

Indiana University East Admissions and Academic Affairs Meeting Agenda

April 14, 2009 Minutes

Present: Julien Simon, David Frantz, Pamela Wilt, Kathleen Felton, Lora Baldwin and Michele Curry(chair)

Absent: Cheryle Stolle

1. Welcomed Members at 11:15 a.m. in Hayes Hall conference Room
  - a. Review the March minutes for clarification of attendance
  - b. Meeting minutes approved
2. Student appeal
  - a. Members reviewed all paperwork regarding student appeal
  - b. Several concerns were expressed regarding the irregularities of the process in which the appeal had come to the AAA committee. After much discussions and expressed concerns, the committee decided to gain additional information, from the faculty member, before giving a final decision on this appeal.
  - c. Michele Curry, Chair of AAA Committee will be meeting with the faculty member and the committee will address the student's appeal at the April 21 appeal meeting.
3. Old Business – Policies
  - a. Merging the Grades and Grading Policy and Pass/Fail Policy together
    - i. Grades and Grading Policy still has some areas of concern and the policy will be revised and a new copy sent out (via email) to members of the committee for comment. Since there are areas of uncertainty regarding current practices, the policy remains tabled until the next meeting.
      1. The committee went over the copy of the policy that Denis Hicks had suggested but is tabled at this time.
      2. The merging of the policy with the Pass /Fail Policy was approved by the committee.
    - ii. Deviations from Degree Requirements Policy
      1. The committee reviewed this policy and the concerns regarding more oversight to be implemented within this policy was discussed. The original policy was reviewed and current practices were unclear on what is presently practiced. Keeping this in mind, the committee suggested that the policy, and what should be included in the policy, should be brought forth in the Dean of Schools Council. Dr. David Frantz agreed to bring the policy forward at the next Council Meeting for clarification on current practices before the AAA recommends new revisions to the policy.
    - iii. Classroom Policy
      1. Remains an informational topic to bring to Senate at the May meeting.

- iv. Drop, Add, Change of section Policy
  - 1. Revisions were reviewed and it was suggested that a clean copy of the policy be distributed, via email, to members for input.
  - 2. It was agreed that this policy would be addressed at the April 21, 2009 meeting after student appeals are heard.
- 4. New Business:
  - a. Student Suspension and probation letters
    - i. Members were asked to review the suspension and probation letters before they are sent out in May. Members are encouraged to give feedback about the content of the letters. It was suggested, by two of the members, that in the suspension letter a cut-off date be specified when the student appeal paperwork is to be received by Dr. Mary Blakefield's office. A consensus of agreement with this suggestion was obtained.
    - ii. It was also suggested and agreed that there would be two student appeals in the month of August along with cut-off dates for when student appeal paperwork should be submitted for the appeal to be heard by the AAA Committee. After the last appeal meeting, no student appeals will be heard until October.
    - iii. The first student appeals date is August 4, 2009 with the cut-off date for getting student paperwork in to Dr. Blakefield's office being July 31, 2009 at 5 p.m. Second student appeals meeting will be August 24, 2009 with the cut-off date of August 21, 2009 at 5 p.m. for student paperwork to be turned in to Dr. Blakefield's office.
    - iv. October student appeals will be heard the third week of that month. At this time several new members will be joining the committee in August so in fairness to all members, the actual date in October will be decided in August.
    - v. Due to the issue of having the student appeal dates included in the suspension letters that will be mailed in May, students will be asked to call Dr. Blakefield's office the first week in October regarding the appeals October date.
- 5. Members were reminded of the April 21, 2009 student appeals meeting. I have asked that the appeals meeting begin at 2 p.m. in the Executive/Administrative Conference Room and I apologize for those members that schedules will not work with this time. The members of the committee were asked and agreed to having an AAA meeting after hearing appeals in hopes that our charges can be completed and a May meeting will not be necessary for this committee.
- 6. It was reiterated to the committee members that their work and efforts have been appreciated.
- 7. Adjourned at 12:50 p.m.

Respectfully Submitted,

Michele Curry, Chair of Admissions and Academic Affairs Committee

4-14-2009 at 3:55 p.m.