## Iowa State University Meeting Notes

<table>
<thead>
<tr>
<th>Academic Standards and Admissions Committee</th>
<th>Key Roles</th>
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<tbody>
<tr>
<td>Date: April 20, 2022</td>
<td>Meeting Leader: Terri Boylston</td>
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<td>Place: WebEx <a href="https://iastate.webex.com/iastate/j.php?MTID=m6355ac11e43811dee643cf96cbf9387">Link</a></td>
<td>Support:</td>
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<tr>
<td>Start Time: 4:00 p.m.</td>
<td>End Time: 5:00 p.m.</td>
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### Approval of Meeting Minutes
- Approval of minutes – April 13, 2022
- Note. Minutes available in CyBox

### Incomplete Policy
- Approved by Academic Affairs Council 3-31-2022
- FS-1st reading: 4-19-2022

### Transfer Deficiencies
- Approved: AAC 4-14-2022

### Calculating GPAs
- Number of digits to display after the decimal
- Rounding or truncating

- **ASAC Recommendation:**
  - Display 2 digits (passed unanimously)
  - Truncate (passed 6-1)

### 4:00-4:20: Work Day Project Development and Academic Standards Policies
- Kristen and Steve gave a presentation focused on the decision-making process and change management in Workday
  - 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
    - Faculty want to be involved sooner than later!

- **Action Item:** Send any feedback/issues/concerns that you have or hear about from others to workcyte_feedback@iastate.edu
- **Action Item:** Terri to upload the PowerPoint presentation to the ASAC CyBox

### 4:20-4:40: Landing Page for Student Probation/Warning & Academic Self-Assessment Form
- Draft of student landing page (will be housed in Provost’s office pages)
  [Link](https://engr-wpstaging.engineering.iastate.edu/test/current-students-2/academic-standards/)
- Per Shawn, will be adding flow chart, videos and links to landing page
  - Joel Johnson and Diann Burright 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

**4:40-5:00: Majors and Minors**
- Policy proposed by work group (proposed changes in green):
  - 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
  - Best practices will be developed to guide 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:**
  - 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

**Drop Limit Policy**
- 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

- **Action Item:** Vote on policy at meeting 5/4/22

**Validating Enrollment**
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.

[https://catalog.iastate.edu/registration/](https://catalog.iastate.edu/registration/)
**Future Discussion Topics / Topics to Revisit**

- 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
  - [https://catalog.iastate.edu/academiclife/gradingsystem/#honorsrecognitiontext](https://catalog.iastate.edu/academiclife/gradingsystem/#honorsrecognitiontext)

**Future Meetings**

- Wednesday May 4, 4:00-5:00, Webex