

**Graduate Affairs Committee  
Minutes  
November 27, 2007**

**Present:** Simon Rhodes, James Williams, Pam Crowell, David Ford, Paul Carlin, Anthony Faiola, Dominique Galli, Sharon Sims, Dan Pesut, Robert Osgood, Sherry Queener, Eugenia Fernandez, Tony Stamatoplos, Soren Svanum, Jackie O'Palka, Margaret Adamek

**Guests:** Tom Atkinson on behalf of Jon Story, Melanie Hollcraft, Mitchum Owen

**Staff:** David Koerner, Sue Wheeler, Beth Young

**Approval of Minutes – Dr. Sherry Queener**

Approved.

Please send updates to Beth at ejmoody @ iupui dot edu

Update on the minutes:

The Graduate Office has still not received NRC data, which Dr. Queener had hoped to receive in November. The office hopes to receive this data ahead of time and have a chance to prepare the data for the formal release.

**Associate Dean's Report – Dr. Sherry Queener**

Dr. Queener is happy to announce that the IUPUI Graduate Office has hired Nelson Soto as the new Assistant Dean. He is currently working on his dissertation in Education. He officially starts his position on December 1<sup>st</sup>, but he has already begun working on connecting with different universities around the country. Dr. Queener feels that he is a great addition to the Graduate Office staff and she will try to have him at the next meeting of the GAC.

The next Board of Trustees meeting will be held on December 6<sup>th</sup> and 7<sup>th</sup> on the IUPUI campus.

The three following proposals will be considered by the Board at this meeting:

PhD in Health and Rehab Sciences  
PhD in Biostatistics  
MA in Public Relations

Dean James Wimbush has shared with Dr. Queener that the Board of Trustees apparently will be reviewing program proposals more than twice yearly.

ALC & Program Assessment – Dr. Queener now has a matrix (or table) that can be used an example of an approved program assessment section.

Education Track in Anatomy – Dean Wimbush brought this to the last ALC meeting for their review and the proposal passed. The ALC does not typically review this type of proposal but the group was able to share 2 or 3 previous examples of proposals similar to this. Therefore, since the ALC was comfortable with this new education track for anatomy, the Graduate School supports this as well. This track is now being implemented.

**Graduate Office Report – Mr. David Koerner**

David shared the menu from Chartwells Catering for student organizations, which if student organizations wish to have an event (with food) at the new Campus Center – the event must be catered by Chartwells.

IU Notify, the system where students are able to register their phone numbers and alternate emergency phone numbers, is now available on OneStart. About 4,000 students have not enrolled. This is a concern because school closings and other emergency situations will be shared through this method. It would be very helpful if departments remind their students to enroll on IU Notify.

David also shared an email from a student (with permission from the student) concerning the status of her account in the Bursar's office and her stipend. She is concerned that because she owes money to the Bursar's office, and the total is more than her actual stipend check; thus, she will receive no money from this month's stipend and will be unable to pay her rent.

David stressed again the importance of departments posting tuition fee remission for students on fellowship, scholarship, etc. This is extremely important to the students.

### **GND options available to academic units with special cohort groups – Ms. Sue Wheeler**

Sue shared the opportunity to assist special cohort group to register more easily and quickly so the group of students can get registered for courses.

If anyone has questions, please give Sue a call and she will work with you to make this process as easy as possible. Sue can be reached at 274-1861.

She also added that another contact for GND admissions is Ketha Troutman in the Graduate Office.

### **Associate Dean Tom Atkinson from Purdue**

Dean Atkinson is pleased to report that IUPUI ApplyYourself (AY) and Purdue AY are working together for the first time this fall.

Purdue University West Lafayette website is being completely overhauled beginning early next semester. There will be a preview at the Purdue Graduate School and please let Dean Atkinson know if anyone is interested in this presentation at their offices.

Dean Atkinson also shared that there are a number of searches going on at the West Lafayette campus including the Dean of Graduate School search, which will begin next week. He also noted that there are two graduate students on that search committee.

One of the challenges coming on the West Lafayette campus includes the new computer system, which is called OnePurdue so a lot will be changing with Graduate Education as well as other things in the University.

### **GSO Report – Mr. David Koerner**

David Koerner is pleased to introduce President-Elect Mitchum Owen, who begins his position in January 2008 through May 2008. He is a graduate student in the IU School of Informatics. There will be a new election for officers in May 2008.

Mitchum shared the GSO has increased the Educational Enhancement Grants (EEG) to distribute a total of \$5000 dollars more per year.

