

Graduate Affairs Committee  
August 28<sup>th</sup>, 2001  
3:30 p.m. - 5:00 p.m.  
UL 1126

**AGENDA**

1. Approval of the minutes for May 22<sup>nd</sup>, 2001 ..... Queener
2. Associate Dean's Report..... Queener
3. Purdue Dean's Report .....Pope
4. Graduate Office Report..... Andrew-Mohr
5. GSO Report..... Wagner
6. Committee Business  
Curriculum Committee Report ..... O'Palka  
Fellowship Committee ..... Pavalko
7. Discussion ..... Queener  
Financial Aid Office  
Distributive models for graduate education  
Woodrow Wilson initiative for redefining the Ph.D.  
People Soft
8. New Business.....
9. Next Meeting (September 25) and adjournment.....

**Graduate Affairs Committee**  
**August 28, 2001**  
**Minutes**

Present: Margaret Adamek, Hasan Akay, James Baldwin, William Bosron, Jon Eller, Sharon Farley, Robert Kasberg, Joyce MacKinnon, Chris Miller, Samuel Nunn, Jackie O'Palka, Fred Pavalko, Nasser Paydar, Douglas Perry, Phil Pope, Sherry Queener (co-chair), Sarah Wagner, Ronald Wek, Kathryn Wilson, Polly Wolfe

Staff: Joelle Andrew-Mohr and Monica Ridge  
Guests: Angela Espada - School of Law

**Approval of the minutes - Dr. Queener**

Members of the GAC introduced themselves to the full committee.

The committee approved the minutes from the May 22<sup>nd</sup>, 2001 meeting.

**Associate Dean's Report - Dr. Queener**

Dr. Queener and some members of the Graduate Office staff attended a retreat with the Bloomington RUGS staff. At this retreat, Dr. Queener was able to make a presentation on the IUPUI Graduate Office as well as the Graduate Affairs Committee. During this presentation, Dr. Queener noted the history and recent accomplishments of the GAC. The new program review process, establishing the ESL policy, and establishing graduate certificate guidelines were among those accomplishments Dr. Queener mentioned.

Dr. Queener noted that Frank Hoole retired from the Indiana University Graduate School on July 1<sup>st</sup>, 2001. Gene Kintgen is now the Executive Associate Dean of Graduate Studies, and Jeff Albert is now responsible for George Walker's roles due to Dr. Walker's part-time assignment with the Carnegie Institute for Higher Education.

Dr. Queener asked the GAC to bring to her attention any disincentives that would prevent or are preventing faculty from applying for research support. For example Bloomington faculty do not apply for Guggenheim grants because of the decrease in salary experienced upon receipt of the award.

Dr. Queener noted that the Cyclotron at Indiana University is now MPRI. See the following web site for further information: <http://www.iucf.indiana.edu/~ptherapy/>.

The request for graduate faculty nominations has been sent out to the dean's offices and can also be obtained in the Graduate Office.

**Purdue Dean's Report - Dr. Pope**

Dr. Jon Story is on sabbatical in Washington D.C. Candiss Vibbert and Kathy Kochran are now employed by the President's Office. Cindy Lynch has replaced Kathy and is now the new Fellowship and Development Officer. Thomas Atkinson, who has been a member of the Purdue administration for approximately ten years, will become the new Assistant Dean on September 4<sup>th</sup>, and will be responsible for the day-to-day activities in the Purdue University Graduate Office.

### **Graduate Office Report - Joelle Andrew-Mohr**

The IUPUI Graduate Office web page has been reorganized and updated. Additional faculty and staff resources and student resources have been added. The GAC minutes, agendas, and discussion items will also be available on the web page.

By August of 2002 Phase I (500 - 600 units) of the new campus housing should be complete. Phase I & Phase IA will be located where Warthin Apartments were (Phase IA will consist of an additional 100 units), Phase II is scheduled to be located where the State Board of Health building is, and Phase III is scheduled to be located where Larue Carter Hospital is. One-third of the housing in Phase I has been set-aside for graduate and professional students. If this portion of the housing is not filled with graduate and professional students within a set amount of time it will be filled on a first-come first-served basis. The units will be furnished, modern, apartment-style housing. There will be 20 to 25 buildings, each housing 30 to 40 students. The apartments will be grouped in "neighborhoods" for graduate students, honors students, and traditional students.

Joelle Andrew-Mohr asked the GAC to pass on the graduate student health insurance information to their eligible students. This information can be picked up from the insurance representative, Gina Bethel, in the Graduate Office. Coverage began August 15<sup>th</sup>. If students do not want the health insurance, they need to complete a waiver within the first 60 days of coverage. The waiver can be obtained from Gina Bethel either by e-mail or through campus mail. This academic year the Graduate Student Organization will continue to work on securing student health insurance for all graduate students.

