

**Graduate Affairs Committee  
May 22, 2007**

**Present:** Margaret Adamek, Paul Carlin, Subir Chakrabarti, Pamela Crowell, Anthony Faiola, David Ford, Andrew Hsu, Michael Kowolik, Joyce Mac Kinnon, Jackie O'Palka, Dan Pesut, Sherry Queener (Chair), Simon Rhodes, Tony Stamatoplos, Soren Svanum, James Williams, and Marianne Wockeck

**Guests:** Mary Chappell

**Staff:** David Koerner, Sue Wheeler, Beth Young

**Approval of Minutes – Dr. Sherry Queener**

Minutes from April 24, 2007 meeting were approved.

Dr. Queener also noted an update on the issue with the graduate fee increase that Dean Wimbush spoke about at the last meeting. There has been a resolution made and now graduate students will only pay \$10 a term rather than \$120 a term.

**Associate Dean's Report – Dr. Sherry Queener**

**Fellowships** – Since the last meeting, Dean Wimbush has had discussions from President Herbert where President Herbert shared that he has access to ready cash that allows the Graduate School to offer new fellowships towards first generation students in the Fall. The projected priorities will be first generation students attended historically black colleges and universities – primarily those that are within the partnership, but it will extend beyond that. There is now a need to audit admissions from all the graduate programs to see the amount of students that have been accepted that fall into this category. These fellowships are entitled by the entire IU system, not just the Bloomington or IUPUI campus. These fellowships may be named the Herbert Fellowships, but that is not confirmed at this time.

**Commencement** – Dr. Queener would like to report that we had a successful commencement and over 1000 were a part of the hooding ceremony. The luncheon total came to 697 people. We are looking for how the ceremony can be improved for next year. The Graduate Office asks that members please send any constructive feedback to the office.

There have also been discussions concerning the recognition of PhD graduates in the main commencement ceremony as well. In 2008, there are plans to have to separate ceremonies since the RCA Dome will be closed and the new Lucas Oil Dome will not be open so this may be the most opportune time to try out a new way to recognize the PhD graduates. At this time, there are many models being discussed on how these students could be recognized.

There was also a suggestion mentioned that the GAC invite Sharon and Michael Patchner to an upcoming meeting next fall to share feedback about the main commencement ceremony.

**NRC Survey** – Currently, the NRC survey is in the phase of doing the student questionnaires. Once these close out, then feedback will be available.

**HBCU STEM Initiative** – Summer Scholars Program – Nine students have been accepted into the program from the partner institutions. It will either be a 6-3 split or a 5-4 split with the majority here at IUPUI and the rest at IUB.

The Graduate Office has been involved traditionally with these summer research programs because they have been found to be a good recruiting tool.

## **Graduate Recruitment Council Update – Ms. Mary Chappell, Chair of the Graduate Recruitment Council**

The question that the Graduate Recruitment Council has been trying to answer is: “How can the IUPUI campus help facilitate graduate recruiting?”

The Graduate Recruitment Council decided to hold a strategy session after the poor attendance at the Campus Day/Graduate Open House in March. This was more a brainstorming session on what can the campus do to help us with recruiting, what are we not getting that we can get from IUPUI, we can we do to help one another, etc. From this meeting, about 15-16 ideas were discussed that would help with graduate recruitment. The ideas were then sorted into two categories: Brand Marketing and Admission Recruitment. The goal is to submit to the IUPUI Campus 2 or 3 ways from these two categories.

**Admission Recruitment:** One of the ideas include the “How you to apply to Grad School” process, which is being looked at by Trudy Banta under the Accelerated Improvement Plan. This would ultimately be designing a “how to apply” website that prospective students can easily navigate.

Another area that falls under this category is a graduate prospect system. Currently, this does not exist on the graduate side. The undergrad system has this already readily available. There is a meeting on Thursday with those people that manage the PeopleSoft system to find out how they can work on this graduate prospect system.

