

Academic Affairs Committee: November 12th, 2021 from 3-4
Zoom link: <https://iu.zoom.us/j/85704908960>

Members Present (X)

Jen Kazmierczak. Susan Moore X Shanon Oldenburg. X Jamie Smith. X Kathy Sullivan X Denise Henderson. X Scott Shoger X	jenkazm@iu.edu sulmoore@iusb.edu soldenbu@iusb.edu jms21@iusb.edu sullivka@iusb.edu dhhender@iu.edu sshoger@iu.edu
Registrar representative: Terri Langel X	tlangel@iusb.edu

November Agenda

1. Follow up on old business: (3-3:15)
2. New Business: 3:15-4:00

TOPIC	DISCUSSION AND OUTCOMES
Old Business updates (3-3:15): Senate Vote (administrative w/d, Pathways)	Two proposal presented to the senate October 2021 both request passed.
New Business (3:15-4:00):	
First week auto W/D policy review, brought forth by Anurag Pant (see email below)	Discussion on Anurag email requesting review of w/d policy. Keith proposed further discussion on administrative “drops” to include a more student centered approach. Jamie discussed setting up a meeting with Anurag to discuss further as well as exploring other regional campuses policies. IU Administration began a policy, however it was not brought forth to this committee. Terri recommended to consider including a student advisor in this discussion. Keith shared the use of SER would be helpful to explore how the students are doing in their other classes. IUSB campus is using it the least compared to other regional campuses. Susan shared the concern that the SER is not consistently being use so that may alter the results and outcome tracking.
Keith D. – Medical Reason W/D, drop policy	Keith shared a proposed policy by Karen White regarding dropping students with medical documentation. This committee will work on wording for this proposal and submit to Elaine by the January 2022. Proposed Medical W/D policy that Dr. Porter will have authority to withdraw a student with medical

	documentation without faculty initiating, however faculty would be notified and request for last day of attendance.
Withdraw Policy: Betsy, Erin,	Betsy and Erin will join our meeting to discuss withdraws, see statement below...Betsy expressed concerns about lack of student friendly policy and difficulty of freshman who do not understand transition to college and the complicated processes. Titian Success provides support and guidance for students and Erin shared common challenges that are occurring semester to semester with new students. Erin is seeking solutions to decrease barriers. Betsy is concerned who is the right committee to process the information regarding policy changes, i.e. extend full refund past first week of classes. Proposing administrative withdrawal until the end of the semester. Keith indicated some of these issues may need to go through IFC and academic ULC process. The AAC can address grade appeal. Jamie, Denise, Betsy, Erin and Keith will plan on meeting to discuss new proposed language for this withdraw policy.
New Grade Appeal? Keith	Link in the discussion for appeal, review and provide your vote by 11/17/2021. Denise and Jamie will share final results with Keith to formally process.
Next Monthly Meeting: December 10th	Second Friday of each month at 3:00: zoom link: https://iu.zoom.us/j/85704908960

W/D concern: EMAIL REQUEST (NEW BUSINESS):

Further to our conversation in the senate today, I wish to request the Academic Affairs to consider the following.

- a) Put the onus of withdrawal back on the student rather than faculty.
- a. The current policy allows a faculty to remove a student who does not show up or remains incommunicado in the first week. I am Ok with this since this actually saves the student 100% tuition. But it does put a burden on students to find other suitable sections or classes if their lack of communication was an oversight on their part. More importantly, we need to give students the right to get back into the class if the STUDENT WANTS to.
- b. The fourth week removal policy has come in for criticism at multiple discussions I have had in the past month or so. Some faculty wish to permit second and third week withdrawal instead of only fourth week to save the students some tuition money. I have had faculty who have removed students who did not submit an assignment or two or none. In the fourth week withdrawal the student gets no tuition reimbursed. The student has already paid a price. IF the student then wishes to continue at their own risk of trying to win back their grades in class, why should they not get a chance for something they have already paid for. Why should faculty get a say in withdrawing them and more importantly, not letting them back in if the student insists on coming back.
- c. We really need to define what commitment is for this policy and how we are going to measure the violation of commitment. If a student attends class but chooses not to submit assignments, is that a violation of commitment? What if the faculty did not make notes on the SER or send warning notices of actions – can the faculty still withdraw a student without prior action on their part, for

say, not submitting assignments? This is especially relevant in 100% online courses that do not have attendance per say only submissions.

- b) I have also been informed by Doug McMillen and the Registrar that we are the only regional campus left with this policy. Others have either revoked this policy or never had it in the first place. Only IUPUI has this in the IU system. The registrar did indicate that they would like some leeway in being able to withdraw students from the term if the cause is medical or based on other academic/admissions information (if they learn the student has transferred to Bloomington, for eg.).
- c) Similarly, why can we not let the students withdrawal policy till the last day of classes become permanent? IF COVID is an extenuating circumstance, then those students who wish to withdraw till the last day of class in future will probably have similar compulsions? They also have paid the price of almost \$1000 per 3-credit hour course and seeing a W on their transcript.

Please let me know if you have any questions about this.

Thanks,

Anurag Pant

Seond Email Disucssion Point: W/D policy

Here are our recommendations* for making our policies more student friendly. We understand that some rules are subject to federal and state laws (e.g., financial aid) and cannot be changed or may be IU-wide policies that cannot easily be changed.

