Graduate Affairs Committee Minutes	Date: February 28, 2017 Time: 1:30 p.m. Location: UL 1126

Meeting called by: Dr. Janice Blum

Attendees:

Janice Blum (Chair), Rafael Bahamonde, Susan Cauble, Cristine Czachowski, Fred DiCamilla, Margaret Ferguson, Jan Fulton, Richard Gregory, Tabitha Hardy, Monica Henry, Marjorie Hovde, Kim Lewis, Karl MacDorman, Brendan Maxcy, James Mohler, Miriam Murphy, Jacquelynn O'Palka, Kristi Palmer, Patrick Rooney, Paul Salama, Kristy Sheeler, David Skalnik, James Wimbush, Constantin Yiannoutsos; Staff: Dezra Despain

Guests: Carolyn Gentle-Genitty, Online Education Faculty Fellow; Anna Lynch, University Information Technology Services; Joanna Ray, Principal Online Services Consultant, UITS; Brian King, School of Engineering & Technology

Minutes

Approval of the Minutes for January 24, 2017 - approved	Blum
IU Dean's Report	Wimbush

Not in attendance

Purdue University Report	Mohler

Dr. Janice Blum has been appointed as Adjunct Associate Dean for Purdue programs at IUPUI, which gives her authority to sign off on documents for the Purdue programs on the IUPUI campus. It works best to have a single point of contact from IUPUI to Purdue. Purdue programs are encouraged to process everything now through the IUPUI Graduate Office.

Congratulations to the Department of Electrical and Computing Engineering (ECE) in getting the ECE proposal through the Purdue Graduate Faculty Council. It was passed unanimously and is moving through the system to ICHE.

Mark Smith, the Graduate Dean at Purdue, serves on GRE board. GRE representatives will come to West Lafayette sometime this spring, and want to meet with admissions. Contact Associate Dean Mohler if interested in attending this meeting.

Associate Dean's Report	Blum

The IUPUI Graduate Office is pleased to have Dr. Tabitha Hardy as the new assistant dean. Please welcome her.

The 28th Joseph T. Taylor Symposium was held recently. We are delighted that one of the recipients of the Joseph T. Taylor Excellence in Diversity Award is Dr. Rafael Bahamonde, who is here with us. He has done an extraordinary work for the Graduate School with diversity and recruitment, for the undergraduates with the IPREP program, and for the Stokes program. He is an outstanding member and we are pleased that he received this award. Our presenter today, Carolyn Gentle-Genitty was also a recipient of the diversity award.

This symposium is sponsored by the School of Liberal Arts, and the topic was It's Not Foreign. It's U.S. The IUPUI Graduate Office invited students from Engineering, Informatics, Technology, Medicine, Science and Social Work to join us at our table. The students appreciated the experience and the opportunity to socialize and get to know each other. Next year we will take more students and would encourage you to do the same, if possible.

Gina Sanchez Gibau is the new Associate Vice Chancellor for Faculty Diversity and Inclusion. Her goal is to focus on faculty recruitment and retention, but also to recruit and retain diverse graduate students. She hopes to bring diverse faculty together with diverse students, which will allow for the opportunity for faculty and students to be successful. We hope to have Dr. Gibau come to a future GAC meeting.

The accelerated programs have grown upwards to over 15 programs. There have been talks with the Executive Vice Chancellor to see if we can coordinate and increase enrollment in them. If you're interested, the Graduate Office's website has a list of the programs; http://graduate.iupui.edu/admissions/programs.shtml These programs combine bachelor's and master's degrees from different schools or from within the same schools and departments and are a great value and a great way to give undergraduates a reason to stay for the master's program. We are encouraging the campus to think of these as an undergraduate recruiting tool and to help us use them as a graduate recruiting tool. The School of Informatics has partnered with many other schools and departments and therefore has in-depth knowledge of developing these proposals. Check out their website and their brochure

https://soic.iupui.edu/undergraduate/accelerated-bachelors-masters/. If you have questions on an accelerated degree, Dr. Karl MacDorman would be an excellent resource.

We'd like to recognize the members of the Graduate Faculty Council; it is through the GFC that we make or change policy. Kristy Sheeler is doing a great job as the chair for the academic policy committee. A survey went out recently about whether we want to have minors and the value they add to the PhDs. Jody Sundt is the head of the fellowship committee. We have been getting a lot more IU fellowships since she has been in charge, including one of the masters' awards for the Adam W. Herbert Graduate Fellowship received by Dr. Bahamonde's student. There will be a vote soon to ask others to serve on various GFC committees. Having IUPUI faculty on the committees has benefited us tremendously. We've had an increase in scholarships since we've had representation on the council.

