

**IUPUI**  
**Academic Policies and Procedures Committee**  
**Minutes**  
**Friday October 1, 2010**

**Minutes--** Information was distributed electronically in lieu of the Friday September 10, 2010 meeting.

**Information Items**

- The trustees **are looking** at assessing efficiency with an initial focus on HR, Payroll, Marketing, Student Services, and IUB Physical Plant. The review of Student Services will include Admissions, Financial Aid, Bursar, and Registrar functions including “support for academic advising.” Kathleen McNeely, IU Associate Vice President and Executive Director, Financial Management Services, will lead the study
  - The university has contracted with the **Hackett Group**, a consulting organization with **benchmarking** and consulting experience primarily in the business sector, though they have worked with a number of colleges and universities. The initiative is intended to compare activities and costs with those at other institutions. Unfortunately, Higher Education doesn’t have a lot to benchmark against.
  - **Data collection** is to run December to through February and will be very intense, requiring commitment of staff in each of the targeted units to assist with the initiative.
  - For more information, visit the IU Cost Benchmarking **Website**.
- Enrollment Deposit proposal was distributed prior to the meeting and is attached to the minutes. The proposal will be brought to APPC for endorsement at the November meeting. Please direct any questions that you have to Becky Porter or Chris Foley.

**Academic Affairs Committee Report** –*Eric Wright, Chair*

- No report since AAC has not meet this semester

**Items for Review, Discussion, or Action**

- Annual revision of Campus Bulletin content-- *Mary Beth Myers*
  - Units can make edits throughout the year in the background with the revisions being put in place on an annual basis.
    - Concerns were expressed about the technology and the difficulty that was experienced with the initial set up of the web Bulletin.
    - A feedback session will be scheduled and address what is required for maintenance. The maintenance process should be considerably easier than the initial set up.
  - When should the update occur?
    - How is it used?
      - Prospective students use to learn about IUPUI as a whole and about the academic Units
      - Used by guidance counselors to gather information
      - Used by admitted students in the process of comparing universities and deciding which one to attend.
      - From recruiting perspective, helpful to have update completed by January for the students entering in the fall
      - Continuing students—used for policy and procedure information
        - It was noted that a lot of information is on individual websites
      - Used as the source for degree requirements and policies in place at the time a student enrolls
    - May need to ask question about the extent of information that is presented in the Campus Bulletin
      - Perhaps need to decrease the information in the Bulletin and have more in the specific websites
      - Concern raised about returning students who need to have the information retained for reference from when they were first admitted
      - Mary Beth will review the comments and provide an update at a future APPC meeting

- Placing Learning Outcome information in the Bulletin
  - The North Central Association (NCA) Higher Learning Commission has set minimum expectations for all accredited institutions with respect to the creation and reporting of expected student learning outcomes for ALL programs (from certificates to PhDs). In response to this requirement, the IUPUI Campus bulletin will be formatted and used to highlight student learning outcomes.
  - See attached document revised from document distributed at the meeting
  - Note that all Student Learning Outcome Information needs to be provided to the Registrar's Office BY March 31, 2011 at the latest.
  
- Instructional Space Assignment Rules—*Mary Beth Myers*
  - Units with a greater proportion of courses offered to graduate students in evening programs or relying on adjuncts to teach in their specialized discipline areas raised concerns about how the rules would be applied.
    - Note that units can provide the Registrar with an explanation of the need to schedule courses at specific times which would impact the calculation of the distribution of courses
    - To enhance planning both for the institution and for students, some units supported consideration of scheduling on a yearlong or two year basis
    - Other units cited the challenges of finding faculty/adjuncts which already presents a problem with the current timelines for turning in a schedule
  - Based on the discussion, the slightly revised Instructional Space Rule document is attached.
  
- Administrative Withdrawal Policy—*Mary Beth Myers*
  - Business process distributed (see attached)
  - The policy as originally adopted states that student must be notified before dropped. University College staff had been handling the notification process via certified letter.
  - Registrar will take over notification of students via email since the utilization of the policy has extended beyond UC students.
  
