

# **Graduate Affairs Committee Minutes**

**Date: March 24, 2015  
Time: 1:30 p.m.  
Location: UL 1126**

Meeting called by: Dr. Janice Blum

## **Attendees:**

Janice Blum (Chair), Margaret Adamek, Rafael Bahamonde, Randy Brutkiewicz, Susan Cauble, Gabriel Chu, Thomas Davis, Patricia Ebright, Charlie Feldhaus, Austin Stanforth for Anthony Greco, Richard Gregory, Monica Henry, Karl MacDorman, Jennifer Mahoney, NaShara Mitchell, Jacquelynn O'Palka, David Peters, Randall Roper, David Skalnik, Jon Story, Jody Sundt, James Wimbush; Staff: Dezra Despain

Guests: Natalie Harvey, Office for Statewide Academic Relations; Margaret Ferguson, Assistant Vice President for Statewide Academic Relations; Sara Allaei, International Affairs; Ian McIntosh, Director of International Partnerships; Dr. Enrica Ardemagni, Director, Graduate Studies and Certificate in Translation Studies; Brendan Maxcy, School of Education

## **Minutes**

Approval of the Minutes for February 24, 2015 - approved

Blum

### **IU Dean's Report**

I was in New Orleans, LA for a meeting with the Historically Black Colleges and Universities (HBCU) graduate deans. This is a group that has been beneficial in forging relationships with HBCUs. It is with this group that our relationship with Florida Agriculture & Mechanical University (FAMU) was established. Dean Thomas is excited to be coming here in about three weeks.

Wimbush

The Associations of Graduate Schools (AGS)—part of AAU—has been concerned about the presidents of our institutions keeping focus on graduate education. Often the focus is on undergraduate students and the issues they face. Presidents McRobbie and Daniels will be having their AAU meeting later in April. Members of the AGS executive boards will be meeting with them to talk about some of the current issues related to graduate education. We will be pushing for three things. 1. Funding from various sources will follow the student, and not the institution 2. Metrics; by which member organizations will be judged for memberships; not just to become members of AAU, but also to keep their membership. We have identified key metrics that we want all institutions to be able to track. 3. Career tracking. CGS is working on some initiatives related to tracking careers of doctoral recipients, but AGS wants to move forward by working with LinkedIn to get a better sense of how our training is affecting the careers of our doctorate students.

Story

### **Purdue University Report**

Purdue has been doing three-minute thesis in April for the last three years. It is coming up again on April 15. The concept is that students prepare one slide and describe their thesis project in three (3) minutes. There is a contest associated with it where judges pick winners in various categories. There is an audience favorite vote, also. Student presentations run the spectrum of being professional to being lost and unprepared. The purpose is to try to get students to focus their thesis. We've talked about having competitions between campuses.

We were down to see Randy Roper to discuss creating an office that helps with training grant preparation. We are considering providing a fellowship for a student who completes a grant. If they get the grant, they get student support for the duration of the grant.

The dean is working with all the regional campuses on discussing a variety of topics to improve the efficiency in getting programs and courses approved.

Blum

### **Associate Dean's Report**

As you can tell from our guest list today, we are bringing in outside experts to talk about areas that might be of interest to you and your programs. Today we've brought in the Office of International Affairs who will speak about Offshore programs, and the Office of the Executive Vice President for University Academic Affairs who will discuss what happens to programs once they leave the GAC.

If you have particular individuals that you want us to bring in, please let us know and we will work to get them here.

We've been seeing a lot of accelerated programs. Kim Lewis from Office of the Registrar informed us about a 3-year bachelor degree that is being reviewed in the State government. It is House Bill 1231. It proposes that a student can complete a bachelor's degree in three years with financial incentive. Whether this leads to 3+1 programs is not clear,

however it is something we may need to consider. There will be financial aid challenges. Some students can qualify for financial aid in these accelerated programs. Some lose financial aid if they move into the graduate enrollment category. If students enroll in graduate classes as an undergraduate, you will lose tuition dollars because during the 3+1, the undergrads will be taking graduate classes as undergraduates and will be billed as undergraduates. We plan to bring Kim Lewis in to talk about this more in detail. This is the link to House Bill 1231 for your review:

<http://in.proxy.openstates.org/2015/bills/hb1231/versions/hb1231.01.intr>

A survey on Graduate and Professional Student Financial Aid and financial Literacy was sent out earlier. Please fill out the survey and return to our office.

#### Assistant Dean's Report

##### Graduate and Professional Student Government

This year the GPSG is sponsoring the inaugural Elite 50, an award that is similar to the undergraduate Top 100 award. The Elite 50 was conceived because there are very few opportunities for graduates to be recognized for their work and their ethics. We received over 100 applications; we will be recognizing the top 50 Elite students, the top student per school, the top five (5) advanced or internships, and then the top students. April 15 is the event, but we will be announcing who the Elite 50 are by April 1<sup>st</sup>. The top five (5) will be announced at the dinner. The top student in the Elite 50 is named for Chancellor Bantz—the Chancellor Bantz Award. The Elite 50 is student run with no faculty or staff helping, so it has been a bit of a challenge to disseminate information requesting nominations.

