

Graduate Affairs Committee
August 26, 2003
3:30 p.m. - 5:00 p.m.
UL 1126

AGENDA

1. Approval of the minutes for May 27, 2003..... Queener
2. Welcome and School Updates All
3. Vice Chancellor's Report.....Brenner
4. Associate Dean's Report..... Queener
 - a. Graduate Council Elections
5. Graduate Office Report..... Koerner
6. Committee Business
 - Curriculum Subcommittee Report O'Palka
 - Fellowship Subcommittee Report..... Koerner
7. Program Approval..... Queener
 - a. 2002 – 2003 Program Approval Summary
 - b. M.S. Medical Genetics – programmatic updates
8. Discussion Queener
 - a. NRC Survey – Program & Faculty Classifications
 - b. Explore IUPUI
9. New Business.....
10. Next Meeting (September 23) and adjournment

Graduate Affairs Committee
August 26, 2003
Minutes

Present: Margaret Adamek, Mark Brenner (co-chair), Daniel Callison, Paul Carlin, Karen Gable, Jeff Grove, Dolores Hoyt, Andrew Hsu, Steven Jones, Martel Plummer, Marvin Kemple, Michael Klemsz, Michael Kowolik, Joyce Mac Kinnon, Chris Miller, Sherry Queener (co-chair), Pat Rogan, William Schneider, Sharon Sims, Joanne Warner, James Williams, Kathryn Wilson, Marianne Wokeck

Staff: Monica Henry and David Koerner

Approval of the minutes - Dr. Queener

The May 27, 2003 minutes were approved with one minor revision.

Welcome and School Updates

Dr. Queener requested that each individual introduce themselves, note the school they represent, and tell of any school activity that may affect the GAC. Those below noted changes and proposals that will be forthcoming in their respective schools:

Kathryn Wilson, Ph.D., **School of Science** – The School of Science is attempting to expand their Ph.D. programs in various multi-disciplinary areas. The school is currently working on a proposal for a Ph.D. program in Regenerative Biology Medicine, and hopes to strengthening their collaboration with Biomedical Engineering.

Martel Plummer, **Herron School of Art** – The Master of Fine Arts was recently approved. During the next two years the school will be implementing the MFA and will be coming to the GAC for advice and course approval.

Paul Carlin, Ph.D., **School of Liberal Arts** – A proposal for a joint Economics and Mathematical Science M.A. degree is forthcoming.

William Schneider, Ph.D., **School of Liberal Arts** – This is the first year for the M.A. in Geographic Information Sciences. The first Ph.D. in the School of Liberal Arts, the Ph.D. in Philanthropic Studies, will accept their first class Fall 2004. The M.A. in Philosophy, which has a track in American Philosophy, and one in Bioethics, will go to the Indiana Commission for Higher Education on September 12, 2003. A joint degree proposal with both the Schools of Law and Medicine is forthcoming.

Jeffrey Grove, J.D., **School of Law** – The Doctor of Judicial Science was approved in May by the GAC. The following degrees are on the drawing board: a Master's in International and Comparative Law; Master's in Intellectual Property Law; and a Master's in Health Law, Policy, and Bioethics.

Joyce Mac Kinnon, Ph.D., **The School of Health and Rehabilitation Sciences** – This school was previously known as The School of Allied Health. Most all of the school's undergraduate programs have been moved to the School of Medicine; one undergraduate

program has been moved to the School of Informatics. The school will now be post-baccalaureate entry level education exclusively. A proposal to restructure the school's masters degrees will be forthcoming.

Steve Jones, Ph.D., **Kelley School of Business** – Collaboration with the Schools of Science and Engineering and Technology may produce joint M.S. / MBA degrees.

Andrew Hsu, Ph.D., **School of Engineering and Technology** – The School is waiting for approval from West Lafayette for a new Ph.D. program. The current Indianapolis Ph.D. student's are considered West Lafayette students. The School is beginning a new five year ESMS program with the Department of Physics. Tuition Waiver for Research Assistants has been an issue within the school. Currently the Researcher pays full out-of-state tuition for International Students. This is becoming too expensive for the school and the hope is that the school and / or University will help shoulder some of the burden. Another concern for the school has to do with the cost of English courses International Students must take.

