

# Graduate Affairs Committee Minutes

Date: January 24, 2017

Time: 1:30 p.m.

Location: UL 1126

Meeting called by: Dr. Janice Blum

## Attendees:

Janice Blum (Chair), Margaret Adamek, Randy Brutkiewicz, Cristine Czachowski, Margie Ferguson, Jan Fulton, Richard Gregory, Monica Henry, Marjorie Hovde, Karl MacDorman, Jennifer Mahoney, James Mohler, Jacquelynn O’Palka, Patrick Rooney, Randall Roper, Paul Salama, Kristy Sheeler, David Skalnik, Jody Sundt, James Wimbush, Constantin Yiannoutsos; Staff: Dezra Despain

Guests and other attendees: Emily Springston, Chief Student Welfare & Title IX Officer; Kathi Badertscher, Director of Master’s Degree Programs, Lilly Family School of Philanthropy; Sara Allaei, Executive Director for International Affairs; Erik Tillema, School of Education; Kyle Burson, IUPUI Graduate Office

## Minutes

Approval of the Minutes for November 22, 2016 - approved

Blum

### IU Dean's Report

Wimbush

Regional campuses have received fellowship funding: \$4,000 full time students \$2000 for part time students. Not all funds have been distributed so a second round of requests for fellowships is currently under way.

A university-wide \$2.5 billion bicentennial campaign has exceeded the projected amount for this period in the campaign. Currently we have attained more than 70% of the final goal, which ends in 2020.

We have endowed fellowships for the first time. The initial goal of endowing 100 fellowships has been revised and is now 150 fellowships. Currently, 92 fellowships have been committed across IUB and IUPUI. For scholarships, the goal is to award 2,400, of which we have awarded 2,048. We should exceed both the fellowship and scholarship goals.

Application comparisons between fall 2015 and 2016 show that we are tracking down for both IUB and IUPUI. We are down in applications from international students in Bloomington. This is consistent with what we hear from peer institutions.

### Purdue University Report

Mohler

We had a meeting prior to the GAC where we discussed with faculty from Science and Engineering and Technology, Purdue processes for the review and approval of new degree programs and changes to existing programs as well as how Purdue programs are administered at IUPUI.

In the Purdue system, to have graduate faculty status, certification is necessary. Attending a workshop is part of the process. There are two spring workshops scheduled, on Feb 8, from 2-4 and Feb 14 from 9-11.

The Graduate School recently went through a review on advocacy and ensuring people understand what the Graduate School does for the departments. It has been a positive process. A report has been shared with the Purdue Graduate Council and is available for review.

The Purdue Graduate Student Government is working on a graduate student Bill of Rights. We will inform you when the Bill of Rights is established.

### Associate Dean's Report

Blum

Given communicating with graduate and professional student can be challenging, our Graduate Office staff have been trying a variety of different venues to disseminate information to them.

We initiated a monthly newsletter that is sent to graduate and professional students and another newsletter that is sent to prospective students. We communicate important information through the GAC, through workshops, through the GFC, and we have been sending emails directly to advisors and directors of graduate studies. Emily Winters in Bloomington has been sending out fellowships information to advisors and staff, also.

These communications have been effective. For instance, we sent out a newsletter email to students about the GradGrants workshops and within an hour students had filled the workshop capacity, thus we had to close the admission to that event. We do plan another workshop this semester. We are encouraging departments to continue to tap multiple mechanisms to communicate with graduate and professional students.

There is a desire on the student's part to know what is happening on campus and within their programs, so please help us distribute the information when it comes your way.

