2010-2011 Academic Affairs - Graduate Office

Section	Document Name

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 2010-2011:

- The Director and staff of the Graduate Office consulted with faculty on the development of these new graduate degree proposals: Graduate certificates in Oral and Maxillofacial Surgery, Environmental and Natural Resources Law; online MSW Direct.
- 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 Translational Science, Health Information Security, Health Information Systems Architecture, 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 named and supported the Curriculum Subcommittee of the Graduate Affairs Committee, which approved 51 new courses and 34 course changes during this period.
- The Director of the Graduate Office participated in program review for Museum Studies (Oct 2010), Intramural and Recreational Sports (Nov 2010) and planning meetings for several upcoming program reviews including Political Science.

Evidence of Progress for 2010-2011:

- The following graduate degrees , having gone through the full IUPUI and university approval processes, were approved by ICHE during this period: PhD in Health Policy & Management (August 2010), PhD in Applied Earth Science (September 2010), PhD in Urban Education Studies (May 2011), and Physician's Assistant Program (September 2010).
- Doctoral and professional student enrollments set records during this period. IUPUI PhD programs enrolled 606 students in fall 2010, more than double the number of PhD students enrolled in fall 2000. Graduate and professional students in all categories totaled 8251 in fall 2010 and constituted over 28% of students enrolled at IUPUI.

Activities planned for 2011-2012:

- Development work is ongoing for the PhD in Biology and the PhD in Chemistry, which are Purdue University degrees that will be modified to IU degrees with site approval for 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 2010-2011:

- Graduate Office staff Sue Wheeler and Beth Young led the expanded Graduate Recruitment Committee in planning 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, which is an NIH-funded program 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 STEM Summer Scholars program at IUPUI. This program 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 which may lead to interest in graduate work at Indiana University.

Evidence of Progress for 2010-2011:

- In the academic year 2010-2011, staff from the Graduate Office contacted 783 prospective students during recruiting events.
- Direct recruiting took place at 15 different companies, including ADT, Carrier, Community Hospitals, Covance, Delta Faucet, Firestone, IU North, Mariott, and Wellpoint.
- Recruiting by the Graduate Office also included attendance at 10 career expos and graduate open houses around the state and nation. Institutions contacted include DePauw, Purdue, Franklin College, Hanover College, and SUIE; SACNAS in Anaheim and in Chicago was also attended.
- Recruiting by the Graduate Office also served over 100 government employees and army personnel who were contacted during visits to the Defense Finance & Accounting Services unit, the Indiana Government Center and Camp Atterbury.

- 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.
- The Herbert STEM Summer Scholars program brought 7 students to IUPUI in 2011, 6 students 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 Graduate Office continues to facilitate the Bridges to the Doctorate Program (an NIH-funded partnership with California State University Dominguez Hills and Jackson State University) 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 eight years of the program, eight 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.

Activities planned for 2011-2012:

- The Second Annual Graduate Expo took place for September, 2011.
- Several sessions to enhance success in applying for graduate study are planned (Boot Camps, Speed Sessions).
- Part-time and Evening Showcase is planned for 2012.
- A new cohort of Herbert STEM Summer Scholars will be welcomed to laboratories at IUPUI during the summer of 2012; 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 2010-2011:

- Graduate recruiting fellowships (University Fellowships) were awarded to 14 doctoral and 13 masters students, representing a commitment of $547,106.
- Block grant funds were awarded to 10 schools, with a total commitment of $1,400,284.
- Three new degree programs (MA in Applied Anthropology, PhD in Economics, PhD in Epidemiology) in two schools (Liberal Arts, Medicine) received a total of $100,000 in new program funding with supplements through the block grant mechanism.
- Special awards to support Teaching Assistantships were given to six schools, totaling $165,000.
- Terminal semester support was offered to 4 students in 4 schools, to facilitate rapid degree completion.

Evidence of Progress for 2010-2011:

- A total of 23 students who were awarded university fellowships matriculated in summer or fall 2011. 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 2011-2012:

- 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 2010-2011:

- Graduate Office staff handled 6782 applications to graduate and professional programs at IUPUI during this period.
- Graduate Office staff handled 5816 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.
- Graduate recorder Debra Barker handled the graduation process for 57 PhD students and several hundred master's students during this period.

Evidence of Progress for 2010-2011:

- Purdue University Graduate School has ceded to the IUPUI Graduate Office the responsibility for admission/administration/graduation for Purdue masters programs at IUPUI, in order to improve service to the IUPUI students. The transition occurred in fall 2010.

Activities planned for 2011-2012:

- 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 2010-2011:

- 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/
- 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 Jan Vinson, the organization was advised by Etta Ward of CRL, while the Graduate Office replaced its Assistant Dean.

Evidence of Progress for 2010-2011:

- The administration of the Preparing Future Faculty (PFF) program was moved to the Graduate Office during this period, under the direction of Assistant Dean NaShara Mitchell of the Graduate Office and Professor Fred Pavalko, who served as a Faculty Fellow.

Activities planned for 2011-2012:

- Transition to new leadership was planned and successfully achieved for both GSO and UpNGo.
- The Graduate Office sponsored the first day long symposium for PFF at IUPUI.
- Planning is underway to add Preparing Future Professionals to 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 2010-2011:

- 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 2010-2011:

Evidence of Progress for 2010-2011:

- 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 was $348,188. 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 2011-2012:

- 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.
- Support for training in research ethics is planned through the Graduate Office.

Fiscal Health

Reallocation Plan

Other Question(s)

1. What initiatives have you undertaken, or have planned, to improve retention and graduation rates?

2. What are the priorities that shape your decisions about initiatives you will undertake and maintain?

3. How is the move to centralized services affecting your operations? How are you dealing with these effects?

4. What marketing strategies/materials are you planning to develop/disseminate during the coming year?

- **a. Who is the intended audience for each?**
- **b. What do you hope to accomplish with this strategy with this audience?**
- **c. How much are you planning to spend for each strategy?**
- **d. How will you tell if your expenditure was worth your investment? [Provide return on investment (ROI) data for past expenditures, if available, and plan to track ROI in the future.**