

Graduate Affairs Committee
May 24, 2005
3:30 p.m. - 5:00 p.m.
UL 1126

AGENDA

1. Approval of the minutes for April 26, 2005.....Queener
2. Vice Chancellor's Report.....Brenner
3. Associate Dean's Report.....Queener
4. IU Dean's Report.....Slattery
5. Purdue Dean's Report.....Story
6. Graduate Office Report.....Queener
7. Graduate Student Organization ReportReuille
8. Committee Business
 Curriculum Subcommittee Report.....O'Palka
 Fellowship Subcommittee Report.....Koerner
9. Program Information.....Queener
 Medical Neurobiology Curriculum revision
 Biotechnology Track in the MS in Biochemistry & Molecular Biology
10. Discussion
11. Next Meeting (August 22, 2005) and adjournment

Graduate Affairs Committee May 24, 2005

Present: Margaret Adamek, Rachel Applegate, Pamela Crowell, David Ford, Ain Haas, Elisabeth Hinshaw-Osgood, Dolores Hoyt, Joyce MacKinnon, Craig McDaniel, Robert Osgood, Sherry Queener, Kristi Reuille, John Slattery, Sharon Sims, Jon Story, Joanne Warner.

Staff: Dswanda Jones.

Approval of the Minutes – Dr. Queener

Minutes from the April 26, 2005 Meeting Approved.

Associate Dean's Report – Dr. Queener

Follow up items regarding the Fellowship discussion. The proposal from Beth Barnette (Scholarship Office), Ingrid Toschlog (Bursar's Office) and Rebecca Porter (Enrollment Services) suggested we have our university fellowship awarded in five (5) payments through the year. Dentistry is willing to try; Medicine has requested the monthly payments to be continued for their students. Becky Porter is continuing discussions with the Bursar's Office to try to figure other options outside of financial aid that will allow a check to be used. Dr. Queener will keep the committee updated.

IU Dean's Report – Dr. Slattery

Recently attended the Richard Tapia luncheon where minority recruitment was discussed. Dr. Brenner, Dr. Queener, and Dr. Slattery will meet to discuss the Graduate Office recruitment, activities and transmittal of data procedures. Dr. Slattery feels that every department/school should have "champions" who are seriously interested in the minority retention and recruitment issue. Dr. Slattery asked Ms. Jones to send her recruitment database out to the committee for suggestions on what vital information is missing to better assist them in their recruitment efforts.

Purdue Dean's Report – Dr. Story

Dr. Story reported on the Purdue New Faculty Mentoring Workshops, which will take place: September 20, 2005 9:30am – 11:30am in STEW 314; September 30, 2005 1:30pm – 3:30pm in RAWL 3082; and October 6, 2005 1:30pm – 3:30pm in STEW 218 A&B.

Graduate Office Report – Dr. Queener

August 10th was announced as a deadline for Fall admissions, because the Graduate Office has noticed that the system slows down after that date. Of course they will continue to admit students after they need to have most of the students in before then to avoid disruptions.

Graduate Student Organization Report – Ms. Reuille, RN

The student code is going to be reviewed and possibly updated. Dr. Queener was asked to contact the student representative on the Board of Trustees to give background on the issue of the role of any advisor the student chooses to bring.

Committee Business

Curriculum Subcommittee Report

The online meeting is scheduled for Thursday May 28, 2005, 2pm. There are two course changes and fourteen new course request set to be reviewed.

Fellowship Subcommittee Report

Last year we received one Hundred-eighty thousand dollars in additional funding for the Graduate Fellowship account which came from the undergraduate curriculum increase. Dean Plater replaced this money with a different source.

Program Information – Dr. Queener

Medical Neurobiology Curriculum Revision is underway; one respondent had serious comments which have been forwarded to the department for action. There are still two outstanding reviewers which Dr. Queener will have to contact for their comments.

Biotechnology Track in the MS in Biochemistry and Molecular Biology has two reviews with comments being forwarded to the department for action and three outstanding; all of the external reviewers failed to commit to the timeframe deadline.

The Executive Certificate in Library Management is not a graduate school program but it is a SPEA certificate. All of these classes are available online; there are two letters of support for this certificate along with the revisions posted on the Graduate Office website. The submitters of the certificate have met all of the committee concerns and the certificate has been Approved by the members present and an email voting procedure monitored by Ms. Jones.