- Proposal for change in processing of Returning Student Applications—*Terry Brown*
  - Proposal is attached (previously distributed with September update)
  - Terry explained that the grid on the final page of the proposal was included for illustration purposes.
    - Admissions needs clear information from each academic unit and will be contact the units.
  - It was suggested that the data collection for students who are returning after an absence of between 1-2 years be referred to as a update form rather than an application.
  - A different process for military personnel returning from an active duty deployment should be considered.
    - Need to clarify what is meant by a 'year'. Does this mean 12 months or a fall and spring semester? Same clarification needed for 2 years?
  - The streamlining was seen as a positive change.
  - Adherence to deadlines for submission of information by the returning students was discussed. Some units prefer to maintain the deadlines to allow adequate time for processing the requests and establishing advisory appointments. Other units are more open to the students being readmitted immediately prior to the start of classes.
    - Admission will process requests from units to review specific returning student applications as they are able after the deadline.
  
- Proposal for change in processing of Summer Only Non-degree Student Applications—*Terry Brown*
  - Proposal is attached (previously distributed with September update)
  - APPC supported the change and recommended changing the credit hour limit from the stated 9 credits to 12 credits.

**Future Agenda Items-**

- Discussion of the role of Minors
- BSPA in Media and Public Affairs--*Sheila Kennedy*
- Update on courses carrying RISE designations
- Cohort default rate—*Kathy Purvis*

**Meeting Dates and Locations for 10-11**

<i>Date</i>	<i>Time</i>	<i>Location</i>
October 1, 2010	1:00 – 3:00	CE 268
November 5, 2010	1:00 – 3:00	<b>CE 307</b>
December 3, 2010	1:00 – 3:00	CE 268
January 7, 2011	1:00 – 3:00	CE 268
February 4, 2011	1:00 – 3:00	CE 268
March 4, 2011	1:00 – 3:00	<b>CE 406</b>
April 8, 2011 *	1:00 – 3:00	<b>CE 305</b>
May 6, 2011	1:00 – 3:00	CE 268

\*Typically meetings are first Friday of each month; these dates are exceptions

Website: <http://registrar.iupui.edu/appc/>

**Meeting Dates for 2011-2012**

<i>Date</i>	<i>Time</i>	<i>Location</i>
September 9, 2011	1:00 – 3:00	
October 7, 2011	1:00 – 3:00	
November 4, 2011	1:00 – 3:00	
December 2, 2011	1:00 – 3:00	
January 6, 2012	1:00 – 3:00	
February 3, 2012	1:00 – 3:00	
March 2, 2012	1:00 – 3:00	
April 13, 2012	1:00 – 3:00	
May 4, 2012	1:00 – 3:00	

# **Enrollment Deposits for Beginning Undergraduates at IUPUI (DRAFT)**

Proposed by Chris J. Foley, Director of Undergraduate Admissions

September 2010

## **Summary of the Need**

IUPUI does not currently require beginning undergraduates to financially “commit” to IUPUI prior to enrollment. Though we do request individuals notify us of their plans as well as sign up for orientation and housing, none of the current means of gauging interest in IUPUI is accurate enough to predict the size of incoming classes with any degree of reasonable accuracy. Coupled with this, is the changing nature of IUPUI’s applicant pool as well as the levels of competition it is experiencing from other institutions.

Given the growing enrollments IUPUI has been experiencing as well as the changes in yield, it is extremely important that the campus have a more reliable means of predicting the size of some of its enrollments. Based upon information from other universities and colleges, an enrollment deposit is a common means to accomplish this. Experience at other universities indicates that such a deposit should provide for 90%+ accuracy in determining who will enroll.

## **Current Process for Admissions**

Currently each admitted individual is sent a reply postcard requesting information about the individual’s intentions to enroll at IUPUI. The individual can then fill out the card and return it to us. Individuals can also do so by completing a web form to either cancel or confirm their admission.

## **Limitations of the Current System**

Though many individuals comply with this process, the correlation between those who submit the card and those who enroll have significantly varied from year to year. This variance makes the intent to enroll form an inadequate means of assessing a student’s intentions.

## **Proposed Procedural Changes**

Instead of the intent to enroll card, the Office of Undergraduate Admissions proposes requiring individuals to pay a \$100 enrollment deposit. In accordance with NACAC principles, the deposit will be refunded if requested in writing by the individual by May 1<sup>st</sup>, but will not be refunded after that date. The deposit will be required of individuals applying for Fall Freshman admission only, and the payment will be applied to their tuition bill for the fall semester if the individual enrolls.

