Information Items

1. APPC mission statement and role in communications to those in your unit – Mary Beth

The Academic Policies and Procedures Committee (APPC) performs much of the detail work in the development, implementation, and monitoring of student-related administrative academic policy for both undergraduate and graduate education. The committee provides a valuable forum in which members can raise issues and learn from the experience of other units. APPC members have a critical role in assuring that the updates and decisions made within the APPC Committee are properly communicated and implemented within their academic units.

2. Immunization Update – Mary Beth and Melissa

Current Situation: As of Fall 2018, new state immunization requirements for residential campuses now include immunizations for Meningitis:

1. A student under 22 has to get Meningitis ACWY and two doses of Meningitis B
2. A student between the ages of 22 and 24 needs two doses of Meningitis B
3. Students 24 or over have no meningitis requirements

• The Indiana State Department of Health has not required meningitis vaccinations. As a result, data we proactively collect from that database will still likely result in the majority of students being “non-compliant” because they will likely be missing some portion of the newly-required meningitis immunization.

• As of 9/14/2018, only 20% of our First Year undergraduate students were compliant with their immunization requirements.

• Members of the Office of the Registrar were granted access to the State of Indiana CHRP immunization database and immediately began reviewing records individually and clearing as many students as possible. This is an arduous, labor-intensive process but we are grateful to have this ability.

• Week of Sept. 17: Registrar and State of Indiana CHRP database officials were able to do a file exchange of data with Registrar receiving information on roughly 4500 students. Working with our great USSS colleagues, while not able to pull off an automatic upload, they have partnered with us to add a new code to the system that makes the manual work much easier (so quicker!) and USSS colleagues are working on the list as well! Work continues to update the records of as many students as possible before the October 3rd clinic.

• IUPUI is planning a student immunization clinic on October 3rd. Immunizations available will be flu, HPV, and MenB….all free to students.
  o Students who need Meningitis B will receive a communication from the Registrar’s Office regarding the event and encouraging them to attend and get vaccinated
  o There will be a limited number of MenB vaccinations available and this will be part of the communication
  o Registrar staff will be available to then upload the required documentation and clear the immunization hold

New immunization system: Specifications for the new system have been written with input from IUB and IUPUI users of the system. Anxious to get development time as the new system is much more user-friendly and nimble. Valuable recommendation was suggested at the meeting to tie the overall student immunization system to the immunization needs of our campus health professionals so students are not asked to
provide two different ways, to two different systems. This recommendation will be discussed as part of the new process.

**Future:** Advocating presence at Orientation, Transfer Orientation and as part of Transfer Processing.

3. Organizational Restructure of SHRS and PETM to SHHS
   - The organization restructure was effective July 1, 2018.
   - The websites for Physical Education and Tourism Management (petm.iupui.edu) and Health and Rehabilitation Sciences (shrs.iupui.edu) are still live until all content is migrated to the new School website (shhs.iupui.edu), which currently includes basic content about academic programs, departments, and admissions.
   - The migration of students to the new school is complete.
   - Course changes will occur for summer 2019. Health and Human Sciences will work with any schools using courses in minors or certificates to ensure they have the correct course information.
   - The school has approve new faculty governance and student policies.
   - The Dean’s search is beginning September 2018.
   - The Department of Tourism, Conventions and Event Management changed its name to the Department of Tourism, Event and Sport Management to reflect the degrees offered. Academic offerings will remain the same. The department offers undergraduate majors in Tourism, Conventions and Event Management and Sports Management, a graduate program in Event Tourism, minors and certificates.

4. Student Engagement Roster (SER) to replace Student Performance Roster (SPR)
   a. SER communications and administration coming from Division of Undergraduate Education. SER focused strictly on student engagement, positive and negative feedback.
   b. SPR has been repurposed to be Administrative Withdrawal Roster and will be administered by the Office of the Registrar
      i. Note that dates for collection of administrative withdrawal requests are available on the [official calendar on the DEM Faculty & Staff Central website](#).

5. New Official Calendar process will mean publishing “next” academic year calendar around March 1st of each year. This is much sooner than we had published before and should be really good news. For example, in March 2019, we will publish the Official Calendar for Fall 2019, Spring 2020 and Summer 2020.
   a. Spring 2019 available now on DEM websites
   b. Summer 2019 soon
   c. Fall 2019, Spring 2020, Summer 2020 will be available March 1st, 2019 with this same pattern then occurring for future academic years!

6. More Residency appeals though not significant increase in non-resident headcount. Perhaps misconception that after 12 months should apply for resident status. That is NOT accurate if the student came to IUPUI for the purpose of attending school. 12-month rule is only for individuals who came to Indiana for some other purpose and, while here, might be taking a class or two during those 12 months.