Dean Wimbush said that Chancellor Bantz was surprised and honored to be honored by the graduates.

Mitchell

Stanford

#### Graduate Office Reports

In the Graduate Office, we hired Carol Mullins who will be at the front desk assisting students, faculty, and administration as they come in or call. She also will be support for the Graduate Office staff.

Henry

There is a new University-wide policy on sexual misconduct. There will soon be a tutorial that's required of all graduate and professional students.

We had a successful Behavioral Consultation Team session last week. We had about 20 in attendance and plan to do it again in the fall.

As a Graduate office we are looking to bring back new student orientation to help fill in gaps. If you have any thoughts or ideas on what you would like to see at orientation, please contact us. We were thinking of an Open House.

Midwest Associations for Graduate Schools (MAGS) is looking for content for their website. If you have graduate students who have won awards from a disciplinary association, or if your graduate school has received a grant, new and innovative professional development, or anything newsworthy, contact David Daleke [daleked@indiana.edu](mailto:daleked@indiana.edu).

#### Committee Reports

##### Curriculum Subcommittee Report

O'Palka

The committee met two weeks ago. We have two meetings remaining for this academic year. We will meet the 3<sup>rd</sup> week in April and in May so if you want us to review courses before May, you will need to get them to us soon. We will pick back up in September.

Dezra Despain said if you know you've initiated a new course or course change and want to know where it is in the process to contact her. Sometimes courses can be sitting at an approval level for a long time, and knowing where it is stalled can help move it along.

##### Fellowship Subcommittee Report

Henry

We have 33 Master offers out, and 35 PhD offers out. The Presidential Diversity Award has two offers out. For the Sherry F. Queener Graduate Student Excellence Award we have selected master student Rebecca Ryan of Museum Studies in the School of Liberal Arts, as well as Ph.D. student Allyson Dir in Clinical Psychology in the School of Science.

For the Chancellor's Scholars we selected two. This is based on top GPA in a Master's and Ph.D. We selected Deepali Jhamb, Ph.D. in Bioinformatics from the School of Informatics and Computing, as well as Julia Taylor, Masters in Philosophy with a concentration in Bioethics from the School of Liberal Arts. They will be recognized at the convocation in April.

Deadline for University Fellowships is April 15.

The President's Diversity Dissertation Year deadline is April 24<sup>th</sup>. It carries a one year stipend as well as health insurance.

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##### Graduate Recruitment Council Report

Mahoney

Recruiter's workshop is April 22. We have room for 70 and currently have 30 registered. Ruffalo Noel-Levitz will be the keynote. They are leaders in higher education and are known nationally for their work with universities.

Accelerate Acceptance Speed Sessions will be May 21 from 4:30-6:00 p.m.

Boot Camp is July 10, tentatively from 10:30-3:30 here in the University Library.

GradExpo is September 24 in the Campus Center.

#### Program Review

Blum

- Graduate Certificate in Translation Studies -- approved
- PhD Minor in Medical Humanities and Health Studies – approved
- PhD Minor in Educational Leadership -- approved
- Curriculum change, Motorsports Concentration -- approved

#### Discussion:

- Natalie Harvey, Administrative Assistant to Assistant Vice President in the Office for Statewide Academic Relations will discuss the approval process for online education and also the purpose of the Technical Committee.

Margie Ferguson, Assistant Vice President for Statewide Academic Relations Process led the discussion. Both she and Natalie process all new degrees and academic changes. They pick up where the campus leaves off.

The Executive Vice President for University Academic Affairs (EVPAAA) has a new website that is better streamlined and easier to use: <https://uaa.iu.edu/academic/index.shtml>

Janice Blum or Dezra Despain may request information that, although not needed for the GAC, will be needed for the Board of Trustees or ICHE. Getting this information up front helps so that you are not slowed down later in the process.

The Academic Leadership Council (ALC) is chaired by John Applegate, Executive Vice President for University Academic Affairs. This council makes decisions on academic programs and institutional changes.

Margie chairs the Technical Committee of the ALC, which acts as a clearing house to make sure that documentation is complete before being submitted to the ALC for review.

This website walks you through the program development and approval process:

<https://uaa.iu.edu/academic/program-development/index.shtml>. At the bottom of the webpage you will find the required documentation for program proposals; New Degree or Certificate form, Office of Online Education (OOE) Program Approval form, Name Change form, Intent to Offer Financial Aid Eligible Certificate Program form.

