

**Graduate Affairs Committee
Minutes
March 27, 2012**

Present: Margaret Adamek, Davide Bolchini, Oliver Chen, Sherry Sims, John Schild, Craig McDaniel, Akeem Sadiq, David Peters, Sarah Nathan, Dave Skalnik, Pat Ebright, Dominique Galli, Toby Swick, Jackie O'Palka, Sherry Queener, James Williams, James Wimbush & Marianne Wokeck

Staff: David Koerner, NaShara Mitchell, & Beth Young

Approval of Minutes – Dr. Sherry Queener

Email: Beth Young ejmoody at iupui dot edu

IU Dean's Report – Dr. James Wimbush

The Graduate School now reports to Executive Vice President Charles Bantz of IUPUI, Executive VP Lauren Robel of Bloomington, Executive VP John Applegate of all the Regional Campuses. The funding for the Graduate Office of IUPUI now comes through a UA account, but by agreement of all parties, the work of the Graduate Office will not change and the Office will continue to serve all students at IUPUI.

Associate Dean's Report – Dr. Sherry Queener

Dr. Queener has been resolving a few one-time matters that have come up the past couple months that include a research integrity issue, negotiating some student issues, and chairing the Durgans Review Committee.

Accreditation 2012 – Still ongoing.

Dr. Queener highly recommends attending one of the last two Town Hall meetings: One is today, March 27th at 3:30pm and the final one is April 10th at 3:30pm. Both meetings are held in the Ruth Lilly Auditorium in the University Library. Website: <http://www.iupui.edu/2012/>

Another great resource for the Accreditation 2012: nca.iupui.edu

Dr. Queener is making sure that the graduate data incorporated into the report at the appropriate places and making sure that our professional & graduate students are included in discussions to make sure that side is represented well in the report. We are limited on space so it will be mostly undergraduate focused. One thing we can do to increase our strength and our position for the graduate programs is to look beyond where we are right now. We have published the Student Learning Outcomes for each program and the next step in this is taking a look to see if these outcomes are being achieved in the programs and if they are not, then doing something about it. We will be looking at rubrics for evaluating students on how they moved through their dissertation defense – this is a great opportunity to have data where you can really look at the faculty evaluation of the performance of the student in areas that link to the graduate & professional principles of learning. It should not be linked to the student's name, but it can be aggregated and used to show that we are looking for those outcomes. We will not fail our accreditation if every program is not doing this, but we do need to show that we are thinking about it/aware of it and moving in the right direction.

The Accreditation visit is from November 5-7th.

Assistant Dean's Report – Ms. NaShara Mitchell

Reminder: Writing Group for Master's & Doctoral Students

- Mondays from 5-7 pm in the Graduate Office Conference Room.
- The IUPUI Graduate Office is pleased to announce WRITE ON: The Graduate Student Writing Group, aimed at providing graduate students weekly support and accountability with the thesis and dissertation process and completion along with other writing projects such as grants or publications. WRITE ON will meet Mondays, 5:00-7:00 in the University Library, Suite 1170, January 23-April 23, 2012. The format will allow participants to dedicate time to write, review, and discuss projects, receive feedback, and participate in skill building activities. All graduate students are welcome. Please contact NaShara Mitchell, Assistant Dean, nacmitch@iupui.edu, IUPUI Graduate Office, with questions or for additional information.
- Ms. Mitchell also mentioned that they are working on details for an off-campus writing retreat as well.

Do you have any summer scholars or Post-doc students? Students looking for research this summer? Let us help you connect students with opportunities. Please share with Ms. Mitchell so she can pass that along. If you have something specific in mind, Ms. Mitchell has a list of students looking for a summer opportunity and she would be happy to match you up with a great candidate.

Getting You Into IUPUI Weekend – 2012

- *Sunday, October 7, 2012 – Wednesday, October 10, 2012*
 - *Application deadline is September 1st.*
 - *Competitive application process.*
 - *More information coming in May.*

GPSG – Ms. Sarah Nathan

GPSG is in the process of wrapping up this year & setting the groundwork for next year.

EEG Deadline is April 6th at 5pm. Ms. Nathan shared the tip that students that have great recommendation letters have a better chance of receiving a grant.

The social hour event held last Thursday was very successful.

Upcoming GPSG Event: April 19th – PhD Movie – 4pm in the Campus Center Room 450

Ms. Nathan is looking forward to introducing the new leaders of the GPSG at the next meeting.

Committee Business

Curriculum Subcommittee – Dr. Jackie O’Palka

We approved 11 course changes & 48 new courses over the past two meetings since the beginning of the year.

Dr. O’Palka invites those that may have a large stack of courses needing to be approved in the next academic year to please nominate someone to join our committee to help make the approval process easier for their program & for the committee.

The last meeting of the semester will be held before June.

Fellowship Subcommittee – Mr. David Koerner

The University Fellowship List is available. The committee made 56 offers total/

17 Masters level – 1 acceptance

39 PhD offers – 4 accepts

The deadline is April 16th.

2nd year fellowship – Deadline is the end of April

Teaching Assistantships – The instruction sheet is different this year – Deadline is the end of April

Graduate Recruitment Council – Ms. Sue Wheeler & Ms. Beth Young

Meet with Monica

Monica and Patricia met yesterday to determine the basic outline for the event. They will be discussing various recruiting strategies including using alumni to promote graduate programs. The event will be held in the library in room **1116** from **11:30am-1:00pm**. Please register prior to attending so we can best plan for lunches: <https://www.research.net/s/QMVJXSX>.

Accelerate Acceptance: Secrets of Grad School Admission Speed Sessions

The Graduate Office will host Accelerate Acceptance: Secrets of Grad School Admission Speed Sessions May 21. It will be held at the Center for Leadership Development, 2425 Martin Luther King Jr. Street. This is a great recruiting opportunity and presenters are needed. Please contact Beth or Sue if you are interested in presenting a topic which will be repeated six times during the event. Refreshments will be served after the sessions.

Graduate School Boot Camp

The date and location have been confirmed for this event. This will be held on Monday, July 16th in the Campus Center on the 3rd floor.

Indiana Black Expo

The Graduate Office reserved an “island” booth. The plan is to have volunteers for 2 hour shifts – with a minimum of two people per shift. She also suggested we consider two hour shifts. Patricia and Sue Hancock will coordinate volunteers and booth set-up. The event is July 20th from noon-9pm; Saturday, July 21 from 10am-10pm; and Sunday, July 22 from noon-6pm.

Program Review – Dr. Sherry Queener

- MS in Anatomy & Cell Biology - New Track Proposal – *Approved*

Discussion

- BS to MS Degrees – Best Practices
 - Dr. Queener has asked Mary Beth Myers to find out what is the easiest process for these types of “hybrid” degrees for her operation & the programs creating these types of degrees.
 - Dr. Queener asked to share this with your programs.
 - Dr. Wokeck recommended talking with Dr. Jane Luzar about this as well.

Old Business

- PhD in Health Communication Proposal – At the ALC
- Oral and Maxillofacial Surgery Certificate Proposal – At the ALC

- MS in Translational Science: Track 2 for the Basic Scientist and Engineer proposal – At the Board of Trustees
- Graduate Certificate in Environmental and Natural Resources Law Proposal – At the Board of Trustees
- MA in Translation and Interpreting Proposal – Moved forward by the Program
- Two New Proposals Received
 - Energy Management and Assessment Graduate Certificate
 - Hybrid Electric Vehicle Technology Graduate Certificate

Next Meeting

February 28, 2012 in UL 1126

Meeting adjourned at 2:50pm