Mission

The mission of the IUPUI Graduate Office, as articulated by all our staff, is to promote the prosperity of graduate education at IUPUI by meeting the diverse needs of students, faculty, staff, and administrators through professional service and distribution of appropriate resources.

Goals and Objectives

Goal 1: To work with faculty to assure graduate programs of high quality and high market appeal are available at IUPUI.

The Graduate Office has responsibility for administrative support of the Graduate Affairs Committee, which is the campus approval body for all new graduate degrees and graduate courses at IUPUI.

Campus Planning Theme:
Secondary Goals:
Sub Unit:
Time Frame:

Actions taken for 2009-2010:

- The Director and staff of the Graduate Office consulted with faculty on the development of these new graduate degree proposals: Graduate certificates in Translational Science, Health Information Privacy and Security, Health Information Systems Architect, Informatics for Public Health Professionals, and Health Information Management & Exchange; MS in Translational Science; MA in Counseling Psychology at IUPUC; PhD minor in Translational Science.
- The Director and staff of the Graduate Office accomplished the external review and the approval by the GAC of these proposals for new degrees, all of which were forwarded to the ALC: Graduate certificates in Homeland Security and Public Safety, Medical Dosimetry; MA degrees in Art Therapy, Sports Journalism; PhDs in Urban Education, Health Policy & Management; Physician Assistant master’s degree.
- The Director and staff of the Graduate Office named and supported the Curriculum Subcommittee of the Graduate Affairs Committee, which approved 55 new courses and 30 course changes during this period.
- The Director of the Graduate Office participated in program review for Criminal Justice Program (Oct 2009), and planning meetings for several upcoming program reviews including Museum Studies.

Evidence of Progress for 2009-2010:

- The following graduate degrees, having gone through the full IUPUI and university approval processes, were approved by ICHE during this period: PhD in Epidemiology (Aug 2009), MA in Applied Anthropology (Sept 2009), Doctor of Nursing Practice (DNP; Dec 2009), MS in Criminal Justice and Public Safety (Feb 2010), MA in Sports Journalism (Mar 2010), MA in Art Therapy (May 2010)
- Staff of the Graduate Office participated in the development of the new electronic course approval process, which now routes through the Graduate Office at IUPUI. This process replaces a forty-year old multiplicative form that required typewritten entries.
- Doctoral and professional student enrollments set records during this period. IUPUI PhD programs enrolled 564 students in 2010 compared to 517 in 2009.
students in fall 2009, more than double the number of PhD students enrolled in fall 2000. Enrollments in professional programs are up nearly 7% since 2005. Graduate and professional students in all categories totaled 8192 in fall 2009 and constituted over 28% of students enrolled at IUPUI.

Activities planned for 2010-2011:

- Development work is ongoing for the PhD in Biology, which is a Purdue University degree that will be submitted to gain site approval for IUPUI.
- Development work is ongoing for degrees in Medical Physics that will use resources of IUPUI, PU West Lafayette, and IU Bloomington.
- Development work is ongoing for the proposal for the School of Public Health at IUPUI.
- Degree proposals that are in process will be shepherded through approval.
- The Director of the Graduate Office will participate in program reviews scheduled for the academic year.

Goal 2: To work with schools to recruit high quality and diverse populations of students to our graduate programs.

- The Graduate Office has an historical interest in recruiting high quality graduate students to campus and in assuring that opportunities exist for diverse and under-represented populations.

  Campus Planning Theme:
  Secondary Goals:
  Sub Unit:
  Time Frame:

Actions taken for 2009-2010:

- Graduate Office staff Sue Wheeler and Beth Young reformed the Graduate Recruitment Committee to plan for joint recruiting activities to benefit multiple schools and programs.
- The Graduate Office recruited on behalf of IUPUI at area company locations. The Graduate Office serves its community in part by distributing information about opportunities in graduate education to businesses and institutions in the region.
- The Director and the Assistant Dean of the Graduate Office served on the Advisory Board for the Bridges to the Doctorate Program and the Harper’s Maximizing Diversity Program, which are both NIH-funded programs designed to bring qualified underrepresented students into and through PhD programs in the sciences. The NIH-supported Bridges program was originally designed by the Graduate Office to create a partnership between Jackson State University and PhD programs in the IU School of Medicine.
- The Director of the Graduate Office worked with the Office of the Vice-President for Diversity, Equity, and Minority Affairs at IUB to administer the Herbert STEM Summer Scholars program at IUPUI. This program, created to honor past IU President Adam W. Herbert, is designed to bring students from partner institutions such as Jackson State University, Morehouse College, Xavier University of Louisiana and others to IUPUI or IUB for an intensive summer research experience.

Evidence of Progress for 2009-2010:

- In the academic year 2009-2010, staff from the Graduate Office contacted 452 prospective students during visits with 21 different companies, including Eli Lilly & Co., Covance, Brightpoint, Clarian North, Wellpoint, Farm Bureau, and Allison Transmission.
• Recruiting by the Graduate Office also includes attendance at various career expos and graduate open houses around the state and nation. Institutions contacted include DePauw, Purdue, Franklin College, California State at Dominguez Hills, and Jackson State University in Mississippi.

