

IUPUI
Academic Policies and Procedures Committee
Minutes
Friday September 2, 2005

Minutes

- The minutes from the 5/6/05 meeting were distributed. The following correction was made. The statement "School of Science is going to eliminate that requirement and report using the SIS degree status instead." was replaced with "School of Science will consider alternatives to that requirement that do not require graduate level enrollments."

Announcements from the Chair

- The proposed major in Public Safety Management within the bachelor of science criminal justice degree was reviewed over the summer and endorsed by the APPC membership.
- Fall Enrollment—Preliminary census report
 - IN down 0.17% in head count; up 0.8% in credit hours
 - CO up 7.8% in head count; up 2.5% in credit hours
 - IUPUI down -0.067% in head counts (20 students); up 1.1% in credit hours
 - See <http://registrar.iupui.edu/enrollment.html>

Academic Affairs Committee Report *Betty Jones, Chair*

- AAC and UFC-EPC- update on selected 2005-2006 agenda topics
 - Mission Differentiation Report- review recommendations 1+11 (Admissions), #2 (graduate program development on regional campuses), 10 (associate degrees) and 12 (remedial education)
 - MDP recommendations on pp 17-19 of report
 - MDP available at <http://www.indiana.edu/~idsa/MissionDiffProj.shtml#>
 - General Education draft
 - APPC recommendations today (brief) for how best to vet at IUPUI this fall/by December
 - Email betjones@iupui.edu ASAP with more ideas
 - <http://www.indiana.edu/~ufc/docs/AY05/Circulars/GenEd.htm>
 - Other 05-06 topics – contact Betty Jones betjones@iupui.edu
- Proposed PUL revisions
 - on 9/6/05 IFC agenda for discussion – y'all come
 - See <http://www.iupui.edu/~fcouncil/committees/academicaffairs.htm> for existing and proposed PULs
 - Plan is to vote to set aside rules so non-IFC members may address IFC
- Recruiting people for AAC subcommittees – any recommendations?

Items for Review, Discussion, or Action

- Proposal to change class meeting times—*Mary Beth Myers*
 - See attached information
- Status report on Fall financial aid—*Kathy Purvis*
Financial Aid Disbursed to student accounts
comparison of 2004-2005 to 2005-
2006

We ran reports to extract data as of September 1, 2004 and September 1, 2005

Type of Aid	2004-2005	2005-2006
SSACI		
HEA	1,325,406.00	1,872,701.00
Core 40	718,673.00	1,148,777.00
Academic Honors	640,919.00	901,805.00
Federal SEOG	292,397.00	346,800.00
Pell Grant	4,266,937.00	5,869,580.00
Perkins Loan	1,084,288.00	1,637,464.00
Plus Loan	0.00	544,852.00
Subsidized Loan	16,337,330.00	23,656,817.00
Unsubsidized Loan	22,225,494.00	34,278,132.00
	total	70,256,928.00

Emergency and Book Loans

For the Fall of 2005-2006 The office of Student Financial Aid Services issued 2 "emergency" loans

For the Fall of 2005-2006 The office of Student Financial Aid Services issued 33 book loans
we denied 38 requests for book loans

bursar refunds:

As of 8/25/2004 7322 refunds had been issued
As of 8/25/2005 9704 refunds had been issued

Financial Aid Call Volume

Calls Received	Jul-04	9939	Aug-04	25,272		
	Jul-05	8370	Aug-05	15,211		
	Jan-Aug 04	65,885				
	Jan-Aug 05	54,802				

- Determination of full or part time status for purposes of financial aid eligibility—*Kathy Purvis*
- Monitoring full time enrollment status of international students—*Sara Allaei*

