

AP&P Meeting September 27, 2018 (10 am, Room 33 Strong Hall)
Approved 10/25/18

Members Present:

Chair, Karen Moeller, Pharmacy Practice

-Faculty: Joe Walden, Business

-Faculty: Martin Nedbal, Music

- Staff: Matt Deakyne, IT

- Staff: Sarah Jean Coughlan, Public Safety

- Student: Christopher Mason

Ex-Officio: Jason O'Connor, Business, Undergraduate Advising Executive Committee

-Ex-Officio: Karen Ledom, Director of Student Academic Services in the CLAS

-Ex-Officio: Amber Roberts Graham, Graduate Studies

Members Absent:

-Faculty: Nancy Jo Kepple, Social Welfare

- Faculty: Joo Ok Kim, American Studies,

- Voting, Student: Daniel Lee

- Voting, Graduate Student: Caleb Schafer

- Ex-officio: Tiffany Robinson, University Registrar designee

Guests:

Sheri Phillips, Associate Director, Student Information Systems

Introductions were made and standard charges were reviewed

Discussion of Specific charge – “Make recommendations to avoid student errors when enrolling in variable credit hour courses. Report to SenEx by: November 27, 2018”

The committee welcomed - Sheri Phillips, Associate Director, Student Information Systems to discuss this specific charge

The committee first reviewed the overall impact of the errors

- During the Fall 2017 and Spring 2018 school year, 34 petitions were filed with FacEx
- Total number of overall enrollments in variable credit hour classes (VCHC) was 11,425
- Overall impact of error 0.3% of all enrollments in VCHC

Discussion occurred regarding procedural changes with technology.

- Sheri Phillips explained that the software used for enrollment is Oracle People Soft.
- Directions on how to enroll in VCHC can be found at <https://sis.ku.edu/variable-credit-hour-courses>.
- Selecting number of hours is a drop-down option for selecting hours is defaulted to the lowest possible value and students must manually change the hours to their desired selection.
- The committee discussed the feasibility of changing the drop-down box to open text box. Peoplesoft does allow for modification in the setup of the system. However, these changes are

reset when updates are applied. Changes to Peoplesoft would require many edits, which would have to be reapplied often when updates occur. The committee also was concerned about new possibilities of errors that would occur when students manually enter values (e.g. typos, 3.2 vs 3.0). Overall, the committee had concerns about recommending this change

- Sheri Philips suggested the generation of automated emails to be sent to students after enrollment in VCHC with the number of hours automated emails are currently in process to alert students enrolling in online classes and Edward's classes. Sheri Philips felt this would be a viable option to add VCHC to the automatic email list. The committee was favorable with this idea.
- Addition of a notation to be added to the class information asking the student to select the numbers of hours they wish to enroll in was discussed. A notation to the classes would not require system modifications and would be an additional alert to students when enrolling. Sheri Philips felt this was feasible and would explore specifically where the notation could be added

Policy changes allowing students to change credit hours after the 5th day of classes was discussed.

- We discussed the policy and if we could allow students to adjust the number of credit hours later into the semester and if this would reduce the number of overall petitions.
- It was determined that further clarification on this policy/procedure was needed and if it applied to this charge

The FacEx petition process was discussed in detail concerning the "auto-approval process"

- The "auto-approval" process does not go to FacEx but rather if the schools approve the change then it goes straight to the Registrar's Office to make a change. The committee felt it was necessary to know how many student petitions are happening as part of the auto-approval process that go straight to the Registrar's Office.

Specifics on the 34 petitions was discussed

- The committee only had data on what schools students were enrolled in, with no specific trends noted.
- The committee wanted to further investigate specific class, student data, and graduate vs undergraduate courses

The meeting closed, noting the committee would like data on the 34 petitions specifically looking at reasons why students requested the change is class hours along with specific classes and specific majors. Karen Moeller will ask University Governance for the data and circulate when obtained. The committee would like to know how many student petitions are happening as part of the auto-approval process that goes straight to the Registrar's Office. Sheri Philips will look into that data and Karen Moeller will clarify if auto-approvals apply to this charge.

Respectfully Submitted, Karen Moeller, PharmD, Clinical Professor. Chair AP&P committee