

**Graduate Affairs Committee  
Minutes  
August 26, 2008**

**Present:** Margaret Adamek, Hasan Akay, Deborah Cullen, David Ford, Dominique Galli, Marilyn Irwin, Paul Lang, Craig McDaniel, Jim Murphy, Mathew Palakal, Sherry Queener(Chair), Simon Rhodes, Tony Stamatoplos, Soren Svanum, James Wimbush, & Marianne Woceck

**Guests:** Kathy Purvis, Beth Armstrong, Chuck Ranard – Office of Student Financial Aid Services

**Staff:** David Koerner, Nelson Soto, Sue Wheeler, & Beth Young

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

Approved. Corrections? Email Beth Young at ejmoody @ iupui dot edu

Dr. Queener welcomed the new members:

Debby Cullen  
Paul Lang  
Jim Murphy  
Mathew Palakal

**IU Dean's Report – Dean James Wimbush**

The Graduate School is continuing to advocate for student benefits by trying to offer graduate student benefit package. This year dental coverage will be provided to students effective as of August 15<sup>th</sup>. Dan Reeves is meeting with GSO and GPSO this fall to talk about the current benefits provided and answer any student's questions. Dan is also working with various providers to provide additional benefits that will be available to students at a voluntary basis. Some of these additional benefits include auto, homeowner, mortgage, long term care, vision care, and identity theft insurance for Student Academic Appointees/Graduate Assistants.

Dean Wimbush has met with both Greg Garret, GSO president, and Mark Clark, GPSO moderator, recently and feels that there is very good representation for the graduate students.

The Graduate Council has written their constitution and by-laws, which need to be ratified by the Graduate Faculty. Dean Wimbush feels that the Graduate Council is very important part of the Graduate School because the Graduate School is a school of faculty and he believes faculty governance is important, which will not only assist the Graduate School but something that is critical for us to carry out our mission. Once the constitution and by-laws are ratified, then everything will be in place for the council to move forward.

The IU Graduate School is currently going through a strategic planning process, Dean Wimbush has been working with the Deans of the Graduate School so that they may take a good look of what we have been doing and what we want to be doing and what we want to look like in the next five years. In these discussions, we have drafted vision statements, created vision initiatives, as well as identified the challenges in the Graduate School so we can carry out these initiatives. We are beginning to solidify these thoughts and will then share it the GAC, Graduate Council, the student organizations so we may meet the needs of all our constituents. The goal is to have this done by the end of this academic year.

**Purdue Dean's Report – Dean Jon Story**

Dr. Queener announced that Jon Story has now been appointed at the Acting Dean of the Purdue Graduate School beginning this fall semester.

## Assistant Dean's Report – Dean Nelson Soto

All incoming graduate students are invited to the Graduate Student Welcome/Orientation, to be held on:

Tuesday August 27, 2008

12:00pm-1:30pm

Campus Center, room CE 405

This will be an opportunity for the graduate students on campus to become familiar with the programs and services available at IUPUI. One of the topics includes health insurance.

Participants include:

Sherrée A. Wilson, Ph.D., Assistant Dean of the Faculties

CAPS

General discussion on services available for graduate students.

As of Monday, 73 students have RSVP'd to the event.

Summer Recruitment Initiative/Summer Research Programs included: IU Simon Cancer Summer Research Program, Bridges to the Doctorate Program, T35, T32, HBCU STEM Initiative, IUPUI SROP

We had roughly 60 students within those programs and partnered with Kathryn Wilson from the Center for Research and Learning. With that partnership, we had over 200 students in various research programs on campus this year.

Dean Soto targeted the Polytechnic School of Puerto Rico for Summer Research Programs and recruited 12-13 students from there. Most of these students were in School of Engineering and Technology and two in School of Medicine. Four of the rising seniors from this group have already begun the process of applying to IUPUI for graduate work.

Three students that were a part of the Bridges to the Doctorate Program are from Jackson State University and they have also begun the process of applying for the IBMG program at the IU School of Medicine.

We are starting to look at different funding mechanisms and Dean Soto would like to have future conversations with the committee about different ideas or ways so we may sustain these programs.

