

Graduate Affairs Committee
March 22, 2005
3:30 p.m. - 5:00 p.m.
UL 1126

AGENDA

1. Approval of the minutes for February 22, 2005 Queener
2. Vice Chancellor's Report.....Brenner
3. Associate Dean's Report..... Queener
4. Purdue Dean's Report.....Story
5. Graduate Office Report..... Queener
6. Graduate Student Organization Report.....Reuille
7. Committee Business
Curriculum Subcommittee Report O'Palka
Fellowship Subcommittee Report.....Koerner
8. Program Information.....Queener
 - a. The Executive Certificate in Library Management
 - b. MBA MSE Agreement
9. Discussion
Enrollment Management for Graduate Programs
Fellowship payments: proposed changes
10. Next Meeting (April 26, 2005) and adjournment

Graduate Affairs Committee
March 22, 2005

Present: Rachel Applegate, Mark Brenner, Pamela Crowell, David Ford, Ain Haas, Dolores Hoyt, Andrew Hsu, Jane Lambert, Jackie O’Palka, Robert Osgood, Martel Plummer, Sherry Queener, Kristi Reuille, John Slattery, Sharon Sims, Jon Story, Joanne Warner, Marianne Wokeck.

Staff: David Koerner, Dswanda Jones.

Approval of the Minutes – Dr. Queener

Minutes from the February 22, 2005 Meeting Approved.

Vice Chancellor’s Report – Dr. Brenner

Dr. Brenner invited the group to a reception on April 12, 2005, celebrating 35 years of service to the university by Sherry Queener.

Associate Dean’s Report

The Graduate Office Website and newsletter are nearing completion. The Midwest Association of Graduate School Meeting takes place Mar 29-Apr 1, 2005. We will once again host the Indiana luncheon and will report any comments that might arise there or during the full meeting.

Purdue Dean’s Report – Dr. Story

The Purdue Graduate School is still working on some of the details on the action to empower the graduate programs on the other regional campuses. The Purdue Graduate School is going to depend on the programs to process paperwork correctly. Purdue is switching their applications to Apply Yourself June 1, 2005. Dr. Slattery is coming to speak to the Purdue Graduate Council this week.

IU Dean’s Report – Dr. Slattery

The Graduate School at IU will continue to stay in existence. Dr. Slattery now has an additional title: Senior Vice President of Academic Affairs. He shall work on program reviews and the role that the Graduate School will play in that. All campuses including Bloomington will see processes with some degree of partnering with an element of inter-campus communication built into them. It is important that campuses get to know each other better for qualities and strengths. In response to other issues in terms of streamlining reviews of new programs, Dr. Slattery would like to bring in external experts to be involved in the review process. Dr. Slattery wants to run things in parallel tracks during the degree approval process to get the right issues to the right parties quickly.

Dr. Slattery put together a task force of three staff members who are very capable and energetic; to assist with converting from a paper-dependent office to one that has more electronic processes. Dr. Slattery is hopeful that this will include the remonstrance process.

Electronic Dissertation submissions are going extremely well. We are working towards getting out of paper handling. Faculty will still get printed copies from students during the approval stages. After this is signed off on it goes to the library to be scanned into ProQuest.

Graduate Office Report – Dr. Queener

Kim Manlove and Dr. Queener met to discuss the approval processes for various degrees and programs at IUPUI. They are still waiting for further clarification are the processes for major tracks, new majors, new tracks, main majors and new minors. According to Kim Manlove, the Academic Leadership Council does not wish to have approval over these programs.

Dr. Slattery reported: He would like to set up specific guidelines for the approval process. The most important thing is to keep track of academic qualifications.

Dr. Story shared the general rule for Purdue dual-degrees is that their students can not take the same courses for two degrees.

Graduate Student Organization Report – Ms. Reuille, RN

The GSO met regarding activities fees, they've made an amendment to the constitution which states that schools will receive their activity fees at the beginning of the semester based on the previous year's enrollment. At the end of the semester they will receive an adjusted figure based on the actual enrollment if they've attended all meetings. If the schools have not attended the meetings they forfeit the amount plus the next semester's amount. They are also looking into new elections in November for the following year.

Committee Business

Curriculum Subcommittee Report – Dr. O'Palka

The committee will meet in early April. They have welcomed a new member from the School of Engineering and Technology.

Fellowship Subcommittee Report – Koerner

The Fellowship Subcommittee has extended offers to 59 students, 30 Master's and 29 PhDs. Two students have accepted, if you have acceptances please send the names offer to David. Travel Fellowship are due April 8th.

Program Information – Dr. Queener

The Executive Certificate in Library Management

Dr. Queener's questions regarding this certificate which she will put forth are: is this considered to be a graduate school certificate? What other distant education methods are also available? Dr. Queener suggested that letters of support from SPEA and SLIS as well as the Indiana State Library accompany the certificate.

MBA MSE Agreement – Jane Lambert

The program requires 66 total credit hours for graduation: 24 credit hours at the School of Engineering and Technology and 42 credit hours at the Kelley School of

Business. Non-dual degree requires 81 total credit hours, 30 credit hours at the School of Engineering and Technology and 51 credit hours at the Kelley School of Business. The curriculum handbook is available for review at request.

