Graduate Affairs Committee
October 28, 2003
3:30 p.m. - 5:00 p.m.
UL 1126

AGENDA

1. Approval of the minutes for September 23, 2003 ..... Queener
2. Vice Chancellor's Report ..... Brenner
3. Associate Dean's Report ..... Queener
4. Purdue Dean's Report ..... Story
5. GSO Report ..... Carroll
6. Graduate Office Report ..... Koerner
7. Committee Business
    a. Curriculum Subcommittee ..... O'Palka
8. Program Approval ..... Queener
    a. Change in Credit Hour for Biotechnology Certificate Program
    b. Master of Therapeutic Outcomes Research – course substitution
9. Discussion ..... Queener
10. New Business……
11. Next Meeting (November 25) and adjournment

Graduate Affairs Committee
October 28th, 2003
Minutes

Present: Margaret Adamek, David Allmann (substituting for William Bosron), Mark Brenner (co-chair), Daniel Callison, Michelle Carroll, Ain Haas, Dolores Hoyt, Andrew Hsu, Marvin Kemple, Michael Klemsz, Jane Lambert, Joyce Mac Kinnon, Nasser Paydar, Douglas Perry, Sherry Queener (co-chair), Pat Rogan, William Schneider, Sharon Sims, Jon Story, Kathryn Wilson, Gail Vance

Staff: Monica Henry and David Koerner

Approval of the minutes - Dr. Queener
The September 23rd, 2003 minutes were approved by the committee.

Vice Chancellor's Report – Dr. Brenner
The new Indiana University Graduate School Associate Dean, John Slattery, will begin next week. Dr. Brenner noted that one of the first discussions he would like to have with Dean Slattery is the issue of the NRC survey, which will begin in the fall, and double counting Ph.D. programs at IU and Purdue University and IUPUI.

Associate Dean's Report – Dr. Queener
The Graduate Office is currently in the process of identifying students who placed into English as a Second Language (ESL) courses and who have yet to take the required courses. The policy states that students should start their assigned courses within their first year of enrollment. Student's academic progress tends to suffer when they wait to take the ESL courses. It is highly recommended that students begin taking the courses within their first semester on campus. Students who have yet to begin taking courses will be placed on checklist. Student's departments will be notified. Advisors should encourage students to follow the ESL policy and attempt to track these students as well.

The School of Law has been collaborating with Dr. Tom Upton of the English Department to meet the needs of the Law School students who require ESL courses. The English as a Second Language Program will hire a full-time faculty member to work in The School of Law to run a program specifically for their students due to the density of their course scheduling. The funding for the position is coming through the School of Law. These courses will carry no credit but will meet the ESL policy requirement. Engineering and Technology has a similar program for their students.

Dr. Allmann noted that it is difficult to track students on the ESL website who are assigned to ESL courses. Dr. Queener said she would look into this.

Purdue Dean's Report - Jon Story
Fellowship information will be distributed during the first week of November.

The Graduate School has hired a data analyst.

Policies and Procedures for Non-West-Lafayette Graduate Programs are being created.

GSO Report – Michelle Carroll
The deadline for the Educational Enhancement Grant (EEG) is Friday, October 31, 2003. The GSO is currently looking at the grant requirements and assessing whether or not they should be revised. There is discussion within the GSO on what should happen to the grant if the funding is depleted. EEGs are funded through Student Activity Fees twice a year (Spring and Fall) and may be used for conferences, workshops, and thesis research supplies. Travel Award Grants, which are due November 7th, can be used for travel only when a student is a first author on a paper being presented. Information and applications on both grants can be found at: http://www.iupui.edu/~resgrad/grad/financial_aid_content2.htm.

Student representatives reported back to the GSO at their October meeting on what departments do with Activity funds, and what they hope to do with the funds.

The GSO will be donating money to the Martin Luther King dinner so that graduate students may attend for $20 per person, as apposed to $30 per person.

Next semester GSO Volunteers will be meeting with Karen Whitney, Vice Chancellor of Student Life and Diversity, to discussion the Health Insurance concerns that Graduate Students have.

Graduate Office Report – David Koerner
The Graduate Office is entering the Spring admissions cycle. David Koerner has recently received a 600 person report of individuals lost in the student information systems.