We will waive the fee for the following populations and will require an intent to enroll form from:

- 21<sup>st</sup> Century Scholars
- Individuals who have qualified for an application fee waiver
- Bepko, Plater, and Herbert Presidential Scholars

Ideally, individuals will not be “matriculated” in SIS until they have paid the enrollment deposit (or submitted the intent to enroll form if necessary). This will prevent them from being able to move forward with other steps of registration. The procedural steps required are under development.

## **Benefits of the New Process**

The implementation of an enrollment deposit for fall freshmen will enable the following:

- Better prediction of the incoming freshman class
- More accurate and earlier prediction of demand for classes
- More accurate and earlier assessment of demand for housing
- Reduction of recruiting costs
- Maintenance of access to lower SES students through waivers of the deposit

## **IUPUI Student Learning Outcomes Additions to the IUPUI Campus Bulletin**

**CHARGE:** The North Central Association (NCA) Higher Learning Commission has set minimum expectations for all accredited institutions with respect to the creation and reporting of expected student learning outcomes for ALL programs (from certificates to PhDs). In response to this requirement, the IUPUI Campus bulletin will be formatted and used to highlight student learning outcomes.

**PROCESS:** The Office of the Registrar will work directly with those individuals in the academic units already designated with Bulletin update responsibility.

1. The Registrar will begin work to add a new left navigation link to all relevant bulletin pages. The link will be labelled **Student Learning Outcomes**.
2. Instructions about the NCA Higher Learning Commission minimum expectations are currently being drafted by Academic Planning and Evaluation (Trudy). Once submitted to Deans, these instructions will be distributed to department chairs and program directors and coordinators.
3. Once those guidelines/instructions are delivered, academic units will need to review and draft information for each program/certificate/degree based on the established standards.
4. Once the student learning outcome information is available within the academic unit, the Office of the Registrar should be contacted. There is already a process and list of individuals in place for Bulletin updates with a representative from each school. Those individuals should contact Linda Hadley-Kearney to work through the updates and to put the linkages together.

**TIMELINE:** These minimum expectations from the NCA should be in place already so this project needs to be completed by the end of this academic year. All Student Learning Outcome Information needs to be provided to the Registrar's Office **BY March 31, 2011 at the latest**. Sooner is better!

# IUPUI Office of the Registrar

## Instructional Space Assignment Rules

### DEFINITIONS

**General Inventory (GI) Classrooms:** The complete inventory of campus rooms that are used for instructional activities. These rooms are officially designated as general classrooms with the IU Bureau of Facilities Management. This overall inventory consists of classrooms controlled (assigned) by the Registrar and classrooms controlled (assigned) by academic units.

- *Registrar-Controlled:* The subset of overall general inventory classrooms that are assigned by the Office of the Registrar.
- *Department-Controlled:* The subset of overall general inventory classrooms that are assigned by academic departments. These assignments, while controlled by the academic unit, **MUST** be reported to the Room Scheduler in the Office of the Registrar. This information is required in cases of emergency so University officials know how/where to find students/faculty and it is critical for campus classroom utilization reporting.

### INTRODUCTION AND GENERAL PRINCIPLES

- A. All instructional rooms belong to the campus and shall be managed in such a way as to maximize their use for the campus as a whole while recognizing the need to keep current with emerging pedagogical tools.
- B. The Office of the Registrar makes every effort to best match the available Registrar-controlled classroom inventory with the particular needs of a course, including anticipated enrollment and the instructional requirements, such as seating type, size of writing surface, and technology-supported instructional tools. The Registrar is expected to apply and enforce the Instructional Space Assignment Rules so that an efficient and effective, conflict-free schedule can be built. Every effort will be made to distribute all teaching facilities in an equitable fashion within the confines of these requirements.
- C. All laboratories or other rooms specially equipped or configured in such a way as to be useable only by a particular discipline (such as a science laboratory or an art studio) are controlled by the academic unit. While typically this space is a conference room or a specialized lab, it is expected to be used to the fullest extent possible. The department is responsible for scheduling the space for all users, including those from outside the unit, and for notifying the campus Room Scheduler of these room assignments.
- D. In some cases, academic units may be given priority in the assignment of Registrar-controlled general inventory rooms. In these situations, units are given priority only when their schedule build documents are returned to the Office of the Registrar by the stated deadline. In these cases, priority will be set in the initial assignment of rooms each semester by the Room Scheduler in the Office of the Registrar. The unit does not have exclusivity of use or the right to bump a course from another department which was scheduled into the facility after the initial scheduling cycle without the concurrence of the second department.

