

Graduate Affairs Committee  
February 24, 2004  
3:30 p.m. - 5:00 p.m.  
UL 1126

**AGENDA**

1. Approval of the minutes for January 27, 2003 ..... Queener
2. Associate Dean's Report..... Queener
3. Purdue Dean's Report..... Story
4. Graduate Office Report..... Queener
5. GSO Report..... Carroll
6. Committee Business.....
  - a. Fellowship Subcommittee
6. Discussion..... Queener
  - a. MSD Thesis Optional
  - b. Graduate Task Force
9. New Business.....
10. Next Meeting (March 23) and adjournment

**Graduate Affairs Committee  
February 27, 2004  
Minutes**

Present: William Bosron, David Ford, Karen Gable, Dolores Hoyt, Andrew Hsu, Nicolas Kellum, Brian Woodahl (sitting in for Marvin Kemple), Jane Lambert, Joyce Mac Kinnon, Debra Mesch, Chris Miller, Jackie O'Palka, Martel Plummer, Sherry Queener (co-chair), Jon Story, Gail Vance, Joanne Warner, Kathryn Wilson, Marianne Wokeck

Staff: Monica Henry

**Approval of the minutes - Dr. Queener**

The January GAC meeting did not reach a quorum therefore, items that required approval were disseminated to the full committee via email and were voted on electronically. The M.S. in Health Sciences Education was approved electronically and the Graduate Office is awaiting the revised version. Dr. Mac Kinnon noted that the revised version was sent through campus mail on February 26<sup>th</sup>. The M.A. in Political Science was approved electronically and has been sent to Bloomington for further approval. The M.S. in Music Therapy was approved electronically and the revised version has been sent via email to the GAC and will be sent to Bloomington. At the January meeting issues were raised regarding the proposal for a Ph.D. in Electrical and Computer Engineering from the School of Engineering. Dr. Queener and Dr. Brenner met with Dr. Hsu and talked about issues regarding faculty status and admissions procedures proposed. There are several other agreements in development in the School of Engineering and the issue of consistency was discussed. Individual programs will work together to form the agreement and then work on uniformity with regards to admissions and designation of faculty status proceeding the agreement. The M.S.D. thesis optional discussion was tabled for discussion at today's meeting.

The minutes were approved for the January 27<sup>th</sup> meeting.

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

The Sigma Xi Society is working with the Alfred P. Sloan Foundation on a study of postdoctoral researchers. Dr. Queener responded on behalf of Indiana University as being interested in being part of this study. Information will be forthcoming. Information packets were available at the meeting.

The 60<sup>th</sup> annual Midwest Association of Graduate Schools (MAGS) meeting will take place in St. Louis April 13<sup>th</sup> – 16<sup>th</sup>. There will be two sessions of interest, the "Graduate Student Leadership" Panel, in which Jessie Nelson, a graduate student from Indiana University, will be participating. "Learning, Training, and Research: Defining Graduate Education" may be of interest as well. Dr. Queener requested that schools encourage their GSO representatives to attend the conference.

In 2002 Fellowship payments were moved from being paid through Payroll to being paid through the Financial Aid Office. The primary reason given for this move had to do with tax implications due to the fellowship students not being employees. Since this transition two

problems have developed: timely / predictable fellowship payments, and the fact that if the student has a Bursar balance their fellowship funds will be applied to that balance. Two recent problems have come to the attention of the Graduate Office. There have been two cases where students were denied their fellowship funds because they had exceeded their financial aid limit. In one case the argument was made that it was a mistake on the part of the Financial Aid Office and the student received their fellowship. In the other case the student had to give up their fellowship and the program had to find another way to support the student. The second issue concerned paying fellowship students on a semester basis rather than on a monthly basis. Dr. Queener has responded stating that students need to be paid on a monthly basis. Dr. Queener asked if paying students on a semester basis would affect programs. Dr. Wokeck asked if the funds could be disseminated to the schools, and the schools issue monthly checks to the students. Dr. Queener noted that Becky Porter has said the funds could be transferred to the Graduate Office and the Graduate Office could disseminate monthly checks to the students, or potentially to the schools. If the Graduate Office took on this responsibility additional staff would be needed. Jane Lambert noted that schools may have a problem disseminating the checks also because the student is not an employee. Dr. Queener will explore the options and report back to the committee.

#### **Graduate Office Report – Dr. Queener**

The new Graduate and Professional Program recruitment brochures were made available to the committee. Dr. Queener thanked Kelly Young and the Marketing and Communication Office for accepting the task of printing the brochures. Previously Marketing and Communications printed undergraduate recruitment materials only and this is the second year they have supported the graduate brochure.. The brochure represents a comprehensive list of graduate and professional programs offered on the IUPUI campus. The IUPUI Graduate Office recruits for all post-baccalaureate programs on the campus.