Committee Business

Curriculum Subcommittee Report – Monica Henry
The course summary has been revised since the original was posted on the Graduate Affairs Committee website. A new course request for INFO I534 – Clinical Information System was added. Dr. Schneider asked about potential overlap of GRAD G505 – The Responsible Conduct of Research with an existing course GRAD G504 – Introduction to Research Ethics. Dr. Klemsz, the instructor of GRAD G505, noted that the Basic Sciences Chairs agreed that the course content and approach was different enough to warrant two courses. Dr. Brenner noted that this is a good step by the School of Medicine to require this course for their students. He believes that more schools should require similar courses. Currently students are only required to take the course if they are being supported by a training grant.

Dr. Queener stated that there was some conversation at the last Curriculum Subcommittee about what the actual charge of the committee is and what its' role should be. This topic will be brought back to the GAC in November.

Program Approval – Dr. Queener
A proposal to reorganize the Ph.D. in Medical Biophysics has been reviewed by three GAC reviewers and will be brought to the committee in November.

Change in credit hours for Biotechnology Certificate Program

This proposal is to increase the credit hours in the Biotechnology Certificate program from 15 credit hours to 17 credit hours. The Course Change request to increase the credit hours of Concepts in Biotechnology – G828 from 1 to 2 has been approved by the Curriculum Subcommittee. This course will be taken two times, and accounts for the additional 2 credit hours. Dr. Allmann noted that a proposal for a M.S. in Biotechnology should be coming to the GAC in January. There is also a proposal for a M.S. in Biotechnology coming from Bloomington. Dr. Queener asked Dr. Bosron to communicate with Bloomington to make sure that both programs fit together. The GAC voted to approve this change.

MS in Therapeutic Outcomes Research – Course Substitution

INFO I530 Seminar in Health Informatics Applications will be substituted for SPEA H615 Health Outcomes and Decision Making. SPEA H615 Health Outcomes and Decision Making will no longer exist. The GAC approved this change.

Discussion

Distance Education

Dean Kintgen and Dr. Queener are recommending that the "Correspondence Study" paragraph in the Graduate Bulletin which prohibits correspondence courses be replaced with a paragraph titled "Distance/Distributed Education". This new paragraph states "In considering course work for admissions purposes or for transfer of credit into a degree program the Graduate School expects programs to evaluate course work and to apply the same criteria for quality to both traditional and distance formats". For courses to be considered for admissions purposes, they must come from a four-year accredited collegiate institution. This new language has not been approved yet, but is coming up for discussion at the Graduate Council.

Graduate Non-Degree Fee Structure

A new policy will require Graduate Non-Degree (GND) students to pay graduate course fees for both graduate courses and undergraduate courses; however, a good portion of GND students take undergraduate courses. A potential reason for this new policy may have to do with fee structures corresponding with the student's status in People Soft. Programs are finding ad hoc solutions that could create problems. Some programs are advising students to sign up as visiting degree students or 2nd undergraduate degree seeking students. Issues surrounding this new policy have to do with the expected decrease in GND enrollees, and retention numbers dropping if students sign up as 2nd undergraduate degree seeking students. Dr. Queener noted that there will need to be a University policy in place to maintain advising consistency. Dr. Paydar suggested creating a special fee structure for GND students. Dr. Queener agreed that this could be one possible solution. GAC members raised the question of fairness; why should a GND student pay graduate fees for an course that carries undergraduate credit. Lane Lambert from the Kelley School of Business stated that they would be willing to write letters of support for any alternative recommendation to this policy. This policy could economically impact the Kelley School of Business. A good portion of prospective business students need undergraduate pre-requisites before being admitted into the MBA or MPA program. Dr. Wilson noted that this would also hurt students taking pre-med courses, and could have an impact on the School of Science undergraduate retention rates if students were advised to enroll through the School of Science as undergraduate students. Dr. Queener stated that she will continue this discussion.

New Business

Graduate Showcase

Dr. Wilson inquired as to if there will be a Graduate Showcase this academic year. Dr. Queener noted that the Showcase did provide recruitment benefits and perhaps it could correspond with the January Minority Student Visitation Day. Drs. Queener, Wilson, and Johnson will coordinate the date of the events.