• The Herbert STEM Summer Scholars program brought six students to IUPUI in 2010 and 11 students in 2009; the students worked in laboratories in the Schools of Medicine, Physical Education & Tourism Management, Science, and Engineering.

• The Bridges to the Doctorate Program was renewed by NIH for five years. This renewal expands the partnership to include California State University Dominguez Hills as well as the original partner, Jackson State University. The Graduate Office has facilitated the Bridges program by financially covering summer housing for these students and by offering programming to enhance the ability of the students to succeed with strong applications to graduate school. In the first seven years of the program, seven Bridges students entered PhD programs in the IU School of Medicine. The continuation and expansion of Bridges to the Doctorate promises continued gains in diversity within PhD programs at IUPUI.

• Members of the first cohort of Bridges to the Doctorate students earned PhD degrees during this period. Two students in the original cohort of Bridges students completed their PhD degrees in the Department of Microbiology and Immunology in early 2010 and have entered postdoctoral programs. Dr. Tammi Taylor is currently a postdoctoral student at Emory University and Dr. Tabitha Hardy is a postdoctoral student at University of Alabama-Birmingham.

Activities planned for 2010-2011:

• The Graduate Expo took place for September, 2010.

• The Indiana University Undergraduate Research Conference was adopted by the Graduate Office as a one-time service to the university. It occurred on November 19, 2010.

• Part-time and Evening Showcase is planned for January 2011.

• Graduate Recruitment Committee tour of campus will occur as each unit hosts one meeting of the committee during this academic year, with the chance to showcase their faculty and programs. This direct knowledge of each unit will facilitate effective recruiting by all members.

• A new cohort of Herbert STEM Summer Scholars will be welcomed to laboratories at IUPUI during the summer of 2011; the application and review process is ongoing.

Goal 3: To administer graduate fellowship funds to best drive program and campus missions.

The Fellowship Committee of the Graduate Affairs Committee reviews and approves funding for university fellowship applications, block grant proposals, new program support, and teaching assistantships. This Committee is chaired on a rotating basis by faculty members and is supported by Assistant Director of the Graduate Office David Koerner; the Director of the Graduate Office attends as a non-voting member of the committee.

Campus Planning Theme:
Secondary Goals:
Sub Unit:
Time Frame:

Actions taken for 2009-2010:

• Graduate recruiting fellowships (University Fellowships) were awarded to 9 doctoral and 10 masters students, representing a commitment of $366,000.

• Block grant funds were awarded to 10 schools, with a total commitment of $1,398,764.

• Three new degree programs (MA in Applied Anthropology, PhD in Economics, PhD in Epidemiology) in two
Evidence of Progress for 2009-2010:

- All 19 students who were awarded university fellowships matriculated in summer or fall 2010. Schools receiving block grant funding supported many more continuing graduate students.
- The Fellowship Committee has been formed for the new academic year, with representatives of all affected schools.

Activities planned for 2010-2011:

- The Fellowship Committee will complete the next round of reviews for funding and will advise the Director of the Graduate Office on areas within graduate education that most merit increased support.

Goal 4: To foster best practices in administering graduate programs.

The Graduate Office is responsible for monitoring electronic applications, assuring programs are able to review applicants, admitting applicants based upon the recommendations of the programs, and assuring the electronic student record is created properly. In addition, for all IU Graduate School degree programs and all PU masters programs at IUPUI, the Graduate Office monitors progression to degree, confirms degree requirements are met, reviews the dissertation or thesis format, and mails the diploma to IU graduates.

Campus Planning Theme:
Secondary Goals:
Sub Unit:
Time Frame:

Actions taken for 2009-2010:

- Graduate Office staff handled 10,064 applications to graduate and professional programs at IUPUI during this period.
- Graduate Office staff handled 5,867 admissions to graduate and professional programs at IUPUI during this period.
- Graduate recorder Debra Barker, in addition to one-on-one reviews of format for theses and dissertations, offers presentations to cohorts of students and faculty in programs to clarify the process of thesis/dissertation formatting and graduation. During this period, Ms. Barker gave 12 on-site presentations to groups in Communications, Earth Sciences, Nursing, Philanthropic Studies, Physics, and Social Work. In addition, she participated with staff from the Purdue University Graduate School in large group presentations to students in the Schools of Science and Engineering & Technology.
- Graduate recorder Debra Barker handled the graduation process for 48 PhD students and several hundred master’s students during this period.

Evidence of Progress for 2009-2010:
A new work flow process was put in place during this period, which creates an automatic response to departments requesting Graduate Office actions so the originator of the request knows when the request was received and when the work was finished. The work flow process directs tasks to a pool of staff, rather than to an individual, which allows quicker service.