Pat Rogan, Ph.D., **School of Education** – The School of Education is working on a new Master's and Doctorate in Education with an emphasis in Urban Education. Currently an Urban Education Certificate is in place.

Chris Miller, Ph.D., **School of Dentistry** – Certain departments that offer the Master of Science in Dentistry would like their students to have the option to submit a publication based on their research in lieu of a thesis. This change may come to the GAC in the future.

Daniel Callison, Ed.D., **School of Library and Information Science** – There are several dual degree programs that the school will be bringing forward for approval. A Certificate in Library and Technology Management is forthcoming.

Vice Chancellor's Report – Dr. Brenner

The search is complete for the new Graduate Dean; however, the new Dean has not yet been announced locally. John Slattery, Ph.D., an Associate Dean for the University of Washington Graduate School, has announced that he will be taking a position at Indiana University. It has been stated that Dr. Slattery will spend two days a week on the Indianapolis campus.

Associate Dean's Report – Dr. Queener

Graduate Council Elections

Dr. Queener welcomed the newly elected members of the Graduate Council; Paul Carlin, Michael Klemsz, Michael Kowolik, Daniel Peavy, Marianne Wokeck, and Gail Vance. Each Graduate Council member is listed on the GAC roster.

Graduate Affairs Committee meetings are planned up through May 25th. All GAC meeting dates are listed on the Graduate Office website.

Notification from the University Council was received regarding unsolicited fax advertisement. This practice is now unlawful.

Currently there is no resolution of the continued problem regarding paying academic appointees on time. The difficulty lies in the interface between the Financial Aid Office and the Bursar Office. Please notify David Koerner if your school encounters this problem.

A proposal is currently being written in an effort to gain resources through the Lilly Initiative for various internships. The Graduate Office has recently received a supply of Graduate Internship Handbooks authored by Dr. Sheila Cooper, Dr. Queener's predecessor. Please contact the Graduate Office to request copies.

Graduate Office Report – David Koerner

The Graduate Office has been able to keep up with admissions throughout the summer. Fall admissions continue to straggle in at this late date.

Application fee processing is now a Graduate Office function. The Graduate Office will need certain applicant information in order to process the fee in People Soft. A memo and the information sheet that will need to be submitted with each fee was distributed electronically to the school contacts and advisors during the summer. This same information will be disseminated to the GAC.

Committee Business

Curriculum Subcommittee Report – Monica Henry

Dr. Jackie O'Palka is not present. An electronic meeting was held in June. The Approved Course Summary was made available to the GAC prior to today's meeting.

Fellowship Subcommittee Report – David Koerner

Dr. Fred Pavalko is not present. The 2003 – 2004 Fellowship Summary was distributed. Four individuals deferred enrollment until the Spring semester. One student is still expected to arrive from China. Twelve month fellowships run from January through December. Financial Aid will post September stipends this evening.

The following question was posed; could a fellowship recipient defer enrollment for a year. Dr. Queener stated that this has happened, and that the Fellowship Committee should look at this because it would create difficulties.

Program Approval – Dr. Queener

Those responsible for the Student Information System - People Soft unilaterally decided that it was too expensive to continually remap the academic programs and plans within People Soft; therefore, it was announced at a recent meeting that beginning September 12th a freeze would take place. This freeze would mean that no program changes or additions would take place within People Soft. Dr. Queener noted that there is no way to survive without growth. When the formal memo regarding the freeze was distributed it stated that new programs could be added. Dean Kintgen looked into this issue and provided clarification. A reasonable number of additions to the academic structure will be allowed. Adding new minors, majors, and programs

will not require remapping and will thus be allowed; school or degree name changes must be extensively remapped throughout PeopleSoft and will be prohibited because they are too time consuming. Redefining an existing academic entity will be problematic to implement in PeopleSoft and is discouraged. Dr. Queener suggested that graduate programs move forward as normal in designing and approving new degrees.

