

**Graduate Affairs Committee
September 27, 2006**

Present: Margaret Adamek, Paul Carlin, Subir Chakrabarti, Pamela Crowell, David Ford, David Handel, Dolores Hoyt, Andrew Hsu, Jackie O'Palka, Robert Osgood, Daniel Pesut, Sherry Queener, Simon Rhodes, Soren Svanum

Staff: David Koerner, Beth Moody, Sue Wheeler

Approval of Minutes – Dr. Sherry Queener

Minutes from the May 23, 2006 meeting were approved.

Dr. Queener introduced Beth Moody as the new Curriculum Specialist for the IUPUI Graduate office.

Dr. Queener is hoping that Dean James Wimbush, the new IU Graduate School dean will be able to attend future GAC meetings as a regular contributor as well as Jon Story from Purdue.

IU Dean's Report – Dr. Sherry Queener

National Research Council of Doctoral Programs (NRC) survey – Graduate office has sent the faculty lists to all of the programs. There is a lot of work to be done. The survey will need to show who core faculty is and who is adjunct faculty; the number of dissertations a person has served as either chair or a member will be used to determine productivity within the program. Programs need to let the Graduate Office know if they are having trouble with the survey. Sue Wheeler and David Koerner are assisting Dr. Queener in this project. It was clarified that this survey includes PhD programs that the NRC recommends, so it does not include all departments. Sue Wheeler clarified that should make needed changes on the lists, such as deleting faculty who are no longer with the University. Purdue Schools are included on this survey, but only School of Science PhD programs have existed long enough at IUPUI to be in the survey.

ALC Actions – Certificate Program in Teaching Nursing is back on the agenda for the next ALC meeting with the suggested revision of an added practicum in teaching.

Herron MFA in Visual Arts is still on the ALC agenda for October 13th: this proposal has been in process for two years and Dr. Queener is hopeful it will be moved to the Trustees. ALC- Proposals need to include a concrete assessment section that assesses student learning and outcomes. The ALC is working on a packet for faculty to use as a reference when creating a new proposal. ALC is also looking at how any graduate program can impact undergraduate education. Dr. Queener clarifies that joint professional programs would go through the process to be approved by the ALC. It would be endorsed here and then moved forward.

Graduate Office Report – Mr. David Koerner

Graduate Office Open House – October 4th, 2006 1-4pm

David Koerner stated that 338 people still show as applicants. He would like feedback on what the Graduate Office strategy should be. Dr. Pesut asked if the list could be sorted out by degree seeking and have that sent to each dept for further research. Dr. Adamek mentioned that some students were declined by the school or decided not to enroll for the fall semester. Dr. Queener stated that this information would be helpful to clean-up the list and to show how many people applied, were admitted, how many declined for the graduate school.

Health insurance process – Mr. David Koerner

Students are told they do not have to do anything to get health insurance, which can create problems as some students expect to be on the list but are not added. It is possible to do eDocs earlier rather than later, which can help create a complete list earlier. He is working with Financial Aid to see if schools have a choice on whether or not students should be on health insurance. Nearing the end of the final list for fall – at this time Mr. Koerner can still change list. He is considering to changing the process completely so that students enter their information themselves and thus move through the vendor's system faster and make it easier for everyone.

Curriculum Process – Ms. Beth Moody

All curriculum proposals and new course & course change requests come to the attention of Beth Moody in UN207.

Tom May and Beth Moody have been working together to create an IUPUI Remonstrance List website which is now up and running – the website is <http://www.iupui.edu/~crsremo/>. The site will be updated on the 1st of every month with a new list of courses. The courses currently listed on the site will expire on October 31st. Tom will be handling the undergraduate courses and Beth will be handling the graduate courses. There are also instructions on how to process IU and Purdue course requests on both undergraduate and graduate levels, as well as, instructions on how to file a remonstrance. This link will be added to the graduate office website as well as the registrar's website.

Dr. Queener stated that there will be two open forums for Uday Sukhatme's Academic Action Plan, which will be held on Thursday, October 5th 4 – 5:30 LE 102 & Monday October, 9, 4-5:30 BS 2009.

Graduate Student Organization – Mr. David Koerner

The GSO has already had their first meeting held for the school year. Next meeting will be Tuesday, October 10th at 5:30 at the Roof Lounge.

The GSO will continue with their funding as they have in the past for activity fee funding; about 90% of the funds are given those back to the schools that represent themselves at the GSO meeting. The GSO also supports the hooding ceremonies for the Graduate Office as well.

Committee Business

Curriculum Subcommittee Report – Dr. Jackie O'Palka

The curriculum subcommittee met on September 7th. At this meeting, 3 course changes were approved, 4 or 5 new courses were approved and a few were sent back. Dr. O'Palka mentioned that even though this may be a cut-and-paste error on a class syllabus, the committee suggests that the principles of undergraduate learning be omitted from all graduate syllabi. She explained that the reason they ask this is because it is difficult to tell if it is truly a graduate course or possibly a graduate course derived from an undergraduate course. If this is the case, then the committee must see the undergraduate course syllabus along with an explanation on how the graduate version is different from the undergraduate version of the course.

The remonstrance list at IU could run concurrently with the IUPUI Remonstrance list. This has been recently confirmed and Dr. Queener and Beth Moody will be working on this to have it expedited in the near future.

Fellowship Subcommittee Report – Mr. David Koerner

David will be sending out an email requesting a meeting time in the near future.

Dr. Queener – “Coming Home” fellowship is a new idea to attract Hoosiers that have left the state to come back to IUPUI for graduate work. This initiative was extended to Native American students whose home tribe was native to Indiana. Conversations with Sally Tuttle triggered the suggestion that it would be good to have fellowships for Native American students who have always lived in Indiana and would like pursue graduate work here. Dr. Queener would like to work with the committee to discuss these and other options for new fellowships for students.

Program Approvals

- SLA – Combined MD/Philosophy MA Degrees – *Approved*
 - Revisions had been made per questions from previous GAC meeting.
- SPEA – Master of Public Affairs – South Bend - Moved by: David Handel – *Approved*
Revision of core and concentrations

Discussion

- SPEA – Master of Public Management – Kokomo – Moved by: David Handel – *Approved*
 - Dr. Pesut mentioned that there is still some language that needs to be changed so it may move forward.
- SPEA – Master of Public Management Accelerated Program – Fort Wayne
- INFO – Certificate of Laboratory Informatics – Will be going out for review in the near future and will be discussed at the next meeting.
- Dr. Sherry Queener – At the October meeting, Dr. Queener would like to have Dean Wimbush and Jon Story as well as Dr. Uday Sukhatme. The two new administrators will be able to see what kind of activities the GAC does. Dr. Sukhatme's predecessor used the GAC as his advisory group for graduate programs and policies. Dr. Queener would like to allow every school representative to take a few minutes and share what kind of programs they are working on and any problems being faced by the schools and get information to the administration. This will be listed as an agenda item for the next meeting.
- **List of Minors - Dr. Dan Pesut** – Dr. Pesut has been working on the extensive list of PhD minors and certificates and there is still a need for updated information. Dr. Pesut suggested that this may be sent electronically to the committee members for further verification. Feedback would be appreciated on this list. This list would also be an incentive to place the minors into the school system so that they may be noted on student's transcripts as well.

Next Meeting

October 24, 2006

Meeting Adjourned 4:25pm