Legal Informatics Online (LION) Certificate Program is a graduate certificate program to serve individuals who design, develop, implement or evaluate information technology and tools to support the study and practice of law. It is not the law applied to technology but is technology applied to law. The certificate is for 18 credits and takes 20 months to complete. Two issues to consider: (1) there is only one person named in the faculty. The program needs to address whether that is really adequate for a program. There needs to be more information on other faculty who could and would participate. (2) The courses need to be more fully developed before the certificate can be realistically evaluated. At a minimum, there needs to be more information about course content, if not a full syllabus. Minor points include clarification as to whether this certificate is intended to be a Graduate School certificate and clarification about the number of credits. A member of the committee suggested that additional information about any other programs in the nation on legal informatics would be helpful. This certificate was judged not ready for voting and was returned to the program for responses to these questions.

Graduate Certificate in Public Health is an 18 credit certificate that builds upon an existing Master's degree. The idea for offering this graduate certificate is that this would complement the Master's program that is already approved. Reviewers will be contacted to allow a vote at the next meeting.

MBA Major in Accounting – This proposal which just arrived will go on to reviewers in time for a vote at the next meeting.

PhD in Physiology Curriculum Revision – Three letters of support and 13 New Course Request accompany this proposal. The new course requests represent a strategy within the school of medicine breaking apart the larger courses and having course that consist of modules. They've broken apart a large Physiology course to create 1 credit modules.

There is a plan to develop a PhD in Biostatistics for this campus. Dr. Queener will keep the committee updated on this process.

Discussion –

Dr. Queener has asked the committee to cancel the August 23, 2005 meeting and schedule a meeting at the end of June to review the programs listed above.

Next Meeting

June 28, 2005

Meeting Adjourned 4:25 pm

May 24, 2005

Re: Proposed Executive Certificate in Library Management

I am writing to voice my support for the Executive Certificate in Library Management at the IU School of Library and Information Science – Indianapolis. As the State Librarian of Indiana I understand the critical need for sound leadership in the state's libraries. Libraries and librarians are currently facing many important questions and problems that need the guidance of informed leaders. The proposed certificate program is an excellent vehicle for librarians to learn the knowledge and skills necessary to guide libraries into the future. This program has the potential to enhance the skills of current library directors and to groom future library directors. I fully endorse further education by librarians and practice this by sending staff members from the State Library to workshops across the state that focus on a range of topics including leadership. A certificate program is a logical extension of workshops and has the potential to be a fountainhead of library leaders. For these reasons I wholly support the Executive Certificate in Library Management at the IU School of Library and Information Science – Indianapolis.

Sincerely,

Barbara Maxwell
State Librarian

**Application for New Graduate Certificate Program through IU
Legal Informatics Online (LION) Certificate Program**

Draft Proposal

Title of proposed program, as well as department or program and school proposing the certificate: Certificate in Legal Informatics, to be offered by the IU School of Informatics, IUPUI

Designation as an IU or Purdue University Graduate School Certificate: IU Graduate School

Statement of purpose and rationale: The Legal Informatics Online (LION) Graduate Certificate Program is designed to serve individuals who wish to design, develop, implement or evaluate information technology and tools to support the study and practice of law. Legal informatics has been described as “the study of the application of information technologies to the field of law and the use of these technologies by legal professionals.” Therefore, the focus of the program is on the effective use of cutting edge technology in the field of law, rather than on particular content areas of law or on the legal issues related to technology. This program is part of the School of Informatics’ overarching goal – to educate professionals in the application of information technology in solving real-world problems. We see our mission as providing education in what is called “X informatics”, with “X” standing for any number of content areas. For example, we already provide degrees in health informatics and laboratory informatics.

The LION program will be web-based and asynchronous. Students will not be tied to specific meeting times and they will have the flexibility to learn according to their schedules. The program provides an opportunity to extend learning beyond geographical boundaries and to blend this learning seamlessly with work, family and other professional and community commitments. Using the Internet, students have access to resources at one of America’s most progressive educational institutions in the real-world application of technology to a variety of professional fields and disciplines, the Indiana University School of Informatics, the first school of informatics in the United States.

IU School of Informatics, IUPUI faculty are renowned for excellence in teaching, their cutting edge research and their consulting and service within the Indiana, the United States and internationally. Upon completion of the LION program, students are awarded an Indiana University Certificate. Students are required to enroll in 18 credit hours. The program takes 20 months to complete, although students may extend the time they take to complete the certificate. The LION graduate certificate program uses OnCourse, the innovative teaching and learning environment developed by Indiana University. IU School of Informatics, IUPUI, faculty members and staff are well-versed in the kinds of technology and software needed to develop and support an online certificate program.