Next meeting date

November 25th, 2003

Meeting adjourned at 4:35 p.m.

APPROVED
COURSE SUMMARY
October 28, 2003

COURSE CHANGE REQUESTS

School of Medicine

ANAT D866/D867 Electron Microscopy Laboratory 2 Credits

Change course number to: D866
Change title to: Electron Microscopy with Laboratory
Change description to: P:D851 or equivalent and consent of instructor. Introduction to electron microscopy including lectures and laboratory. The application of techniques, biological specimen preparation (rationale and practical aspects), instrument operation and image processing for both scanning and transmission electron microscopy are included. Special techniques and their application will be discussed.

Justification: Laboratory (D867) and Lecture (D866) are being combined to one course number. The Laboratory does not carry credit hours independently but is required as part of the lecture course.

GRAD G828 Concepts in Biotechnology 1 Credit

Change credit hours to: fixed at 2

Justification: See attached

MICR J611 Introduction to Biophysics I 3 Credits

This course is being discontinued for this campus only

Justification: See attached

MICR J612 Introduction to Biophysics II 3 Credits

This course is being discontinued for this campus only

Justification: See attached

PHSL F592 Biophysics – Radioisotope Methodology 3 Credits

This course is being discontinued for this campus only

Justification: Course content no longer needed in curriculum

NEW COURSE REQUEST

School of Engineering and Technology

ECE 591 Parallel Processing Theory 3 Credits

Prerequisite: Graduate standing or consent of instructor. The course is a comprehensive study of parallel processing techniques, parallel programming and performance tuning. Topics covered include: fundamentals of parallel, concurrent and distributed processing systems, and parallelism paradigms. In addition to these topics the software needs and support for parallel processing systems are covered in details. This includes programming languages, simulation and tracing tools.

Justification: Computer Engineering

Graduate School

GRAD G505 The Responsible Conduct of Research 1 Credit

An overview of the rules and standards required for Graduate Students, Research Technicians and Postdoctoral Fellows conducting responsible scientific research.

Justification: See attached

GRAD G599 Thesis Research 0 Credit

Master's students who have enrolled in 30 or more hours of graduate course work applicable to the degree and who have completed all other requirements of the degree except the thesis or final project or performance may enroll in G599. Requires section authorization.

Justification: This request is for approval to offer on the IUPUI campus GRAD G599 which originated at IUB. The course will be used to facilitate the monitoring of students as they finish masters programs and submit their thesis and to confirm full-time status.

School of Informatics

INFO I534 Clinical Information Systems 3 Credits

Clinical Information Systems includes; human computer interface and systems design; healthcare decision support and clinical guidelines; system selection; organizational issues in system integration; project management for information technology change; system evaluation; regulatory policies; impact on the Internet; economic impacts of e-health; distributed healthcare information technologies and future trends.

Justification: New elective for Masters / PhD

School of Medicine

PHSL F592 Biomolecular Imaging 3 Credits

Introduce key concepts that underpin all imagining modalities and provide examples of how these concepts of modern imaging apply in the real world. At the level of cellular and molecular imagining, includes a survey of the principles and application of modern imaging methods.

Justification: The F592 course on Radioisotopes has laid dormant for at least 5 years, with no interest in reactivating the topic. In contrast, with the dramatic increase in infrastructure at IUPUI related to imaging as applied to biological, medical and molecular sciences, there is a strong need for graduate coursework in the general area of imaging. This course is the first to be exclusively dedicated to this area.

School of Science

CSCI 699 Research Ph.D. Thesis 1 to 9 Credits

Justification: Authorization of Ph.D thesis option for Indianapolis campus.

Master of Therapeutic Outcomes Research Degree:

One course substitution:

INFO I530 Seminar in Health Informatics applications will be substituted for:

SPEA H615 Health Outcomes and Decision Making.

CURRICULUM

Health Outcomes	(12 cr.):
AHLT W510 Trends and Issues in Allied Health	(3 cr.)
SPEA H517 Managerial Epidemiology	(3 cr.)
SPEA H615 Health Outcomes and Decision Making	**(3 cr.)**
AHLT W560 Topics in Patient-Centered Outcomes Research	(3 cr.)
Electives : [In consultation with graduate advisor]	(3 cr.)