### INSTRUCTIONAL SPACE ASSIGNMENT POLICY

- A. In order to be given priority consideration during the initial room assignment process, schedule build documents must be returned to the Office of the Registrar by the stated due date each term.
- B. While every effort will be made to accommodate flexibility in course length, priority in scheduling of general inventory classrooms will first be given to courses offered during the approved standard time modules with full-term courses, paired short courses (such as successive eight week courses) and paired one-day-per-week courses (i.e., M and a W at same standard day/time) given equal treatment.
  - **Prime time** currently includes all standard module instruction minutes scheduled during the following times:
    - 10:30 am – 11:45 am
    - 1:30 pm – 2:45 pm

- 3:00 pm – 4:15 pm
- 6:00 pm

*NOTE: Determination of “Prime Time” may change over time based on shifts in classroom demand. As a result, the Registrar may adjust the “prime time” determinants and notify the academic units of those changes to the rules. Such adjustments are expected to be made prior to schedule build for the affected semester.*

- **Non-prime time** currently includes all standard module instructional minutes scheduled during the following times:
  - 7:30 am – 8:45 am
  - 9:00 am – 10:15 am
  - 12:00 pm – 1:15 pm
  - 4:30 pm – 5:45 pm
  - Friday ONLY classes or weekends
  - Off campus at Greenwood, Carmel, Park 100
- **Non-standard times** (i.e. 11:40 – 2:00, 1:40 – 4:00 pm) are extremely difficult to accommodate though it is understood that for some disciplines this format is the only one that is pedagogically realistic. In those cases, an explanation of the need for an exception to the scheduling rules must be presented to the Office of the Registrar when the schedule is being built.
- Optimum classroom scheduling may be achieved only when all departments distribute their course offerings across all standard time periods. In cases where a specific program or set of courses **MUST** be offered at a particular time (i.e. an evening graduate program because students and the faculty work full time during the day), an explanation of the need for that exception must be presented to the Office of the Registrar when the schedule is being built.
- After any exceptional cases have been considered and approved, departments should distribute their remaining course offerings across standard time periods at a rate of 55% or less during prime time and 45% or more during non-prime time. Each department must meet the prime/non-prime distribution of its requests at the time of schedule submission.
  - Based on this percentage usage of prime vs non-prime times, an academic unit may be required to change meeting time and day from a prime time offering to a non-prime time offering.
- C. As a general rule, the Office of the Registrar will attempt to schedule a unit's courses into the unit's "home" building before placing classes elsewhere. However, the Room Scheduler is expected to place classes elsewhere if it is determined that another course is a better match for a particular room, considering such factors as class size to room capacity and the need for a specific seating type, or available instructional technology. The goal is to make the best use of all instructional space.
- D. Classroom scheduling is a dynamic process, responsive each term to both curricular and non-curricular changes and requirements. The assignment of a specific classroom during the previous corresponding semester will not automatically result in the continuing assignment of the same room. Even if the room was efficiently used during the previous semester, all other requirements above must be met before the request will be given the same priority consideration.
- E. Departments are expected to provide reasonable estimates of expected enrollments based on the actual enrollment during the previous corresponding semester along with any other relevant facts known by the department.
  - In courses enrolling 30 or more where the estimated enrollment exceeds the actual enrollment from the previous corresponding semester by more than 15%, the department must attach a written explanation for the expected increase in enrollment, signed by the Dean. Without acknowledgement by the school's dean, assignment will be based on the actual enrollment during the previous corresponding semester, allowing for an increase of not more than 15%.
- F. Any instructional space controlled by an academic unit is expected to be fully scheduled with appropriate courses and unit-related activities. The academic unit is expected to make full use of its own instructional space before requesting additional Registrar-controlled rooms. Also, the academic unit is

expected to contact the Registrar about any available time slots in their department-controlled instructional space that could be used for other campus classes.