Graduate and Professional Student Government

Rhodes

Not in attendance

Graduate Office Reports

Henry

- Dr. Tabitha Hardy will be joining us as Assistant Dean on Monday, January 30 – Dr. Hardy will handle recruitment, which a focus on diversity, the PFFP, as well as graduate student success and affairs. An Open House will soon be scheduled and an invitation sent out, so be looking for it.
- IUPUI Chancellor's Scholar Selection - This is a campus-wide award and nominations are due February 10<sup>th</sup>. The IUPUI Graduate Office coordinates this for The Indiana University Graduate School. The University Graduate School is responsible for nominating one Master's student and one PhD student in the University Graduate School (UGS) with the highest cumulative grade point average who is in the final year of the program. Please submit nominations to Monica Henry [mlhenry@iupui.edu](mailto:mlhenry@iupui.edu) ASAP.
- We have updated our Guides and Job Aids site with new handouts and audio recordings – please share with your graduate and professional staff - <http://graduate.iupui.edu/faculty-staff/guides.shtml>
- Crucial Communicator – semester based e-newsletter for your graduate / professional staff – mid- Feb.

Committee Reports

Curriculum Subcommittee Report

O'Palka

There were 19 New Course documents, of which nine were approved; seven were approved contingent upon minor updates; and three were not approved.

There were 85 Course Change requests, of which 79 were approved; five were approved contingent upon minor updates; and one was not approved. Out of those 85 course changes, 80 were course requests changing the GRAD subject area to a GRDM subject area.

All programs have been notified of the committee's review.

Fellowship Subcommittee Report

Henry

- The Fellowship Committee will meet Wednesday, January 25, 2017 to review Block Grant proposals
- Recruitment Fellowships are due Friday, February 17<sup>th</sup>
  - IUPUI University Fellowship nominations (All IUPUI research-based programs)
  - IU President's Diversity Fellowship
  - Purdue Diversity Fellowship at IUPUI
- Dissertation Year Fellowships due April 21<sup>st</sup>
  - IU President's Diversity Dissertation Fellowship
  - IUPUI Graduate Diversity Dissertation Fellowship for Purdue Programs
- IUPUI Sherry Queener Graduate Student Excellence Selection notice went out last week – deadline is March 3<sup>rd</sup>

Graduate Recruitment Council Report

Henry

- The Recruiter's Workshop at IUPUI will take place on Tuesday, February 21<sup>st</sup> – 8:30 AM – 3:00 PM in the IUPUI Campus Center, Room 409. RSVP at [https://iu.co1.qualtrics.com/jfe/form/SV\\_3F9YGtY255FQsXX](https://iu.co1.qualtrics.com/jfe/form/SV_3F9YGtY255FQsXX).

Presentations include:

- Reimagine the Experience: Seven Ways to Delight Your Future Students
- Inventive Approaches to Crossing College Silos: Collaborative Recruitment at Ohio State
- Current Trends in Recruitment and Broadening the Pipeline
- Strategic Enrollment Planning: A Dynamic Collaboration

The full Recruiter's Workshop agenda can be found here:

<http://graduate.iupui.edu/about/gradoffprogs/recruiters-workshop.shtml>

- The first Getting into Graduate School Information Session for 2017 is coming up on February 9. These information sessions are held four times/year in February, May, August and November. More information can be found on our website: <http://graduate.iupui.edu/about/gradoffprogs/index.shtml>.

## Discussion

2:00 pm Emily Springston Chief Student Welfare & Title IX Officer, discusses Title IX

Please see the attached Title IX, VAWA and the University's Sexual Misconduct Policy and Process handout for full discussion details. Below are some highlights:

- When a school knows or reasonably should know of possible sexual discrimination, it must take immediate and appropriate steps to investigate or otherwise determine what occurred. The university has 60 days from the date the responsible employee received a complaint.
- The Violence Against Women Reauthorization Act (VAWA) amended a University's Clery requirements including:
  - Adding sexual assault, dating violence, domestic violence, and stalking to statistic reporting ("VAWA crimes") as well as other requirements for a campus Annual Security Report
  - Must provide written information to victims of VAWA crimes
  - Provide a prompt, fair, and impartial investigation and resolution, conducted by individuals who receive annual training
  - Equal opportunity for parties to have an advisor of their choice
  - Simultaneous written notification to parties of outcomes including an explanation of the rationale for any results and sanctions
- Consent is an agreement expressed through affirmative, voluntary words or actions, and mutually understandable to all parties involved.
- Responsible employees include all instructors, all advisors, all coaches and other athletic staff, all student affair administrators, all residential hall staff, employees who work in offices that interface with students, and all supervisors and university officials.

