

## Admissions and Academic Affairs Committee Minutes

March 10, 2009 at 11:15 a.m. in Hayes Hall Conference Room

Present: David Frantz, Kathleen Felton, Lora Baldwin, Michele Curry, Cheryl Stolle

Absent: Julien Simon and Pamela Wilt

Guest: Dennis Hicks, IUE Registrar

- 1) Members and guest were welcomed along with an appreciation for the hard work AAA Committee has done regarding the number of policies that have been reviewed and have been/ will be brought forward to the IUE Faculty Senate.
- 2) Updates from the March senate meeting were given as a review since several policies have been discussed and some brought forward at the senate meeting and others held until the April meeting Policies that were approved in faculty senate on March 2, 2009 were reviewed briefly. There were:
  - a) Privacy of Student Records Policy – revised and approved from Senate. Suggestion from Senate was to have the word FERPA spelled out. The entire title has been added to the policy as suggested by the senate.
  - b) Standard of Student conduct
  - c) Religious Observances Policy – revised and approved by Senate
    - i) The religious holiday observances form that was revised by Dr. Blakefield was reviewed briefly.
    - ii) The form will be housed in the Dean of Students office and can be used by the faculty.
  - d) Examinations and Class Assignments Policies – rescinded
  - e) Special Student Programs Policy – rescinded
  - f) Registration policy - rescinded
- 3) Due to time issues at the March senate meeting, the informational item will be brought to the faculty senate meeting in Apr. This is
  - a) Classroom Policy – informational item

- i) Changes made in titles of names only.
  - ii) No other recommendations from AAA, regarding this policy, have been made.
- 4) The committee did look at the Grades and Grading policy and the Pass/fail Policy. Dennis Hicks elaborated on the previous Pass/Fail policies (Policy of 1970, 1995, and IU policy) and suggested changes in the Pass /Fail Policy. The committee accepted the suggestions from Dennis Hicks, Registrar.
  - a) It was also suggested, by Dennis Hicks, to merge the two policies together and that the merging would be appropriate as both policies address forms of grading.
  - b) After making the suggested revision to the Pass/Fail Policy, Mr. Hicks as volunteered to look over the merging of the policies and make recommendations for updates to go with current practices of the university. Michele Curry will send the drafted polices to Mr. Hicks for his input.
- 5) The Academic Standards policy was address and revision recommendations were made by Mary Blakefield to update the policy to current practices. Those revisions will be brought forth at the April faculty senate meeting.
- 6) Lora Baldwin is working on the first draft of the new Drop, Add, Change of Section Policy. The draft copy was sent out to committee members, via email, to give input and , also, will be discussed at the April committee meeting.
  - a) It was the recommendation, from the committee, to rescind the original policy (dated 1995), and replace it with a new policy.
  - b) Details regarding the policy will be discussed at the next committee meeting in April.
- 7) Deviations from Degree Requirements Policy
  - a) recommendations have been made by the committee
  - b) This policy and the recommendations will be brought forward at the April Senate meeting
- 8) An update and reminder of April student appeals was given by Michele Curry. Committee members were informed no appeals cases have

come forward at this time. Committee members were asked to keep the date open as students may appeal closer to the April date.

9) By the April meeting, all charges, asked of the Admissions and Academic Affairs Committee, will have been fulfilled.

10) Meeting adjourned by 12:45 p.m.

Respectfully submitted to the AAA Committee  
Michele Curry, Chair  
3-15-2009