Graduate Affairs Committee
November 23, 2004
Minutes

Present: Margaret Adamek, Rachel Applegate, Mark Brenner, David Ford, Ain Haas, Dolores Hoyt, Andrew Hsu, Marvin Kemple, Michael Klemsz, Joyce Mac Kinnon, Chris Miller, Jackie O'Palka, Robert Osgood, Martel Plummer, Sherry Queener, Kristi Reuille, John Slattery, Sharon Sims, Jon Story, Joanne Warner, James Williams, Kathryn Wilson, Marianne Wokeck.

Guest: Dina Adkins, Troy Brown, Amy Warner.

Approval of the Minutes – Dr. Queener
Minutes from the October 26th Meeting Approved.

Vice Chancellor's Report – Dr. Brenner
Financial Aid and Fellowship Payments
Dr. Brenner reported a change to fellowship procedure: Students supported with fellowship monies will be processed through the scholarship program instead of financial aid. NIH funding increased above 2%, this is still way short than a functional increase. Those supported by NIH will see upcoming cuts.

IU Dean's Report – Dr. Slattery
Mission Differentiation and the Impact on IUPUI Degree Approvals
The Mission Differentiation process is valuable to see where a campus is currently but also to see what role the campus should play in future years. Dr. Slattery feels it's important to not simply define mission but to think more about mission evolution. To view the IUPUI draft response, go to http://www.iupui.edu/~fcouncil/documents/MDP.htm Dr. Queener reminded everyone that the second IUPUI faculty council meeting devoted to Mission Differentiation will be held December 7th.

Ph.D. in Informatics: The recommendation being made to the Trustees will be that the IUPUI faculty will be involved in the doctoral education but the degree will actually be awarded from Bloomington. The faculty and students here will be treated as though it were coming from here. The issue that has been raised is who gets credit for the students. Dr. Slattery hopes to have that issue resolved within the next 6 months.

Associate Dean's Report – Dr. Queener
Board of Trustees' Student Member
Remind everyone to remind their students that there is still an opening on the board of trustees for a student member.

The Jack Kent Cooke Scholarship which is aimed at students moving undergraduate to graduate programs. If you have students that you think are very talented and promising undergraduates that you would like to see move into a graduate program, contact Beth Barnett in the Scholarship Office.

Enrollment Management Council
The Enrollment Management Council is a group headed by Becky Porter. It is intended to help maintain and increase enrollment at the IUPUI campus. The group has recognized the real growth on the campus for the last several years has been the graduate programs (i.e. Masters Programs, Graduate Certificate). Attention has been given on how processes could be improved so that fewer barriers exist for graduate programs. Dr. Queener asks the group to think about what continues to get in their way, in terms of recruiting students and keeping students happy once they get here. That information should be filtered through her to be addressed by the Enrollment Management Council.

IUPUI Marketing – Amy Warner and Troy Brown
In our attempt to be cost effective, we haven't spent enough time or money on internal communication. Hetrick Communications' staff was able to compare us to other institutions; conduct secret shopper experiments to try and give us a sense on how we are doing when prospective students and faculty approach us to get information. The Steering Committee spent time to develop Priority Audiences that we need to reach.

New Communications Plan is geared toward prospective students, current students, prospective faculty and staff, individual donors, higher education, current faculty, staff and alumni. The plan will suggest a strategic shift in how we think. The prioritized objective: (1) recruit more qualified students (2) retain and graduate more students (3) recruit, retain talented and diverse faculty and staff and (4) increase public and private funding.

Integration will give us a better reputation nationally, regionally and in the community. We need to raise the quality of students, faculty and staff; shift from local to regional and national strategies; encourage faculty and staff to deal with knowledge and pride in IU's national leadership; enhance media relations; use the internet as much as we can. We'll develop new identity systems (how do we define ourselves) if every school is using the same language to define relationships.