There is also a new list serve for the GSO: [GSO-L@iupui.edu](mailto:GSO-L@iupui.edu) . The GSO has decided to hold 2 meetings a month. They are in the process of revising the GSO constitution to reflect some changes in policy. They are moving into a new office in the Campus Center as well as creating a new website so more graduate students are aware of the GSO.

## **Committee Business**

### ***Curriculum Subcommittee – Dr. Jackie O’Palka***

Dr. O’Palka shared that there will be a meeting next week – December 6<sup>th</sup> (Thursday). Please send any submissions you may have ASAP to Beth Young in UN 207.

### ***Fellowship Subcommittee – Mr. David Koerner***

Block Grants will be due on December 10<sup>th</sup>.

David will begin working on the Fellowship application and get that out in mid-December and will probably be due in mid-February, but an official date has not been announced yet.

There was a suggestion that a meeting of the Fellowship Subcommittee should be held to discuss ideas to help ease the load of evaluating these candidates.

### **Program Review – Dr. Sherry Queener**

- **Revisions to course requirement changes for MA in English** - *Approved*
- **Revisions to language requirements for MA in History** - *Approved*

### **Discussion**

It was asked when a program wants to introduce a new track, would the GAC be the final level of approval?”

Dr. Sherry Queener responded, yes, the GAC is normally the final level.

The School of Informatics is looking at adding a thesis to the Media Arts & Sciences, which would change the total credit hours from 30 to 36 credit hours.

These types of changes are approved first by the school level and then shared with the GAC for their approval. Some additional approvals may be needed if the changes are being made to University Graduate School degree.

Dr. Queener also emphasized that with the proposal/justification for these types of changes that it is important to show clearly the structural changes to the program as well as evidence of good graduate faculty discussion because ultimately the degree is in the faculty’s hands.

### **Proposal from the School of Nursing for Clinical Faculty to pursue a Nursing PhD at IU School of Nursing**

Dr. Queener shared a rough draft of the proposal for the School of Nursing for clinical faculty in nursing to pursue a PhD degree in the School of Nursing on this campus.

The background on this proposal is that all around the country nursing faculty are being encouraged to pursue doctoral training and this has been difficult to achieve because nursing faculty have been geographically bound, which makes it difficult for the faculty member to arrange this sort of educational commitment.

Dean Broome has stated that all new hires to the Clinical track will be required to enroll in a doctoral program within two years in order to be eligible for reappointment. She is raising the bar and it is now very much in line with the national guidelines.

The proposal shares that the School of Nursing will offer admission to their own clinical faculty for two cohorts only, Fall 2008 and Fall 2009, and anyone applying to the program and admitted to the program must be fully qualified for graduate work. There is a 7 year limit for completing all degree requirements. The proposal suggests that there be one faculty member from outside of IU to serve on the advisory committee, the qualifying exam committee, and the research/dissertation committee. They would also give that outside IU faculty member veto power. In addition to this, there would be an IU faculty member from outside the School of Nursing on those committees as well. The members of the advisory and dissertation committees must reside in School of Nursing departments that are outside that of the degree candidate's program. Also, an external minor outside of the School of Nursing is required. While these faculty members are students in the PhD program they are not allowed to vote as faculty within the School of Nursing.

**Comments:**

How many faculty members would be involved? It is a very small number of faculty members.

Advice of the GAC: Overall approval of this rough draft.

Dr. Queener requests an electronic vote for this proposal in the coming weeks.

**Fee Remissions/Fellowship Awards, Bursar's office issues, complaints, etc**

**Comments:**

Students are constantly asking what their balance may be and what's happening with my fee remissions. The students have some expectations that are just not being met.

Dr. Queener shared an FAQ about fellowship awards, which is a draft and Dr. Queener would like anyone with comments or suggestions to please share with the Graduate Office.

Dr. Queener would like the members to talk to the faculty in your programs to think of other ways to handle this issue.

The GAC agreed that this complaint needs to be broadened by all graduate departments. Dr. Queener shared that this topic will be back on the agenda in January for discussion.

Dr. Margaret Adamek stated that a FAQ for Assistantships would be helpful as well.

There is no public documentation stating that fellowships must be paid through financial aid rather than the bursar.

**Website Usage for Graduate Students**

**Comments:**

Institutional websites are the key for graduate students for picking out a graduate program. The Graduate Office will be sharing this document with directors of programs and then Dr. Queener will go back out and audit websites.

Dr. Queener asked that the GAC members share this with their faculty and staff so the graduate departments may appeal to more student clientele.

**Next Meeting**

January 22<sup>nd</sup>, 2008

**Meeting Adjourned 2:53**