- G. All room use must be entered into the campus room scheduling system so the Registrar Room Scheduler must be made aware of departmental space assignments. This is essential in responding to emergencies and to allow the campus to better describe and report the use of its room inventory.
- H. Requests to renovate or otherwise modify a classroom must be submitted to the Learning Environments Committee (LEC). As part of the approval process, the LEC will review and recommend approval or disapproval of the proposal as it relates to the best use of campus facilities. No renovations or modifications may be made without the approval of the LEC. Units making modifications without such approval will be liable for the cost of returning the room to its prior state. In addition, any unit wishing to reassign classroom space to any other purpose must submit a proposal to the LEC for review and recommendation of approval or disapproval since such requests will likely affect all academic units.

*This policy to be enforced beginning with schedule build for Fall 2011.  
October 2010*



# **Streamlining Admissions for Returning IUPUI Students**

Proposed by Chris J. Foley, Director of Undergraduate Admissions

September 2010

## **Current Process for Admissions**

Former IUPUI students who have been out of IUPUI for more than 2 semesters must submit an application with the Office of Undergraduate Admissions. Students who have been out for less than this amount of time must return to their advisor for reinstatement. For students who have been out for longer periods of times, the Office of Undergraduate Admissions becomes a single point of contact for these students with reference to their re-enrollment status, and we act as the liaison between departments when a student wishes to return to a program that is different from the one they were enrolled in at the time he or she was last enrolled at IUPUI. The Office of Undergraduate Admission serves several important roles in this process:

- (1) Collecting updated biographic and demographic information.
- (2) Verifying their residency.
- (3) Verifying criminal activity disclosures.
- (4) Requesting transcripts for new coursework.
- (5) Verifying admissibility to the major.

## **Limitations of the Current System**

Though the roles played by the Office of Undergraduate Admissions are important, the administration of them for all students who have been out of school for 2 or more semesters is cumbersome for all parties involved: the student, the academic unit, and the Office of Undergraduate Admissions. Commonly, students who wish to re-enroll at IUPUI are surprised that they must “re-apply” to the campus. Because a review of their admissibility has to be conducted—often requiring the participation of the desired department—the review can take some time to complete. Because this is unexpected, these students often cannot complete the process before the start of the semester because they apply relatively late and expect to simply pick up where they left off with their studies.

A major reason for the 1-year rule for returning students is to ensure that a student’s residency is re-evaluated and to verify that the student has not committed any violations of interest to the criminal disclosure policy. Ensuring that we are in compliance with these policies is essential; however, if it is possible to do so in a less cumbersome manner, then both the student and the campus would benefit from an easier process.

## **Proposed Procedural Changes**

With the above information in mind, the Office of Undergraduate Admissions proposes:

- (1) If they have been out for less than a year, students continue to go through the Registrar for registration.
- (2) If they have not enrolled at IUPUI for more than 1 year but less than 2 years, students fill out the application, and admissions does the following:
  - a. The Office of Undergraduate Admissions will re-evaluate the student’s residency status. .
  - b. The Office of Undergraduate Admissions will verify that a criminal disclosure statement is not needed.
  - c. If the student’s residency remains the same and there is no need for an additional criminal disclosure statement, the Office of Undergraduate Admissions will contact the Registrar to reactivate the student’s original program. If the student wants to change his or her major, then the student must check with the new department. If the new department is in agreement, then they will contact the Registrar. This is similar to the process required for students who have been out of the university for less than a year. Please note that, should the student not be in good academic status, the department will have added a negative

service indicator to prevent the student’s enrollment until he or she has contacted the department. Again this is similar to the process already in place for those students who have been out for less than a year.

- d. If the student’s residency changes and/or there is a need for additional criminal activity disclosure, these issues will be resolved prior to contacting the Registrar to enable the student to register.
  - e. Any outstanding transcripts will need to be provided vis-à-vis the new process for RTUs.
- (3) For students out 2 or more years, the Office of Undergraduate Admissions will retain the current process, but wishes to do so with a clearer set of guidelines from the departments. We would like to recommend that following “2X2” format that compares a student’s “standing at IUPUI” and the major he or she intends to pursue at IUPUI. Pursuing such a format would enable the Office of Undergraduate Admissions to more quickly and effectively evaluate the applications of students who intend to return to IUPUI.

