note: Currently there are links for several test instances. In Production, there will only be one link.)

Note field may be used, especially if disapproving or cancelling an action as the note will be returned to the student along with a message that request has not been approved.

Possible Advisor action:

- blanket approve = this is a feature of testing only. Will not appear in Production.
- approve = advisor approves action and submits for update to SIS
- disapprove = advisor disapproves action and notification of that action will be returned to the student. A note would be important here to advise the student as to reasoning and possible alternative actions.
- cancel = this is a feature of testing only. Will not appear in Production.
Final Steps

If E-Drop is Approved:

• SIS Enrollment Table is updated in “real time” (within a few minutes) or forwarded to Registrar workgroup for update
  o Errors resolved daily by Registrar
  o Audit maintained by Registrar
• Notification sent to student that transaction was approved as of xx/xx/xxxx date. Suggest student review new class schedule via Onestart. (this notification yet to be drafted)
• Faculty roster updated

If E-Drop is Disapproved

• No SIS Enrollment Table update
• Writes activity to audit table maintained by Registrar
• Notification sent to student

Notes:

• The operator ID, creation date, and comment text are stored.
• The final approval date is stored even though it is not displayed.

Next Steps:

1. Feedback on draft process, documents, path, etc.
   • Continue refining wording with FA colleagues on student Confirmation page to make Financial Aid potential ramifications clear.
     o Use of term “eligibility” makes it appear that the effects would be “future” rather than current.
     o Link to Financial Aid office should take student to webpage specifically developed for this purpose instead of FA homepage
     o Change wording on “cancel” button to “cancel transaction” for clarity
     o Add third button that reads “back” for cases where student realizes they have chosen incorrect course
   • Continue refining wording on Student Receipt page to make it absolutely clear that the course has not yet been dropped (until they receive confirmation at their email address which they should monitor).
   • Workflow questions to be addressed:
     o Once one individual in the workgroup takes some action in contacting the student for discussion, can request be set to a “pending” status with notes so others in the workgroup are aware and don’t take further or different action.
     o Can a workgroup member open a request, then close it for later action leaving it marked “read” so that when reviewing the action list later, items that have been “read” and those that haven’t can be distinguished (similar to managing outlook email items)?
   • Registrar’s Office to provide data on drop/add activity between 2nd week of classes and Auto W broken down by School/Program/Plan.

2. Define members of IUPUI E-Drop (/Add) workgroups
• Preliminary workgroup document which will be used by each school to define those assigned to approve E-Drops was reviewed; documents will soon be ready in individual CFS folders for each school to assign workgroup members
• Consultation with Registrar’s Office welcome (either email, phone, in person)