Dr. Kasberg distributed the Graduate Student Orientation agenda. The 2<sup>nd</sup> annual Graduate Student Orientation took place on Sunday, August 19<sup>th</sup>, with approximately 45 graduate students attending. Two student groups attended as well as several service offices. There were eight information sessions ranging from graduate financial aid to juggling graduate school and family. Dr. Queener noted that this year's orientation date, which fell on a Sunday, seemed to work better than last year's date, which fell on a Friday. Planning for the next orientation will begin in April 2002.

### **Graduate Student Organization (GSO) Report - Sarah Wagner**

The GSO was represented at the Graduate Orientation as well as Welcome Fest.

The GSO is having its first social activity for the academic year. Students will meet at Comedy Sport located on Massachusetts Ave. There will be free pizza and soda.

### **Subcommittee Business**

#### **Curriculum Subcommittee - Dr. O'Palka**

Dr. Queener introduced Dr. O'Palka, a four-year member of the Curriculum Subcommittee, as the chair for the next two academic years. Dr. O'Palka referred the GAC to the course summary, which was distributed to the committee prior to the meeting. The summary lists the course requests approved at the July meeting. Four new course requests were approved, two new course requests were approved contingent, six course changes were approved, and one new course request was sent back to the school for additional information.

### **Fellowship Subcommittee - Dr. Pavalko**

Dr. Queener introduced Dr. Pavalko, who is a two-year member of the Fellowship Subcommittee, as the chair for the next two academic years. This will be the second year that the committee has had additional funds to utilize. After this year, the additional funds will be completely spent. Dr. Queener noted that the Graduate Office has been keeping good records of how the additional funds have been invested and what the outcomes were. With this data for evidence, it is expected that additional funds will be located in the future to continue the same level of support.

### **Discussion**

#### **Financial Aid Office - Dr. Queener**

The Graduate Office has received complaints from graduate students and schools regarding the service provided by the Financial Aid Office. In the recent past, the Financial Aid Office has employed three graduate financial aid specialists, one of which was Jim Schutter who has now retired. Currently the office has moved to a generalized approach, meaning that any financial aid counselor can counsel graduate students. The office has also moved to a walk-in system and appointments are no longer accepted. These changes have resulted in perceived deteriorating service for graduate students. Staff from both the Financial Aid Office and the Graduate Office met to discuss these issues. Barb Thompson, the Director of Student Financial Aid Services, is aware of some of these issues and is attempting to revise the new process. There has been an individual hired who will be trained for Jim Schutter's position, and has worked in the IU Bloomington Financial Aid Office. Dr. Queener noted that some schools are investigating the possibility of hiring a part time financial aid counselor to work with their students exclusively. Several GAC members feel that schools should not have to hire a part time financial aid counselor; they feel that the Financial Aid Office should be able to supply the same resources and services as they always have. The GAC has requested Dr. Queener invite Barb Thompson, Becky Porter, and Dean Plater to a GAC meeting to discuss these concerns. Dr. Queener has asked the GAC to report any problems that schools and departments are having with the Financial Aid Office to the Graduate Office so these problems can be addressed and reported to Barb and Becky. Angela Espada suggested that the GAC set a priority date for improved services prior to the next award cycle; Dr. Queener agreed.

#### **Distributive Models for Graduate Education – Dr. Queener**

Distributive Education will be the main topic discussed by the Initiatives Committee this academic year. The goal is to create distributive education guidelines. Currently the IUGS Bulletin states that correspondence courses do not fulfill requirements. There are guidelines on the internet that several other institutions have created that can be used as a resource. Dr. Queener asked the GAC to inform the Graduate Office of any good guidelines that they are familiar with as well as concerns they have regarding distributive education. The Philanthropic Studies program has an executive master's program that is modeled after their traditional program but is given by distance learning. This program is under review this year and this review could provide good information.

### **Woodrow Wilson Initiative for Redefining the Ph.D.**

Dr. Queener is now serving on a committee in Bloomington regarding the Woodrow Wilson Foundation's initiative to redefine the Ph.D. The committee's purpose is to identify specific actions in redefining the Ph.D.

### **PeopleSoft - Joelle Andrew-Mohr**

Over the summer the PeopleSoft Working Group, which consists of support staff and faculty members from each department, met several times. The group discussed issues relating to both PeopleSoft and the online application; two projects which are related yet separate. The online application will go hand in hand with PeopleSoft due to the increased data entry needs of PeopleSoft. The group also developed questions for the online application. ApplyYourself has been contracted to create the online application. The online application will be released to Indiana University at the end of September and IUPUI will begin using it October 15<sup>th</sup>. October 15<sup>th</sup> is also the "go live" date for PeopleSoft. Changes to the online application can be made, if needed, in January 2002. Each department and / or school can control the instructions and application requirements leading up to the application on their own web space. When an applicant clicks on the link to fill out the application, they will then be in ApplyYourself web space.

