

Graduate Affairs Committee
September 25, 2001
3:30 p.m. - 5:00 p.m.
UL 1126

AGENDA

1. Discussion: Financial Aid Office Queener
 - a. Guest: Barbara Thompson
2. Approval of the minutes for August 28, 2001 Queener
3. Vice Chancellor's Report.....Brenner
4. Associate Dean's Report Queener
5. Graduate Office Report..... Andrew-Mohr
6. GSO Report..... Wagner
7. Committee Business
 - Curriculum Committee O'Palka
 - Fellowship Committee Pavalko
8. Discussion..... Queener
 - Masters Thesis committee membership
 - People Soft-Launch date Oct 29, 2001
9. New Business.....
10. Next Meeting (October 23) and adjournment.....

Graduate Affairs Committee
September 25, 2001
Minutes

Present: Hasan Akay, James Baldwin, William Bosron, Mark Brenner (co-chair), Daniel Callison, Jon Eller, Steven Jones, Nicholas Kellum, Joyce MacKinnon, Chris Miller, Samuel Nunn, Jackie O'Palka, Fred Pavalko, Nasser Paydar, Douglas Perry, Sherry Queener (co-chair), William Schneider, Sarah Wagner, Ronald Wek, James Williams, Kathryn Wilson, Polly Wolfe

Staff: Joelle Andrew-Mohr and Monica Ridge
Guests: Barb Thompson - Financial Aid Office
Elaine Sinn - Financial Aid Office

Discussion

Financial Aid Office - Dr. Queener and Barbara Thompson

At the August meeting, the GAC discussed changes that have taken place in the Financial Aid Office. These changes have resulted in a perceived decline of services for graduate and professional students. Dr. Queener asked the GAC to send her other concerns. Dr. Queener introduced Barb Thompson from the Financial Aid Office. Barb Thompson explained that Jim Schutter, a key graduate and professional student advisor, has recently retired. Also, a large amount of Financial Aid Office resources have been devoted to PeopleSoft. Neither of these situations were planned. Before Jim Schutter retired, there were three full-time staff members working with graduate and professional students. At that time, graduate and professional students comprised 13% of the total student applicants (1 advisor per 796 students), and undergraduate students made up the remainder (1 advisor per 1768 students). This is why the Financial Aid Office has moved to a more generalized approach by integrating the three graduate student advisors with the other eight advisors. The goal is to train all the advisors to counsel both undergraduate and graduate students. Barb also noted that the Financial Aid Office is still providing onsite advising at the Dental School and the Law School. The office plans to hire a new Assistant Director for Information Services. Having this position filled will allow the office to implement virtual counseling, allowing students and advisors to have real time conversations through e-mail. By the spring semester the Financial Aid Office hopes to have graduate students hired and trained as financial aid advisors thus allowing the Financial Aid Office to extend their hours by offering virtual counseling after hours. Barb introduced Elaine Sinn. Elaine's primary responsibility will be graduate and professional students. Barb advised the GAC to contact the Financial Aid Office if they have issues regarding the above-mentioned changes. Barb handed out a contact list for the office.

Approval of the minutes - Dr. Queener

The committee approved the minutes from August 28th, 2001 meeting.

Associate Dean's Report - Dr. Queener

Attendance for the Fall Graduate Student reception was down from last year. This could have been due to the September 11th attacks. However, there were some good recommendations for security arrangements for international students during this unusual period.

Jose Espada, from the School of Medicine, will be representing all IUPUI graduate programs during the CIC Puerto Rico Caravan in October. The IUPUI Graduate Office will cover the

expenses of Jose's trip. Jose Espada is a native of Puerto Rico, speaks the language fluently, and has connections throughout the island. Last year, an IUB representative represented IUPUI graduate programs, and the trip resulted in a good outcome. Dr. Queener asked the GAC to notify the Graduate Office if they would like Jose to contact any specific universities or programs while he is in Puerto Rico.

Dr. Pavalko expressed a concern regarding the minority recruitment day that took place in February. Dr. Pavalko is concerned that the university might be aggressively pursuing students who are not that serious about attending IUPUI. Dr. Bosron suggested that prior to setting up visits all schools and departments should require that an application be submitted. Dr. Bosron also suggested encouraging students to participate in summer research programs.

Vice Chancellor's Report - Dr. Brenner

Dr. Brenner stated that Warthin Apartments are no longer standing. The first neighborhood in the new apartment complex is scheduled to open August of 2002. This neighborhood will house 250 individuals. The new apartments will house international students, honors students, undergraduate students, graduate and professional students (Dr. Brenner believes that this will include post-docs), and former Ball Residence students and Warthin Apartments students. The second neighborhood will open November 2002. This neighborhood will house 250 graduate and professional students. The third neighborhood may open after the first of 2003, and will house 300 undergraduate students.

The existing Residence Life Office & the Department of Campus Housing will merge and be called the Department of Housing and Residence Life.

Dr. Brenner noted that Karen Whitney advised that the graduate townhouses would be closed by the summer of 2002. Dr. Brenner is unsure if the new apartments will replace the townhouses. Dr. Bosron asked if there would be housing for summer research students in the new campus apartments. Dr. Brenner will find out the answer to this. He believes that there will not be housing for summer research students this coming summer.

