

Faculty Senate – Academic Affairs Council

Meeting Agenda

Tuesday, April 18, 2023 – 2:00 PM

107 Lab of Mechanics

Note taker: **Jessica Hurst**

Members attending:

Absent:

Others attending:

1. Call to Order
 2. Approve Minutes – enclosed
 3. Old Business
 - a. Out of Term Schedule Change Policy - amended to change end date of Period 3 to Friday of week 15
Contact: Terri Boylston tboylsto@iastate.edu
 - b. Waitlisting Policy
Contact: Terri Boylston tboylsto@iastate.edu
 - c. Scholastic Recognition - Replace Top 2% Recognition with President's List, which recognizes students with 2 consecutive semesters (24 credits) of a 4.00.
Contact: Terri Boylston tboylsto@iastate.edu
 4. New Business/Discussion item
 - a. CELT?
 5. Committee Reports
 - a. FS Curriculum Committee – Brumm
 - b. Academic Standards – Boylston
 - c. Outcomes Assessment – Hurst
 - d. Student Affairs – Sterle
 - e. Student Government – Roberts
 6. Good of the order
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Next Meeting:

- Will the drops (and the messages to the students on the waitlist) occur in real-time or as a batch? Yes, the notification that a waitlisted seat is now open will happen in real time to individual students that meet the criteria for enrollment.
- Concerns if the emails go to junk mail. (is it possible to send a message once they sign up to confirm they will get emails?) This will be a notification like all other WD notifications, which is where students will do most of their business. Once a student has ensured WD notifications are not going to junk mail, there should be no further concerns regarding this issue. Additionally, students with the Workday App on their phone will get a push notification.
- Are instructors/departments able to see the waitlist during the registration period? This will help in making decisions as to whether another section should be added for that semester. Visibility of waitlists will be available to end users who have the proper security access to view this information, including instructors and key department/college staff.
- The big question was regarding overrides to the waitlist (I know we discussed this - I remember Olive Garden).
 - Can students be signed in by the instructor allowing a student to by-pass the waitlist? No, the ONLY way a student could be added into a course in front of a waitlisted student, is through the add override process, which would need to be approved by the college (just as it is done today). Only users with appropriate security set-up will have access to add a student into a course in this way and this is limited to the Office of the Registrar and key users within each college (as it is set up today).
 - What is the process for exceptions? Will be given higher priority if it is critical for their degree program? The student would complete an add override request, which would route through the appropriate approval levels, and then be processed within the Registrar's Office.
 - Suggestion - to amend the first bullet to include: 'Exceptions may be made based on need'. My only comment is what is considered need? Will there be any clear parameters on this?