HAVEN Plus, the current outreach to students to inform them of sexual assault prevention and response, will not be renewed. The university is currently reviewing training modules from other vendors. A new set of modules will be in place by the fall for newly admitted graduate and professional students. Do keep in mind this training is only offered to new students. If faculty would like to have their students participate in the employee/staff training related to sexual harassment and violence, please contact the campus human resources office.

More information can be found on the Stop Sexual Violence website: <http://stopsexualviolence.iu.edu/>

Brian Tomlinson & Kim Kirkland are the IUPUI Title IX deputies. Resources for the IUPUI campus can be found here: <http://stopsexualviolence.iu.edu/prevention-resources/iupui/index.html>

## Program Review

Blum

- BS/MS in Media Arts & Science with specializations in 3D Graphics and Animation, Game Design and Development, User Experience Design, Video Production and Sound Design, and Web Design and Development – approved

It was clarified via email between Janice Blum and Karl MacDorman that the BS/MS in Media Arts & Science follows the 4+1 accelerated model.

- MS in Informatics name change to MS in Data Analytics – tabled. There were concerns about the use of the term "analytics" since a number of programs utilize it in their programs.
- Minor in Mathematics Education - approve
- Clinical Anatomy Track curriculum change - approve
- PhD programs in Anatomy and Cell Biology curriculum change - approve
- MS in Biostatistics curriculum change – approve

## Discussion

Kathi Badertscher presented a process developed to include the IU Special Credit on transcripts

The School of Philanthropy wanted to recognize the experience that AmeriCorps and PeaceCorps students acquire in their work. The School of Philanthropy also has students who have founded non-profits. This special credit will help recognize the experience of these students. Philanthropy does the first review of credit for prior experience then the graduate office does a second review. This allows for checks and balances.

Other units on campus have also developed ways to assess work experience, so the possibility exists if this is something programs want to research.

Sara Allaei discussed Institutional Review and Routing of Proposals for Offshores Programs and Partnerships for Graduate and Professional Students.

OIA is developing a process flow for the review and routing of proposals for offshore programs and partnerships. It is best to begin the process with an initial consultation with OIA; the goals will determine the subsequent process flow.

A simple coversheet is supplemental to the [OVPIA application](#) and will help the various route nodes know what is involved.

This process is still in development so suggestions are welcome. Contact Sara Allaei, [sallaei@iupui.edu](mailto:sallaei@iupui.edu).

Next Meeting and Adjournment (**February 28, 1:30 pm, UL 1126**)



## Title IX, VAWA and the University's Sexual Misconduct Policy & Process

IT'S ON



Office of Student  
Welfare & Title IX



# Regulatory Framework

Title IX of the Education Amendments of 1972

*"No person in the United States shall, on the basis of sex, **be excluded from participation in, be denied the benefits of,** or be subjected to discrimination under any education program or activity receiving Federal financial assistance."*



## Title IX

When a school knows or reasonably should know of *possible sexual discrimination*, it must take immediate and appropriate steps to *investigate* or otherwise *determine what occurred*.

If an investigation reveals that sexual misconduct created a hostile environment, the school must then take prompt and effective steps reasonably calculated to *end* the sexual misconduct, *eliminate* the hostile environment, *prevent* its recurrence, and, as appropriate, *remedy* its effects.



## Clery & VAWA

***The Violence Against Women Reauthorization Act*** (VAWA) amended a University's Clery requirements including:

- Adding **sexual assault, dating violence, domestic violence, and stalking** to statistic reporting (“VAWA crimes”) as well as other requirements for a campus Annual Security Report
- Must provide written information to victims of VAWA crimes
- Provide a *prompt, fair, and impartial investigation and resolution*, conducted by individuals who receive annual training
- *Equal opportunity* for parties to have an advisor of their choice
- Simultaneous written notification to parties of outcomes including an explanation of the *rationale for any results and sanctions*



# The University Process

When the University *knows or reasonably should know* about acts or potential acts of sexual **misconduct**, it must take *immediate and appropriate steps* to investigate or otherwise determine what occurred...



