INDIANA UNIVERSITY SOUTHEAST
FACULTY SENATE
ACADEMIC POLICIES COMMITTEE (APC)

Annual Report for 2003 – 2004

Members:
Gil Atnip (Academic Affairs)  Marshall Cady (Natural Sciences)
Kathy Ernstberger (Business) – Chair  Sherry Haehl (University Division)
Melissa Harbeson (Student Rep.)  Jacqueline Johnson (Library Serv.)
Brian Jones (Arts and Letters)  Judy Meyer (Nursing)
Greg Phipps (Social Sciences)  Ricky Smith (Student Rep.)
Guy Wall (Education)

Summary of Actions

Policy Issues

1. The process for approval to use courses from the Master Course Inventory new to IUS

   - IUS faculty identifies a course in the MCI and informs Vice Chancellor for Academic Affairs of desire to offer this course.
   - VCAA determines which IU campuses currently offer this course and gives contact information to faculty.
   - IUS faculty has direct contact with faculty at other campuses to assist in the development of IUS syllabus. (Deans and VCAA may be needed to assist in this communication.)
   - IUS faculty submits a syllabus to the VCAA and completes a New Course Request Form noting “New to IUS Campus” in upper right hand corner next to Campus. Under item 15 Justification for new course, faculty should indicate “adopting course from Master Course Inventory because…”
   - VCAA forwards materials for a 30 day remonstrance period.
   - If there is no remonstrance, after 30 days the VCAA informs the appropriate people that the course can go forward. (Note that at this point this may need to go to the APC for review, depending on the nature of the curriculum change.)

2. Policy on A+ grades

   The student representatives reported considerable interest among various IU campuses to make a grade of A+ worth more than a grade of A when computing
GPA. While this issue was discussed, no action was formally proposed during this academic year.

3. Missed Exam/Class Policy

An 8/15/03 memo intended only for IU Bloomington faculty went to all faculty on all campuses. This memo strongly encouraged faculty to work with students who miss exams/classes while pursuing activities that represent the University (athletics, conferences, performances, etc.) to make up what they miss. While this memo was not meant for IUS, it prompted a meeting that was held on September 25 with Atnip, Ernstberger, VC Garvey-Nix, and Athletic Director Mrozowski and then subsequent discussion took place during an APC meeting. APC members then discussed the issue with faculty from their schools/units and the sense of the committee seemed to be that IUS would benefit from having an appropriately worded policy. Such a policy would be beneficial to both students and faculty. It was recommended that the matter be forwarded to the Academic Council for their action.

Other Issues


The draft calendar was prepared by Janice Williamson, IUS Registrar, modified somewhat by the APC, and then approved by the APC. The Senate subsequently approved it as well. (Prior to approving the calendar, data were gathered on attendance and satisfaction with the new extended Thanksgiving break. In general, the results were favorable, so the extended break was included in this calendar.)

2. Revision to the Academic Calendar for 2004/2005

The dates for Spring Break 2005 were incorrectly recorded in the calendar that was approved by the Faculty Senate. The correct dates should be N-S March 20-26, 2005.

3. Mid-Semester Grades – rewording for the Faculty Manual

Mid-semester grade reports are required for all undergraduates. A letter grade is mandatory for university division students. A different kind of written evaluation such as a written critique of a paper or of the total performance may be given to other undergraduate students. Mid-semester grades must be transmitted to the students no later than the two-thirds point of the semester. To facilitate ease of posting and access, it is strongly recommended that these grades be posted on On-Course.

4. Placement System for First Year Writing
A new system was endorsed by the APC and the writing faculty were asked to submit an assessment of the new system to the APC in fall 2005.

5. **Faculty Manual Section on the Week Before Finals and the Week of Finals- New Wording**

The final assessment activity for a course should be conducted during the four-day period set aside for final examinations. This four-day period is part of the 15-week semester and should be utilized to be fair to students and to meet standards acceptable to accrediting agencies. A final examination schedule appears in the Schedule of Classes for each semester. The instructor should inform the class of the scope of the final assessment activity early in the semester so that students can plan accordingly. As a general matter of principle, prior to week 14 of the semester, students should have already earned the majority of the credit possible for the course. Every effort should be made to complete all grading and give feedback to students on their performance to date before the final assessment activity.