Joelle distributed the April 16, 2001 Working Group Meeting agenda (some of the information on this agenda has changed since the April 16<sup>th</sup> meeting) as well as an online application data flow chart. The only people who will have direct access to PeopleSoft at this time are those who currently do data entry. PeopleSoft is replacing at this time the admissions system, not the inquiry system. Schools and departments can query admissions data in the ApplyYourself database and/or IUIE. Once admissions decisions are made, the school or department will notify the Graduate Office, and the student will be updated in PeopleSoft from an applicant to an admitted student. There is no paper process that is required in this new information system if a student uses the online application.

Due to the amount of money that has been allocated to the online application project and the technical requirements of the application, there will not be a logo on the ApplyYourself gateway page leading to the application. Students will see "Indiana University and Purdue University Academic Programs on the IUPUI Campus".

Purdue University uses ApplyYourself as their online application vendor. Purdue applicants will apply through the IUPUI online application, not the Purdue University online application. The applicant data will be supplied to Purdue University in an Excel spreadsheet. Student applications must still go through the Purdue University final approval process.

The online application may or may not change business practices for departments and / or schools. It will replace the current data sheets and can replace the department specific paper application. Starting October 15<sup>th</sup> the green data sheets will be obsolete. The Graduate Office is strongly encouraging use of the online application. The Graduate Office feels the only way to maintain service to students, faculty, and staff is to take full advantage of the interface between PeopleSoft and the online application. Joelle noted that she is willing to meet with schools individually to discuss how this will affect them.

**New Business - Dr. Queener**

There is a new initiative between the French Ministry of Foreign Affairs and IUPUI. This could take the form of joint research between IUPUI senior faculty and junior faculty of universities in the Alsace region. For more information see the Alsace Development International web site at: [www.alsace.com](http://www.alsace.com).

ZONTA International is offering an Amelia Earhart Fellowship. For more information see: [www.zonta.org](http://www.zonta.org).

Dr. Wilson noted that the Graduate Showcase will take place on October 26<sup>th</sup>, 2001. Registration will take place in the University Library Foyer. Flyers are currently being prepared. Targeted mailings will go out to students with 3.5 GPA's or higher, faculty and staff, and local college and university contacts. More information can be found at: <http://www.science.iupui.edu/wilson/grad/home.html>. Dr. Wilson asked the GAC to pass this information on to students and faculty.

**Next meeting date**

The next meeting will take place on September 25<sup>th</sup>, at 3:30 p.m., UL1126.

**Meeting adjourned at 5:00 p.m.**

**August 28, 2001**

## Allied Health Sciences

**1-3 Credits**

This course is being discontinued for the IUPUI campus.

Justification: This course was in the MS in OT Program - now discontinued.

### 3 Credits

This course is being discontinued for the IUPUI campus.

Justification: This course was in the MIS in OT Program - now discontinued.

**AHLT      T594   Mgmt Proc in Allied Health Sci / Admin of Health Science Education**

### 3 Credits

This course is being discontinued for the IUPUI campus.

Justification: This course was in the MIS in OT Program - now discontinued.

**1 Credit**

This course is being discontinued for the IUPUI campus.

Justification: This course was in the MIS in OT Program - now discontinued.

### 1-6 Credits

This course is being discontinued for the IUPUI campus.

Justification: This course was in the MIS in OT Program - now discontinued.

**School of Science**

### 0-3 Credits

Change course title to: Internship in Clinical Psychology

Justification: Change in title to reflect, more accurately, course content.

## NEW COURSE REQUESTS

## Allied Health Sciences

## 2-4 Credits

Graduate electives in occupational therapy, offered by occupational therapy faculty and clinicians. Students may repeat this course as long as the topic changes each time it is taken.

Justification: This MS in HSE allows for three 3 credit electives (See Attached). We plan to offer those in areas of advanced practice.

**School of Liberal Arts**

**COMM C526 Effective Media Strategies 3 Credits**

This course specifically focuses on the effective use of media as a means of persuasion. This course explains how ideas are expressed through techniques unique to the language of radio, television, film, and the Internet.

Justification: Required to fulfill concentration in new grad. program.

**SPAN S519 Practicum in the Teaching of Spanish 2 Credits**

P: S517 or instructor's consent. Practical application of the teaching methodology explored in S517, Methods of Teaching College Spanish. Students will undertake teaching projects supervised by a graduate faculty member in Spanish and meet with their mentors to assess their teaching objectives, techniques, material and outcomes.

Justification: Required course in MAT curriculum

**SPAN S685 MAT Thesis 1 – 6 Credits**

Students will identify a research theme and develop it under the guidance of a Director and a Co-Director. The topic will be related to the teaching of the Spanish language or to the teaching of an aspect of Hispanic Culture.

Justification: Requirement for degree completion for all MAT students.