# The University's Commitment

The IU Sexual Misconduct Policy prohibits discrimination on the basis of sex or gender. The policy covers:

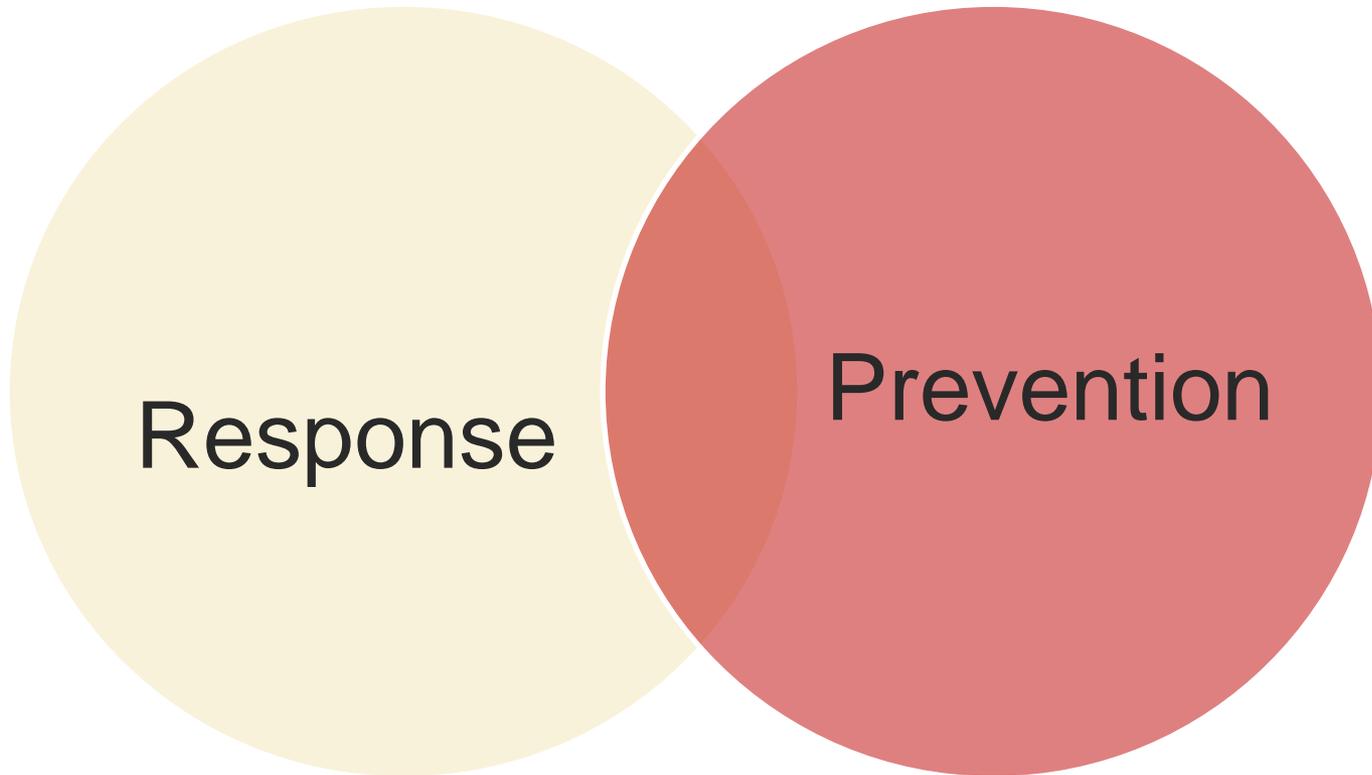
- Sex & Gender Based Discrimination
- Sexual Harassment
- Sexual Violence (includes rape & sexual assault)
- Dating Violence & Domestic Violence
- Sexual Exploitation
- Stalking

= **“Sexual Misconduct”**

All employees of the University have an obligation to help ensure this commitment.



