

**Indiana University East  
Faculty Senate 2008/09  
Admissions and Academic Affairs Committee**

**Annual Report**

**Members of the committee**

Michele Curry (Chair), Kathleen Felton, Pamela Whitt, Cheryl Stolle, Lora Baldwin, David Frantz, Julien Simon.

**Meeting dates**

The committee met monthly at the least and sometimes twice a month throughout the 2008-2009 academic year. The only months the committee did not meet were September 2008 and May 2009. The committee met twice in April and had several meetings online when needed.

**Original charge to committee**

Develop the academic aspects of a coherent first year experience for students.  
Weed and prune the 1995 faculty handbook.

1. Develop an academic policy for mandatory attendance verification for First Year Experience courses with feedback to students after two absences.
2. Develop an administrative withdrawal policy. This policy should permit faculty to withdraw students from classes who are not attending and/or do not meet the prerequisite courses.
3. Consider (AAA-related) Policies in Academic Handbook and determine whether they are obsolete. If obsolete – recommend for rescinding. (Must be completed by December 2008!) If AAA finds policies that are in effect, but are not followed, determine a suitable course of action.
4. Review the effectiveness of the student appeals process. Use data to track students who had previously appealed and were reinstated. Evaluate the success rate of these students.  
Decide on a uniform approach to deal with students who are suspended from Bloomington and who wish to come to IU East to increase their GPA. AAA may communicate its decision to Faculty Senate as an information item.
5. Discuss whether it is desirable to create a policy that outlines how exceptions to academic policies can be granted.

## Report of the committee's activities

1. The committee held three student appeals meetings (August 2008, January 2009, and April, 2009). It was agreed, by the committee, that four appeal hearings would be held in the 2009-2010 academic year (August, October, January, April). In total, the committee reviewed fifty (52) student appeals. The results of the student appeals were thirty-three (36) reinstated, 14 denied (two were grade appeals).  
The next student appeals date will be August 24, 2009
  
2. The Admissions and Academic Affairs Committee was charged with reviewing several policies. This was a time-consuming charge and every policy was addressed, reviewed, brought to senate as a voting or informational item except for one policy. The policies addressed and results or explanation are as follows:
  - a. Classroom Policy – informational item and approved
  - b. Deviations from Degree Requirements – tabled until further information from Deans of Schools could be obtained
  - c. Drop, Add Policy – rescind – not approved until new policy is approved to take its place
  - d. Drop, Add, change of Section Policy (new draft presented). Suggestions given by faculty. Tabled until September meeting.
  - e. Grades and Grading Policy – approved April 2009
  - f. Pass-Fail Policy – approved – April 2009
    - i. recommendations made after researching three other versions of the policy.
    - ii. Additional information added to the policy
  - g. Pass-Fail Policy and Grades and Grading Policy merged into one policy – Approved by Senate in May 2009
  - h. Pass-Fail Policy Approved in April was rescinded in May 2009
    - i. This policy was rescinded as it now has been merged and approved to be within the Grades and Grading Policy – May, 2009.
  - i. Privacy of Student Records Policy – recommendations made, Senate approved
  - j. Registration Policy – recommendations made by AAA, rescinded by Senate
  - k. Religious Observances Policy Recommendations made by AAA – Senate approved 3-3-2009
  - l. Special Student Programs – AAA recommended rescinding, Senate rescinded February 2009
  - m. Standards of Student conduct Policy – approved March 2009
  
3. The committee drafted a Student Attendance and Administrative Withdraw Policy in fall of 2008.
  - a. This policy went through several drafts all based on research and discussions regarding how students enroll and drop classes at IUE.

- b. First reading of this policy was brought to Senate in October 2008. Along with the reading of this policy was a visual schematic of how the process would be carried out step-by-step.
  - c. Since this was the first time a policy addressing administrative withdrawal was introduced to the Senate, having clarity of the process was important to provide to the faculty.
  - d. This policy was approved by the Senate in December 2008.
  - e. The committee's appreciation goes to Dr. Stolle for her drafting and work on this policy.
4. The Academic Standards Policy was not part of the charge, but due to the date on the policy and present practices, the policy was reviewed and recommendations were made. This policy was approved (by the Senate) on December 2, 2008.
5. The effectiveness of the appeals process was reviewed. A meeting was called with Mary Blakefield and Bret Crowley to discuss implementing a tracking mechanism to review the academic progress of students who had appealed and been re-instated into classes by the AAA Committee.
- a. A new tracking process was put into effect using the data provided from AAA appeals.. An Excel spreadsheet was created by the Student Retention Office to track the academic progress of the re-instated students and note GPA and whether or not they were attending classes.
  - b. The tracking process can look at whether or not the reinstated student is continuing to attend classes (by the roster information provided by the faculty) and final grades of the student to note academic progress.
  - c. Having this information blends well with the updated Academic Standards Policy and the new Student Attendance and Administrative Withdrawal Policy.
  - d. Copies of tracking report are sent to the Chair of AAA Committee at midterm, at the end of the semester, and upon request by the chair of the committee as a current update.

### **Recommendation of charge for next year**

1. The Admissions and Academic Affairs committee has two policies to review in fall, 2009.
  - a. Drop, Add, Change of Section Policy
  - b. Deviations from Degree Requirement Policy
2. The committee also believes it is necessary to re-look at the Forgiveness Policy to decide whether or not it is serving the students the way it was originally intended.
3. Review any other policy (appropriate to the AAA committee) that is outdated and needs to be updated to current practice.
4. Review student Probation and Suspension letters as requested by Dr. Mary Blakefield.
5. Address all charges given to the committee by the senate president.

As chair of the Admissions and Academic Affairs Committee, I extend a sincere and grateful thank you to the members who have served on the committee this past academic year. All that was accomplished by this committee could not have been done without the dedication of the members.

The members have given their time, effort, and thought to the committee charges. There were many times when the meetings were long and draining and it is important that all members, of this committee, know they are appreciated.

The committee wishes to thank the office of Dr. Mary Blakefield for all of their hard work, thoughtfulness, and caring attitude in facilitating the AAA Committee with student appeals.

Respectfully Submitted,

Michele Curry, MS, RN, Senior Lecturer  
Chair of Admissions and Academic Affairs Committee