

IOWA STATE UNIVERSITY MEETING NOTES

Academic Standards and Admissions Committee	Key Roles
Date: April 20, 2022	Meeting Leader: Terri Boylston
Place: WebEx https://iastate.webex.com/iastate/j.php?MTID=m6355ac11e438111dee643cf96cbf9387	Support:
Start Time: 4:00 p.m.	End Time: 5:00 p.m.

Topic	Leader(s)
<p>Approval of Meeting Minutes</p> <ul style="list-style-type: none"> • Approval of minutes – April 13, 2022 • <i>Note.</i> Minutes available in CyBox 	Terri Boylston
<p>Incomplete Policy</p> <ul style="list-style-type: none"> • Approved by Academic Affairs Council 3-31-2022 • FS-1st reading: 4-19-2022 	Terri Boylston
<p>Transfer Deficiencies</p> <ul style="list-style-type: none"> • Approved: AAC 4-14-2022 	Terri Boylston
<p>Calculating GPAs</p> <ul style="list-style-type: none"> • Number of digits to display after the decimal • Rounding or truncating <p>➤ ASAC Recommendation:</p> <ul style="list-style-type: none"> ○ <i>Display 2 digits (passed unanimously)</i> ○ <i>Truncate (passed 6-1)</i> 	Jennifer Suchan
<p>4:00-4:20: Work Day Project Development and Academic Standards Policies</p> <p>➤ Kristen and Steve gave a presentation focused on the decision-making process and change management in Workday</p> <ul style="list-style-type: none"> ○ Decisions will be made using a 4-tier structure, with easier decisions being made at Tier 1, and more complex decisions elevating to Tiers 2, 3 or 4, depending on the complexity ○ Change management leads are responsible for keeping all faculty and staff in their areas informed about any changes in Workday <ul style="list-style-type: none"> ▪ Faculty want to be involved sooner than later! <p>➤ Action Item: <i>Send any feedback/issues/concerns that you have or hear about from others to workcyte_feedback@iastate.edu</i></p> <p>➤ Action Item: <i>Terri to upload the PowerPoint presentation to the ASAC CyBox</i></p>	Kristen Constant Steve Michelson
<p>4:20-4:40: Landing Page for Student Probation/Warning & Academic Self-Assessment Form</p> <ul style="list-style-type: none"> • Draft of student landing page (will be housed in Provost's office pages) https://enr-wpstaging.engineering.iastate.edu/test/current-students-2/academic-standards/ 	Shawn Boyne

<ul style="list-style-type: none"> ➤ Per Shawn, will be adding flow chart, videos and links to landing page <ul style="list-style-type: none"> ○ Joel Johnson and Diann Burrighd did a majority of work on the page ○ Hoping the page will be up and running this summer ➤ Action Item: Review mock page and send feedback to Shawn by end of April 	
<p>4:40-5:00: Majors and Minors</p> <ul style="list-style-type: none"> • Policy proposed by work group (proposed changes in green): <ul style="list-style-type: none"> • Drop stand alone credits for multiple majors, certificates and minors • Secondary majors: Define and require at least 24 credits (at least 12 taken at ISU at >300-level) • Minors: Increase # credits taken at ISU at >300-level to 9 (currently 6) • Recommendations <ul style="list-style-type: none"> • Best practices will be developed to guides programs reviewing/revising their minor, certificates, secondary majors • Colleges and departments can be more restrictive in requirements for multiple majors, certificates and minors (i.e. require stand alone credits) ➤ Tom Brumm explained that work group made recommendations to benefit students ➤ ASAC Recommendations: <ul style="list-style-type: none"> ○ Approve recommendations of the work group as modified above ➤ Action Item: Send recommendations to colleges/programs with minors as soon as possible for their input and so they can make any necessary changes to criteria by fall ➤ Action Item: Vote on policy change at meeting 5/4/22; policy will go to Faculty Senate in fall 	<p>Tom Brumm Terri Boylston</p>
<p>Drop Limit Policy</p> <ul style="list-style-type: none"> • Recommendation from work group – discontinue drop limit policy • CVM curriculum committee unanimously approved remove cap on number of drops a student may take during the semester <p>➤ Action Item: Vote on policy at meeting 5/4/22</p>	<p>Terri Boylston</p>
<p>Validating Enrollment</p> <p>To validate their enrollment in each course at the beginning of the semester, students must attend the first or second meeting (first meeting if the class meets only once a week). Students who add a course after the term begins must attend the next class meeting. The instructor has the option to offer a registered place in the course to another student when a registered student fails to attend and has not obtained prior approval of the instructor. Students who do not validate their enrollment must drop the course or they will receive an F grade.</p> <p>https://catalog.iastate.edu/registration/</p>	<p>Jennifer Suchan</p>

Future Discussion Topics / Topics to Revisit	
<ul style="list-style-type: none">• Instructor Signatures on Schedule Changes• Out-of-Term Schedule Changes• Reinstatement policies• Research for Credit and Pay (i.e., Independent Study 490 or x90)• Top 2% Recognition<ul style="list-style-type: none">○ https://catalog.iastate.edu/academiclife/gradingsystem/#honorsrecognitiontext	
Future Meetings	
<ul style="list-style-type: none">• Wednesday May 4, 4:00-5:00, Webex	