Course Delivery

- Course content, including lectures, presentations by guest speakers, “virtual tours” and simulations delivered on through the web
 - Discussion/debate forums
 - Faculty-student interaction through the Internet, email and telephone
 - Readings, assignments, grades are accessible directly through the web
 - Email directory and online chats and forum are standard program features
- OnCourse system eliminates the technical difficulties often associated with online education, providing seamless course delivery and communication

The relation to relevant existing or proposed undergraduate or graduate certificate programs, if any: There is no relationship to other existing or proposed certificate programs.

A description of the target audience, including evidence of need and what proportion of students would be expected to be concurrently working towards a graduate degree at IUPUI: Most of the students for this program will have already earned a bachelors degree in new media, informatics or a related technology field. Other students will already be in our of our masters degree programs here at the School of Informatics. In addition, students who have already completed a master’s degree from the School of Informatics may also be interested in adding this credential. I have already spoken with a number of our students and alumni and there is certainly enough interest to fill a cohort. In addition, attorneys, paralegals and technology professionals already employed in law practices, courts, educational institutions, non-profit organizations and government agencies who desire to understand how new technologies can be crafted and deployed to provide better service to clients and citizens will find that the LION program is timely, practical and relevant. There is a wide spectrum of technology usage in law firms, with some firms enjoying a full range of technology tools, while other firms still rely on tape recorders for dictation and paper files.

A plan for attaining steady state enrollment. Include the number of students expected to participate in the program in the first year and an enrollment projection for the year in which steady state enrollment is expected: As an online certificate, the number of students enrolled could fluctuate, but the beginning cohort will be 5 students with a steady state enrollment of up to 10 students per year subsequently. Many students have expressed interest in this program and several have already worked on legal informatics projects, such as courtroom animations, as part of existing courses in the School of Informatics. In addition, students pursuing the LION program could go on to earn either masters or doctoral degrees in the School of Informatics, with some of the LION courses counting as electives. Finally, non-attorneys in the LION program may discover an interest in pursuing a degree in law.

Online courses have now been approved for meeting Indiana’s continuing legal education requirement – this was announced at the Indiana State Bar Association meeting in October. Indiana attorneys will be able to apply up to 6 hours of CLE credit earned in an online format to their annual licensure requirement. Dean Hook will work with the appropriate oversight agencies in Indiana to assure that courses in the LION program could be used by Indiana attorneys to fulfill this licensure requirement. Subsections of courses could also be packaged to appeal to Indiana attorneys as a way to meet their CLE hours. The LION program would be

marketed both locally through the Indiana State Bar Association and other professional groups as well as nationally and internationally using established contacts, organizations and agencies. The School of Informatics has an excellent web site that provides complete information on programs, plans of study and course descriptions.

A description of new resources (funding, space, equipment, etc.) required and what the source of those resources will be: In May 2004, Sara Anne Hook was hired by the IU School of Informatics, IUPUI, as a full-time professor and Associate Dean for Academic Affairs and Undergraduate Studies. As part of her appointment, she was given responsibility for developing new programs and research in the emerging area of legal informatics. Dean Hook earned her J.D. from the Indiana University School of Law – Indianapolis in 1994 and is admitted to the bar in Indiana. She also holds an M.B.A. in Finance and a Masters degree in Library Science. She has recently completed the JumpStart program through the Center for Teaching and Learning to learn to convert her courses to online format. In Spring 2005, her I530 Seminar in Health Informatics Applications course and a new course called Technology and the Law are being taught online.

Dean Hook is active in the Indiana State Bar Association as Chair of the Aviation Law Committee and a member of the House of Delegates, as well as being a member of the Intellectual Property Law Section and the Written Publications Committee. She is also a member of the American Intellectual Property Law Association. Her husband, Mr. James T. Young, is an attorney with the Indianapolis firm of Rubin & Levin. Other School of Informatics faculty will participate in teaching and course development, as may faculty from other schools on the IUPUI campus and attorneys and technology experts in the Central Indiana community and beyond. By having an online program, it is quite easy to use technology to bring in “virtual guest speakers” so that students have a broad exposure to expertise from people who are located outside of the Indianapolis area.

