

Meeting Minutes  
Admissions & Academic Affairs Committee (AAA)  
November 16, 2018

Attendees: Lora Baldwin (Co-chair), J. Melissa Blankenship (Co-chair), Cindy Evans, Amy Jarecki, Tanya Perkins, Jessica Raposo, and Wes Tobin

Absent: LaDonna Dulemba

1. **Grade Appeal Policy**

**Discussion:** Presented subcommittee work to complete rewrite of more explicit student-oriented steps for grade appeal process. Discussed minor additions/adjustments to the draft document. Changes made during AAA meeting to produce final draft. *Note also that website information appears to contain potential errors and/or multiple versions of the policies, differences between the Registrar's site and the Catalog site. A change in one place needs to change in all places.*

**Decision:** Moved forward for Faculty Senate consideration/approval.

2. **Readmission Hearing Outcomes Form**

**Discussion:** The committee reviewed and suggested several modifications. The primary goal is to provide a one page form that is clickable, can be partially completed before the appeal, and can be printed immediately or sent to the student's IU Email so that students have an immediate copy of his or her next steps. A letter sent by US Mail should reference the document/email. Committee will work further by email (Melissa is taking the lead.)

3. **Discussion Item:** Reviewed IUS suspension appeal for reinstatement. Their policy has elements that may streamline the narrative/request. Document is located on the Box folder at 2017/18 AAA Business>2017-18 Appeals Process>IUS – suspension-appeal-for-reinstatement.pdf Jessica & Wes will meet up to review.

4. **Discussion Item:** Discussed closing the loop/following up on the success of students:

- a. Determining the success rate of readmits (and where they're successful)
- b. Reporting results to the Faculty Senate
- c. Sending congratulatory letter or a letter of encouragement to students

Discussion tabled until February Meeting.

5. **General information Notes (Asides)**

- a. Cherie Dolehanty (Director of UCOL) is invited to AAA meetings.
- b. If dismissed, requiring appeal for readmission, student will be removed from all classes. If approved for readmission, students will need to register at that time.

Meeting adjourned at 11:20am

Next AAA meeting December 7, 2018 @ 8a in ACR (December Academic Appeals Meeting)

Minutes recorded by: W.Tobin