# *Student Welfare Initiative*



Response

Prevention





## Sexual Assault

Sexual assault is committed when an individual subjects another person to sexual penetration *without the consent of the person, and/or by force.*

Sexual assault is also committed when an individual touches the intimate area of another person (i.e., genitals, breasts, buttocks) or intentionally touches another person with any of these body parts, for the purpose of sexual arousal or gratification of either party without the consent of the person, and/or by force.



## Consent

**Consent** is an agreement expressed through affirmative, voluntary words or actions, and mutually understandable to all parties involved, to engage in a specific sexual act at a specific time:

- Consent can be withdrawn at any time, as long as it is clearly communicated.
- Consent cannot be coerced or compelled by force, threat, deception or intimidation.
- Consent cannot be given by someone who is incapacitated, as defined below.
- Consent cannot be assumed based on silence, the absence of “no” or “stop”, the existence of a prior or current relationship, or prior sexual activity.

### **Incapacitated**

A person is incapable of consent if they are unable to *understand the facts, nature, extent, or implications* of the situation due to drugs, alcohol, a mental disability, being asleep or unconscious, or based on their age (pursuant to Indiana law).

Consent does not exist when the individual initiating sexual activity *knew or should have known* of the other person’s incapacitation.



# The Current Landscape at IU

## \* Available Campus Data:

- Annual Security Reports (sex offenses reported on clery geography)
- Reports to Title IX Deputies/Campuses (any sexual misconduct, no geographic limit)

## \* Climate Survey Data: Coming Soon



## Responsible Employees

At IU, Responsible Employees include, but are not limited to:

- All instructors, including full-time professors, adjuncts, lecturers, AIs, and any others who offer classroom instruction or office hours to students;
- All advisors;
- All coaches and other athletic staff that interact directly with students;
- All student affairs administrators;
- All residential hall staff;
- Employees who work in offices that interface with students; and
- All supervisors and university officials.



# Responsible Employee Reporting Obligations

***Remember, if there is an emergency, or a serious and continuing threat to anyone, call 911 or the police immediately.***

- When a Responsible Employee is made aware of sexual misconduct, the University is considered to be on notice and must therefore act promptly and appropriately.
- Responsible Employees have an obligation to promptly report what they know about an incident of sexual misconduct when it involves students or University employees
- Reports should be made to:
  - Campus' Deputy Title IX Coordinator
  - University Title IX Coordinator