Purdue Dean's Report – Dr. Story
The task force is working on revising the regional campus' programs, policies and procedures. In January we'll start developing programs that will hopefully encourage collaboration and communications among the right programs across the system. On the graduate level we approved: Gerontology Program; Dual Title Degree; approved a combined degree of Doctorate of Pharmacy and the MSIA (Masters of Science Industrial Administration). The Graduate School is in the process of moving to the Apply Your Self application, the University is moving to ERP, which is redoing the process of business and records.

Graduate Office Report – Mr. Koerner
Financial Aid
Two-hundred forty-five people have applied for the Spring Semester that we haven't heard back from departments about. It would help us if you have people

that are applicants, if you could make an administrative decision or let us know to move them out to another semester.

Students should be enrolling for the Spring Semester. Late enrollment impacts their ability to get stipends awarded on a regular basis as well as the fee remissions to hit accordingly. We cannot award financial aid, stipends, or fee remissions to someone that is not enrolled. Enrollment is directly connected to the dispersion of funds.

The Graduate Office will close at 3pm on December 23rd – January 3rd for the Christmas holiday.

Fee Remission - Dina Adkins
Currently meeting with each fiscal officer to determine what GL strings and object codes they want fee remissions paid from. The Graduate level process will not be that much different from what happens now. The fiscal officers and Dina will work together to make sure all the correct accounts are set up.

The submissions will come to her via a website; Dina will train the fiscal officer how to access the website. The goal will be to have the website up and running by the week of December 6th. With OneStart, students will be able to check their account and see fee remissions posted as they are entered from the office of the bursar. They are trying to ensure that they have the fee remissions on the account before the first dispersion.

Graduate Student Organization Report – Ms. Reuille, RN
She received positive feedback from the letter on financial aid problems which was sent to Chancellor Bantz and Dean Plater, and also appeared in the Sagamore. Rebecca Porter came to the November GSO meeting to discuss the situation directly. The students are now satisfied that they have a direct line to Administration.

The website for Student Trustees is www.indiana.edu/~trustees. To qualify the applicant must be full time student for the two years that he/she is a trustee. Applications are due at the end of January. They will be doing screening in February and interviews in April; the names will go to the governor. Working on Student Code with the Student Affairs Committee and Faculty Council, this is still in the earlier stages.

Committee Business
Curriculum Subcommittee Report – O'Palka
The Committee did not meet. No report this month.

Fellowship Subcommittee Report – Koerner
Reminder: Block Grant applications are due December 1st at 5pm. The Fellowship Committee will be meeting mid December to evaluate the applications. Block Grants are a set amount of money that come from a different sources, the money is opened to schools to apply for; the proportion is based upon the quality judged in the proposal.

Program Approval – Dr. Queener
MBA/MSE Dual Degree Program in Business and Engineering
This has not been reviewed by the committee or distributed. It will be circulated for review and posted on the web for discussion in January.

Program Information Items and Updates
Dual Masters in Economics and Statistics
The Bloomington 50 credit hours rule is keeping this program from moving forward. The program is looking at the requirement and is trying to make a recommendation based on that.

Certificate in Health Sciences Patient Centered Outcomes, Certificate in Survey Research, and Dual Philosophy MA/Law JD
Approved by the Curriculum Committee and will move on as information items for the Graduate Council.

Discussion – Dr. Queener
Call for Future Topics
Reminder: No December meeting for the GAC. Everyone is encouraged to attend the December 7th Faculty Council meeting.

Next Meeting
January 25, 2005

Meeting Adjourned 4:50pm

MEMORANDUM

Date: September 7, 2004

To: William M. Plater, Executive Vice Chancellor, Dean of Faculties
               Sherry Queener, Associate Dean Graduate School
               Graduate Affairs Committee

From: Roger W. Schmenner, Associate Dean Kelley School of Business
               H Oner Yurtseven, Dean, Purdue School of Engineering and Technology

Re: MBA/MSE Dual degree program in Business and Engineering

The faculties of the Kelley School of Business and the Purdue School of Engineering and Technology on the IUPUI campus have agreed to offer a dual masters degree program beginning in fall 2004. This program is modeled on existing dual degree programs in both schools and does not involve new degrees, new majors, or new courses. The following are the salient features of the dual degree program.