If you intend to offer online degrees, please contact the Office of Online Education as soon as you think you know you have an online degree. <https://uaa.iu.edu/academic/online.shtml> The Board of Trustees will not allow duplicate online degrees, so don't put a lot of work into the curricular development because there could be changes as you find out what other institutions are doing. Going forward all online degrees will be joint degrees.

The General Matrix for the Administrative Approval Process for New Academic Programs takes you through the administrative approval process.

APPEAR is an internal tracking program. Janice Blum and Dezra Despain have access to it to upload the programs this committee approves. If you want to see the current programs in process or the public view of APPEAR, you can go here: <https://uaa.iu.edu/academic/program-development/program-status.shtml>

Jody Sundt asked if there is clear succinct language about joint online degrees etc.

The best recourse is to go to the OOE webpage: <https://uaa.iu.edu/academic/program-development/online-program.shtml> Regional campuses have first priority for undergraduate online programs, and the core campuses have first priority for online graduate programs.

In regards to certificates, if a certificate is offered separate from the degree program, (free standing) and you want it to be financial aid eligible, this makes you subject to gainful employment law under Federal law. This will cause extra work on your part because there is a lot more reporting you will need to do. At the ALC level, we now require that you fill out a document: Intent to Offer Financial Aid Eligible Certificate Program. This document lets you capture information that you will need when working with Jen Stephens in USSS and your financial aid officers at IUPUI. This document does not keep the ALC from approving graduate certificates, nor does filling out this document make your certificate financial aid eligible. This document helps you to think about the implications of requesting financial aid earlier in the process, and what is required by Federal law. Jen Stephens is the IU gainful employment person and will be able to advise whether a stand-alone certificate will pass Federal law. This does not mean that the certificate will not pass the ALC approval process, but that it will not be on the list of certificates that are eligible for financial aid.

Jackie O'Palka attended a workshop on financial aid. She indicated that there's a lot of reporting involved in free standing certificates. Some points she expressed about requesting financial aid for free-standing graduate certificate programs were that you have to virtually guarantee the student employment, and they want you to collect data in regards to this. Before you consider a free-standing certificate for financial aid eligibility, talk to

financial aid and look into this reporting aspect. If your certificate is part of a degree and not stand alone, then financial aid is not a problem.

One last thing, before you submit your proposals, please contact Steve Keucher, Associate Vice President for Administration, for enrollment estimates and FTEs. [skeucher@iu.edu](mailto:skeucher@iu.edu), 812-855-9430.

- Sara Allaei, Executive Director, International Affairs, and Ian McIntosh, Director of International Partnerships will discuss the Offshores Committee and what they do.

The Offshores Program in International Affiliations Committee is a university-level committee that is organized and run by the Office of the Vice President for International Affairs (OPIA). This committee does not replace any academic review processes, instead this committee helps the OPIA determine that the actual agreement and the affiliation relationship with this foreign university is within the university's strategic policy and practice.

OIA encourages faculty and staff to consult with them when pursuing international collaborations because of the complexity of working with international institutions. <http://international.iupui.edu/partnerships-initiatives/partnerships/index.html>

IU has established primary, university-level partnerships with more than 60 international institutions. <http://worldwide.iu.edu/partnerships/primary-partners.shtml> A distinguishing feature about partnerships is the concept of *strategic* international partners. <http://worldwide.iu.edu/partnerships/strategic-countries.shtml>

If you are considering an international institution and the institution is a part of the primary agreements, then it will be easy to get sub agreements. If the institution isn't, OPIA can work with you. If the university is not among the existing partners, then you would seek a unit-to-unit agreement. You can look for partnerships on the Partnership Registry Search. (<http://worldwide.iu.edu/partnerships/registry-search.shtml> ). To help you develop a partnership agreement, you can visit: <http://worldwide.iu.edu/partnerships/agreements/index.shtml>. The IU policies governing Agreements with Overseas Institutions and Cross-Border Activities can be found here:

<http://policies.iu.edu/policies/categories/academic-faculty-students/international-students-faculty/INT-01-intl-agreements.shtml>

IU has two gateway offices, IU China Office in Beijing and IU India Office in Gurgaon. These offices establish IU's physical presence abroad.

- Current status of PhD minors

Sometimes schools are creating new names for minors that do not officially exist on the books. If it is an individualized minor, please list it as Individualized. Please, don't make up a name.

- Elite 50 – See GPSG report above.

- <http://www.gradschools.com/>

You may not be aware of this but some of your schools are listed there. They will charge you \$72 to buy the name of potential students who request information from their website. If you don't buy the name, the potential exists for your school to be viewed poorly by those who request information. Purdue West Lafayette has requested to be removed. Please go there to see if you are on this list.

- Appointment of Advisory Committee and Change to Advisory Committee – change in policy

The Graduate Office doesn't need to track this information so we will no longer require these forms, however, we will maintain the forms on our website so that you have access to them for internal tracking.

## Old Business

Next Meeting and Adjournment (**April 28, 2015, 1:30 pm, UL 1126**)