Research	(15 cr.):
GRAD G651 Introduction to Biostatistics I	(3 cr.)
AHLT W520 Research Methodology in Allied Health	(3 cr.)
AHLT W570 Research Communication in Allied Health	(3 cr.)
AHLT Z599 Thesis in Health Sciences	(6 cr.)
AHLT W799 Master's Thesis Continuation	(1 cr., can be repeated)

Total Minimum Credits: 30 cr.

To : Sherry Queener, Associate Dean IU Graduate School
RE : Change in credit hours for Biotechnology Certificate Program
From: David Allmann, Admissions Director Biotechnology Certificate Program

In 2000 a Biotechnology Certificate Program was proposed and approved. The program was initially approved as a 15 credit hour program (see list of courses below). In the summer of 2002 a class of 7 students was accepted into the program. After nearly completing the first class (four of the first class are expected to complete the program in December 2003), the faculty have or are making some changes in curriculum. Some of these changes are a matter of changing the course number or course title. For example we had to change G818 to G828 as there was already a course with the number of G818 and changing the course title of G841 from Methods of Protein Chemistry to Methods Proteomics.

At this time we are not requesting the addition any course but are requesting an increase in the credit hours for the program from 15 to 17. The rationale for this change is the realization that G828 a 1 credit hour course should be changed to 2 credits. A change of course form was written and approved by Dr. Robert A. Harris and William Bosron. The rationale given in the change of course form is:

The rationale for the increase in credit hours is based on:

1. The class time of 2 contact hours per week.
2. The required time of at least two hours per week doing literature research to obtain solutions and prepare reports on the learning issues/case objectives.
3. The literature research involved in gaining further understanding of the Biotechnology problem being considered.

13. Proposed new course list for the certificate:

The Indiana University graduate certificate in Biotechnology will have a fixed curriculum of 17 credits. This will include one introductory course in biochemistry that must be taken first to ensure the fundamental knowledgebase for subsequent laboratory courses. If a student has taken a recent biochemistry survey course, the student must substitute an advanced graduate lecture course that is relevant to biotechnology. Such courses could be: G865, Fundamental Molecular Biology; B807, Protein Structure and Function; G817, Eukaryotic Cell Biology, G910, Advanced Molecular Biology Methods, K540, Topics in Biotechnology, C636, Biochemistry Structural Aspects.
Students may take the remaining courses in any order. These include three laboratory-based courses in biotechnology (9 credits), an ethics course (1 credit) and two semesters of Concepts in Biotechnology (2 credits each).

Course	Title	Credit	Type	Semester
B500	Introductory Biochemistry*	3	Lecture	Fall
G505	Responsible Conduct in Research	1	Lecture	Fall
G828	Concepts in Biotechnology	2	PBL	Fall/Spring

G841	Methods in Proteomics	3	Laboratory	Spring
G890	Methods in Molecular Biology & Pathology	3	Laboratory	Summer
G823	Methods in Cell Biology	3	Laboratory	Fall

*Or equivalent course with substitution of an appropriate graduate course as approved by the program director.

B500, Introductory Biochemistry (3 cr.): Structures of carbohydrates, proteins, lipids and nucleic acids. Basic principles of enzyme catalysis, protein synthesis, intermediary metabolism and nutrition.

G505, Responsible Conduct in Research (1 cr.): Discussions of scientific fraud and misconduct, data management and reporting, publication and reviewing practices, laboratory supervision, science and industry, human subjects, animal welfare, research grants and peer review. New course pending approval.

G828, Concepts in Biotechnology (2 cr.); Case studies exploring topics on the cutting-edge of biotechnology and tutorials in biotechnology calculations.

G841, Methods in Proteomics (3 cr.): Discussion and laboratory instruction in modern methods for protein purification, analysis of purity, peptide mapping and amino acid sequencing.

G890, Methods in Molecular Biology and Pathology (3cr.): Basic principles and techniques in molecular biology and pathology. Particular emphasis will be on molecular techniques that can be used to study problems related to biochemistry and pathology.

G823, Methods in Cell Biology (3 cr.): Discussion and laboratory instruction in modern methods for cell culture and identification of drug or intermediary metabolites. This new course is pending approval.