Dean Soto also wanted to share his experience at the CIC SROP Conference, where 600-650 students attended to learn more about graduate programs. Dean Soto and his staff are currently tabulating this information.

Below is the IUPUI Graduate Office recruitment schedule, please note that this is subject to change.

Dean Soto encourages programs to contact the Graduate Office if they know of a student in any of these areas/schools that is interested in an IUPUI Graduate Program. The recruiter listed would be happy to speak with the student one-on-one, if necessary.

Date	Event	Location	Recruiter
July 25-27	CIC SROP Conference	Michigan State	David Koerner
Sept. 17	<a href="#">Rose-Hulman Institute of Technology Graduate School Fair</a>	Rose Hulman	David Koerner
Sept. 17	<a href="#">Indiana State</a>	Indiana State	David Koerner

Sept. 18	<a href="#">6th Annual Graduate and Professional School Fair</a>	Depauw	Nelson Soto
Sept. 25	Hanover College's Graduate and Professional School Fair	Hanover	Sue Wheeler
Sept. 29	<a href="#">Big 10 Expo</a>	Purdue	Nelson Soto
Oct. 1	<a href="#">University of Illinois Urbana-Champaign</a>	Urbana-Champaign	Sue Wheeler
Oct.2-Oct 5	Getting You Into IU	Indianapolis/Bloomington	Nelson Soto
Oct. 7-Oct 8	<a href="#">I-74 Graduate &amp; Professional School Fair</a>	Peoria to Galesburg, IL	Sue Wheeler
Oct. 9-12	<a href="#">SACNAS</a>	Salt Lake City	Sue Wheeler
Oct 8-Oct 19	Puerto Rico Caravan	Puerto Rico	Nelson Soto
Oct 13-Oct 19	International Graduate Scholarship	Beijing	Nelson Soto
Oct. 30	Earlham	Richmond	TBD
Nov 5-Nov 8	<a href="#">ABRCMS</a>	Orlando	<b>AGEP Scholar</b>
Nov. 8	<a href="#">CA Diversity Forum</a>	Berkeley	Nelson Soto
Jan '09	Southern Caravan	Southern HBCUs	Nelson Soto
Feb. 19	College Talent Recruitment Day	Indianapolis	Sue Wheeler
April '09	CA Diversity Forum	Southern CA	Nelson Soto

#### Financial Aid Discussion – Ms. Kathy Purvis

Dr. Queener explained that recently an issue has come up regarding the financial aid forms for non-degree seeking students. Faculty and staff are concerned about who should sign the financial aid forms for graduate non-degree students. Dr. Queener then invited Kathy Purvis, Director of the Office of Student Financial Aid Services to come up and speak about this issue with the GAC.

Dr. Queener brought up the two primary questions concerning the issues which are:

1. Under what circumstances do students qualify for financial aid as a graduate non-degree student?
2. Who needs to certify that those conditions are met by signing the financial aid form?

Kathy Purvis introduced her two colleagues: Beth Armstrong & Chuck Ranard, Associate Directors in Office Student Financial Aid Services.

Ms. Purvis passed out handouts that highlighted critical points.

She noted that a student may apply for a Stafford or PLUS loan for coursework the school has documented is necessary for her/him to enroll in an eligible program. She also highlighted the difference in the amount of aid a student can get as an undergraduate or a graduate student.

The main point highlighted stated that “To be eligible under this exception, the student must be taking classes that are a prerequisite for admission. If he is only taking them to raise his GPA in order to be admitted, he would not qualify for loans under this exception.”

Another point Ms. Purvis wanted to make clear is that if a student is taking prerequisite undergraduate courses for a graduate degree program, in order for students to be considered half time and be eligible for financial aid the student must be taking at least 6 credit hours. If the student is taking graduate prerequisite courses, the student must then take at least 4 credit hours in order to be eligible for financial aid.