Campus Day is March 7<sup>th</sup> from 1 p.m. – 4 p.m. in the BS/ES corridors. The Graduate Office will be represented. Dr. Queener encouraged graduate programs to be represented.

There have been discussions recently regarding the undergraduate imaging initiative (Onbase software from Matrix) to turn all admissions materials into electronic files through the use of a scanner. The question then becomes whether or not Graduate Admissions would follow. Discussions are now being held with the International Affairs Office on how to partner with the Graduate Office in order to implement such an initiative. The Graduate Office and the School of Medicine both need the ability to look at electronic files from International Students. Once International Affairs is able to provide electronic materials the Graduate Office will move forward with implementing this initiative for domestic students.

SIS has redefined student admissions and registration terminology. A copy of this new terminology can be requested from the Graduate Office.

As students are admitted they will need to be notified of their 10-digit University ID#. This information can be included in the congratulations letter. Students will need their ID# to create their IU computing accounts. Current students can view their University ID# through the OneStart Personal Info channel in the Self Service tab. The Graduate Office is working on ways

to facilitate the dissemination of University ID#s to new students. If a minimum amount of personal information is sent to the Graduate Office for paper applicants that information can be entered into PeopleSoft to generate an ID#. Those IDs could then be sent to the departments in an Excel document. David Koerner will be able to work with the departments to obtain their student's ID #s. The Graduate Office will be sending out emails to inform students of their IDs.

### **GSO**

Dr. Queener noted that the GSO voted to support the Graduate Hooding Ceremony. The GSO is subsidizing the event in order to keep the cost down to \$25 per student.

### **Committee Business**

#### **Fellowship Subcommittee**

The Fellowship Subcommittee is currently reviewing 83 Fellowship applications.

### **Discussion**

#### **MSD Thesis Optional**

This is a proposal to move from a thesis requirement to the option of a manuscript or thesis. The following two sentences raised questions: "The student must prepare the manuscript with no more assistance than would normally be given for a preparation of a thesis."; "The faculty research mentor would have the opportunity to make appropriate changes in the approved manuscript before it is actually submitted for publication.". Dr. Miller stated that the goal is to increase exposure of the School of Dentistry's graduate programs through the increased publication of graduate research and literature. A quality control aspect has been added so that the submission is first approved by the student's graduate committee. The mentor of the research project would then review the paper and make appropriate revisions before it is sent into a journal for consideration. If the research project is not appropriate for publication then the thesis option would be chosen rather than the publication option. If there is more than one student involved in a research project they would need either to submit separate manuscripts or prepare a thesis if they cannot sufficiently divide the project. This would be very uncommon and should not pose a problem. The GAC approved this proposal as an information item.

### **Purdue Dean's Report – Dr. Story**

The Graduate Task Force is proposing revisions to the thesis title page. Currently, the title page states "A Thesis Submitted to the Faculty of Purdue University by.... In Partial Fulfillment of the Requirements for the Degree of...". This format does not work well when you have faculty at different campuses. The Task Force has proposed to replace that statement with "...Purdue University..." and then the location of where the degree was awarded and the date. The department or school is not listed on the revised proposal in an effort to avoid any potential animosity between inter-disciplinary programs. Dr. Slattery stated that if the committee would like consistency he would take the issue of removing school and department affiliation from the Indiana University title page to the Graduate Council. Dr. Slattery stated that by listing school and department affiliation it is easy to identify theses or dissertations that were produced in Indianapolis, rather than in Bloomington or West Lafayette. Dr. Story stated that perhaps listing school or department could be optional.

The Purdue Task Force has three charges: Administrative; Improving Inter-Campus relationships; and Strategic Planning Revisions. With regards to the Administrative charge, the Task Force is proposing the elimination of some of the new course and course change approval steps. The goal is to facilitate the routing process. The Task Force is attempting to formulate processes which promote cohesive relationships between the inter-campus departments rather than the one way street that is typically seen. The Task Force is also attempting to discourage the ownership mindset that some West Lafayette schools and departments have and encourage a supportive approach. Some West Lafayette schools and departments do not see the distinction between the different campus programs. For example, the Purdue masters programs offered at IUPUI are approved by the Indiana Commission for Higher Education (ICHE), as are the programs at West Lafayette. The approval does not come through the West Lafayette campus. The distinction must be made that the programs are two different programs and one is not controlling the other, they should be supporting one another. One idea is to have inter-campus program reviews that will help introduce people to the quality of programs on the other campuses. The goal is to have more ideas on how to facilitate these relationships by Spring. Dr. Wilson noted her disappointment in that the School of Science's Ph.D.s are no longer up for negotiation. The goal would be to have autonomy and for the IUPUI School of Science to be able to deal directly with the Purdue University Graduate School as apposed to going through the West Lafayette School of Science. Dr. Wilson noted that the School of Science must have at least one West Lafayette faculty member on each student's committee; often times this individual does not show up for scheduled meetings. Incidents such as this build resentment on behalf of the student. Dr. Story stated that the objective is to work out the issues regarding the masters programs (individually approved through ICHE) and then begin to work on the issues related to the Ph.D. programs (administered through West Lafayette).