2002 – 2003 Program Approval Summary

The following Programmatic Proposals were approved by the GAC last academic year:

Degree	Request	Status
M.S. Nutrition & Dietetics	New Problem Option Track	Awaiting approval from Graduate Council
Doctor of Juridical Science	New degree	Information Item at Graduate Council
M.S. in Pathology	New Pathologist Assistant Track	Final Approval by Graduate Council 5.03
M.S. & Ph.D. in Pharmacology & Toxicology	Curriculum Changes	Awaiting approval from Graduate Council
Ph.D. in Nursing	Distance Learning Initiative	Information Item at Graduate Council
MSN	Change in major	Awaiting approval from Graduate Council

M.S. Medical Genetics – Programmatic Updates

The proposed changes to the M.S. in Medical Genetics were posted to the Graduate Office website prior to the meeting. The changes involve revising language in the Graduate School Bulletin with regards to the two tracks for the M.S. degree. One track is the standard research oriented M.S., the second track is to obtain the M.S. degree and meet requirements to take the certification examination of the American Board of Genetic Counseling (ABMC). This accreditation and certification board has revised its requirements for students in genetic counseling programs. As a result, the Department of Medical & Molecular Genetics, has requested that required course hours increase to 36 from 30 for the counseling study track. The second change is to specify the options for the ABMC required capstone-like project. The GAC approved these changes. This proposal will be sent to the Graduate Council as an information item and for appropriate action.

Discussion

NRC Survey – Program & Faculty Classifications – Dr. Brenner

Every 10 years the National Research Council (NRC) reviews doctoral programs and the ratings are then published. Many people believe that the NRC's review is the most legitimate evaluation of graduate programs. This survey is academically endorsed; graduate programs will be assessed with rigor through academic standards. Data collection will take place a year from now through password protected web based questionnaires. The following questionnaires will be put forth: Institutional Questionnaire, Program Questionnaire, Faculty Questionnaire, Questionnaire for Admitted-to-Candidacy Doctoral Students, and a Questionnaire for Program Graduate. Elements of the University as a whole will be evaluated; this is different from the last review. Faculty involved in interdisciplinary programs may be problematic. All faculty, as reported,

must add up to 100%. Universities can claim faculty in multiple programs, but programs may need to pro-rate when assigning faculty based on the time spent in that department, awards, and publications. Dr. Brenner circulated a copy of the Draft Taxonomy. Recommendations from the NRC committees should be distributed by Mid-September. NRC is in the process of securing funds to underwrite this survey. Dr. Wilson asked if the Schools of Science and Engineering and Technology programs will be counted for IUPUI of Purdue University. Dr. Brenner noted that this will need to be negotiated. Institutional ratings will be reported in quartiles. Dr. Brenner and Dr. Queener will work with schools and programs on how faculty should be assigned. Please see the following URL for more information regarding the data that will be collected as well as the Draft Taxonomy: <http://www7.nationalacademies.org/resdoc/index.html>.

People Soft Checklists – Dr. Queener

In the past the Graduate Office has used the Administrative Checklist, Admission Status Checklist, and perhaps a few others. David Koerner will distribute a list of all student checklists available in People Soft. Please contact David to let him know what checklist each school would like to have available and what the school will use the checklist for. The deadline for submitting the checklists that need to remain in People Soft is September 16th.

Explore IUPUI - Dr. Queener

Explore IUPUI will take place on September 13th. A “Graduate Programs at IUPUI” logo and balloon bouquets will be placed on those school’s tables that will have a graduate presence at the Graduate Open House. Promotional Materials are available in the Graduate Office, and were supplied at the meeting. Check-in and set up logistics will be sent to those registered closer to September 13th.

New Business

Dr. Wilson brought the issue of Graduate Non-Degree students receiving pre-med advising through the School of Science to the table. Dr. Doug Lees is currently advising Graduate Non-Degree students on pre-med courses. Dr. Wilson is concerned about liability issues with regards to Dr. Lees signing pre-requisite forms, as well as the volume of students who need this service. David Koerner noted that Joe Thompson in the School of Science has agreed to provide GND students with pre-med advising. Dr. Wilson is concerned about these individuals not being qualified to determine pre-requisites or the need for financial aid. Dr. Queener stated that it is difficult for student’s not enrolled in a program to obtain academic advising within their program of interest. The Graduate Office does offer academic counseling, but has not been given the authority to sign pre-requisite forms. GND students qualify for Financial Aid only if they are taking pre-requisites for a graduate degree program on the IUPUI campus. This issue will continue to be discussed outside of the GAC.

Next meeting date

September 23rd, 2003

Meeting adjourned at 4:50 p.m.

