

Graduate Affairs Committee Minutes

Date: November 25, 2014
Time: 1:30 – 3:00 pm
Location: UL 1126

Meeting called by: Dr. Janice Blum

Attendees:

Janice Blum (Chair), Margaret Adamek, Randy Brutkiewicz, Susan Cauble, Gabriel Chu, Fred DiCamilla, Patricia Ebright, Charlie Feldhaus, Richard Gregory, Monica Henry, Karl MacDorman, Jennifer Mahoney, NaShara Mitchell, Jacquelyn O'Palka, David Peters, Randall Roper, David Skalnik, Jon Story, Annela Teemant; Staff: Dezra Despain

Guests: Dr. Estela Ene for EAP; Dr. Jeff Wilson for Dr. Tom Davis; Dr. Scott Pegg, Political Science; Dr. Debra Burns

Minutes

Approval of the Minutes for November 4, 2014

Blum

IU Dean's Report

Wimbush

Not in attendance

Purdue University Report

Story

Purdue University has a new Provost, Debasish Dutta. He was formerly dean of the graduate school at Illinois. He started July 1st. There is also a new Executive Vice President for Research and Partnerships, Suresh Garimella.

About a year ago, a new program was started: Independent Interdisciplinary Graduate Program. This program lets exceptional students who fit in with many different programs have an advisory committee that is made up from at least two of those programs. This committee will help guide the student's education. The courses the student takes are determined by their committee and not by any specific department. One of the problems we are encountering is that there are no fellowships for them.

We are still working on professional masters' degrees. A new model for funding them has been developed. It has been confusing because of the questions of who would be a part or not a part of this funding model and whether they've been approved by the graduate school.

Associate Dean's Report

Blum

Information has been provided on block grant applications. It was a revised application so any questions can be directed to the Graduate Office. The revisions were recommended by the Fellowship Committee. The review is in early January so the applications are due December 5th by 5:00 pm.

Fellowship announcements have gone out. We have the University Fellowship awards, the President's Diversity awards, the Dissertation Fellowship—this is being revised in Bloomington so it's not available yet, but will be soon—the Sherry F. Queener Award which is awarded to a master student and a PhD student. Each school can nominate one student in each category. The Sherry Queener award will be reviewed along with other fellowship awards in February. Look at the diversity guidelines carefully to determine what it means for your school. Internal guidelines are on our website. (<http://graduate.iupui.edu/academics-research/research-funding/index.shtml>)

There are links for IU student progressions checklists on our website. (<http://graduate.iupui.edu/forms/index.shtml> under Indiana University Degrees at IUPUI)

Assistant Dean's Report

Mitchell

Thank you for participating Innovator and Trailblazers inaugural series with Dr. Terrell Strayhorn. Strayhorn was here for two weeks; the first week at IUPUI and the second week at Bloomington. He covered five different topics:

- College Students Sense of Belonging
- Finding Your Place: A Conversation with Graduate Students
- Black Male Recruitment and Retention:
- A Community Dialogue & Reception
- Applying Theoretical Frameworks for Research on Students

- The Science of Broadening Participation in STEM

At IUPUI Dr. Strayhorn met with 122 individuals and in Bloomington he met with 93. He has agreed to come back for Diversity Week to meet with the School of Medicine. If you are looking for any partnerships with Ohio State, reach out to him.

Presidents Diversity Recruitment Fellowships—now is the time to look at your high quality applicants to determine who would be eligible for these fellowships.

GU2IUPUI was fully funded by the President's Diversity Initiative; 25 students, 14 different institutions, 9 different disciplines or interests. Currently some of the attendants are looking to apply due to their participation in the institute, some must wait another year to apply, and some considered the experience a soul-searching event.

Assessment Institute: this year was the first year for a specific track on graduate and professional education within the Assessment Institute. Sherry Jimenez and Sarah Zahl, both from Marian University, and NaShara Mitchell were the coordinators for this track.

Southern Regional Education Board (SREB): The Compact for Faculty Diversity in the Institute for Teaching and Mentoring was this fall. We were able to sponsor 27 individuals to attend this event. We are doing the departmental and individual debriefings. We met with over 75 individuals who are interested in faculty positions at IUPUI.

Graduate and Professional Student Government

Greco

Not in attendance

Graduate Office Reports

Henry

We have been busy streamlining our processes. We are also moving to a paperless office. We are using Onbase to archive folders and now we are working on a proposal and policy on how to work on current student files.

We've held several workshops this summer.

We are closing tomorrow at 3:00 pm for the Thanksgiving holiday.

Committee Reports

Curriculum Subcommittee Report

O'Palka

The committee met twice in November. There were 50 course changes and 30+ new course changes.

The committee will set a regular meeting time. Because of the increase in courses that have come through, and because of the busy schedule of the committee, we want to protect a specific day and time for the committee to meet. It looks as though it will be once a month on either a Tuesday or a Thursday.

The committee does not meet in the summer. We will have an announcement on the website that will say any new courses or course change requests need to be turned in by May 9th or 10th to be seen before summer. Our first meeting in the new academic year is in September. There is no meeting in December so November 1st will be the final date for course reviews during the fall semester.

We need more committee members, and are reaching out to programs not represented on the committee. It is best to have someone on the committee to help clarify any questions the committee might have regarding your courses. Also, being on the committee helps faculty members understand what it is that the committee looks for and what is expected in the syllabus. Many syllabi come through looking like undergraduate programs rather than graduate programs.

Dr. Janice Blum is very supportive of growing the committee and getting representatives from each school. Also, she would like to have substitutes from each school and will be in contact with you regarding this.