- Bursar policies that are consistent with other IU campuses
 - NO LATE FEES for first-year and/or first semester students
 - Extend the 100% withdrawal deadline further. Oftentimes a student may miss the first day. So, they only have 1 class to determine whether to stay in it. Even if they are there for both classes in Week 1, that still doesn't give the best overall picture for them.
 - Better align refund deadlines (100, 75, 50, 25) with state aid requirements (which allow no drops during first four weeks)
 - Add a bill calculator to Bursar website – students/families need to be able to easily calculate what their costs will be without looking up tuition + fees separately (Kathy Miller said that IUPUI and Bloomington used to have these on their Bursar sites).
 - If someone is in the Bursar's Office, then they should HELP that student out and don't just refer them to a web site or link.
- Make all forms WRITABLE and able to be submitted and routed from the websites – many students do not have printer access and this causes unnecessary steps and slows the process (i.e. printing, filling out, scanning in, submitting in particular way, or mailing in). Examples: grade change requests, Bursar and SAP appeals, etc. Students should not be required to print or drop forms off in person. (This was supposed to happen during the pandemic and does not appear to have been completed).
- Do away with requiring letters from TSC to verify students are 21st Century or Frank O'Bannon Scholars for Housing – this can be done via email/phone call.

- Update policy for student-initiated grade appeal to reflect student/faculty interaction rather than committee decision when it's within 2 months of the end of the semester. This way the student is empowered to discuss issues with instructor – and vice versa – directly (this echoes call for easier appeal processes for students)
- Eliminate the push for students to take 15 credit hours or more in their first semester/year. This is impacting students' performance across all their courses. IU had the big "15 to Finish" campaign a few years back but haven't heard about it as much lately. The whole selling point was getting out sooner so you can start making money sooner. Of course, if you stumble because of the 15 cr load and don't persist, then it doesn't really matter. There is a big difference from 12 to 15 cr. Just one class, but it is huge. While banded tuition is a good deal for some of our students, it is a recipe for disaster for others. If anything, more of our students should enroll part time.
- Develop enhanced funding for summer course work for a year-round approach that is affordable and still enables students to earn 30 credits an academic year (fall-spring-summer I and/or II). For example, we used to pay up to six (6) credits completely for 21C/FO'B students for summer credit recovery.
- **Eliminate requirement for students to write essays for every sort of appeal process**, at least for first semester/year. Update policies/practices so that students are meeting in a collaborative way with advisor/coach and representative from department/office. Conversation rather than authority. The thought of having to write an essay probably hampers a lot of students from following through on this (and since the majority of new students place into pre-college W130, why are we so adamant on the essay for appeals?).
- Better communication during unprecedented times about policy changes/exceptions (i.e. fall's withdrawal date of December 11).
 - Mechanism that enables students to talk to someone when doing a complete withdrawal. Right now, it is very anonymous. But maybe there are things we could have done to keep the student here. Maybe it was something simple that the student just didn't understand. Maybe there needs to be a pre-exit interview either in-person or via Zoom, Teams prior to withdraw build in. If not before, then someone needs to try and reach the students afterwards to find out what their major barriers were that led to the "disappearance".
- Better training for advisors – we are all better with some cross training – for specific populations (i.e. 21st Century Scholars, DACA students, how to apply transfer credits to degree plans). Never forget the human element involved here. It is not a student ID# we are talking to, but an actual person. Don't assume we know why they are in the situation they are in (i.e. having to drop, not attending class, needing to appeal, etc). Don't just be punitive but understand the person.
- Move automatic W deadline to last day of classes and eliminate option for instructor to award an F. It is a rational decision to drop a class rather than earn an F. Why penalize students for making a rational and responsible decision? They've already lost the money they paid for the course and will suffer financial aid or other consequences for not accumulating needed credit hours.

- Permanently change the Administrative Withdrawal policy to allow Guided Pathways Academy faculty to withdraw students until the last day of classes.
- Ensure that we are communicating information CLEARLY and transparently to students. Includes Academic Calendar deadlines, how-tos, links to student forms (see above) all in one easy-to-find location. Which deadlines and rules are actual requirements rather than a reflection of someone's preference is key.
 - Cannot keep relying on email only. Students do not use it as a means to get information, no matter how long we've used it as the "official means of University communication."
 - More easily navigable websites

*These recommendations were formulated by the Titan Success Center team with the assistance of former Interim Director Betsy Lucal. TSC Director Erin Brown submitted these ideas to Doug McMillen and Raman Adaikkalavan in Academic Affairs.

Thank you, Betsy. After reviewing this document, it seems to me that there are a handful of suggestions that apply directly to the Constitutional charge of the Academic Affairs Committee which covers "cheating, plagiarism, grade appeals, registration, class scheduling, and academic calendar adjustments." I see the AAC-related issues as follows:

- Perhaps the Bursar issue if it falls under "registration" (but I'm not sure that this would be correct, I can check into it)
- Creating a fillable form for grade-change requests
- Updating policies relating to the student-initiated grade appeal to reflect student/faculty interaction rather than committee decision when it's within 2 months of the end of the semester
- Eliminating essay requirements for grade-change appeals
- Permanently moving automatic W deadline to the last day of classes.