- Elimination of printed schedule of classes for Spring 06—*Mary Beth Myers*

Future Agenda Items

- October—
 - Academic unit policies on student emails from non-IUPUI email accounts—*Cathy Buyarski*
 - National Student Exchange—*Cathy Buyarski*
- Prior Learning Assessment *Amy Warner*
- Intercampus Transfer & Returning Student Processes *Enrollment Center*
- Retention Issues
- Transfer Students
 - Policy and Business Practice Impediments

Meeting Dates and Locations

September 2, 2005	1:00 to 3:00	CA 136
October 7, 2005	1:00 to 3:00	CA 136
November 4, 2005	1:00 to 3:00	CA 136
December 2, 2005	1:00 to 3:00	CA 136
January 6, 2006	1:00 to 3:00	CA 136
February 3, 2006	1:00 to 3:00	CA 136
March 3, 2006	1:00 to 3:00	CA 136
April 7, 2006	1:00 to 3:00	CA 136
May 5, 2006	1:00 to 3:00	CA 136

IUPUI Time Modules – Fall and Spring Terms Effective Fall 2006 – Proposed

Introduction

The Fall 2005 classroom assignment predicament brought into focus many of the campus issues surrounding class scheduling: low classroom utilization during non-peak periods (especially at 8 a.m. Monday through Thursday and all day on Fridays), larger numbers of classes being scheduled during peak periods than we have classrooms in which to teach them, too many classes being scheduled using nonstandard meeting times, etc.

While these issues may appear to be mere scheduling issues, there is increasing concern that students are having more difficulty building their schedules because many of their desired classes are being offered at the same times or have nonstandard meeting times which conflict with classes scheduled at standard times.

A review of current scheduling practices begun in February 2005 has resulted in the proposed changes to the IUPUI Time Modules (see attached Time Modules listing) to become effective during the Fall 2006 term.

The attached time modules have later start times than the current time modules:

- Daytime classes start at 9 a.m.
- Evening classes start at 6 p.m.

Later class start times were made possible by eliminating the midday break.

Benefits

1. The primary benefit from having later daytime class start times is that the campus will have six useable daytime class periods rather than the current five periods (the existing 8 a.m. class period is not useable since so few classes can be offered at that hour of the morning).
2. Scheduling classes across useable six daytime class periods rather than five allows students to more easily build time-conflict-free class schedules and allows more effective utilization of general inventory classrooms.
3. The later start for the traditional daytime classes opens up a time slot for “early bird” classes at 7:30 a.m. This period is expected to be attractive to working students whose work shifts end at 7 a.m. or begin at 9 a.m.
4. The later start times for daytime and evening classes should relieve some of the traffic congestion on campus during the morning and evening rush hours.

Commitment

Beyond the proposed changes to the class time modules, it is essential that academic units make a commitment to work in concert with the campus to address our scheduling issues. The first step in that effort is to follow basic scheduling guidelines:

- Adhere to approved time modules
- Distribute daytime course offerings across all class periods including the Friday-only 160 minute daytime periods
- Establish realistic class enrollment capacities used for classroom assignment

IUPUI Time Modules - Fall and Spring Terms

Effective Fall 2006 - Proposed

3-unit classes

MW or TR (75 minutes)*

9:00a - 10:15a
 10:30a - 11:45a
 12:00p - 1:15p
 1:30p - 2:45p
 3:00p - 4:15p
 4:30p - 5:45p
 6:00p - 7:15p
 7:30p - 8:45p

MWF (50 minutes)*

9:00a - 9:50a
 10:30a - 11:20a
 12:00p - 12:50p
 1:30p - 2:20p
 3:00p - 3:50p
 4:30p - 5:20p
**M only, T only, W only, or
 R only (160 minutes)**
 6:00p - 8:40p

F only (160 minutes)

9:00a - 11:40a
 12:00p - 2:40p
 3:00p - 5:40p

4-unit classes

MW or TR (110 minutes)

