

Graduate Affairs Committee Minutes

Date: November 22, 2016

Time: 1:30 p.m.

Location: UL 1126

Meeting called by: Dr. Janice Blum

Attendees:

Janice Blum (Chair), Randy Brutkiewicz, Susan Cauble, Rebecca Chan, Christine Czachowski, Margie Ferguson, Richard Gregory, Marjorie Hovde, Kim Lewis, Jennifer Mahoney, Brendan Maxcy, James Mohler, Jacquelynn O’Palka, Taylor Rhodes, Patrick Rooney, Randall Roper, Paul Salama, Kristy Sheeler, David Skalnik, Constantin Yiannoutsos; Staff: Dezra Despain

Guests: Boyd Bradshaw, Associate Vice Chancellor for Enrollment Management; Brent Arnold, Chair of Health Sciences, School of Health & Rehabilitation; Krista Hoffman-Longtin, School of Liberal Arts; Mel Winger, School of Liberal Arts; Brian King, Department of Electrical & Computer Engineering; Shiaofen Fang, Computer & Information Science; Mihran Tuceryan, Computer & Information Science

Minutes

Approval of the Minutes for October 25, 2016 approved

Blum

IU Dean's Report

Wimbush

Not in attendance

Purdue University Report

Mohler

The Purdue Graduate School is offering Overleaf Pro for all students, faculty, and staff who would like to use a collaborative, online LaTeX/Rich Text editor for their projects.

An English proficiency task force has been assembled to review English proficiency requirements to determine if the qualifying scores are enough for non-English speaking students to achieve academic success.

Purdue West Lafayette launched Acalog in Spring 2016, and it will be followed by Curriculog in Spring 2017. Curriculog will provide an electronic academic program and course approval system for creating, modifying, and accessing degree programs, individual courses, and catalog information. The Curriculog workflow process is similar to CARMI and is anticipated to pilot in April.

The Purdue Graduate School and University continues to re-assure students across campus that ALL are welcome.

The changes happening at IPFW will impact Purdue graduate studies because Nursing is a big part of the success at IPFW. Nursing is one of the programs transitioning to IU on the IPFW campus.

Associate Dean's Report

Blum

We are close to finalizing our search for an assistant dean.

In response to the election and the anxiety it has produced for some students, a number of offices on campus have been dealing with their concerns. Chancellor Paydar held a Town Hall to answer questions, assuage anxiety, and supply resources. Our Office of International Affairs held workshops that were well attend. We ask that, as always you please be sensitive to students and their questions or concerns.

The submission start for student/family submission of FASFA was moved to October 1st this fall with the option to use financial data from the prior year. Given this change, the Financial Aid Office can begin to submit 2017-18 Financial Aid Notifications (FAN’s) to graduate students who have filed a FAFSA as early as the week of January 25, 2017. There were some concerns with early notification including the potential that applicants/enrolled students may not yet have been offered institutional or school financial aid at that early date. Applicants might accept loans when a fellowship or assistantship could be forthcoming from IUPUI. To alleviate this concern, the Graduate Office will work to develop uniform wording for inclusion in applicant offer letters to help guide potential students (for those trainees eligible for fellowships and assistantships).

The Graduate Fellowship Committee approved by a vote the Financial Aid Office's sending letters in January for early notification. The Financial Aid office traditionally has not sent FAN's to graduate or professional students until early April. Please contact the Graduate Office if you object to these letters going out.

Non-English speaking students must take the EAP placement exam in the first week of classes. If they fail twice they must immediately enroll in the required courses. The office that oversees the testing and the courses has noted low enrollment in these courses and question whether to continue offering them. Students who did not pass the EAP exam and who do not enroll in the courses will have their graduation blocked. Also, non-English speaking graduate students who have not passed the SPEAK test cannot teach students. We are also looking into online approaches so we can provide English language education to overseas applicants to our online degree programs.

Assistant Dean's Report

Graduate and Professional Student Government

Applications for G-PEG are open until Dec 16.

The Elite 50 application will go live in December, and the recognition dinner is April 19.

GPSG is working with Campus Facility Services to put water bottle hydration stations in School of Dentistry and the School of Law, and other areas as funds allow.

Rhodes

Graduate Office Reports

Not in attendance

Henry

Committee Reports

Curriculum Subcommittee Report

The committee saw 13 courses, of which 4 were course change requests (all approved) and 9 were new course requests. Because we are now requiring the new back page, there were six of the new course requests that were approved contingent on adding the new content, but once that is done they will be approved. There were three that were not approved. The programs have been contacted with this information.

O'Palka

Fellowship Subcommittee Report

The first meeting consisted of discussing overall policies and procedures.

December 9, 2016 is the deadline for block grant submission

The Graduate Office will be providing a workshop for staff and faculty on fellowship and awards on December 8th at 2pm.

