

IFC Academic Affairs Committee - Meeting Notes
Thursday, April 12, 2012 from 11a-1p in UL 2115J

Members Present: Leslie Baker (Herron), Jan Beulow (Nursing), Suzanne Lupton (SPEA), Mary Beth Myers (Ex-Officio, Registrar), Marquita Walker (Labor Studies), Eric R. Wright (Chair), Dale Ray – Staff, Bill Orme, Vanchit John (Dentistry), Gina Gibau (Liberal Arts)

11:00-11:05 Welcome, Introductions, Review of Minutes

Dr. Wright welcomed the group and called the meeting to order at 11:04. Introductions of new attendees followed. The March 8, 2012 meeting minutes passed unanimously.

11:05-11:20 Review Draft Campus-wide Policy and Procedure for Handling Unexpected Emergency Withdrawals (Mary Beth Myers)

Wright outlined the history of this document. Myer stated we need a policy to handle student withdrawals. If enrolled in three different units, is there a better way to handle these types of withdrawals? To be respectful of individual unit policies, Myers refers to this proposal as more of a set of *procedures* as opposed to a policy. Myers reviewed the proposed procedures:

- Depending on the timing of the unexpected emergency, dropping courses may require various levels of academic approval (instructor, advisor, dean).
- Any student who does withdraw from all classes based on an unexpected emergency will generally receive a “W” (Withdrawn) grade. Note, however, that beginning the eighth week of an academic term (fourth week in a summer session), an instructor may assign an F (failing) grade if the student’s work is not of passing quality at the time of the withdrawal.
- The amount of tuition refunded is based on the date of the withdrawal. Link to the [academic calendar](#) for specific semester dates. In extenuating cases a student may wish to appeal for a larger refund of fees. Visit the Bursar information on [procedures for filing an appeal for refund of fees](#) for further details.
- Students receiving financial aid will be subject to the refund policies as provided for by the agencies sponsoring the aid. Students who accumulate an excessive number of W grades on their records may be deemed to not be making satisfactory academic progress toward their degree. If such a determination is made, these students may be blocked from registering by their school and may risk restrictions or [loss of financial aid](#).

A single point of contact at the campus level; Student Advocate (Josh Manlove) will work with the individual academic unit who would act as the “ombudsmen” to walk the student through the process, submit the required forms, and streamline the procedure for the student, the academic unit, and the campus. Feedback included removing “unexpected” and change to “emergency”. Myers stated all refund deadlines are specified on the academic calendar. “Academic unit is expected to develop and adopt their own policy...” – Myers clarified that this is a set of a procedures as opposed to a formal *policy*. The unit is expected to develop and adopt their own policy incorporating these procedural guidelines. As a friendly amendment two-fold; this is a set of procedures with the expectation that academic units have a formal procedure in place. ACTION ITEM: Myers will make the suggested revisions and Wright will take this to the IFC as adopted by this body.

11:20-11:55 Undergraduate Admissions Committee Recommendation Regarding Changes in Admission Standards for 2013 (Marquita Walker)

Walker outlined the draft proposal as-written: **Proposal:** *The undergraduate admission standards will require students entering the 2013 cohort with combined actual GPAs from 2.70-2.79 and SATs from 800-899; GPAs from 2.80-2.89 and SATs of 800-999, and GPAs from 2.70-2.79 and SATs from 1000-1199 engage in a summer intervention program before enrollment.*

This ongoing conversation originated with Dean Sukhatme to attract and retain students with consideration given to GPAs and testing scores. Walker stated it was suggested that the (2013) Summer Success Academy be disbanded and replaced with a two week intensive “summer intervention program” – a month-long intensive integration program with learning communities, special activities, and thematic instruction. Walker outlined a matrix containing predicted GPAs and placement in the “Special Program 2013. Concerns include a one-month program may not have an effect on a lifetime of habits; testing scores are not always the best predictors of success, if there is not any evidence the Summer Success Academy is not successful, how can we be certain the month-long intervention will be successful? Wright questioned if the AAC, due to several abstentions of the UCAC, should support the recommendation or address the dissension within the UCAC?

Decision 1 – affirming this decision cutting off admission to a large group of students? (Cuts a third of revenues)

Decision 2 – Stop this action and leave the standards as-is?

ACTION ITEM: A motion passed unanimously to defer this conversation and topic to the fall meeting of the AAC as a first agenda items and request the new EVC, Gary Pike (to explain the data), and Kathy Johnson attend that meeting.

11:55-12:05 Identify Agenda Items for 2012-2013

Wright identified agenda items not addressed or tabled during the past year:

- Calculation of GPAs (deferred to address student services initiative) How much campus policy harmonization is going to be suggested as a part if the student services initiative?
- Grade Forgiveness Policies (deferred to school level?)
- Campus Policy Limits in Withdrawals – revisit fall 2013
- Dismissal Policy

Wright requested additional agenda items for fall – hearing no recommendations, the topic was closed. The group concurred there is not a need for the May 10 meeting of this group. The members thanked Dr. Wright for chairing this committee and the meeting was adjourned.

12:05 - Adjourned