Assistant Dean's Report   Hardy

Dr. Hardy comes to us from Stillman College, a historically black liberal arts college located in Alabama. Prior to Stillman College, however, she was here as a Bridges to the Doctorate scholar in the IU School of Medicine where she got her degree in Microbiology and Immunology.

Some of her priorities going forward are recruiting diverse talent through attending conventions and meetings such as the National Society of Black Engineers (NSBE) Convention and the Society of Toxicology Meeting in Baltimore. Fall recruitment plans are being arranged.

The Writing Group meets on Wednesdays at 4:00 in the IUPUI Graduate Office conference room. This provides students a quiet place where they can work on their thesis or dissertation, or any other writing projects. This has been an effective tool for students.

She is revitalizing the Underrepresented Professional and Graduate Student Organization (UPnGO). This organization will provide students support on the community level, which is important because many graduate students feel isolated.

As the Director of Preparing Future Faculty & Professional program, she is revamping the program. She is creating an advisory board that will plan programs and events that will help and support students.

Please reach out to Dr. Hardy if you have students who would benefit from these activities, or if you would like her to speak to prospective students.

Graduate and Professional Student Government   Rhodes

Taylor Rhodes was unable to attend but sent information to share with the committee. The Elite 50 dinner will take place April 19 from 6-8 pm in the Campus Center. The application deadline for Elite 50 student recognition is March 10.

Graduate Student Appreciation Week will be the week of April 17-22. They have a list of ways faculty, staff, and schools can get involved:

- Take your GA or TA out to lunch
- Provide mentoring for your GA or TA
- Look over your GA or TA's resume
- Provide free printing during the week
- Donate to Paw's Pantry since grad students use this as a resource
- Spotlight one of your grad students in a school or department newsletter
- Shout out your grad students over school social media
- Decorate your offices for the week
- Just say thank you to a grad or professional students. Everyone likes to feel valued!

This has been successful for other universities and they hope to establish it as a successful event at IUPUI.

Dr. Janice Blum noted that Taylor Rhodes is a dual degree student in SPEA and Philanthropy. She has been a strong leader of the GPSG. The work that she has done for graduate students while she, herself, prepares to graduate is deeply appreciated.

Graduate Office Reports   Henry

We will be participating during the Graduate Student Appreciation Week. We will be meeting to talk about how we in the Graduate Office can show our appreciation to the graduate and professional students. More details will be coming soon. We are having buttons made that say, IUPUI ❤ Grad Students that we will pass out during that week.

Our Crucial Communicator e-newsletter was sent on February 14th. If you did not receive it, email Monica Henry mlhenry@iu.edu to be added to the list.

The Indiana University Graduate School Distinguished Dissertation Award announcement was distributed yesterday. Nominations are due on May 19th.

IUPUI Sherry Queener Graduate Student Excellence Award – applications are due this Friday, March 3rd and should be sent to Monica Henry as one PDF

Committee Reports

Curriculum Subcommittee Report   O'Palka

The committee saw a total of 16 courses; four were course change requests, all approved and 12 were new course requests, of which eight were approved, two were not approved, and two were approved contingent upon receiving some minor revisions.

Dr. Blum shared with the Chancellor at IU Southeast how the IUPUI Curriculum Subcommittee operates. IU Southeast was interested to learn how to make their course approval process more efficient and they really liked the way the committee operates here. We have some excellent best practices that we can share with other IU campuses.

Fellowship Subcommittee Report   Henry

Block Grant notices will be sent out to schools in the coming weeks

The next Fellowship Committee meeting will take place Tuesday, March 7th to review recruitment fellowship nominations (UF, PDI, PU)

Upcoming deadlines – Dissertation Year award nominations are due Friday, April 21st

- IU President's Diversity Dissertation Fellowship
- PU Diversity Dissertation Fellowship

Graduate Recruitment Council Report   Mahoney

The Recruiter's Workshop was held on Tuesday, February 21st and was a big hit. The evaluations have been very positive. With presenters and staff, more than 60 people attended.

Jennifer visited IU Kokomo on February 28th to serve on a panel discussing how to apply to graduate school.