9:00a - 10:50a
 11:00a - 12:50p
 1:00p - 2:50p
 3:00p - 4:50p
 6:00p - 7:50p

MWF (75 minutes)*

9:00a - 10:15a
 10:30a - 11:45a
 12:00p - 1:15p
 1:30p - 2:45p
 3:00p - 4:15p
 4:30p - 5:45p

MTWR (55 minutes)*

9:00a - 9:55a
 10:30a - 11:25a
 12:00p - 12:55p
 1:30p - 2:25p
 3:00p - 3:55p
 4:30p - 5:25p
 6:00p - 6:55p
 7:30p - 8:25p

5-unit classes

MW or TR (135 minutes)

9:00a - 11:15a
 1:30p - 3:45p
 6:00p - 8:15p

MWF (85 minutes)*

9:00a - 10:25a
 10:30a - 11:55a
 12:00p - 1:25p
 1:30p - 2:55p
 3:00p - 4:25p
 4:30p - 5:55p
 6:00p - 7:25p
 7:30p - 8:55p

MTWR (70 minutes)*

9:00a - 10:10a
 10:30a - 11:40a
 12:00p - 1:10p
 1:30p - 2:40p
 3:00p - 4:10p
 4:30p - 5:40p
 6:00p - 7:10p
 7:30p - 8:40p

*An "Early Bird" time module is available:
 7:30a start time

IUPUI Time Modules - Fall and Spring Terms

Effective Fall 2006 - Current (shaded boxes) and Proposed

3-unit classes

MW or TR	MW or TR (75 minutes)*	MWF	MWF (50 minutes)*	F	F only (160 minutes)
8 - 9:15a	9:00a - 10:15a	8 - 8:50a	9:00a - 9:50a	9 - 11:40a	9:00a - 11:40a
9:30 - 10:45a	10:30a - 11:45a	9 - 9:50a	10:30a - 11:20a	12 - 2:40p	12:00p - 2:40p
11 - 12:15p	12:00p - 1:15p	10 - 10:50a	12:00p - 12:50p		3:00p - 5:40p
1 - 2:15p	1:30p - 2:45p	11 - 11:50a	1:30p - 2:20p		
2:30 - 3:45p	3:00p - 4:15p	12 - 12:50p	3:00p - 3:50p		
4 - 5:15p	4:30p - 5:45p		4:30p - 5:20p		
			M only, T only, W only, or R only		
5:45 - 7p	6:00p - 7:15p	M, T, W or R	(160 minutes)		
7:15 - 8:30p	7:30p - 8:45p	5:45 - 8:25p	6:00p - 8:40p		

4-unit classes

MW or TR	MW or TR (110 minutes)	MWF	MWF (75 minutes)*	MTWR	MTWR (55 minutes)*
9 - 10:50a	9:00a - 10:50a	8 - 9:15a	9:00a - 10:15a	8 - 8:55a	9:00a - 9:55a
11 - 12:50p	11:00a - 12:50p	9:30 - 10:45a	10:30a - 11:45a	9:30-10:25a	10:30a - 11:25a
1 - 2:50p	1:00p - 2:50p	11 - 12:15p	12:00p - 1:15p	11 - 11:55a	12:00p - 12:55p
5:45 - 7:35p	3:00p - 4:50p	1 - 2:15p	1:30p - 2:45p	1 - 1:55p	1:30p - 2:25p
	6:00p - 7:50p	2:30 - 3:45p	3:00p - 4:15p	2:30 - 3:25p	3:00p - 3:55p
		4 - 5:15p	4:30p - 5:45p	4 - 4:55p	4:30p - 5:25p



6:00p - 6:55p
7:30p - 8:25p

5-unit classes

MW or TR
8:30 - 10:45a
1 - 3:15p
5:45 - 8p

**MW or TR
(135 minutes)**
9:00a - 11:15a
1:30p - 3:45p
6:00p - 8:15p

MWF
8 - 9:25a
9:30 - 10:55a
11 - 12:25p
1 - 2:25p
4 - 5:25p

**MWF (85
minutes)***
9:00a - 10:25a
10:30a - 11:55a
12:00p - 1:25p
1:30p - 2:55p
3:00p - 4:25p
4:30p - 5:55p
6:00p - 7:25p
7:30p - 8:55p

