

# 2011-2012 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:**

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### Actions taken for 2011-2012:

- The Director and staff of the Graduate Office consulted with faculty on the development of these new graduate degree proposals: Graduate certificates in Philanthropic Studies and in Teaching Literature; online MLS; PhD in Health Communication.
  - 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 Oral and Maxillofacial Surgery, Environmental and Natural Resources Law; MA in Counseling Psychology at IUPUC; PhD minor in Health Communication; PhD in Health Communication.
  - The Director and staff of the Graduate Office named and supported the Curriculum Subcommittee of the Graduate Affairs Committee, which approved 70 new courses and 15 course changes during this period.
  - The Director of the Graduate Office participated in program review for Political Science (Oct 2011), Intramural and Recreational Sports (Nov 2010) and planning meetings for several upcoming program reviews.
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### Evidence of Progress for 2011-2012:

- The following graduate degrees, having gone through the full IUPUI and university approval processes, were approved by ICHE during this period: MS in Translational Science (August 2011) and MA in Counseling Psychology for IUPUC (October 2011).
  - Doctoral and professional student enrollments continued to be strong during this period. IUPUI PhD programs enrolled 643 students in fall 2011, more than double the number of PhD students enrolled in fall 2000. Graduate and professional students in all categories totaled 8235 in fall 2011 and constituted over 28% of students enrolled at IUPUI.
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### Activities planned for 2012-2013:

- 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.
- Two PhD proposals in new areas are being discussed with faculty to assess feasibility and potential dates for generating proposals.
- Degree proposals that are in process will be shepherded through approval and their launch will be supported by Graduate Office staff.
- 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:**

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**Actions taken for 2011-2012:**

- 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; with the help of the Graduate Office, the partnership was expanded to include California State University at Dominguez Hills and Tuskegee University.
  - 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.
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**Evidence of Progress for 2011-2012:**

- In the academic year 2011-2012, staff from the Graduate Office contacted 453 prospective students during recruiting events.
- Direct recruiting took place at 14 different companies, including ADT, Allison, Bostech, CNO, Carrier, Community Hospitals, Covance, Cummins, Ingersoll Rand, IPL, Marion County Library, MISO, Sallie Mae, and Wellpoint.
- Recruiting by the Graduate Office also included attendance at career expos and graduate open houses around the state and nation. Institutions contacted include DePauw, Purdue, Franklin College, Van Andel Institute in Michigan, and Wittenberg College in Ohio; staff of the Graduate Office also attended national minority recruiting venues SACNAS and ABRCRMS.

- 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 Second Annual Graduate Expo took place in September 2011, attracting nearly 200 students and recruiters from several states.
- 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 2012-2013:

- The Third Annual Graduate Expo was planned for September, 2012.
- Several sessions to enhance success in applying for graduate study are planned (Boot Camps, Speed Sessions).
- Part-time and Evening Showcase was planned for 2012 and repeats in 2013.
- The Second Annual Recruiters Workshop is planned for fall 2012 and will focus on social media as a recruiting tool; recruiters from several institutions will be present, as well as IUPUI faculty and staff.
- A new cohort of Herbert STEM Summer Scholars were welcomed to laboratories at IUPUI during the summer of 2012; the application and review process for 2013 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:** Research, Scholarship and Creative Activity

**Secondary Goals:**

**Sub Unit:**

**Time Frame:**

#### Actions taken for 2011-2012:

- Graduate recruiting fellowships (University Fellowships) were awarded to both doctoral and masters students, representing a commitment of \$698,417.
- Block grant funds were awarded to 9 schools, with a total commitment of \$1,537,660.
- Four new degree programs (Masters in Event Management, Masters in Criminal Justice, PhD in Health Policy and Management, and PhD in Earth Science) in two schools (Liberal Arts, Medicine) received a total of \$100,650 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 facilitate rapid degree completion.

#### Evidence of Progress for 2011-2012:

- 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.
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#### Activities planned for 2012-2013:

- 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.
- Exploration is underway to find a mechanism to support one or more diversity fellowships for the campus.

#### 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:** Best Practices

**Secondary Goals:**

**Sub Unit:**

**Time Frame:**

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#### Actions taken for 2011-2012:

- 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.
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#### Evidence of Progress for 2011-2012:

- 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.
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#### Activities planned for 2012-2013:

- 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:** Campus Climate for Diversity

**Secondary Goals:**

**Sub Unit:**

**Time Frame:**

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**Actions taken for 2011-2012:**

- 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 NaShara Mitchell, the Graduate Office Assistant Dean. Under her guidance, the leadership transition has taken place and the organization continues to function.
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**Evidence of Progress for 2011-2012:**

- Preparing Future Faculty (PFF), under the direction of Assistant Dean NaShara Mitchell of the Graduate Office, held its first and highly successful symposium, attracting over a hundred students from several campuses including IUB and IUPUI.
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**Activities planned for 2012-2013:**

- The Graduate Office planned the second symposium for PFF/PFP (Preparing Future Professionals) in downtown Indianapolis.
- Plans for seeking funding for training in assessment and in financial literacy to be added to PFF/PFP are underway.

▣ **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:** Research, Scholarship and Creative Activity

**Secondary Goals:**

**Sub Unit:**

**Time Frame:**

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**Actions taken for 2011-2012:**

- 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.
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**Evidence of Progress for 2011-2012:**

- Expansion of the Bridges to the Doctorate Program to include Tuskegee University adds to the strong flow of potential graduate students into research laboratories at IUPUI.
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**Activities planned for 2012-2013:**

- 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)**