		Is student in “Good Standing”?	
		Yes	No
Is the student returning to the same school last attended?	Same	Admit <sup>1</sup>	Petition
	Different	Admit to UCOL	Petition

**Benefits of the New Process**

The new process will have the benefits of (1) making for a smoother and faster application process for students who wish to come to IUPUI for summer studies as non-degree students and (2) free up resources to for the processing of other application types. Moreover, it will make the process of getting students back to IUPUI easier and help us complete the degrees of those who have, for some reason or other, had to take a break from their studies at IUPUI. Students will feel less like they are having to “re-apply” and more like we are helping their reentry to the campus.

<sup>1</sup> Decisions represented are only examples. Actual decisions would be those decided upon by the school.

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# Applications for Summer Only Non-Degree Enrollment

Proposed by Chris J. Foley, Director of Undergraduate Admissions

## Call to Action

Due to the increase in applications overall and of summer only nondegree applications specifically, students seeking to enroll at IUPUI for summer studies experienced significant delays in processing. Though this is unacceptable in and of itself, delays for population are extremely onerous because they do not understand the reasons for such delays because they do not intend to obtain a degree at IUPUI. For many, they are simply wanting to take a class at IUPUI that will then transfer back to their home institution. As a result, we are proposing that we simplify the admission process for summer non-degree applicants to (1) provide better customer service to these students and (2) free up resources that can be used to review other types of applications.

## Analysis of Current Process

Currently, the Office of Admissions requires an application, application fee and unofficial transcripts for all non-degree students, and an admissions review is conducted for these students. Save for the unofficial transcripts (as opposed to official transcripts), the process is essentially the same as degree seeking students. The major reason for these requirements is the belief that many of these students will become degree-seeking and the non-degree application process should not be a “back-door” to IUPUI for inadmissible students. In addition, there is concern that students apply as non-degree students after deadlines have passed for the fall semester, and as a result, eventually transition from non-degree to degree-seeking for the following semester.

When reviewing data provided by IMIR, the number of students who came to IUPUI as a non-degree student during the summer and stayed on for fall or spring semesters in any status is 10% or less.

Summer Term	Visiting Admits	Visiting Enrolled	Summer Visiting Enrolled in Following Fall (as any admit type)	Summer Visiting Enrolled in Following Spring (as any admit type)	% Retained for Fall	% Retained for Spring
2007	1185	874	86	63	10%	7%
2008	1086	776	50	39	6%	5%
2009	1151	799	71	67	9%	8%

Based on this information, we assume the following:

- (1) The idea that students who truly intend to become degree seekers but apply too late and enroll as degree seekers is, at most, 10% of visiting students and relatively minimal in number (less than 100—and more likely to be less than 75). Building processes to prevent this is “throwing the baby out with the bath water.”
- (2) The admission standards that we currently use for non-degrees (which are essentially transfer standards) may, indeed, be too harsh for these students because they don’t intend to stay. We may actually be running students away because our procedures are too difficult for these students.
- (3) Because so few stay at IUPUI, nondegree status is not a major method of recruiting students to stay at IUPUI. As a result, I think we need to avoid treating them like students who are intending to stay.

## Proposed Revisions to Application Process

Given the above information, the Office of Undergraduate Admissions proposes:

- (1) That we create a category of summer only applicant for students who intend to take courses only during the summer.

- (2) We ask for the students to self-report their cumulative GPA at their last institution and certify that they are not on probation.
  - a. If self-reported GPA is  $\geq 2.0$  and they are not on probation, we admit.
  - b. If self-reported GPA is  $< 2.0$  or they are on probation, we deny.
- (3) We do not request additional documentation besides the application fee (e.g., transcripts).
- (4) We limit their enrollment to 9 credit hours over the summer.
- (5) We do not allow them to enroll beyond summer without a new application.
- (6) Students who were graduating from HS would also be eligible for this status as well.

### **Benefits of the New Process**

The new process will have the benefits of (1) making for a smoother and faster application process for students who wish to come to IUPUI for summer studies as non-degree students and (2) free up resources to for the processing of other application type