Space is not an issue for this program, since it will be taught entirely online. Equipment, technical personnel and other resources are readily available through the IU School of Informatics. As stated above, Dean Hook has already received training on how to develop courses online and is currently teaching two courses in an online format.

Proposed data of initiation of the certificate: Spring 2006

Person designated as the certificate head: Sara Anne Hook, M.L.S., M.B.A., J.D., AHIP, Professor and Associate Dean for Academic Affairs and Undergraduate Studies

Course instructors and their credentials:

The primary instructor will be Sara Anne Hook, M.L.S., M.B.A., J.D., AHIP. However, she will draw upon the considerable technological expertise of other faculty in the School of Informatics. Biographies for these faculty members are available at <http://informatics.iupui.edu/i/106> The strength of this program will be on the creative and technical skills of our faculty, who represent such diverse fields as data mining, database design, 3-dimensional imaging, human computer interaction, animation and information representation, to name but a few.

The program may also draw on the technological expertise of faculty from the School of Engineering & Technology, particularly those in CIT, who can provide expertise on technology and network security issues.

The program may also involve faculty from the School of Law – however, it is important to remember that the focus of this program is on the technology, not the law related to technology. There are already courses and programs on intellectual property law (IP law) and information technology law (IT law), here in Indiana and throughout the world.

As appropriate, attorneys and others in the community with appropriate technological expertise may serve as guest speakers in the LION program or may work with students as part of the capstone course.

Admission requirements and procedures: Students admitted into the LION certificate program must meet all requirements of the IU Graduate School and the IU School of Informatics, IUPUI. Students will use the School of Informatics' online application for graduate programs found on the school's website. Students applying to the LION graduate certificate program do not need to take the GRE. Course substitutions, course waivers and transfer courses are not accepted in the program.

The minimum admission requirements are:

- a. Bachelor's degree from an accredited institution
- b. A recommended GPA of at least 3.00 on a 4.00 scale
- c. Appropriate work experience and other academic credentials may also be taken into consideration in making decisions about admission

Completion requirements and procedures for audit and certification: Students must complete all of the required coursework (15 credit hours) with a grade of B or better.

Course list for the program including course descriptions:

The fifteen-hour LION graduate certificate program consists of four required courses and a capstone course.

Required Courses (12 credit hours)

INFO LXXX – Foundations of Legal Informatics (3 credit hours)

This course examines the basic concepts of the design, evaluation and use of technology applications in the study and practice of law. This is an overview course on the

application of emerging technologies to the field of law. This course will be taught as a “Topics” course in Fall 2005. Syllabus is in process.

INFO LXXX Managerial Legal Informatics (3 credit hours)

Software tools for managing legal and administrative procedures, computer use in the legal profession, automation of judicial procedures, electronic court filing and application systems, drafting of legislative texts, computer-aided legal drafting, law office management systems, electronic forms management.

INFO LXXX Documentary Legal Informatics (3 credit hours)

Information retrieval and legal document databases, including the design, development of technologies for text indexing, classification and summarization, data mining, legal thesauri, courtroom animation, digital storytelling and searching and retrieval models.

INFO LXXX Decisional Legal Informatics (3 credit hours)

Legal expert systems, artificial intelligence, computer decision support systems, legal advising software, database management systems, knowledge-based systems, human computer interaction, litigation support, expert systems and knowledge representation.

INFO LXXX Capstone in Legal Informatics (3 credit hours)

An opportunity for students to work on a project of their choice within the legal informatics field. Students will have the opportunity to work with faculty and well as attorneys and technology experts. Students who have indicated interest in the program have stressed the need for a capstone experience.

Due to the changing nature of technology, the LION graduate certificate program’s content will fluctuate over time. It will cover, to a greater or lesser extent, the following areas:

Procedures for governing the program including construction of any committee that might oversee the program: Program oversight will reside with Sara Anne Hook, M.L.S., M.B.A., J.D., Professor of Informatics and Associate Dean for Academic Affairs and Undergraduate Studies. In this role, she will report to Dr. Darrell L. Bailey, Executive Associate Dean, IU School of Informatics, IUPUI.

Procedures for program evaluation including criteria for success: Students will evaluate all courses and faculty. The School of Informatics already uses two different instruments for student assessment of faculty – both the end-of-semester campus-wide process and an online evaluation system that is used both at mid-semester and at the end of the semester. Students will evaluate the program upon completion. Students will evaluate the program one year post-completion, including career impact.