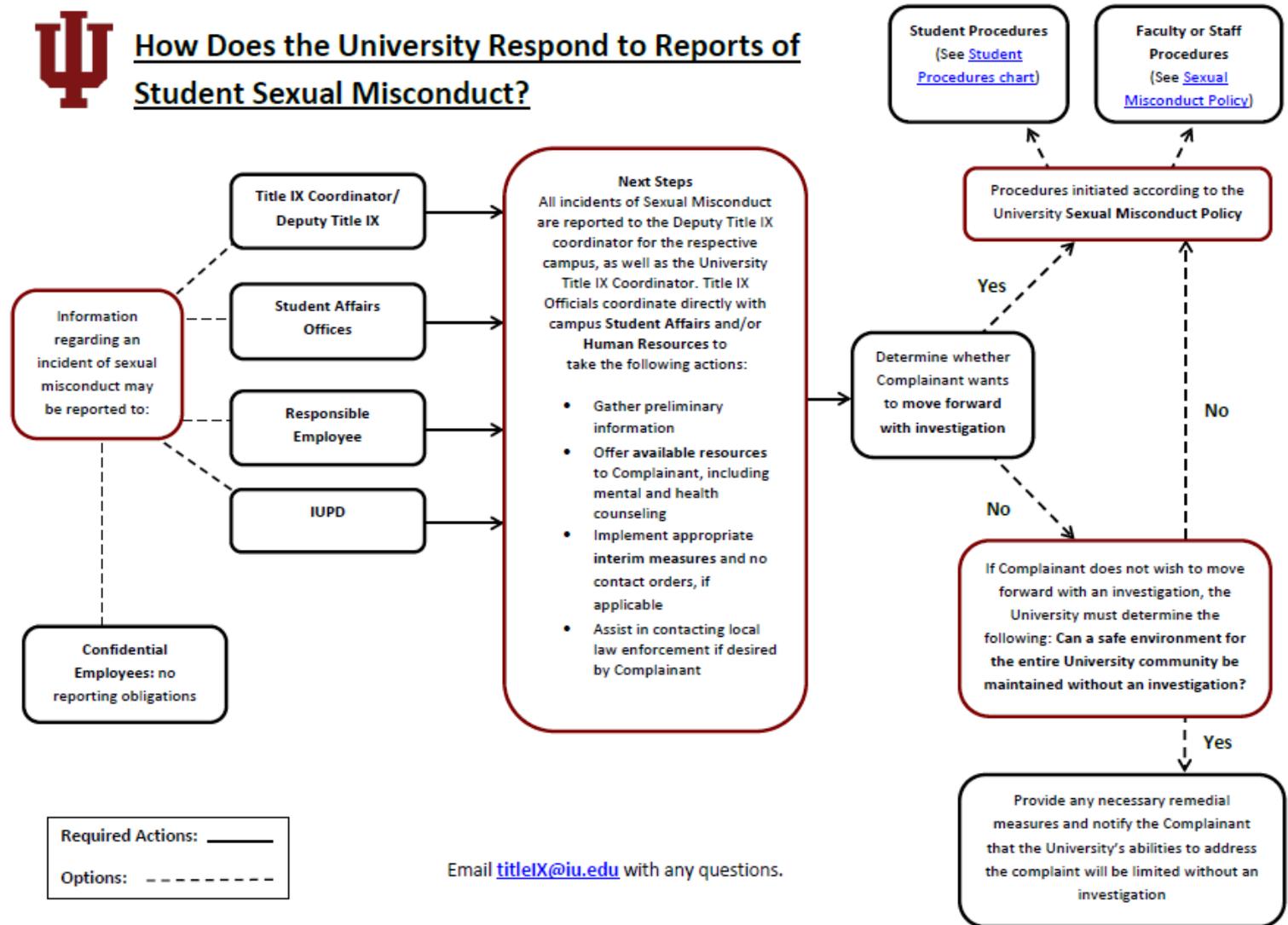


# Responsible Employee Reporting Obligations

- Responsible Employees must report the following information if known:
  - Date
  - Nature of Incident
  - Parties involved
  - Any other additional information
- Please consult with Title IX for any questions about your responsibility or questions about specific incidents



## How Does the University Respond to Reports of Student Sexual Misconduct?



Office of Student Welfare & Title IX 2015-2016



# Communicating Your Reporting Obligations

- **Communicate need to report based on your role**
  - *“I want to let you know that given my role on campus, I have an obligation to share information about incidents of sexual misconduct with our Deputy Title IX coordinator.”*
- **Communicate the University’s goal to promote safety and coordinate resources**
  - *“The University needs to make sure you have information about local resources that might be helpful, and must make sure that you and others on campus are also safe.”*
- **Explain role of Deputy Title IX Coordinator**
  - *“They will work with you to understand what you’ve experienced, to help you understand your options and resources, and to respond appropriately.”*
- **Reinforce the individual’s role in the matter**
  - *“You can decide how much or how little you want to share with them – that is up to you. It is just my job to let them know.”*



# Confidentiality

- If someone expresses a desire for confidentiality or that they don't want the University to investigate the matter, **you must still report information as required** since specific University administrators need to receive the information.
- Do not promise absolute confidentiality.
- Reassure the person that you and the University will uphold the person's privacy and confidentiality as much as possible and only share info with those who have a need to know in order to respond.
- In reporting the details of the incident to the Deputy Title IX Coordinator for your campus, make sure you share the person's concerns about confidentiality along with the information you learned about the incident.