Purdue University Graduate School asked the IUPUI Graduate Office to assume responsibility for admission/administration/graduation for Purdue masters programs at IUPUI, in order to improve service to the IUPUI students. Planning for this transition occurred during this period.

Activities planned for 2010-2011:

- Purdue responsibilities were assumed in fall 2010.
- Planning for degree audit adoption is ongoing.

Goal 5: To support graduate student organizations to improve graduate student life on campus.

- The Graduate Office has historically advised graduate student organizations on campus.

Campus Planning Theme:
Secondary Goals:
Sub Unit:
Time Frame:

Actions taken for 2009-2010:

- Assistant Director of the Graduate Office David Koerner continued to advise the Graduate Student Organization (GSO). The GSO at IUPUI receives some return from activity fees through Student Life and Diversity and has chosen to use the bulk of their funding to award to individual graduate students who apply for funding to travel to professional meetings or research locations. The GSO and its officers have developed a fine application and review process and award several thousand dollars each semester. [http://www.iupui.edu/~gradoff/students/](http://www.iupui.edu/~gradoff/students/)
- The Underrepresented Professional and Graduate Student Organization (UPnGO), was created by graduate students with the key mission of delivering timely programming to help foster graduate student success. Led by Tabitha Hardy, a Bridges to the Doctorate Student, the organization was advised by Nelson Soto, Assistant Dean in the Graduate Office during this period.

Evidence of Progress for 2009-2010:

- The Underrepresented Professional and Graduate Student Organization (UPnGO) received the "Most Outstanding Educational Programming Award" for their series called "Survive and Thrive in Graduate School". The award came from the Office of Student Involvement at IUPUI. [http://www.iupui.edu/~gradoff/students/ores.html](http://www.iupui.edu/~gradoff/students/ores.html)
- Planning for moving administration of the Preparing Future Faculty (PFF) program to the Graduate Office was accomplished.

Activities planned for 2010-2011:

- Transition to new leadership was planned and successfully achieved for both GSO and UpNGo.
- The Graduate Office will assume full leadership for the PFF program.
Goal 6: To support the research mission of IUPUI.

This goal is based upon the knowledge that graduate students are key research workers at IUPUI. Moreover, access to PhD students in strong research-based programs is an important element in attracting outstanding research faculty to IUPUI and in supporting faculty research productivity.

Campus Planning Theme:
Secondary Goals:
Sub Unit:
Time Frame:

Actions taken for 2009-2010:

- Recruiting activities were undertaken to bring strong graduate students into research-based degree programs on campus, as noted under Goal 2.
- Approval of strong research-based degree programs will build both faculty and student research cohorts, as described under Goal 1.

Evidence of Progress for 2009-2010:

- The School of Nursing received an award from the Health Resources and Services Administration to help support students in the PhD program in Nursing Science at IUPUI. The award enhances the ability of the School of Nursing to create the next generation of nurse/researchers who will fill faculty positions throughout the state and the nation. The original award of $348,188 was supplemented with $295,175 in American Recovery and Reinvestment Act funding. In order to receive the total package, an institutional match of 1/9 was required; $30,000 of this match came from the Graduate Office at IUPUI, which offers matching funding for proposals supporting graduate education.

Activities planned for 2010-2011:

- Funds remaining after all block grant and university fellowship obligations are met will be used to offer matches for any grant proposal serving graduate students and for which an institutional match is required.

Fiscal Health

The Graduate Office budget is overseen by Kevin Walsh. We follow university guidelines and we maintain a reserve to buffer against dramatic funding shifts.

Reallocation Plan

Other Question(s)

1. Please describe faculty/staff participation in the planning process in your unit. What factors strongly influence your budget and planning priorities? Please give examples, which might include attracting and retaining undergraduates, strengthening graduate programs, building collaborative partnerships, increasing diversity in faculty and student populations.

Graduate Office staff and faculty named to the Graduate Affairs Committee, the Curriculum Subcommittee, the Fellowship.

[3]
2. How do the plans within your unit align with the President’s Principles of Excellence and the Chancellor’s Guideposts? Please describe your process for integrating your unit’s plans with those of the campus.

The activities of the Graduate Office as described under our Goals 1 & 2 directly advance achievements in graduate education and research (President’s Principle III, Chancellor’s Guidepost 3). Our work also directly supports President’s Principles II, V, VI, and X as well as the corresponding Chancellor’s Guideposts.

3. What longer-term trends (5-10 years) exist in your discipline/field that will affect your unit?

New areas for advanced study appear continuously. In addition, new configurations for degree programs emerge over time. The Graduate Office must maintain contact with the Council of Graduate Schools and other organizations where these new developments are revealed and analyzed. In collaboration with the individual units with content expertise, new programs must be developed as the need arises.

4. If the University experiences further budget cuts, what existing and emerging programs/initiatives in your unit will be your highest priorities?

We must maintain funding to our graduate programs at all costs, if the university is to meet its highest goals of providing excellent graduate education and contributing to the economic development of our city, state, and region.