   The Indiana University Purdue University MBA/MS Engineering dual degree program is a program that allows for the concurrent study of graduate engineering and graduate business course work and leads to both the MBA degree and a MS Engineering degree. The program is designed for individuals who want to practice engineering involving business clients, work in a corporate engineering department, or work in a government agency regulating business, among other engineering/business interrelated opportunities.

   Candidates must meet the admissions and prerequisite criteria of each school and be separately admitted by each. The MBA/MS Engineering degree requires three to four years of full-time study instead of the four to five years that would be required if the two degrees were to be earned separately. The program requires 66 total credit hours for graduation: 24 credit hours at the School of Engineering and Technology Indianapolis and 42 credit hours at the Kelley School of Business Indianapolis. Non-dual degree study requires 81 total credit hours, 30 credit hours at the School of Engineering and Technology IUPUI and 51 credit hours at the Kelley School of Business Indianapolis.

   The MBA/MS Engineering program is designed so that students take courses in both programs simultaneously. The degrees are conferred simultaneously when all requirements for graduation for the dual degree student have been met in each professional program.

   The School of Engineering and Technology offers MS degrees in the departments of Biomedical Engineering, Electrical and Computer Engineering, and Mechanical Engineering. Each engineering department may decide whether to adopt the dual degree for its graduate students.

_____   _____
Roger W. Schmenner, Associate Dean   H. Oner Yurtseven, Dean
Kelley School of Business   Purdue School of Engineering and Technology

MBA/MSE STUDENT HANDBOOK

Prepared by:

**Indiana University
Kelley School of Business
and
Purdue University
School of Engineering & Technology
Indianapolis**

2004/2005 Academic Year

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While every effort is made to provide accurate and current information,
Indiana University reserves the right to change without notice statements
in The Kelley Graduate Kelley School of Business "MBA/MSE Student Handbook"
concerning rules, policies, fees, curricula, courses, or other matters.

Revised 7/16/07

Dear MBA/MSE Student:

We appreciate your interest in Indiana University and Purdue University MBA/MSE Dual Degree Program that is administered jointly on the Indianapolis campus by the Kelley Graduate Kelley School of Business and the Purdue School of Engineering and Technology.

Should you select the MBA/MSE Dual degree Program, you will be embarking on programs of rigorous academic study in two highly regarded professional schools. The dual degree student=s simultaneous involvement in two programs requires special attention to scheduling and policies that may differ from those of the students pursuing the professional degrees separately. This Handbook has been prepared to introduce you to the dual degree MBA/MSE Program, to assist you in planning a program of study, and to answer the typical questions concerning program policies and requirements.

Please take the time to read this handbook carefully. It covers such topics as admission, graduation requirements, orientation and registration, and curriculums. It also shows the standard course plan for the dual degree program students in Indianapolis.

You are invited to consult with any of the faculty or staff listed on the next page of this handbook for further information and guidance. Again, thank you for your interest in the dual degree MBA/MSE Degree Program of the Indiana University Kelley School of Business and the Purdue School of Engineering and Technology. We look forward to working with you.

Sincerely,

Steven L. Jones
Chairperson, MBA Program
Associate Professor of Finance

KELLEY SCHOOL OF BUSINESS - INDIANAPOLIS PROGRAMS

Roger W. Schmenner   Associate Dean - Indianapolis Programs

Graduate Programs - Indianapolis

Steven L. Jones	Chairperson, MBA Program and Associate Professor of Finance
Jane L. Lambert	Executive Director, Academic Programs
Jane A. Petty	Academic Adviser
Eric Plessinger	Academic Advisor
Eunbok Kim	Academic Advisor
Julie L. Moore	Administrative Recorder
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Friday: 8:00 a.m. - 5:00 p.m.

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THE INDIANA UNIVERSITY PURDUE UNIVERSITY
MBA/MSE DUAL DEGREE PROGRAM, INDIANAPOLIS

The Indiana University Purdue University MBA/MSE Dual Degree Program is a program that allows for the concurrent study of graduate engineering and graduate business course work and leads to both the MBA and MSE degrees. The program is designed for individuals who want to practice engineering involving business clients, work in a corporate engineering department, or work in a government agency regulating business, among other engineering/business interrelated opportunities.