**Brand Marketing:** Recently, a new undergraduate flyer was sent out, and the campus has agreed to create a similar flyer on the graduate side. It will be designed similar to the Graduate School TV ads that are currently in circulation. The council will be asking for a graduate piece to be posted on the front page every month – be it a concerning a graduate program, student, or faculty member. They also asked the campus to put together a graduate marketing toolkit on the main website for all graduate programs can access so that they may be shared with prospective students.

The hope is that this council will help create a better communication between different schools and departments.

Mary Chappell will send the email list of recruitment ideas from the recruitment council on to Dr. Queener and the GAC for additional feedback.

Sue Wheeler shared information from her recruiting efforts through Indiana Colleges Adult Network (ICAN). She attends company education fairs and helps prospective students looking for additional information on a specific program, course, etc so that the student may take the initiative to take a graduate course. The prospect fills out a card with their information and Sue immediately emails the prospect with further information. She has received positive feedback from one of the insurance agency’s education fair that she was the first recruiter to contact their prospective students. Sue also noted that she would be happy to help any graduate program by simply taking a taking a flyer or learn more information about a certain graduate program or course that you would like her to recruit for while she is out at these education fairs.

## **Graduate Office Report – Mr. David Koerner**

Graduate Office will be closing early on Friday at 3:30 for the Memorial Day holiday.

New Plan: International Student Plan – While it looks like it is more cost beneficial, it actually has less coverage. It is really designed for international students that are only here because they are international students.

International students that are here under academic appointment are covered under the SAA Fellows Plan.

Students that are not either of these plans but still need insurance are covered under the Voluntary Plan.

The medical students that are in the MD programs are covered under the Medical Student Plan.

The Graduate Office will be transitioning the enrollment responsibility for Student Insurance over to APPD. A summer transition meeting with APPD will be held hopefully in July.

Please note that eDocs and Financial Aid Awards are what are being looked at by APPD. eDocs are very important and need to be done early. Every two weeks there will be a new report done. This begins August 1<sup>st</sup>.

Students that are on hourly appointments are not eligible for the SAA Plan and Fellow Plan.

David will be sending out information to the schools concerning the costs of the hooding ceremony very soon.

#### **GSO Report – Mr. David Koerner**

GSO is not meeting due to the summer. No new business.

#### **Committee Business**

##### ***Curriculum Subcommittee – Dr. Jackie O’Palka***

A meeting is scheduled on June 6<sup>th</sup> – this will be the “wrap-up meeting” for the academic year.

Please send any new course or course change forms at least two weeks before the meeting date. These documents may be sent via PDF to Beth Young ([ejmoody@iupui.edu](mailto:ejmoody@iupui.edu)) first to expedite the process and then send the hard copies of the materials via campus mail.

##### ***Fellowship Subcommittee – Mr. David Koerner***

The “make offer” list for the second round of the PhD students was sent out today. David hopes that all 9 will accept the fellowships.

#### **Program Review – Dr. Sherry Queener**

MA in Journalism is still being reviewed and discussed in Bloomington, but the graduate office hopes to have that proposal shortly so it may be reviewed over the summer. Some of this information may be distributed over the summer to the GAC so the proposal can be voted upon electronically or at the first GAC meeting in August.

Proposal for PhD in Biostatistics has been in development for some time and last touches are being put on this proposal so it will also be ready for external review.

Dr. Queener noted that she would really like to hold the August meeting for the upcoming academic year so that these two proposals may be approved and be placed on the Trustee’s October agenda.

## **Discussion**

Liberal Arts is very interested with the combined BA/MA programs. But the question is still unanswered concerning what level of approval is needed. Dr. Queener noted that ICHE does not have combined BA/MA programs on their website. At this time, the combined BA/MA proposal would be reviewed by the GAC and then presented to the ALC as an information item.

It was also noted that there are still links on the Graduate Office Website that connect to IUB links and their policies, which can be confusing to students. It was suggested that the graduate office may just formulate our own policies so they are clear on the website to be IUPUI related not just Bloomington.

OnCourse CL issues were also discussed and it was noted that take all of these concerns, issues, complaints, criticisms, etc to the Faculty Council. This seems to be the best way to be heard.

## **Next Meeting**

August 28<sup>th</sup>, 2007

**Meeting Adjourned 2:34pm**