

Meeting Minutes

Admissions & Academic Affairs Committee (AAA)

August 21, 2018

Attendees: Lora Baldwin (Co-chair), J. Melissa Blankenship (Co-chair), LaDonna Dulemba, Tanya Perkins, Jessica Raposo, and Wes Tobin

Absent: Cindy Evans

1. **Election of Chair for 2018/19 academic year.** Due to the administrative workload of this committee, the structure of shared chair duties is preferred. Melissa and Lora self-nominated to serve in the capacity as co-chairs. No other nominations received. Unanimous vote: Approved.
2. **Minutes of meeting.** Committed agreed that minute-taking will become a shared activity, rotating between committee members. Melissa volunteered for today's meeting.
3. **Meeting Schedule.** Melissa will send out a doodle poll for a sample week to nail down one time slot that works for all members of the committee. Today's business required quick turnaround.
4. **Grade Appeal.** Committee reviewed documents provided by student and Dean Snider (HSS), followed by telephone contact with Dean Snider, Associate Dean Natalia Rybas (HSS), and Instructor Storr (HSS) to clarify items not evident in the documents for a student grade appeal. Committee voted unanimously to uphold the original grade earned by the student. Wes will send out an e-mail with our rationale for committee feedback and Melissa will draft the letter once we arrive at a polished narrative for the student letter.
5. **Agenda for 2018/19 academic year.** Committee reviewed charge list from the Faculty Senate Retreat and will clarify items with Faculty Senate President, Jay Barbre.
 - a. **Recommendations of Charges for 2018-2019 academic year** (from 2017/18 end of year report):
 - i. Continue student appeals hearings (Summer, late Fall, and early Spring).
 - ii. Assess the effectiveness of student appeals process. Identify factors contributing to student success after reinstatement. Recommend changes to AAA policies and procedures after evaluation.
 - iii. Revise and implement probation policies at IU East. Consider alternatives which would promote student success and matriculation, including alternative to cumulative 2.0 GPA (e.g., semester-basis), marginal GPAs, and second-time probation.
 - iv. Update academic policies and materials as needed.
 - b. Academic policies and materials (new items added during today's meeting).
 - i. Discuss and refine grade appeal policy. Michelle Malott will be invited participant. Goal: Create more explicit guidelines.
 - ii. Streamline academic appeals decision document (dismissal).

- iii. Create student academic appeal form using models collected from other campuses as source material with request for specific contact information.
6. There being no further business to discuss, the meeting adjourned at 2:30pm.

Minutes recorded by: J. Melissa Blankenship