

AAA Committee Annual Report 2007 – 2008

The AAA Committee met monthly on the second Tuesday of the month from 11a.m. – 12 noon in the Hayes Hall conference room.

The month of April and May no formal meetings were held. The members of the committee did meet on April 15, 2008 to hear two student appeals.

The AAA Committee had seven members and all members attended the meetings and demonstrated leadership and participation in the discussions.

AAA Committee Members for 2007 - 2008

Michele Curry (Chair, Nursing, '08)
Frances Peacock (HFA, '08)
Walter Scott (NSM, '08 – short term)
Lora Baldwin (Library, '09)
David Frantz (BUSE, '09)
Julien Simon (HFA, '09)
Cheryl Stolle (EDUC, '09)

Admission's Policy

The AAA Committee brought forward a new IUE Admissions Policy to the faculty senate and the policy was adopted, by the senate, on November 6, 2007.

Recurring Charges

- **Hear student appeals of suspension and petition for reinstatement.**
- **Consider grade appeals, if any.**

Triple A committee heard and reviewed forty (40) student suspension appeals with thirty-two (32) appeals granted and eight (8) appeals denied. The committee also reviewed and denied two (2) student written requests for grade change.

Ten students were given direction on the appeals process, what to include in their letter, and where to send the letter during the fall (2007) and spring (2008) semester.

The committee designed a packet that was given to each reinstated student at the time the appeal was heard and reviewed. The committee believed having this packet would give more accountability to the student in achieving better grades, enhancing their communication with instructors and advisors, and overall improving their academic performance.

The students were instructed to return the completed packet at the end of the semester to Cheryl Stafford's office. The AAA Committee Chair was/is to receive the completed packet and include it with the student's reinstatement letter.

The committee implemented this packet in August, 2007 at the student appeal hearings. The packet included:

1. An instructional grid for instructors to fill out five dates and conversations/interactions with the student throughout the semester.
 - a. A place for the advisor to date and comment was also included on this grid
 - b. Two to three grid pages were provided so adequate room would be available for instructors and advisors
2. A page listing three questions to be completed by the student as an intervention to promote
 - a. Identifying areas that led to negative academic outcomes
 - b. How things have changed to provide a more supportive environment for achieving their academic goals
 - c. A plan for being more proactive in achieving better grades
 - i. Utilizing service provided by IUE for students
 - ii. What the student is going to do to improve their academic performance.

On April 9, 2008 at 8 a.m. the above mentioned packet was shared with Noel Levitz representative (Dave Trites). Mr. Trites applauded the committee's initiative in facilitating students in realizing the importance of education and giving direction on how to improve their academic performance. The packet was accepted as a very impressive step towards student retention.

In addition, it was shared with Mr. Trites, the dedication that is demonstrated by each of the members of the AAA Committee to students and the promotion of student academic success.

Student Retention

- Review the process of suspension and probation evaluation. Determine whether the current process of evaluating at the end of each semester is adequate, or whether an additional early-semester evaluation is needed to catch students whose incompletes turned into F's.
- Consider the possibility of administrative withdrawals for non-attending students.
- Consider re-instituting the Early-Warning Cards.

AAA Committee was informed that Noel Levitz and the IUE Retention Committee would be evaluating and giving input regarding student retention. Three members of the AAA Committee are members of the IUE Retention Committee.

The AAA Committee discussed students who register late for classes and what impact registering late had on the academic performance of those students. A summary of the discussion, regarding students registering late, was given to Dave Trites, Noel Levitz representative, on April 9, 2008.

AAA Committee is in the process of developing an Administrative Withdraw Policy and, at present, this policy is in draft form. It is the AAA Committee's intention to bring this policy forward to the IUE Faculty Senate by October or November for approval. There are still parts of the document that need to be discussed and approved by the committee members before the document is ready to be brought forward to the Senate.

AAA Committee had also discussed the Early Warning Cards. Noel Levitz and the IUE Retention Committee will be evaluating and giving input regarding this area of retention.

Thoughts for the Fall Semester - 2008

For fall, 2008, student appeals will be heard and reviewed on Aug 4, 2008 at 8:30 a.m. in the DAR room. It is the chair's hopeful intentions to:

1. Ask members to think about dates that will work for AAA committee meetings in the fall.
2. Distribute a copy of the Administrative withdrawal Policy (draft form) for members to review for the September meeting
 - a. Needed update in information regarding this policy
 - b. SIS concerns
 - c. Additions-revisions
3. Ask members to be thinking about assessing the results of the packet that is given to students being reinstated to see if there are areas we need to "tweak".
 - a. Is the process working?
 - b. Consequences when the packet is not completed
 - c. Any additions to the packet?

2008-2009 Members: (Numbers in parentheses indicate year term ends.)

- * Lora Baldwin (Library, '09)
- * David Frantz (BUSE, '09)
- * Julien Simon (HFA, '09)
- * Cheryl Stolle (EDUC, '09)
- * Michele Curry (NURS '10)
- * Kathleen Felton (HSS '10)
- * Pamela Whitt (EDUC '10)

I wish to thank the Admissions and Academic Affairs Committee for their hard work, caring and supportive attitudes to students, and dedication to Indiana University East. You are a wonderful, hard-working committee and you need to be applauded and know you are appreciated.

Respectfully Submitted,

Michele C. Curry MS, RN
Senior Lecturer – School of Nursing
Admissions and Academic Affairs Committee Chair