MTWR
8 - 9:10a
11 - 12:10p
1 - 2:10p
2:30 - 3:40p
4 - 5:10p

MTWR (70 minutes)*
9:00a - 10:10a
10:30a - 11:40a
12:00p - 1:10p
1:30p - 2:40p
3:00p - 4:10p
4:30p - 5:40p
6:00p - 7:10p
7:30p - 8:40p

*An "Early Bird" time module is available: 7:30a start time

The IUPUI Faculty Council Executive Committee will bring following motion to the IFC meeting on 9/6:

“The IFC Executive Committee recommends that the IFC agree to the initiation of the technical programming effort needed for the implementation of the proposed changes in class meeting time provided that: (1) a draft schedule be constructed as a first step; (2) the “scheduling experts” from each school be given the opportunity to critique the draft and to work with the Office of the Registrar in making changes appropriate to the needs of the school; (3) the Office of the Registrar commit to developing workable alternatives for the schools as required to meet the needs of the students, academic units, and campus; and (4) the Office of the Registrar publish a school-by-school time module utilization chart each semester starting with Fall 2005 and ending in August 2007 (*Summer II*).”

IUPUI Office of International Affairs

Procedures for Monitoring Undergraduate International Student Enrollment Fall 2005

Background

International students on IUPUI-sponsored student visas are required to maintain full-time enrollment, or they lose their permission to remain in the US. The Office of International Affairs (OIA) is required to confirm each student's full-time enrollment every Fall and Spring semester in the US Dept of Homeland Security's Student and Exchange Visitor Information System (SEVIS). If full-time enrollment is not confirmed, the SEVIS record is terminated, and the student loses legal status. Similarly, if a student drops to less than full-time without advance approval from OIA, the student's SEVIS record must be terminated for under-enrollment.

Loss of legal student status does not constitute loss of academic standing. Whenever OIA must terminate a student's record, the student is counseled on options for regaining legal status.

New Procedures for Undergraduate* Students

A new Student Group is being created in SIS to identify students subject to enrollment monitoring and reporting:

VISM Intl Stdnt Drop Enrl Monitor

Intl Mntr

- ▶ During the second week of each Fall and Spring semester, OIA staff will set an Enrollment Limit in the SIS Record for each undergraduate international student who is subject to enrollment monitoring, usually 12 hours.
- ▶ This same group of students will be loaded into the new "VISM" student group
- ▶ If a student in this group attempts to drop to below the enrollment level specified in the SIS record, Registrar staff will require OIA approval before processing the request.
- ▶ Academic advisors will be able to reference the "Student Groups" function to determine whether a student is subject to enrollment monitoring for visa purposes (mid-September).
- ▶ Advisors can facilitate the OIA review process by assisting students with OIA's "Request for Less Than Full-Time Enrollment" form, which requires the advisor's endorsement.

*Graduate students will not initially have enrollment limits set in their SIS record but must continue to seek advance approval for reductions in courseload in accordance with existing procedures.

Additional information and resources

OIA approvals for reduction of courseload are governed by strict DHS regulations. While academic reasons can be exercised as a basis for course withdrawal, each student is allowed to use this exception only once during each degree program. **Therefore, what is best for a student academically can often be at odds with what is best for the students legally.**

Details about full-time enrollment requirements and approvable reasons for reduction in courseload are located at <http://www.iupui.edu/~oia/VT/fulltimestudent.html>.

For additional information about OIA requirements or to discuss an individual student's case, please contact

Jennifer Nisevich, International Student Advisor, 4-7295, jnisevic@iupui.edu
Sandra Kao, Assistant Director for Student Services, 8-7910, skao@iupui.edu