Candidates must meet the admissions and prerequisite criteria of each school and be separately admitted by each. Candidates may be admitted to the Kelley School of Business in either August or January and to the School of Engineering and Technology in August.

The MBA/MSE dual degree program requires three-four years of full-time study instead of the five years that would be required if the two degrees were to be earned separately. The program requires 66 total credit hours, 24 credit hours at the School of Engineering and Technology in Indianapolis and 42 credit hours at the Kelley School of Business in Indianapolis for graduation. Non-dual degree study requires 81 total credit hours, 30 credit hours at the School of Engineering and Technology in Indianapolis and 51 credit hours at the Kelley School of Business in Indianapolis. Summer school during the first two summers of the dual degree program is encouraged to help the MBA/MSE student attain increased credit hours and ease potential scheduling conflicts that may arise when scheduling course work in two different professional schools. Some MBA courses are required to be taken during the summer term.

The MBA/MSE program is designed so that students take courses in both programs simultaneously. The degrees are conferred simultaneously when all requirements for graduation for the dual degree student have been met in each professional program.

In Indianapolis, the Kelley Graduate Kelley School of Business offers MBA course work through the part-time MBA Program. The MBA program is scheduled in modules, which meet two (2) evenings per week from 5:45 pm - 8:25 pm for fifteen (15) weeks for the fall and spring semesters and for ten (10) weeks during the summer session.

Both full-time and part-time divisions of the School of Engineering and Technology are available in Indianapolis. Contact the School of Engineering and Technology for information on class times.

ADMISSION

The person seeking admission to the MBA/MSE Dual Degree Program in Indianapolis must:

1. Meet the prerequisite requirements for application to both the School of Engineering and Technology in Indianapolis and the Kelley School of Business in Indianapolis;
2. Complete an application and required application documentation for each school individually, including completion of the GRE (for Engineering), if required, and the GMAT (for business).
3. Be admitted to each school individually.
4. The Kelley School of Business Indianapolis deadlines for applications are April 15 for the fall admission and November 1 for spring admission, with applications considered as they arrive. Contact the School of Engineering and Technology for application deadlines for the MSE program.

Both the School of Engineering and Technology and the Kelley School of Business are highly regarded professional programs. As such, each semester more applicants seek admission to each program than there are spaces available in each school.

As part of the application procedure for the MBA/MSE Dual degree Program, the interested candidate should contact the School of Engineering and Technology and the Kelley School of Business to obtain applications and pre-admission advising for each program respectively. Included in the information for each program will be information on prerequisites, the applicant pool, and characteristics of the successful applicants, deadlines, and application checklists. Because prerequisite requirements and competitive standards are not waived for applicants to the dual degree program, it is to the benefit of the potential applicant to fully understand the application, admission procedures, criteria and applicant pools for both schools.

Applicants should take particular note of the deadline dates for applications to each program and schedule their GRE and GMAT examinations appropriately.

MBA/MSE students may begin their course work in the MBA Program in Indianapolis either in August or in January. Contact the School of Engineering and Technology about admission to its programs.

In order to be eligible for consideration for admission to the MBA/MSE Program, applicants must apply, be admitted, and begin taking course work in the School of Engineering and Technology before they have completed more than 12 hours of MBA coursework and begin taking work in the Kelley School of Business before they have completed more than 12 credit hours in the School of Engineering and Technology.

Under no circumstances will an applicant who has completed more than 18 hours of course work in the School of Engineering and Technology before matriculating in the MBA Program be admitted to the Dual Program.

THE PROGRAM OF STUDY – MBA

The MBA program consists of modules of study. Modules meet two (2) evenings per week for the semester. Each summer module meets one (1) evening per week for approximately ten weeks during May-July.

The MBA/MSE student is required to take forty-two (42) MBA credit hours. MBA requirements for MBA/MSE students are described on the following page.

