

Meeting Minutes

Admissions & Academic Affairs Committee (AAA)

September 28, 2018

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

Absent: Tayna Perkins

1. **Chancellor's/Dean's List Policies.** Consider the effect of I/R statuses and amend the language for faculty senate vote.

Discussion: I/R impact on students' qualifying for Chancellor's/Dean's List; Notification of students taking courses with possibility of I the impact of not being considered; P/F impact on qualifying.

Decision:

J.Raposo will draft preliminary statements prior to next meeting regarding I/R & P/F.

Considerations:

- I/R set dates for completion
- P/F are they being counted as credits toward 12 hours needed.
- Part-time and Full-time considerations when qualifying:
 Could R students be included in part-time students' list?
- Is I/R for course considered the same when not qualifying?

A.Jarecki will invite Todd Duke to 10/19 AAA meeting to clarify current Chancellor's/Dean's List data process.

2. **Grade Appeal Policy.** Refine grad appeal policy to create more explicit guidelines.

Discussion: Determine clear process for where the appeal goes when coming to AAA committee- VCAA role; Need standardized process; Checklist and forms would be beneficial; Will need to bring decision to UFC senate for vote asap for Dec. grade appeals.

Decision: Create a check list based on what current policy narrative states. Include form for process for student and other participants to follow. Send to Senate agenda committee meeting potentially this semester for faculty vote.

M. Blankenship will draft checklist/form and disseminate to AAA members for comments and feedback via email prior to AAA 10/19 meeting.

3. **Dean of Students.**

Information items:

- A.Jarecki will invite Michelle Malot and Todd Duke to 10/19 AAA meeting for clarification on above topics.

- When IU East students are dismissed from classes they will be removed from classes administratively.

4. Academic Appeals.

Discussion: AAA Appeals are scheduled for 12/2018. Form used by AAA for advising decisions needs to be more user friendly for students; Forms should be kept on file; An electronic version is needed.

Decision: Prior to next meeting AAA members should review form and bring comments for ways it could be more specific.

M..Blankenship will email three topics where members can focus their comments;

M..Blankenship will also work on drafting form.

Form is needed for Dec. appeals.

Meeting adjourned at 11:20am

Next AAA meeting October 19, 2018 @ 10a in ACR

Minutes recorded by: L.Dulemba