

Graduate Affairs Committee Minutes

Date: October 25, 2016

Time: 1:30 p.m.

Location: UL 1126

Meeting called by: Dr. Janice Blum

Attendees:

Janice Blum (Chair), Randy Brutkiewicz, Sloane Thompson for Susan Cauble, Rebecca Chan, Cristine Czachowski, Fred DiCamilla, Margie Ferguson, Richard Gregory, Monica Henry, Youngbok Hong, Marjorie Hovde, Karl MacDorman, Jennifer Mahoney, Brendan Maxcy, James Mohler, Jacquelynn O'Palka, Matthew Lawson for Taylor Rhodes, Patrick Rooney, Randall Roper, Paul Salama, James Wimbush; Staff: Dezra Despain

Guests: Julie Lash, Director, Counseling and Psychological Services (CAPS)

Minutes

Approval of the Minutes for August 23, 2016 Approved

Blum

IU Dean's Report

Wimbush

The Graduate School in Bloomington successfully hosted Getting You Into IU (GU2IU) on October 16-18. There were 47 participants who attended.

There was a mentoring workshop at IPFW; Assistant Dean Jeff Rutherford attended this workshop. It was a time to learn about changes happening on this campus as they transition to greater oversight by Purdue.

Although the IUPUI Graduate Office has been without an assistant dean, they have been able to maintain the workload while a search for a new assistant dean is being conducted. A start date at the beginning of Spring semester is anticipated.

Purdue University Report

Mohler

Jamie Mohler also went to the Purdue meeting held at IPFW.

Purdue is using iThenticate, a plagiarism software which checks for duplication and attribution. Before students can deposit their thesis or dissertation, they must run it through iThenticate, and faculty must sign off that it was done. It is similar to Turnitin but more robust. On the Purdue campus, only faculty have access to it; no staff or students have access.

Overleaf is an online LaTeX and Rich Text collaborative writing and publishing tool that makes the whole process of writing, editing and publishing scientific documents much quicker and easier. Purdue is moving forward with a 5-year agreement. <https://www.purdue.edu/gradschool/research/thesis/overleaf.html>

Associate Dean's Report

Blum

The office is doing a great job in the absence of an assistant dean, but if there are any concerns while our search for the next Assistant Dean is underway, please contact us.

The CIRTL program continues to grow robustly. Janice Blum plans to meet with various schools and departments to discuss the program.

Associate Vice Chancellor for Enrollment Management Boyd Bradshaw will be coming to a GAC meeting to talk about his vision for enrollment management at IUPUI using a CRM or common recruiting software like SLATE.

The Office of Vice Chancellor for Research is having a National Science Foundation (NSF) workshop on Friday. They had a lunch for graduate students interested in careers in government with NSF program officer Ron Buckmire. Seventeen graduate students joined that lunch.

Assistant Dean's Report

Graduate and Professional Student Government

Lawson

G-PEG – All information discussed can be found on the Graduate and Professional Education Grant handout attached to these minutes.

The GPSG has been concerned about the lack of emergency and safety procedures and thought it would be of value to include that information in the course syllabi, if possible. If not, it could be included in a handbook, or in an orientation meeting instead.

Graduate Office Reports

Henry

Haven Plus launches Thursday, this is the sexual assault prevention online module for graduate and professional students. Students will receive an email from the Office of Health and Wellness Promotion with instructions on how to complete the two sections. Please encourage your students to comply.

The 2017 – 2018 FASFA is available starting October 1st and will use the tax info from 2015! Have applicants visit <http://www.iupui.edu/~finaid/>.

The Graduate Office will survey programs soon to find out when offers are made (acceptance and financial packages), when programs matriculate students, etc.

Please bookmark out Financial Support website - <http://graduate.iupui.edu/admissions/financial-support/fellowships-awards/index.shtml>.

Pu Ni – MS in Medical and Molecular Genetics is one of the two winners from IUPUI for the 2016 Distinguished Master's Thesis Award!

Tanja Greene – MS in Biomedical Engineering was also selected for the IUPUI 2016 Distinguished Master's Thesis Award. Her thesis was also submitted by the campus to Distinguished Master's Thesis competition sponsored by the Midwest Association of Graduate Schools.

Email notices / call for nominations is now coming from Emily Winters in our Bloomington office for IU Graduate School awards / fellowships:

Wells Graduate Fellowship, due Friday, November 18th – nominate 1 doctoral or MFA student – Award is \$42,000 single year award with health insurance. <http://graduate.iupui.edu/doc/admissions/wells-graduate-fellowship.pdf>

John H. Edwards Fellowship, due Friday, February 10th – student working toward a terminal degree – single year award \$20,000. <http://graduate.iupui.edu/doc/admissions/edwards-fellowship.pdf>

Committee Reports

Curriculum Subcommittee Report

O'Palka

The committee saw a total of 48 courses in September and October. Of those, 13 were course change requests and 35 were new course requests. The committee approved 45 of those courses. The programs have been informed of the three which have not been approved, and they are working on resolving the committee's concerns regarding them.

Fellowship Subcommittee Report

Henry

November meeting will take place on the 16th

Block Grant application will be sent out shortly – Deadline TBD – No major changes this year!

Graduate Recruitment Council Report

Mahoney

Getting You Into IUPUI Institute

We had 11 students participate in the Getting You Into IUPUI Institute, which was held October 5-8th. Participants in this program are from underserved or underrepresented backgrounds and have an interest in a PhD program at IUPUI. Funding for travel and hotel stay is provided through the President's Diversity Initiative. The program included visits to departments as well as a variety of workshops to prepare them for graduate school in general as well as the graduate school application.