7. Spring 2019 Schedule of Classes release – 9/14. Live on the 14th but Schedulers will still have distributed schedule update ability through 9/21, as originally planned.

**Academic Affairs Committee Report** – Chair yet to be announced
No report

**Undergraduate Affairs Committee Report** – Jay Gladden, Chair
No report
Items for Review, Discussion or Action

1. **DEM WEBSITE OVERHAUL** – Mary Beth and Melissa
   
   [https://facultystaffcentral.iupui.edu](https://facultystaffcentral.iupui.edu)
   
   [https://studentcentral.iupui.edu](https://studentcentral.iupui.edu)

   *Official Calendar:* Monthly view now available and will include all activities for the chosen month/year. For example, in October you will see Fall 2018 October activities and also Spring 2019 Priority Registration dates.

   Choose your view:

   [Term] [Month/Year]

   Spring 2019 Priority Registration dates.

   *Archived Official calendars*

   Official calendars currently available on the new site (Spring 2018 and forward) will be “moved” to an Archived Calendar area on the websites when appropriate so access to those calendars will continue from the current site.

   *Official calendars prior to Spring 2018*

   A box site has been created to store official calendars prior to the Spring 2018 semester. They can be found at: [https://iu.box.com/s/4u0et5nziokr4auc1iz159kcccbozrgg](https://iu.box.com/s/4u0et5nziokr4auc1iz159kcccbozrgg).

   *Schedule of Classes Search*

   Numerous search parameters now available!

   For Honors classes, students can use as keyword search. Registrar working with Honors College to assure Honors classes have Honors “somewhere” in the title.

   *Archived Schedule of Classes* can’t be produced in the format that was available from the old site. Registrar report from IUIE and used special logic to post it to the website in the format used historically. That is no longer possible on the new site since this was literally hard-coded into the website itself.

   But, any academic unit can run an IUIE report for any prior schedule of classes:
   
   sr_cmb_cls_assoc_instr_nrs_gt

   Please note this report is *not* a good resource for enrollment data. Enrollment capacity is valid and typical Schedule of Classes information like day/time/room/topic but this report is not intended for historical enrollment comparisons.

   It was noted that advisors look to see when courses were typically offered in other units. Advisors should instead search in iGPS for when courses are typically offered.

   GPS “course typically offered” causes issues at certain times with some schools. Can the list be sent/made available to the academic units and let units delete cases where the course was offered just for a special purpose so students aren’t “mislead” that a course is typically offered during a particular term when, in fact, it is not typical at all. Registrar shared with iGPS team for review and potential action.

2. **Campus Vision for a site with the 5-7 most important school-specific policies regarding academics available from the DEM Student Central site.** Discussion ensued on how we can best pull together school-specific information on the following policies (and we got to 12!) to reflect on the Student Central and Faculty & Staff Central sites:
1. Dean’s List Policy
2. Academic Probation and Dismissal Policy
3. Academic Reinstatement Policy
4. Course Repeat Rule
5. Grade Replacement Policy
6. Program GPA and Degree GPA Calculation
7. Residency Requirement for Degree
8. Expiration of credits?
9. Double-counting of credits?
10. Graduation honors
11. Admissions requirements for admission to the school
12. Pass/Fail credit hour allowance

This information, pulled together to show in one location, would assist students, department chairs, even new Deans as they make decisions on policies and such in their academic units. Registrar will work to provide a template/format for the display of this information, to be ready in draft for the November meeting. This topic will be carried to the November meeting for further discussion.

3. Registrar will create a separate APPC list to those who attend the meetings and are most involved in the discussions and participation. This list could be used to place meeting requests directly on calendars and allow dissemination of the agenda in a more user-friendly way. The current APPC listserv is far too large for this purpose. At the November meeting, we will coordinate this effort to have at least one representative from each unit (hopefully at least two). Can’t send to entire listserv but so much easier for those of us who attend meetings to have this on our calendars.

4. Students who are in a degree program and pursuing a “pre-med” also. “Pre-Med” is not recognized on the program plan stack so student will be pulled as enrolled in courses that don’t apply for Financial Aid.

Perhaps a form similar to the SAP form and process instead with the “pre-med” interest. Decided to have future discussion on this topic at next meeting.

**Upcoming Meetings**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 9, 2018</td>
<td>10:00 a.m. to 12:00 p.m.</td>
<td>University Hall 1006</td>
</tr>
<tr>
<td>February 8, 2019</td>
<td>10:00 a.m. to 12:00 p.m.</td>
<td>University Hall 1006</td>
</tr>
<tr>
<td>April 12, 2019</td>
<td>10:00 a.m. to 12:00 p.m.</td>
<td>University Hall 1006</td>
</tr>
</tbody>
</table>