## **Discussion**

### **Graduate School Task Force**

President Herbert has formed the IU Graduate School Task Force to examine whether or not there should be an over arching Graduate School for the entire institution and what the proper administrative organization for graduate education in general should be. The following GAC members are also Graduate School Task Force members: Michelle Carroll, Dr. Ain Haas, Dr. William Bosron, and Dr. Gail Vance. Dr. Vance stated that the charge is to provide answers to the questions regarding the Graduate School by April 1<sup>st</sup> (questions were distributed to the GAC prior to the meeting). The major question is whether there should be a university-wide Graduate School. If one should exist, how should it be organized, and if not what should replace it. If the Graduate School remains, what would the relationships with the other campuses look like? Dr. Bosron asked the committee to please send comments via. email. Dr. Sims stated that there will always be a role for a Graduate School to deal with issues that are common to all programs and issues that are beyond the capacity of the individual units to deal with, such as program review and developing opportunities for graduate programs. The IUPUI campus has the GAC which deals with local issues, both graduate and professional. Bloomington does not have a local GAC, the Graduate Council focuses on IUGS issues only. Local units need to have local governance of those things that are peculiar to their campuses. Dr. Wokeck stated that there is a need for a centralized Graduate School to coordinate and lead the charge on this campus. Dr. Queener asked if the Graduate School should be responsible for professional programs as well as Graduate School programs. Dr. Wokeck stated that she believes that the Graduate School should

be responsible for all postbaccalaureate programs. Dr. Slattery stated that there should be a realization that professional schools are accredited and that a Graduate School should not intercede with curriculum issues. Reviews for professional programs should focus on academic quality, which is different than what a professional accrediting group will look at, and their threshold may be lower than a university's because they are looking at multiple professional schools around the countries. Dr. Miller stated that the accreditation process for the School of Dentistry is tremendously rigorous and involves a two year period. He believes that the quality and recognition that is attached to being associated with the university Graduate School is the benefit gained by adhering to Graduate School standards. Dr. Wilson stated that a Graduate School is needed to help guarantee the quality of life for graduate students. Dr. Slattery stated that he sees the role of the Graduate School as less to do with the bureaucratic processes and more to do with the overall academic quality and quality of life for students. Dr. Vance requested that additional comments be sent to her via. email.

#### **New Business**

There are two programs coming up for approval: an LL.M. Track in Health Law, Policy, and Bioethics and a BS/MS 5 year combined degree in Mechanical Engineering. Dr. Queener will be requesting reviewers for these proposals.

Dr. Wilson distributed brochures for the 18<sup>th</sup> National Conference on Undergraduate Research that will be held on the IUPUI campus April 15<sup>th</sup> – 17<sup>th</sup>, as well as a listing of graduate recruiting opportunities at the conference. This conference will bring talented undergraduate students who do research to the IUPUI campus. An IUPUI Graduate Open House will be held on Friday the 16<sup>th</sup> from 10:00 a.m. – 11:45 a.m. and 1:45 p.m. – 3:45 p.m. (the original date and time, Thursday 12:00 p.m. – 2:00 p.m., has been amended). Each school / department will have the opportunity to hold an open house, tour, or laboratory presentation. The conference will provide a sign up table as well as volunteers to escort students to activities. On Thursday evening there will be a reception from 5:30 to 6:30 at the Indiana Convention Center. Concurrent with the reception, IUPUI programs can display their graduate recruitment materials. The National Graduate Fair will take place from 12:00p.m.– 2:00p.m. in the Lecture Hall. All programs that are sending undergraduate students to this conference are invited to display graduate recruitment materials. The IUPUI Graduate Office will represent all IUPUI graduate programs at the National Graduate Fair. Additional information can be found at <http://ncur.cs.iupui.edu/>. Dr. Wilson can provide additional NCUR brochures to those who would like them.

Field Code Changed

Dr. Story stated that Purdue University is actively searching for a Dean of the Graduate School and a Vice Provost for Research at Purdue West Lafayette. The Research Office and the Graduate School will remain separate entities.

#### **Next meeting date**

March 23<sup>rd</sup>, 2004

**Meeting adjourned at 5:02 PM**