Fellowship Subcommittee Report

Henry

We are scheduling a January/February meeting to go over block grant/fellowship applications. A handout of all the internal grant and fellowship options has been passed out, it is also on our website:

<http://graduate.iupui.edu/academics-research/research-funding/index.shtml>

Eleven Travel Fellowships for fall have been awarded. The Spring deadline is February 14th. Block Grants are due December 5th at 5:00 p.m.

Graduate Recruitment Council Report

Mahoney

The Recruiter's Workshop date is set; Wed April 22nd. Bringing in a third party consultant; Noel-Levitz, Higher Education Consultants. They will customize the workshop based on the feedback we're getting from programs on what their needs are and also share best practices.

The Benefits Fair had great traffic. It was an awareness building event where we were able to show our brochure that highlights all our graduate programs.

Van Andel Institute in Grand Rapids, Michigan hosts the West Michigan Regional Undergraduate Science Research Conference. About 300 students attended and 10 other universities were represented.

Jennifer is continuing to meet with program representatives to learn more about your programs.

Dr. Blum mentioned that Jennifer has reached out to corporations such as Covance and others. Jennifer is willing to take materials to these companies. Also, Dr. Blum noted that many school and departments go to the same companies every year to talk to them about graduate programs. If you want to coordinate with other schools or programs, we would be happy to facilitate it, especially if you have multi-disciplinary/dual degree programs you are recruiting for.

Discussion

Blum

- English for Academic Purposes (EAP); Dr. Estela Ene

The Graduate Office and EAP worked together to make sure that nonnatives have access to the English language courses they need, including preparation for teaching as International TA's (ITA). The handout that you received is an overview of the placement test and SPEAK test, which is intended for ITA's who are graduate students intended for teach appointments or any kind of instructional appointment where they will have direct contact with domestic undergraduate students. This handout is an overview of courses, the two tests and procedures related to those.

The second handout is IUPUI's policy and memo sent to program directors and anyone related to overseeing graduate students. It gives the dates for the SPEAK test. The second part of the handout is IUPUI's policies as related to ITA's and proficiency requirements.

Please pass these handouts on to who need to have them.

A question was asked about US Citizens where English is the second language; do they fall under this policy?

Dr. Ene said that this decision is made in the Office of International Affairs (OIA). Their credentials are evaluated in OIA.

How does a domestic application get routed to OIA?

Monica Henry mentioned that if the student has received education outside of the US then the admissions committee will ask for a Foreign Credential Analysis and that's where it will be indicated if English was the native speaking language.

Dr. Janice Blum mentioned that it's important that students get tested in the first year. Some students keep procrastinating, and we will bar students from enrolling in classes if they don't take the initial language assessment. If they are required to take courses, then it is mandatory that they take them. This is part of the IUPUI policy. We are open to discuss EAP with the Schools and Departments, but right now they have to take the exams and the recommended courses.

Program Review

- Ph.D. in Music Technology - ET –Approved pending revisions

This comes from Purdue University, Engineering and Technology but is an IU degree. It is 90 credits with a minor. Twelve credits of electives, 12 or more credits in research. There are only two PhD programs like this in the U.S.

It looks like it allows an unlimited number of attempts at the qualifying exam. There should be a specific number of attempts. Also, there are two new courses; have they been submitted through CARMin?

The Graduate School allows one repeat of the qualifying exam, which makes it a total of two attempts. This needs to be addressed in the proposal.

Debra Burns, Department Chair of Music Technology said that the courses haven't been developed yet. They are waiting for the decision and recommendations here at the GAC. We can address the qualifying exam question and make it fit UGS policy.

Dr. Blum summarized the reviewer's concerns. If it is a research-focused program, there's only 12 plus credits of research.

Dr. Burns said that music-based PhDs methodologies are needed in order to research the different questions someone might have in their program of research.

Dr. Blum suggested that the methodology courses should be clarified so that it is apparent these are the research courses.

There was a question about the number of faculty.

Burns said there are eight faculty members. She has the revised document that includes the additional faculty.

Another reviewer concern was about the coursework required for the MS degree. Clarification of MS degree courses to make sure they are not overlapping with the PhD courses is requested.

Another suggestion was that a longer abstract to convey to the Board of Trustees and Indiana Commission of Higher Education the innovative nature of this program is recommended.

- BA/MA Political Science – Approved

This proposal was initially approved in 2010-2011 by School of Liberal Arts but never made it to the GAC. One student is already enrolled.

Dr. Pegg addressed one of the reviewer's concerns, why not allow seniors to apply? Political Science doesn't have an issue with this. They set it up for juniors, though, so that the student will have time to take GRE and to get the necessary course work in place so that by the time they are seniors, they can take the graduate courses. Only concern with admitting seniors to the program is that it will be difficult to be formally in the program and to take all of the classes unless they are provisionally admitted.

- School of Journalism's move to Department of Journalism in School of Liberal Arts—Approved

Dr. Wilson indicated that the status will be in the Graduate School. Monica Henry said that it has been given interim approval.

- Graduate Certificate in Literacy & Learning—Approved

There is a statement about undergraduate. It was recommended that the statement is removed. Annela Teemant, the School of Education GAC representative, agreed.

- Graduate Certificate in Human & Civil Rights—Approved
- Minor in Clinical Research –Approved
- Minor in Criminal Justice –Approved
- Minor in Homeland Security and Emergency Management –Approved
- Minor in Political Analysis –Approved
- Minor in Public Management –Approved

Ask how the SPEA minors are different from certificates if they exist

The PhD in Biostatistics transfer was withheld from this meeting. It originally was a collaborative proposal between the School of Medicine and the School of Science. When Public Health became its own school, the School of Science wanted to transfer all administrative functions to Public Health. We will find out what is required. The proposal may have to be rewritten.

Next Meeting and Adjournment (**January 27, 2015, 1:30 pm, UL 1126**)