

Admission and Academic Affairs committee Minutes

November 27th, 2007

- 1) AAA committee met at 11:15 a.m. in the Hayes conference room. Members were welcomed .
 - a) Those present: Cheryl Stolle, Walt Scott, Julien Simon, Lora Baldwin, and Michele Curry
 - b) Those absent: Frances Peacock and David Frantz
- 2) Recent updates on the charge of AAA were discussed .
 - a) AAA is to make recommendation to the Noel Levitz representative regarding suspension and probation current process, and Implementing the academic warning and early warning categories to the probation and suspension process.
 - i) The handout outlined by Julien Simon, David Silberstein, and Frances Peacock in the October meeting was agreed upon, by the committee, to be a recommendation brought forward at the Retention Committee meeting, scheduled January 4, 2008.
 - ii) No other recommendations were approved to bring forward at this time.
- 3) AAA is to address the feasibility of implementing Administrative Withdrawals. Cheryl Stolle presented a draft of the policy regarding implementing Administrative Withdrawals.
 - a) The policy is still very much in draft form and still has areas that need discussion. Areas discussed were:
 - i) Dennis Hicks is to be consulted regarding implementing from the PeopleSoft program perspective
 - ii) Discussion regarding the actual withdrawing would be done by the Director of Student Affairs
 - iii) Limiting the times a student could be administratively withdrawn
 - iv) Assuring equitable treatment
 - b) Additional discussions regarding this policy and draft will be on the AAA agenda for January meeting, 2008.
- 4) For the student appeals in January, it was discussed compiling a packet for the reinstated students.
 - a) This packet would include:
 - i) A form the student would take with them to the services AAA required at the time of the appeals and re-instatement. AAA believes that the services that are offered at IUE are intended to facilitate learning and offer tutoring, mentoring, and/or guidance in helping the student to be successful in passing courses. The form would require signatures from the specified services as the student participated in those services throughout the semester. Services AAA often asks students to participate in at the time of reinstatement are: Student Services, Tutorial Services, meeting with Advisor regularly, and Career Services.
 - (1) It would be required that the student who is appealing for reinstatement for the second time or more, to bring this completed form with them to the appeals meeting .
 - (2) The members of the committee believe it is important that the student follows through with the requests that are made, by the committee, at the time of the first reinstatement.

- (3) A copy of the form will also be available in the Director of Student Affairs office in the event a student would misplace the original copy.
 - ii) An outline consisting of three questions to be written out and answered completely, by the student asking for reinstatement, on the day of appeals and meeting with the AAA Committee.
 - iii) The committee discussed the issue of the students who are repeatedly coming before the AAA committee asking for reinstatement need to have both the signature form and the three questions completed, in order to be considered for another reinstatement .
 - iv) A draft of the signature form is to be created by Michele Curry and shared with committee members via e-mail for committee approval before January appeals.
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- 5) Student Appeals are Monday, January 7th, 2008 at 8:30 a.m.
 - 6) Committee elected to not have a December meeting, but hopes to have a brief meeting on the day of the student appeals in January.
 - 7) Meeting adjourned at 12:30 p.m.

Respectfully Submitted,

Michele Curry

Chair of AAA