The next workshop for prospective students will be Accelerate Acceptance: The Secrets to Graduate School Admissions Speed Sessions on Tuesday, April 4 from 4:30-6:30 p.m. Visit http://graduate.iupui.edu/about/gradoffprogs/index.shtml for additional details on IUPUI Graduate Office events.

Program Review   Blum

- New Graduate Certificate in Omics Technologies and Precision Medicine- approved
- New Graduate Certificate in Power and Energy Processing - approved
- Joint degree: Juris Doctor and MA in Philanthropic Studies - approved
- Joint degree: Master of Jurisprudence and MA in Philanthropic Studies - approved
- MS in Biochemistry & Molecular Biology - non-thesis option - approved
- Master's Degree in Philanthropic Studies, MA, EXMA, and online MA – program plan amendment - approved
- PhD Health & Rehabilitation Sciences changes to qualifying exam – clarify whether this affects existing students; approved once this is clarified
- Graduate Certificate in Public Health change in grade requirement - approved
- MS in Mechanical Engineering non-thesis plan of study update - approved

2:30 p.m. eLearning and Design Services and the Teaching Online series including the EDGE modules

Invited guests, Dr. Carolyn Gentle-Genitty, Online Education Faculty Fellow; Anna Lynch, University Information Technology Services; and Joanna Ray, Principal Online Services Consultant, UITS presented on ways to develop online courses.

Four years ago an online development program was formed to expand into the online space. They work directly with faculty and academic leadership to improve / create online programs. They serve all campuses across the state.

IU Expand is a portal for online non-credit and continuing education coursework offered to the IU community as well as the general public. https://expand.iu.edu/ It takes you to the Teaching Online Series where you can self-enroll. It also takes you to The Canvas Showcase

The number of online credit hours taken across the university has increased dramatically. Teaching Online helps educate and support faculty who are developing online courses. https://teachingonline.iu.edu/support/tools.html
The IU Teaching Online Series is a self-paced, customizable, design and teaching resource delivered through Canvas. It takes you through the process of designing and developing your course as well as provides tips on delivering your online course.

The Canvas Showcase is designed to provide you with a repertoire of templates, customizable components, and how-to documents to get your Canvas course started or to enhance an existing Canvas site and take it to the next level.

These are excellent resources to train new faculty and adjuncts in online development.

IU Career EDGE https://edge.iu.edu/index.html

At Indiana University, we want every student to gain a Career EDGE. To help students develop career awareness, we are creating a series of online modules in Canvas that can be embedded in courses or other organized activities and used by instructors and academic and career advisors in order to support students as they:

- **Explore** their values, strengths and interests in relation to degrees and careers.
- **Develop** an academic plan that connects with careers that excite them.
- **Graduate** with a solid plan for furthering their professional goals, and be
- **Employed** in a career that they are passionate about!

EDGE has been developed using Modules in Canvas. Modules allow instructors to control the pathway by which students move through course material. A module consists of a series of pages and assignments ordered in a particular way.

Discussion

Change to the manner in which GAC documents are posted online due to IU requiring ADA accessibility.

The IUPUI Graduate Office website includes program proposals that goes back many years. These proposals will need to be made ADA accessible, a process that can be time intensive. For more information on what makes a document accessible, visit IU's accessibility website: https://accessibility.iu.edu/creating-content/documents/general-guidelines/index.html. Dr. Blum has asked the GAC to consider other ways to make the program documents available while not creating issues with ADA accessibility. Some ideas would be to remove the older, archived documents from the website and then if anyone wants to see them, they can reach out to the Graduate Office, or we could have them available in Box.IU. Dr. Mohler suggested that first suggestion would be most beneficial because even though the documents would still need to be ADA accessible, there is a 10-day grace period during which they can be converted.

Further discussion ensued. Dr. James Mohler mentioned that an audit was done by the Dept. of Education on all the Big Ten schools and some were found to be non-compliant. The DOE is requiring schools to become Level-2 compliant. He said that ALL web applications must be Level-2 compliant; this includes admissions applications, eDocs, etc. Microsoft Office products do have a way to make their documents ADA compliant through a behind-the-scenes click through process however, the process can be complicated.

Informational items

The GAC approved a new track to the ODT program via electronic vote. The vote concluded February 14. We appreciate that the GAC agreed to do an electronic vote. The school had developed the new courses and plan for this track, but needed to meet a mid-Feb. deadline from their accrediting body.

Purdue transfer credits - A document outlining the new policy regarding Purdue credit transfers will be sent out.

Update: Process flow for international agreements.

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