APPROVED COURSE SUMMARY
August 26, 2003

COURSE CHANGE REQUEST

School of Medicine

GRAD G532 Neural Substrate of Sensory-Motor Control 3 Credits

Change Course number to: ANAT D533

Justification: See attached page

NEW COURSE REQUEST

School of Liberal Arts

PHIL P555 Ethical and Policy Issues in International Research 3 Credits

This course examines ethical and policy issues in the design and conduct of transnational research involving human participants. Topics discussed include: economic and political factors; study design; the role of ethics review committees; individual and group recruitment / informed consent; end of study responsibilities; national and international guidelines.

Justification: Integral elective for bioethics concentration for proposed MA in Philosophy.

School of Medicine

GRAD G811 Seminars in Aging Research 1 Credit

Required one time (2 semesters) for all students who plan to minor in Aging. Students are required to select 10 seminars during the year from an approved list, or with approval of the seminar coordinators. Seminars involve research reports and discussion by faculty, students and invited distinguished scholars.

Justification: See attached page

GRAD G812 Fundamental Concepts in Aging 3 Credits

A survey course covering various processes and diseases of aging. The course includes sections on demography and epidemiology; physiology, molecular biology and pharmacology of aging; specific clinical disease entities commonly associated with aging; neurodegeneration, memory and cognition; depression, the pathophysiology of pain, nutrition, physical function, ethics and psychosocial issues.

Justification: See attached page

August 8, 2003

Dr. Sherry F. Queener
Associate Dean, Graduate School
Graduate Office
UN Room 518, IUPUI

Dear Dean Queener:

The attached provides a justification and proposed wording changes that we wish to have made to our entry in the current Graduate School Catalog with respect to our M.S. degree.

Briefly, there are two study tracks for Masters degree students in the Department of Medical & Molecular Genetics. The first is the standard research oriented M.S. degree for which we wish to make no changes. The second track is to obtain the M.S. degree and meet requirements to take the certification examination of the American Board of Genetic Counseling. This study track has a more structured curriculum, although both study tracks share some of the same core courses. The ABMC accredits programs and curriculum as well as providing certification of genetic counselors. The ABMC has revised its requirements for students in genetic counseling programs. As a result of these changes, we can no longer offer students in the genetic counseling study track the option of obtaining the M.S. degree with only 30 coursework hours. The first proposed wording change in the catalog reflects the change in required course hours to 36 for the counseling study track. In addition, the ABMC requires a capstone-like project. The second change is to specify the options for the project in addition to the required 36 hours.

In the future we may consider adding a separate M.S. degree in genetic counseling. We already have separate admissions committee for the two types of M.S. degrees, and the counseling students' study curriculum has become much more structured over the years. Whether or not we go the separate degree route, the requirement differences in the two study tracks need to be reflected in the Graduate Catalog.

If you have any further questions or need additional information, feel free to contact me.

Sincerely,

Terry E. Reed, Ph.D.
Graduate Advisor, Medical & Molecular Genetics

Justification for changes in requirements for the M.S. in Medical Genetics – Genetic Counseling Option.

Recent changes in requirements for genetic counseling training programs accredited by the American Board of Genetic Counseling (ABGC) require us to make changes in our program for Masters students who take this study track option. Some of these will necessitate changes in the Graduate Catalog which are specified on an accompanying sheet.

Curriculum:

The ABGC continues to require additional training in content areas that make it virtually impossible for our genetic counseling Masters students to take the option of 30 hours of course work plus thesis or first author on a refereed publication. Genetic counseling students are required to take 36 hours of coursework. These hours are broken down as follows:

Q580 Basic Human Genetics	3 CR
Q606 Foundations in Genetic Counseling	3 CR
Q610 Clinical Genetics Practicum x 2	6 CR
Q612 Molecular and Biochemical Genetics	3 CR
Q614 Psychological Aspects of Genetic Counseling	3 CR
Q615 Prenatal Diagnosis Clinics Practicum	3 CR
Q616 Specialty Clinics Practicum	2 CR
Q617 Genetic Counseling Clinic Practicum	1 CR
Q620 Human Cytogenetics	3 CR
Q630 Population Genetics	3 CR
Q640 Genetic Counseling Communication Techniques	3 CR
Q640 Practical Cancer Genetic Counseling	1 CR
Q640 Embryology	1 CR
Q800 Medical Genetics Research	1 CR

[The justification for taking 1 hour of Q800 will be given below under new requirements added by the ABGC in 2003.]