Graduate School Admissions Boot Camp

Boot Camp was held as part of the Getting You Into IUPUI Institute but was open to current IUPUI undergraduates as well. Boot Camp's focus is on personal statements. Participants write their statements ahead of the event and submit them for faculty review. They receive their statement with feedback during Boot Camp and work on the suggestions in a computer lab.

Getting Into Graduate School Information Sessions

The next Getting Into Graduate School Information Session is Thursday, November 17th from 4-5 p.m. This program is designed to help students think about why they want to go to graduate school and what is involved in the graduate school application process. Students may register here: <http://graduate.iupui.edu/survey/grad-school-info-session.shtml>

Recruitment Activities for Fall 2016

Representatives from the Graduate Office will be going to (or have already gone to) the following graduate school fairs/conferences: Wittenberg, Hanover, Earlham College, Indiana University Bloomington, Bowling Green State

University, and (Annual Biomedical Research Conference for Minority Students (ABRCMS). Provide updated marketing materials for your school / program to Jennifer asap so she can have them for the events.

Program rankings

If your school has any national rankings, please let Jennifer know if you haven't already. We'd like to include this information on our website. Email Jennifer at mahoney2@iupui.edu.

Enewsletters

The next newsletter for current graduate/professional students, The GradJag, goes out Wednesday, October 26th. The newsletter for prospective students, The GradInsider, goes out the week of October 31st. If your school has anything you'd like to promote in either newsletter, please contact Jennifer at mahoney2@iupui.edu.

Guest Discussion

2: 15 p.m. Behavioral Consultation Team (BCT), Julie Lash, Counseling and Psychological Services (CAPS)

Website: <https://bct.iupui.edu/index.html>

The Behavioral Consultation Team (BCT) is a campus-wide team designed to support the health, safety, and success of the IUPUI community. There are over 20 members on the team from across campus, and it meets regularly to review the status of reports.

The purpose of the BCT is not to intervene and resolve the issue, but to provide consultation, make recommendations for action, and coordinate campus resources in response to reports of disruptive or concerning behavior displayed by students, staff or faculty. When there is an imminent threat of harm to self or others, the BCT will share information with units responsible for evaluating the need for immediate detention; refer to the Critical Threat Assessment Team; or, provide emergency notification of others.

A Concerned Persons Report can be submitted via their website <https://form.bct.iupui.edu/Report/Send>

Program Review

- New Graduate Certificate in Design Thinking for Collaborative Innovation - approved
- New concentration; Integrative Studio Practices in the MFA in Visual Arts degree program - approved
- New Individualized Minor - approved
- Curriculum change to the Education Track PhD program in Anatomy & Cell Biology - approved
- Admission amendment to the following SOIC online programs: - approved all
 - Graduate Certificate in Clinical Informatics
 - Graduate Certificate in Human-Computer Interaction
 - Graduate Certificate in Health Information Management & Exchange
 - MLS
 - MS in Health Informatics

Blum

Structure change to the Computer Science PhD – Tabled; The committee wants to discuss this with a member from Computer Science present. The following were the committee's concerns that they would like addressed.

There were many questions related to the proposed requirements for higher course grades. The committee asked why the faculty were not making the courses and exams more challenging rather than asking for a higher grade (A-) which is inconsistent with overall policies in the School of Science. The committee asked if the courses or examinations were rigorous given the need to require grades of an A- for students to move forward in the program. There was general concern from the committee that this requirement would lead to grade inflation.

Will qualifying exams be easier or more difficult given the students have to have earned grades of A-? The A- is a very high grade to demand and could possibly be a detriment to the program.

There was a question regarding the role of the advisor vs the student's committee.

Will students receive a letter of probation during their 2nd attempt at completing a core course (there is an indication in the program plan that they are on probation)? Will students be informed that they can be dismissed if they fail to be removed from probation?

The section on changes in requirements is very difficult to follow and potentially inconsistent with PU and IUPUI policies.

Technically all current or new students (depending on their declaration of intent for graduation) can choose the option to follow the current IUPUI approved plan under Purdue Graduate School policies, the current Purdue plan (for those admitted prior to Spring, 2017 who declare PUWL) or the plan that was in place when they entered. The document as written provides conflicting choices.

Discussion

- Testing and Training of International Teaching Assistants

This is a reminder that the IUPUI policy for the “Oral English Proficiency Examination” (aka SPEAK Test) is mandatory of all student academic appointees whose first language is not English. All graduate students at IUPUI whose first language is not English must be tested for oral English language competency before they are given any appointments having direct student contact, including positions such as teaching assistants and laboratory assistants, as well as some graders and tutors. Students who do not meet the required scores will need to take a course, ENG G520, Communication Skills for Graduate Students and International Teaching Assistants. If the student is not ready for G520, he or she may need to enroll in other oral/aural language skills courses offered by the English for Academic Purposes Program.

- Principles of Graduate & Professional Learning (PGPL)

The PGPLs form a conceptual framework that describes expectations of all graduate/professional students at IUPUI. More specific expectations are determined by the faculty in a student's field of study. Together, these expectations identify knowledge, skills, and abilities graduates will have demonstrated upon completing their specific degrees. More information is available on the IUPUI Graduate Office website.

<http://graduate.iupui.edu/faculty-staff/policies.shtml>

Next Meeting and Adjournment (**November 22, 2016, 1:30 pm, UL 1126**)