Discussion

Enrollment Management for Graduate Programs

Dr. Queener's presentation on positive enrollment procedures. Students want to know what the expectations are regarding their chosen program, how long the program will take, and what the student insurance package consists of? Students want the most updated information. Written policies and procedures lessen confusion. Regular advisory committee meetings speed student progress and engaging students in departmental work promotes retention. Alumni are willing to contribute to their programs but prefer the request for monies not be the first contact after graduation.

Dr. Queener would like to ask the GAC to send any positive recruiting activity information to her. She will share the information with the Enrollment Council.

Fellowship Payments

Dr. Brenner and Dr. Queener have been working on a solution, because paying fellowship students through the current system has not worked well. The suggestion has been made to pay them through payroll which was met with opposition. The Fellowship doesn't meet with IU work requirements. Another suggestion is to make the Fellowship payments in two separate installments per semester. Dr. Queener will keep the committee updated on a final decision.

Next Meeting

April 26, 2005

Meeting Adjourned 4:50pm

**INDIANA UNIVERSITY
REQUEST FOR NEW CERTIFICATE PROGRAM**

School: School of Public and Environmental Affairs

Campus: IUPUI

Proposed Title of Certificate: The Executive Certificate in Library Management

Proposed Date of Implementation: Fall 2005

Faculty Member Developing/Submitting Proposal: Debra Mesch

Campus Address: BS4060 PH: 274-8635 e-mail: Dmesch@iupui.edu

I. Why is the certificate needed? (Rationale)

There are many librarians across the state as well as nationally who have moved into management positions but who do not have management skills because their library science degree focused on management of collections rather than organizational management. This certificate will provide them the skills they need to either move into management positions or to maintain their leadership positions within these types of organizations. There is a second population of librarians, primarily in academic and public libraries, who hold the MLS and want to seek directorship positions and desire additional credentials to apply for advancement.

II. List the major topics or curriculum of the certificate.

See attached.

III. List the major student outcomes (or set of performance based standards) for the proposed certificate.

Student outcomes include general management, budgeting and finance, and human resource management skills. These are the same outcomes that are assessed in our public management and nonprofit management certificate. Additionally, students will be required to participate in an internship to gain skills in research and evaluation as well as practicum skills through SLIS. The SLIS internship is designed to pair students with experienced library leaders who will serve as mentor and aid them in the development of management skills.

IV. Explain how student outcomes will be assessed (course-embedded assessments, graduate follow-up, employer survey, standardized tests, etc.).

Student outcomes will be assessed through individual course assessment. The internship will be assessed jointly between a professional librarian onsite who holds a directorship position and the MLS and the SLIS coordinator for internship placement (normally the Executive Associate Dean).

V. Describe the student population to be served.

Only students who have completed a master's degree in library or information science will be admitted into the SPEA "Executive Library Management" certificate program. These are students who are, for the most part, currently working in management positions in libraries, and those who are seeking advancement to directorship. This will supplement their training in collection management. Because all of these courses will be offered online as well as the option of face-to-face, the certificate will serve individuals in cities and towns throughout Indiana for whom travel to Indianapolis is not practical. The SLIS evaluation course and internship are managed onsite in the community of the student and a location approved by the internship coordinator.

VI. How does this certificate complement the campus or school mission?

SPEA has expertise in public and nonprofit management. This new certificate will bring in a new population of students. This will allow SPEA to reach a different population of leaders who work in the public and nonprofit sector and help to further SPEA's mission of training leaders in the public and nonprofit sector.

VII. Describe any relationship to existing programs within Indiana University.

This will be a joint program with the School of Library and Information Science. It incorporates the essential classes from our public and nonprofit management certificates and supplements this with SLIS courses appropriate for executive leadership. The SLIS graduate program on both the Bloomington and Indianapolis campuses is accredited by the American Library Association. It is one of only 52 programs in North American and the only graduate program in Indiana to hold such accreditation. SLIS has been recognized through several national rankings, including programs in Indianapolis.

VIII. List and indicate the resources required to implement the proposed program.

Indicate sources, e.g., reallocations, or any new resources such as personnel, library holdings, equipment, etc.)

No additional resources will be needed. Students in this program will enroll in already existing courses within our existing public management and nonprofit management certificate programs. Full support for program promotion and advising is in place.

IX. Describe any innovative features of the program (e.g., involvement with local or regional agencies, offices, etc., cooperative efforts with other institutions, etc.).

The innovative feature of this program is that it is a cooperative program with SLIS. Additionally, we expect to work with libraries around the state to recruit librarians who are currently employed and who already have a Masters degree in Library or Information Science who want to further their education by acquiring the management skills necessary to work in these types of positions. All of the classes are currently available online or through other distance education mechanisms.

The Indiana State Library is aware of this proposed program and welcomes it as an addition to the education track for its highest level of certification for managers of public libraries in Indiana.