Ms. Purvis also asked the committee for suggestions or ideas to make sure these forms get the correct signatures from faculty and inquired the GAC's opinion on the best way to deliver this form back to the financial aid office. Should the faculty send on the form once the student brings it to their office? There was also a request to make this form online so it may just be routed immediately to financial aid once the faculty member has made their decision. There was also a question that financial aid contacts the faculty member that signed the document making them aware that the form has been received and will be processed shortly. This process will help confirm that information is getting to where it needs to be.

Another suggestion was the faculty member writing a letter of contract with the student that may be attached and sent to the financial aid office to have in the student's file. Another option is that faculty can make notes on SIS just in case we get audited at a later date. This is a good thing to have as a protection for the faculty and for the office.

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

**NRC Survey Update** – The methodology guide was supposed to be released in August, it will not be. It will hopefully be released on September 12<sup>th</sup>. The full release of the report is at the end of October, but Dr. Queener suspects that it will be later than that. As a way to prepare, the graduate office has begun gathering information so that we will have some idea of how our programs measure up to national norms before the information comes out about our PhD programs. Dr. Queener has looked at national data from 1<sup>st</sup> year retention attrition in PhD programs and compared that to the data Kathy Burton created based on our system. IUPUI data shows that out of our 10 basic medical science programs, 5 of them have 100% first year retention, which is well above the national average, 2 of them were at the national average and 3 were below the national average for retention. So we have these data to help frame the response and press releases for what happens with the NRC. There is a similar process happening in Bloomington.

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

Mr. Koerner wanted to thank departments for a very smooth fall opening. He is happy to report that there has been a lot of work done over the summer because of the departments forwarding information earlier.

Please note that priority deadline for spring is December 1<sup>st</sup>.

#### **GSO Report – David Koerner**

Graduate Student Mixer to be held on Wednesday, August 27<sup>th</sup> from 4 to 6pm in CE 450 B&C – 150+ students registered for the event.

First GSO Meeting to be held on Tuesday, September 9<sup>th</sup> – Campus Center – Details to come.

Please note that in order to be eligible to apply to EEG grant, there must be representation of that school at the meetings.

#### **Committee Business**

**Curriculum Subcommittee – Ms. Beth Young**

The committee has about 30 courses waiting for review and hope to meet in September to review these courses. Please send any course requests to Beth Young in UN 207.

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

The Fellowship Committee will meet in the fall to talk about fellowships and prepare for both block grant and fellowship submissions. The block grant money for this year has been distributed to the schools already and available in the school accounts.

It was also mentioned that Hasan Akay will substitute for Andrew Hsu this year.

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

- Revision of MS degree programs in Pharmacology and in Toxicology – *Approved*
- Revision of MS degree program in Microbiology and Immunology – *Approved*
- Change in Cancer Biology Minor – *Approved*
- Revision of Biochemistry and Molecular Biology MS Degree – *Approved*

### **Discussion**

#### ***Tuition Charges for EAP Courses***

It has been noted that professional students on the IUPUI campus are paying much higher rates, which could mean they are paying thousands of dollars more for taking EAP courses.

It was asked how is this handled on other campuses? There is currently a negotiation with the EAP and School of Engineering and Technology as well as an agreement with the LLM program through the School of Law. The LLM program has a flat rate for EAP courses and the Law school is paying the EAP instructor. School of Engineering offers a specific replacement course for their students.

It was noted that currently the IU School of informatics and IU School of Medicine are paying for PhD students EAP courses in order to take away the burden for the student. But in turn, adding to the school's load.

An option brought up was to possibly raise the TOEFL score requirements so that with admission the language efficiency will follow. Dr. Thom Upton, School of Liberal Arts, is currently monitoring these scores.

At the moment, Kelley School of Business is creating a mechanism so that students in China can take the test in China and work on their deficiencies in China rather than traveling to the US.

Over the last 5 years, how many students were involved with these higher rates? Take a look at these numbers and help figure a fee that would be do-able for all schools.

The committee found there to be a three part approach to the issue: creating a flat fee, raising TOEFL scores, and creating an online test that can be taken internationally. This is concern for falsified test scores. There was a suggestion to see what trusted site does the testing for Kelley students.

### **Old Business**

#### **Next Meeting**

September 23, 2008

**Meeting Adjourned 3:04 pm**