# Requests for No University Action

- A student may not want the University to pursue investigation/disciplinary procedures and/or they may not want to be identified in the in process
- University will weigh this request and generally honor it, unless the University's obligation to provide a safe, non-discriminatory environment for all students outweighs this request
- If the University decides it can honor such a request, University will be limited in ability to meaningfully and fully respond



## Interim Measures/Resources

- The University will take necessary and appropriate interim measures to protect and minimize burden on complainant
- Ensure complainant is aware of resources and available interim measures on and off campus
  - Such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, legal assistance
  - Notify of options for no contact with accused
- Specific measures taken will depend on the specific case



# Procedures

- Procedures followed depend on status of *respondent*.
- The University provides a **prompt, fair and impartial** process that includes:
  - Officials who are annually trained on sexual misconduct issues, as well as how to conduct the process in a manner that protects the safety of victims and promotes accountability
  - The same opportunities for both the Complainant and Respondent to have a support person of their choice with them during the process
  - Notice to all parties of all results, availability of an appeal, and the final outcome, to the extent possible.



# Retaliation

Retaliation against anyone who has reported an incident of sexual misconduct, provided information, or participated in procedures or an investigation into a report of sexual misconduct, is prohibited by the University and **will not be tolerated**

- Includes, but not limited to:
  - Intimidation
  - Threats
  - Harassment
  - Adverse changes in work or academic environments
  - Other adverse actions or threats
  - Could be physical or communicated verbally or via written communication (including the use of e-mail, texts and social media)
- Concerns about potential retaliation in connection with a report of sexual misconduct should be reported to a Deputy Title IX Coordinator or the University Title IX Coordinator



## Student Welfare Updates

- Sexual Misconduct Policy
- Campus Climate Surveys: “Community Attitudes and Experiences with Sexual Assault and Misconduct”
- Employee Educational Programming & Training
- University & Campus Wide Education & Communication
- Student Welfare Prevention & Education Committee





## Annual and Ongoing

1. Responsible Employees – Annual Training Obligations to understand issue, policies, and how to respond appropriately
2. Investigator Training – Title IX Investigators and Law Enforcement
3. Hearing Panel Training
4. Core Message Training
5. Departmental/School Presentations





## Webinars & Conferences

- June 2016 “2<sup>nd</sup> Annual Indiana University Conference on Sexual Assault Prevention”
- August 2016 “Creating Cultures of Care & Compassion: Commuter & Regional Campus’ Role in Prevention of Sexual Violence”
- Sample Monthly Webinars:
  - The Social-Ecological Model for Violence Prevention
  - Engaging Men in Violence Prevention Efforts
  - Working with Parents on Sexual Violence Prevention
  - Orientation Programs and Violence Prevention: Different Campuses, Different Approaches
  - Working with LGBTQ Students in Sexual Violence Prevention Efforts

All are open to all IU employees (faculty, student affairs, Title IX, IUPD, etc.) as well as employees from other higher education institutions and community partners in Indiana





## Stop Sexual Violence

Safety Exit

GET HELP | REPORT AN INCIDENT | PREVENTION & RESOURCES | POLICIES & KEY TERMS | EMPLOYEE RESOURCES

## Education & Communication

**Get help now**  
Find resources on your campus »

**Get involved**  
Join a supportive, proactive community »

**ZERO tolerance**  
Our stance against sexual violence »

CRISIS RESOURCES

PREVENT & SUPPORT

STUDENT WELFARE

VIEW THE 2014-2015 Office of Student Welfare and Title IX Annual Report »

Online Training for Employees  
Enroll »

SEE THE FINDINGS OF OUR  
**Sexual Assault Climate Survey** »

UPCOMING CONFERENCE

**Catalyst Student Leader Training** »

Indiana University is committed to leading the fight against sexual violence. We encourage you to get involved, learn more about policies and resources, and find the support you need.

Together, we can end sexual violence on our campuses.