The committee will pilot an offering of two diversity awards to Purdue schools. The funding for these awards will come from IUPUI and the Graduate Office and will be for PhD students. The criteria is similar to the criteria of IU's diversity award; must be a US citizen, must be from an underrepresented group, etc. More information will be sent out.

Henry

Once or twice a month we have been sending to program advisors and staff a list of graduate and post-doctoral fellowships. We are working with our Bloomington graduate office to compile this list of resources from across the country and internal.

We are working with our Grad Grant office in Bloomington on offering workshops to graduate students on how to write fellowship grants. Also, you can now post positions for assistantships on the Grad Grant website. This will be a good one-stop resource for graduate students when looking for assistantship positions.

Graduate Recruitment Council Report

Recruiting activities for the fall concluded with the Annual Biomedical Research Conference for Minority Students which was held November 9-12 in Tampa. Other graduate school fairs or conferences Graduate Office staff attended were at Wittenberg, Hanover, Earlham College, IU Bloomington, Bowling Green State University, and Butler University.

The last Graduate Recruitment Council meeting for the year was November 17. Meeting dates for 2017 will be announced soon and will be on the Graduate Office website: <http://graduate.iupui.edu/faculty-staff/recruitment.shtml>.

Mahoney

The last Getting into Graduate School Information Session was held on November 17. These are held four times/year. 2017 dates will be announced soon and will be on the Graduate Office website: <http://graduate.iupui.edu/about/gradoffprogs/index.shtml>.

2:15 p.m. Enrollment Management at the Graduate/Professional Level - Boyd Bradshaw, Associate Vice Chancellor for Enrollment Management

Enrollment Management is committed to providing timely and accurate data and efficient systems, resources and services to help faculty and staff perform the work of the university.

The Enrollment Management Office works primarily with undergraduate education, but will also work with graduate and professional and graduate education and International students.

We have a number of priorities. One of our goals is to have 35,000 students across the spectrum, not just undergraduates, but all students. How will we approach this? One way is to look at what new markets we can tap into. On the undergraduate side, there are three primary markets: local (Indianapolis), counties (this is most opportunistic for us), and out-of-State. Another way is through financial aid & scholarships. We need to be more strategic in how we distribute financial aid/scholarships, taking into account both need-based and merit-based situations.

Transfer students will be a priority. We have seen a decline in transfer students, as has Ivy Tech, which indicates we have to go outside of the traditional infrastructure (Ivy tech, Vincennes, etc) and look into out-of-State transfer students. We want to create a virtual one-stop shop (website), which means taking a strong look at our website and revamping it to fit this goal.

Retention is important to us, as is diversity. The Chancellor wants us to be a minority majority campus. It's a lofty goal that is attainable as long as the strategies and tactics are in place.

I also chair Academic Policies and Procedures Committee (APPC), Enrollment Management Advisory Council (EMAC), and am the point person for University Student Services & Systems (USSS) at IUPUI. If there are issues with any of these, please contact me.

There has been some dialogue with Dr. Janice Blum as to how our office can assist graduate education. These areas include:

- training staff for recruitment
- MSEP and getting data for graduate and professional students in order to make sure being part of the program has been a wise choice for those schools which have opted to participate in that approach
- bringing in more speakers to the GAC who can talk about data
- accelerated degrees

Program Review

Blum

- Structure change to the Computer Science PhD – revised proposal - approved
- Modifications to the BS/MS in Computer Science –approved

Joint degree between the Doctorate in Physical Therapy (DPT) and the Doctor of Philosophy in Health and Rehabilitation (PhD) – Approved with minor revisions

The committee wanted information on the number of students who will participate and how the students be funded once they transition from the DPT to the PhD. The response to the committee is the program anticipates enrolling 1-3 students annually into the program. They see this as an expansion into existing capacity. During the DPT portion of the joint degree, students will not be funded. This is normal practice within that program for all students. Once the DPT portion of the degree is completed, students will be eligible for funding from their research mentors' funded research activities.

- New minor in Health Communication, Liberal Arts –The committee requested that graduate-level learning objectives be included in the proposal – approved contingent upon learning objectives
- New minor in Communicating Science, Liberal Arts - The committee requested that graduate-level learning objectives be included in the proposal; this went out for an electronic vote. UPDATE: On December 7, the committee approved the revised proposal via electronic vote.
- Change – MA Sociology – course only option, Liberal Arts - approved
- Change to degree requirements, MS Criminal Justice & Public Safety SPEA - approved
- Name and curricular changes to the minor in Urban Sustainability SPEA - approved
- Name and curricular changes to the concentration in Urban Sustainability SPEA - approved
- Change – One-member advisory committee for Non-Thesis MSME - approved
- Change – Anatomy Education track - approved
- Site approval – Ph.D. in Electrical & Computer Engineering – approved

Next Meeting and Adjournment (**January 24, 2017, 1:30 pm, UL 1126**)