Dr. Brenner serves on the GRE Service Committee, a Subcommittee of the Educational Testing Service GRE board. Dr. Brenner asked the GAC to notify him of any issues pertaining to the GRE. Dr. Queener noted that the GRE just instituted the analytical writing test. Students do not receive immediate feedback for this section; they receive their score within two weeks. Language and grammar skills are not evaluated in this section, only analytical skills.

Financial planning efforts for the campus commences the week of October 1st. Dr. Brenner noted that his highest priority is the Graduate Office. The Graduate Office needs to position itself to be able to campaign for more fellowship funds. IUPUI has 10% of the fellowship funding that Bloomington has. The Fellowship Committee and the GAC agreed that the additional funds that were located last year would be utilized over a three-year span of time (\$300,000 extra a year). Next year will be the last year for the additional funding. Dr. Wilson requested a five-year goal in terms of funding. This information is needed to present to Purdue University. Dr. Wilson asked Dr. Queener to review the Purdue University campus strategic plan and add funding information where needed. Dr. Schneider asked if graduate fellowship money is on the list of high priorities for the capital campaign. Dr. Brenner stated that it is, but on the school level as apposed to a central entity. Dr. Brenner asked if the committee believes

there should be a central effort for soliciting gifts for endowments to support fellowships, as well as for the school level. The GAC stated that they support this idea. Dr. Queener noted that a session at the Deans meeting this summer was on this very point, and people in the fund raising community are very uncomfortable trying to solicit for graduate fellowships, they claim that they don't sale. Dr. Queener thinks that they would sale.

Dr. Brenner and Dr. Queener worked with a number of the GAC members to establish soft funding in order to create a post-doc office. An extremely qualified individual had been identified for the director position, but unfortunately this applicant found another position. The position would have been funded for two years, and then the individual would have had to find her own grants to support herself. Dr. Brenner noted that an offer might be extended to this individual to see if she would work as a consultant. Dr. Brenner is still interested in setting up a post-doc committee prior to establishing an office.

Discussion

Masters Thesis Committee Membership - Dr. Queener

The Graduate Office has been asked to research how many graduate faculty are required to sit on a masters thesis committee. The Indiana University Graduate School has no rule for a masters thesis committee, but they do for a Ph.D. Dr. Paydar noted the Purdue University Graduate School rules: three graduate faculty for masters and four for Ph.D. Dr. Queener and Dean Kintgen would like to establish rules since IUPUI has more masters programs than Bloomington. Dr. Schneider was under the impression that there were rules and asked if the School of Liberal Arts could receive backing for their rules while the school establishes rules. Dr. Queener stated that she is willing to back the School of Liberal Arts. Dr. Queener requested volunteers to serve on a subcommittee to establish a potential policy regarding this. Dr. Paydar and Dr. Schneider volunteered.

Graduate Office Report - Joelle Andrew-Mohr

Christina Dooley has resigned from her position. Christina answered a lot of IUGS policy questions from students, faculty, and staff. The Graduate Office does have a temporary person in Christina's position.

It is very important to distribute updated information regarding health insurance for academic appointees and fellowship recipients. There are some differences between last year's health insurance and this year's health insurance. Some students may see no break in coverage but others may see a drastic change in terms of what was covered last year, and what will be covered this year. Please have students who have health conditions and questions about coverage call Gina, the health insurance representative, or call the 1-800 number in the catalog.

Graduate Student Organization (GSO) Report - Sarah Wagner

The first GSO meeting of the academic year was held on Thursday, September 13th. A web committee has been established in order to create a website. The GSO website will have a link on the Graduate Office website. Four goals for this academic year have been established: helping shape the programming for the new housing; student health insurance coverage for all graduate students and examining health insurance coverage in general; establishing a mentoring program that will pair graduate students with undergraduate students who are interested in graduate school; and to make it easier for school representatives to communicate with students in their schools.

Sarah Wagner noted that the the School of Law is very interested in starting a student legal services office.

Subcommittee Business

Curriculum Subcommittee - Dr. O’Palka

The Curriculum Subcommittee has not met yet. The first meeting will take place on Tuesday, October 16th.

Fellowship Subcommittee - Dr. Pavalko

The Fellowship Subcommittee met on Monday, September 24th. The first order of business is to solicit, review, and award monies for the fellowship block grants. This year there will be 5% of the budget set aside for proposals from new degree granting programs. Block grant applications are due November 30th.

Discussion

PeopleSoft - Joelle Andrew-Mohr

The PeopleSoft launch date has been postponed to October 29th. Joelle will be notifying people of training dates in mid-October for admissions personnel. This training will demonstrate how to obtain your applications through the online system as well as how to communicate your admissions decisions to the Graduate Office. Joelle asked for patience during this implementation. Student applications will be entered into the system but not in the same manner as they have been in the past.

New Business - Dr. Queener

Dr. Queener is still trying to resolve the non-remittable fee issue.

Dr. Brenner is aware of how indirect costs taken from graduate student’s pre-doctoral fellowship awards has a negative impact on the university, as well as gives a negative message to the student. Dr. Brenner has pursued this issue with Steve Martin and there is no resolution at this time. It is still on the agenda.

Dr. Akay asked if the Engineering certificates have moved through the approval process. Dr. Queener will contact the Purdue University Graduate School to find out the status.

Next meeting date

The next meeting will take place on October 23rd, at 3:30 p.m., UL1126.

Meeting adjourned at 4:50 p.m.