MBA REQUIREMENTS FOR MBA/MS ENGINEERING PROGRAM
Business Courses are offered in a Lock-Step Basis,
Engineering Courses do not have to be taken in a Lock-Step Basis

Module I (Fall - Semester 1 of Dual Degree Program)	Module II (Spring - Semester 2 of Dual Degree Program)
Business (Total 6.0 credit hours) **A524 (3.0)** Managing Accounting Info **G511 (3.0)** Microeconomics	**Business (7.5 credit hours)** **J501 (3.0)** Developing Strategic Capabilities **G512 (1.5)** Macroeconomics **F523 (3.0)** Financial Management

Summer Module I (May through mid-August)
Business (6.0 credit hours)   **L512 (3.0)** Law; Business Elective (3.0)

Module III (Fall – Semester 3 in Dual Degree Program)	Module IV (Spring – Semester 4 in Dual Degree Program)
Business (7.5 credit hours) **M501 (3.0)** Strategic Marketing Management **P501 (3.0)** Operations Management **X511 (1.5)** Intensive Seminar	**Business (6.0 credit hours)** **J506 (3.0)** Leadership & Strategy Mgmt Business Elective (3.0) Note: F520—Asset Valuation and Strategy (1.5 hours) must be taken in this module for those students who want to take finance elective courses (this counts as 1.5 of the 12.0 hours of general electives)

Summer Module II (May through mid-August)
Business (6.0 credit hours)   **D594 (3.0)** Competitive Strategy in Global Industries**;** Business Elective (3.0)

Module V (Fall - Semester 5 in Dual Degree Program)	Module VI (Spring – Semester 6 in Dual Degree Program)
Business (3.0 credit hours) Business Elective (3.0) Note, if a student takes extra 3.0 hours of electives in Modules I-IV or summer Modules I or II, no MBA coursework is required in Modules V or IV.	**No MBA Coursework unless students have not completed coursework as described in Modules I-V**

Total Program
Business = 42.0 Credit Hours   **Engineering = 24.0 Credit Hours.**   **(Students in the MSE Program take hours as approved by the School of Engineering and Technology))**   **Note: This template assumes that students enter the dual degree program in the fall semester. Students my also enter in the MBA portion of the coursework in the spring semester.**

With the exception of the summer modules, all modules are offered both fall and spring semesters.

Suggested Program of Study

The suggested program of study assumes that the student has decided to pursue the dual degree program before starting the second year in Engineering and attempts to minimize the problems associated with mixing Engineering and Business courses in the same semester. It also assumes enrollment in the full-time or part-time division of the School of Engineering and Technology.

The dual degree program consists of a mixture of required and elective courses which provide the MBA/MSE with a core of knowledge of the two professions and the flexibility to take courses that meet his or her goals for specialization.

The Indiana University MBA Program upholds the belief that the MBA should be a generalist and that her or his education must encompass basic business disciplines and a thorough understanding in the functional areas of management operation. Although general objectives dominate the program, the faculty recognizes that each person has different goals and interests. Provisions are made for some individualized tailoring of the program.

By combining electives in the Kelley School of Business that are parallel or compatible with the School of Engineering and Technology MSE Program, the MBA/MSE student is able to plan a course of study which offers a true synthesis of business-engineering issues. These planned electives, combined with the required core courses, provide the MBA/MSE student with the preparation to deal with the complex problems and issues faced in today's business-engineering environment.

EXEMPTIONS

Because the MBA program requires cohorts to move through the MBA program together, no exemptions for required course work are offered to entering MBA students for prior course work or work experience.

TRANSFER CREDIT

Because the residency requirement for MBA students is 42 credit hours, no transfer credit into the Kelley School of Business is considered for the MBA/MSE student. Graduate business course-work taken at Indiana University before admission to the MBA program does not count toward the degree.

ORIENTATION

The incoming MBA/MSE student should plan to attend the orientation program of the School of Engineering and Technology when it is offered by the School of Engineering and Technology. The Kelley School of Business requires an orientation, scheduled at the beginning of Module I.