**New Course Requests**

1. MATH M112 Quantitative Literacy I (3 cr.)
2. MATH M114 Quantitative Literacy I (3 cr.)
3. MATH M116 Quantitative Literacy I (3 cr.)
4. PSY P380 Ethical Issues in Psychology
5. PSY P370 Impact of Abuse (3 cr.)
6. BUSE E562 Specific Topics in Business (3 cr.)
7. BUS K335 Information Systems Analysis and Design (3 cr.)
8. BUSE E594 Business Analysis and Valuation (3 cr.)*
9. CSCI N399 Topics in Computers: Managing Digital Firms (3 cr.)**

*This request was referred back to the School of Business faculty by the APC for inclusion of a syllabus.

** This request was referred back to the School of Natural Sciences faculty by the APC for inclusion of a syllabus.

**Course Change Requests**

1. BUSE E587 Advanced Corporate Finance (3 cr.)
2. HIST H231 The Family in History (3 cr.)
3. HIST F432 Upheaval in Twentieth-Century Latin America (3 cr.)

**New Programs Considered for Approval**

1. School of Natural Sciences: Certificate in Information Technology
2. B. S. in Informatics
3. School of Social Sciences: Discipline-based honors programs
4. School of Natural Sciences: Biochemistry Option within the B.S. in Chemistry (approved subject to budgetary provisions)

Program Changes

Major Changes Considered for Approval

1. School of Arts and Letters - BA in Communications Advertising Track
2. School of Education - B. S. in Secondary Education
3. School of Education - B.S. in Secondary Education, Social Studies Teaching Major
4. School of Education - B.S. in Elementary Education, Middle School Licensing Area

Minor Changes Considered as Information Items

1. School of Arts and Letters - Graphic Design studio area program requirements for BFA
2. School of Education - Secondary Education version of the state-mandated Transition to Teaching program changed in order to meet assessment standards
3. School of Education - M.S. in Education, Counseling
4. School of Business – Management Concentration
5. School of Business – Information and Operations Management Concentration

Additions to the B. A. Distribution List (Information Items)

Cultural Diversity:  SOC S163 Social Problems
S418 Sociology of Political and Religious Movements

Physical Science:  PHYS P105 Basic Physics of Sound

Identified Issues for 2004/2005

1. Issues of implementation of General Education requirements need to be considered by both APC and the A&S committee and APC may have to validate that all programs meet the Gen. Ed. requirements. However, the General Education Committee must take the lead in this regard.

2. The counseling and advising structure of the individual majors program (IMP) need to be assessed with a mind toward improving the structure and assuring the quality of the BA degree. Original documentation and the Bulletin indicate that this should be an interdisciplinary degree, but this does not seem to be the way it is being used. There are also some time element problems with the way the degree proposals are being approved, (i.e. in the student’s senior year). The A&S
Committee will include in their 03-04 final report a proposal for improvements of the IMP program. This will be forwarded to the chair of next year’s A&S Committee who should in turn keep APC informed about any progress or formal changes proposed. (It is suggested that the pdf file of the IMP Handbook Bloomington Nov. 2003 contains many counseling/advising/guidance features that can be useful.)

3. The potential for decentralization of the General Studies program gives the IUS program an opportunity to assess the current needs of the program. The purpose of the program, as well as the IUS Bulletin criteria for admissions to the program, needs to be evaluated in cooperation with the General Studies Committee. Once again, it is suggested that the pdf file of the IMP Handbook Bloomington Nov. 2003 contains many counseling/advising/guidance features that can be useful.

4. In light of the new General Education courses, the policy that requires that CSCI C106 be taken by all IUS students to satisfy the computer literacy requirement will need to be revisited/rescinded.

5. New Course Requests that were submitted after the last agenda deadline:

   CSCI A290   Managing Information Resources
   EDUC R341/F500  Multimedia in Instructional Design
   EDUC M300   Teaching in a Pluralistic Society

Respectfully submitted,

Kathryn W. Ernstberger, Chair