

Admission and Academic Affairs Committee

Meeting Minutes for September 9, 2008

Present: Cheryl Stolle, Lora Baldwin, Julien Simon, Kathern Felton, and Michele Curry

Absent: David Frantz

1. All new members present were welcomed to the AAA committee meeting. The committee will be meeting the second Tuesday of the month in the Hayes Hall conference Room, at 11:15 to 12:30 p.m. All handouts will be sent to the committee members via email prior to the meetings along with agendas.

The committee reviewed the charges presented for fall 2008 and spring 2009. The charges are:

- a. Develop an academic policy for mandatory attendance verification for First Year Experience courses with feedback to students after two absences.
 - i. Discussion was conducted regarding this subject.
 - ii. Additional discussions are in order as the charge was address in more of a discussion format to give members time to think about this charge.
 - iii. Additional information will be investigated regarding other programs with attention and discussion in the areas of norms and expectations of the different courses within the First Year Experience.
 - b. 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.
 - i. The committee has been working on this charge and a draft of this policy is being discussed.
 - c. Consider (AAA-related) Policies in Academic Handbook and determine whether they are obsolete. If obsolete – recommend for rescinding. (Must be completed by December 2008!)
 - i. Members are being asked to go over all policies that pertain to the AAA Committee's duties.
2. ***Members are to bring back to the meetings those policies that need reviewed, revised, or are correct as written.***
 3. ***The most up-to-date version of our policies is on the faculty senate website: <http://www.iue.edu/organizations/senate/>. From there, click on "Policies" on the right panel and follow links to either student policies of academic appointee policies. Here, you can find all the policies that are in effect right now.***
- a. 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.
 - i. The committee asked for additional data to analyze the effectiveness of the student appeals process.

- ii. It was decided that the spreadsheets listing GPA of students should be made available to the committee to compare with students who had been reinstated in order to achieve the answer to this charge.
- iii. Spreadsheets will be obtained for the year 2007 and 2008 to have more data to make decisions regarding the success of the appeals process.

b. Discuss whether it is desirable to create a policy that outlines how exceptions to academic policies can be granted.

- i. The committee asked for clarification regarding this charge. Michele Curry said she would contact Markus Pomper for clarification.

4. Old Business

a. Review the draft administrative withdrawal policy we discussed last early spring

- i. Copies of the present draft of the Administrative Withdrawal Policy was given to each member present.
- ii. Discussion was given to the process of administratively withdrawing a student regarding the ethical aspect and if there would be financial ramifications to the university and student loans with this process.
- iii. Cheryl Stolle volunteered to discuss this draft policy and possible process with Mary Blakefield. It was agreed that additional information and insight would be gained by talking with Dr. Blakefield.
- iv. The committee will discuss and “tweak” the present draft policy at the next committee meeting.
- v. It was believed, by the committee members, that progress was made, but additional information and insight is prudent before moving ahead with revising the draft policy.

5. New Business

a. Review Academic Standards regarding honors

- i. Dr. Blakefield had asked the committee to look at the Academic Standards and discuss honors being awarded to full-time and part-time students as written in the Academic Standards document. In the past there was a possibility that the part-time students had not been receiving the honors as indicated in the Academic Standards document.
- ii. The committee believes the process as described in the Academic Standards should be upheld and both full-time and part-time students should receive honors as specified.
- iii. An email regarding the decision of the committee was sent to Dr. Mary Blakefield.

b. Transfer students wanting to be admitted to IUE from other IU campuses in academic poor standing.

- i. The committee noted a trend of more students applying to IUE this fall semester in academic poor standing and concern was voiced.
- ii. The discussion brought up the transfer policy and adhering to that policy .
- iii. It was decided that a discussion with Dr. Blakefield was in order regarding this discussion.
- iv. A meeting with Dr. Blakefield and Michele Curry is set for the week of September 22, 2008 to discuss this transfer matter and confirm the appeals process.

6. Adjourn by 12:30 p.m.

Respectfully submitted,
Michele Curry

Addendum: Regarding clarification "Discuss how exceptions to policies should be handled". Most of our policies specify what is to be done, and how certain processes are handled. It may be desirable - sometimes - to make an exception, even though the policy itself does not state that an exception is possible. In this case, I believe, we might need a process for exception handling. For example, a student could petition for an exception to a policy being made by writing an petition and discussing the matter with AAA. AAA then could be required to investigate, consult with other affected parties and (provided that there are no major objections from anyone) grant an exception. You would first have to find out whether such an exceptions policy is desirable at all.