REGISTRATION PROCEDURES

Students who are enrolled in the MBA/MSE Program generally register through the School of Engineering and Technology for MS courses and the Kelley School of Business for the MBA courses. The MBA program usually provides an early course authorization period, and dual degree students are advised to obtain counseling in the Kelley School of Business and reserve MBA courses during that period to insure spaces in required MBA classes.
The courses within each MBA module are co-requisites; individual courses within a module cannot be registered for separately. The exception is elective course work in the Summer Modules and Modules IV and V for dual degree MBA/MSE students.

PROGRAM REQUIREMENTS

Students are required to follow the program requirements and policies set forth for each program by its respective faculty. The School of Engineering and Technology and the Kelley School of Business each have student handbooks which set forth the program requirements and policies in force at the time the student matriculates.

The MBA student must earn a 2.75 or better cumulative grade point average for all MBA courses taken in order to remain in good standing in the MBA program. Engineering students must maintain a cumulative grade point average in engineering courses as specified by the School of Engineering and Technology.

The School of Engineering and Technology recorder records Engineering courses; business courses are recorded by the Kelley School of Business recorder. MBA/MSE students should contact the recorder in each of the schools at the end of each semester to insure that the grades have been recorded properly in each school.

The requirements for earning the MBA degree and the policies of the program (schedule adjustment, time limit for degree completion, etc.) are contained in the MBA Student Handbook, which can be downloaded from Internet at http://kelley.iupui.edu/graduate/ptmba/studhandbk/default.cfm.

GRADUATION REQUIREMENTS.

The MBA/MSE student must meet the graduation requirements of each school individually including minimum grade point average and time limit policies. However, the MBA/MSE student must complete 42 hours of course work in the MBA program including: Modules I, II, III, IV, V (if necessary), Summers Module I, and II (42 hours, 30 required and 12 elective).
 Additionally, no transfer credit for elective course work will be considered for the MBA portion of the MBA/MSE program.

*IN ORDER TO BE GRANTED THE MBA AND THE MSE DEGREE AS A DUAL DEGREE STUDENT, THE REQUIREMENTS FOR BOTH DEGREES MUST BE COMPLETED BEFORE EITHER CAN BE CONFERRED; **BOTH DEGREES MUST BE CONFERRED CONCURRENTLY**. IN ORDER TO BEGIN THE CERTIFICATION PROCESS WITHIN EACH SCHOOL, THE MBA/MSE STUDENT MUST FILE FOR GRADUATION SEPARATELY WITH BOTH THE SCHOOL OF ENGINEERING AND TECHNOLOGY AND THE KELLEY SCHOOL OF BUSINESS ACCORDING TO EACH SCHOOL'S DEADLINES AND POLICIES.*

A dual degree student who chooses not to have the degrees conferred concurrently must meet the program requirements for each program as if he or she were a non-dual degree student.

Grade point averages in both schools are computed separately. The MBA/MSE student will be enrolled as a student in the dual degree program as long as the student meets minimum standards for continuation in each school. In the rare case that a student is dismissed or withdraws from one program, the student may continue and complete the other program as long as the student meets the minimum standards in that school. However, the student would need to fulfill all requirements for regularly admitted students in the remaining program; requirements and benefits of the MBA/MSE dual degree program would no longer apply.

Students are eligible for academic honors based on existing performance criteria in each school.

STUDENT ACTIVITIES

The MBA/MSE student is eligible for membership in the student organizations and fraternities of each school.

FELLOWSHIPS AND FINANCIAL AID

Fellowship assistance may be available through the School of Engineering and Technology. Some engineering students work as research assistants for School of Engineering and Technology faculty. The hours and compensation vary. Contact the School of Engineering and Technology for details.

Occasionally, opportunities become available for temporary employment in the Kelley School of Business on a part-time basis. These opportunities typically involve work for the faculty as an assistant supporting research. The work commitment is typically ten (10) hours per week for faculty support. Compensation is on an hourly basis. As these opportunities become available, the MBA Office will notify students via the bulletin boards in the Graduate Kelley School of Business and in the MBA newsletters/emails.

Revised 7/16/07