New Requirements added by the ABGC in 2003

1. A research and scholarly project – *from www.abgc.net*

The ABGC recognizes the importance of continued professional growth for genetic counselors (Practice Based Competency IV e). Professional growth may be demonstrated by involvement in research and other scholarly endeavors. Therefore, programs must require that students perform research and/or other scholarly activities. This can be accomplished in a variety of ways, including formal thesis or other independent research project, preparation of literature review and case report, formal needs assessment, designing and implementing innovative patient, professional, or community educational programs, and/or grant writing.

The incoming class and all future classes of genetic counseling students will have a project requirement. For this there will be three options:

Option 1: Thesis

Option 2: Case Report and Literature Review

Option 3: Development and Implementation of an Educational Program

Students will receive additional research training with new lectures added in Q606, and will take 1 credit hour of Q800 during either the fall or spring semester of their second year. The grade in Q800 will reflect the outcome of the student project as determined by the student's advisory committee.

2. Teaching Experience - *from www.abgc.net*

The ABGC recognizes that teaching is an important component of the professional activities of genetic counselors (Practice Based Competency II). Programs are required to include teaching opportunities for their students. This can be accomplished in a variety of ways including, but not limited to, the following:

- prepare, deliver and evaluate educational presentations to various populations of learners,
- peer educational presentations,
- formal teaching assistant experience,
- class exercises or projects to develop patient, professional or community educational materials, delivery of professional genetics presentations such as journal club, research seminar, platform or poster presentation.

Students meet many of these teaching requirements through existing courses. Students will also have to present in journal club, and give a seminar, although they do not have to take Q660 (Medical Genetics Seminar) for credit.

3. Laboratory Experience - *from www.abgc.net*

The ABGC recognizes that genetic counselors must demonstrate knowledge of diagnostic laboratory methods and procedures (Practice Based Competencies I f; II c). Therefore, programs are required to provide students with instruction and/or observation in one or more of the following settings: private or academic, clinical or research, cytogenetic, molecular, biochemical, and/or public health screening laboratories.

We already provide instruction in this area within existing courses.

In order for our genetic counseling program to maintain its accreditation, we must incorporate the new ABGC requirements. Most of the changes can be handled internally in departmental orientation materials. However, there are two changes that we request be made to the Graduate School Bulletin.

Currently, there are sections in the Bulletin under Master of Science Degree titled Course Requirements and Thesis. These currently read:

Course Requirements A minimum of 30 credit hours of approved courses, including no more than 7 credit hours of research. At least 20 credit hours must be taken in medical genetics or approved equivalents, including at least four of the following areas with grades of B or better: basic human genetics, clinical genetics, cytogenetics, molecular and biochemical genetics, and population genetics.

Thesis Optional. With approval of the department, a refereed publication or an additional 6 credit hours of nonresearch course work beyond the required 30 credit hours may be substituted for the thesis. For students who plan ultimately to take the certification examination of the American Board of Genetic Counseling, a more structured plan of study fulfilling the required 30 or 36 hours is available.

We ask approval for the following changes (additions are underlined and deletions are crossed out)

Course Requirements A minimum of 30 credit hours of approved courses, including no more than 7 credit hours of research. At least 20 credit hours must be taken in medical genetics or approved equivalents, including at least four of the following areas with grades of B or better: basic human genetics, clinical genetics, cytogenetics, molecular and biochemical genetics, and population genetics. Students in the genetic counseling study track, to meet requirements to take the certification examination of the American Board of Genetic Counseling, are required to have courses in all five areas plus additional required coursework totaling 36 credit hours. Genetic counseling students must obtain a B (3.0) or better in all courses.

Thesis Optional. With approval of the department, a refereed publication or an additional 6 credit hours of nonresearch course work beyond the required 30 credit hours may be substituted for the thesis. ~~For students who plan ultimately to take the Genetic Counseling certification examination of the American Board of Genetic Counseling, a more structured plan of study fulfilling the required 30 or 36 credit hours is available.~~ Genetic counseling students must choose either a thesis, case report with literature review, or educational project, in addition to the required 36 credit hours of study.