The Executive Certificate in Library Management (post-MLS) – 15 credits

Admission criteria: completed master's degree in library or information science and meet admission to SPEA certificate program

Public Management track

SLIS:

L651 Evaluation of Library Sources and Services or L594 Research in Library and Information Science Project – 3 credits

L596 Internship in Library and Information Science: Community Leadership and Management – 3 credits

SPEA-V502 Public Management (3 credits)

SPEA-V560 Public Finance and Budgeting (3 credits)

SPEA-V561 Public Human Resources Management (3 credits)

Nonprofit Management track

SLIS:

Same as the public management track

SPEA-V525 Management in the Nonprofit Sector (3 credits)

SPEA-V526 Financial Management for Nonprofit Organizations (3 credits)

SPEA-V522 Human Resource Management in Nonprofit Organizations (3 credits)

March 15, 2005,

To: Dean Sherry Queener, Graduate Affairs Committee

From: Steve Jones, Chairperson of Kelley School of Business MBA Program
Andrew Hsu, Associate Dean for Graduate Programs

Re: Dual MBA/MSE Degree

The Faculties of the Indiana University Kelley School of Business Indianapolis and the Purdue School of Engineering and Technology Indianapolis at IUPUI have approved a dual MBA/MSE dual degree program. An overview of the program is presented below. Key points are:

- Students must apply and be accepted by both Schools.
- Participation in the dual degree program requires 66 hours of coursework, 24 hours from the School of Engineering and Technology and 42 hours from the Kelley School of Business.

***THE INDIANA UNIVERSITY PURDUE UNIVERSITY INDIANAPOLIS
MBA/MSE DUAL DEGREE PROGRAM INDIANAPOLIS***

The Indiana University Purdue University MBA/MSE dual degree program is a program that allows for the concurrent study of graduate engineering and graduate business course work and leads to both the MBA and MSE degrees. The program is designed for individuals who want to practice engineering involving business clients, work in a corporate engineering department, or work in a government agency regulating business, among other engineering/business interrelated opportunities.

Candidates must meet the admissions and prerequisite criteria of each school and be separately admitted by each. Candidates may be admitted to the Kelley School of Business in either August or January and to the School of Engineering and Technology in August.

The MBA/MSE dual degree requires three to four years of full-time study instead of the five years that would be required if the two degrees were to be earned separately. The program requires 66 total credit hours for graduation: 24 credit hours at the School of Engineering and Technology Indianapolis and 42 credit hours at the Kelley School of Business Indianapolis. Non-dual degree study requires 81 total credit hours, 30 credit hours at the School of Engineering and Technology Indianapolis and 51 credit hours at the Kelley School of Business Indianapolis. Summer school during the first two summers of the dual degree program is encouraged to help the MBA/MSE student attain increased credit hours and ease potential scheduling conflicts that may arise when scheduling course work in two different professional schools. Some MBA courses are required to be taken during the summer term.

The MBA/MSE program is designed so that students take courses in both programs simultaneously. The degrees are conferred simultaneously when all requirements for graduation for the dual degree student have been met in each professional program.

MEMORANDUM

Date: September 7, 2004

To: William M. Plater, Executive Vice Chancellor, Dean of Faculties
Sherry Queener, Associate Dean Graduate School
Graduate Affairs Committee

From: Roger W. Schmenner, Associate Dean Kelley School of Business
H Oner Yurtseven, Dean, Purdue School of Engineering and Technology

Re: MBA/MSE Dual degree program in Business and Engineering

The faculties of the Kelley School of Business and the Purdue School of Engineering and Technology on the IUPUI campus have agreed to offer a dual masters degree program beginning in fall 2004. This program is modeled on existing dual degree programs in both schools and does not involve new degrees, new majors, or new courses. The following are the salient features of the dual degree program.

The Indiana University Purdue University MBA/MS Engineering dual degree program is a program that allows for the concurrent study of graduate engineering and graduate business course work and leads to both the MBA degree and a MS Engineering degree. The program is designed for individuals who want to practice engineering involving business clients, work in a corporate engineering department, or work in a government agency regulating business, among other engineering/business interrelated opportunities.

Candidates must meet the admissions and prerequisite criteria of each school and be separately admitted by each. The MBA/MS Engineering degree requires three to four years of full-time study instead of the four to five years that would be required if the two degrees were to be earned separately. The program requires 66 total credit hours for graduation: 24 credit hours at the School of Engineering and Technology Indianapolis and 42 credit hours at the Kelley School of Business Indianapolis. Non-dual degree study requires 81 total credit hours, 30 credit hours at the School of Engineering and Technology IUPUI and 51 credit hours at the Kelley School of Business Indianapolis.

The MBA/MS Engineering program is designed so that students take courses in both programs simultaneously. The degrees are conferred simultaneously when all requirements for graduation for the dual degree student have been met in each professional program.

The School of Engineering and Technology offers MS degrees in the departments of Biomedical Engineering, Electrical and Computer Engineering, and Mechanical Engineering. Each engineering department may decide whether to adopt the dual degree for its graduate students.

Roger W. Schmenner, Associate Dean
Kelley School of Business

H. Oner Yurtseven, Dean
Purdue School of Engineering and Technology