

# Graduate Affairs Committee

## Minutes

March 25, 2014  
1:30 – 3:00 p.m.  
UL 1126

Meeting called by: Dr. Sherry Queener

Attendees: Sherry Queener (Chair), Margaret Adamek, Jonas Bjork, Randy Brutkiewicz, Thomas Davis, Fred Di Camilla, Patricia Ebright, Dominique Galli, Kathleen Hanna, Karl MacDorman, NaShara Mitchell, Jacquelynn O’Palka, Jeffrey Paine, David Peters, Sonja Rice, Patrick Rooney, Jack Schmit, David Skalnik, James Williams, Andrew Winship, Constantin Yiannoutsos; Staff: Dezra Despain

Guests: Dr. Enrica Ardemagni, EVC Nasser Paydar

## Minutes

Approval of the Minutes for February 25, 2014 Approved

Queener

IU Dean's Report

Wimbush

Purdue University Report

Story

Associate Dean's Report

Queener

Staff member Summer Layton has had her baby, William Lee Layton, and whom they will call Liam. Summer is our Purdue Graduate Admissions and Graduate Recorder and before she left for maternity leave, she created an email with detailed instructions. If you have questions regarding Purdue admissions contact Zach Smith; regarding current students contact Monica Henry; and regarding thesis or dissertations contact Purdue West Lafayette. All information is in the email.

There is a Translational Planning Grant being looked at by Nasser Paydar with a primarily undergraduate focus. It is a way to obtain money to plan innovative ways to use technology for student services. There may be ways to tie in the graduate side so that we would have greater access to undergraduate credentials.

Redesign of IUPUI website. There has been some concern for Graduate representation on the landing page. The first page will start out with student demographics, which might get the message across because a third of the students are graduate and professional students. Under Alumni and Giving they had two items; alumni relations, and how to donate. This is a place where we could have featured alumni. If you have ideas of students to feature, contact Dr. Queener by tomorrow (deadline). Website launch date is scheduled for August.

Assistant Dean's Report

Mitchell

NCFDD – National Center for Faculty Development and Diversity. We are retaining our membership with this organization. This is an organization that helps students and junior faculty members transition into faculty careers. As members, we can participate in faculty Boot Camps, additional workshops, conference calls, the weekly newsletter and more. Karen Dace, Vice Chancellor for Diversity, Equity, and Inclusion, is helping us. This starts in August and all schools and departments are invited to be part of it. Right now we are determining whether we will use an Opt in or an Opt out option for the schools and/or departments.

A preliminary vote was put to the GAC members whether they want to be automatically placed in the membership with the option to opt out if they don't want to be part of it, OR not to be automatically placed in the membership and have the option to go to the website and opt in. Opt out received the higher number of votes. This question will be sent out again as summer draws closer.

HCBU STEM scholars. We have 9 students on IUPUI’s campus this summer. We have times when the Bloomington and IUPUI students work together, so if you have students doing summer research, please let us know so that we can coordinate activities.

Save the date for Getting You Into IUPUI. It will be on Thursday and Friday, October 1<sup>st</sup> and 2<sup>nd</sup>. The Institute, which focuses on underrepresented minority students, is both days. Friday is the departmental open house. It is open to all students, depending on need. The call for applications will go out over the summer, with a quick turnaround window. An email will go out asking for units to participate.

Graduate and Professional Student Government

Greco

Graduate Office Reports

Queener

Currently, we have library space for use with graduate students on the 3<sup>rd</sup> floor, and we are developing a larger

space on the 4<sup>th</sup> floor. We have a survey we are sending out to students to get a sense of how the existing space is being used and how they want it to be used so that we can develop the larger space appropriately.

There is a question on the graduate application regarding prior conduct. It asks if there has been a conviction for a felony or a misdemeanor that involves damage to people and/or property. If the answer to that question is yes, before you process a full admission on that student, you **must** contact Monica Henry. We are required to look at the information supplied by the student and if the information is serious enough it will then go to a campus committee for evaluation. Just because the student answered yes, though, does not mean they can't be admitted, but it does mean they have to be reviewed through our office.

The question was asked if it is possible to have that question split into two separate questions. Because the application is a campus wide application this is not easily accomplished. It will be looked into.

We are moving towards an electronic student records keeping system and making very good progress. Because of this, we need to make sure we have all student information so we are requesting missing documents.

Continue sending documents in the current manner and as soon as we make the transition, we will inform you of the expected procedure.

## Committee Reports

### Curriculum Subcommittee Report

O'Palka

Meeting tomorrow at 9:30. We have about 40 new courses and 8 course changes.

### Fellowship Subcommittee Report

Queener

We expanded the fellowship committee. We think every school who qualifies for funding should have a representative on the committee, thus a representative from the School of Public has been added.

We have funded Block Grants; have set aside \$22,000 for Travel Fellowships. We are now looking at University Fellowships. Based on what is in the account, we usually make more offers than we can fund because not everyone accepts the offer. In the master's group, we offered 11 fellowships and because the deadline for the student decision is April 15<sup>th</sup>, we are still waiting to hear how that will sort out. For the PhDs, we made 26 offers and are waiting for the decision deadline. After we made the offers, we discovered we had more in the account than anticipated. Once we get the numbers in, it is possible we might be able to do another round.

For the first time, we awarded the President's Diversity award. This award is for anyone with any kind of diversity you can think of, be it gender, ethnicity, disability, etc. We could award up to two fellowships, however to keep it manageable, we awarded only one this year. We had three nominations. We awarded it to a PhD Hispanic male.

We will keep you updated on whether there is enough money to support additional University Fellowships.

Also, if you have students who are finishing up dissertations, and if you want to apply for dissertation term fellowships, this would be the best time to do it.

### Graduate Recruitment Council Report

Despain

"Going to Grad School" Workshop for Butler/IUPUI Engineering Dual Degree Program is Tuesday, April 15<sup>th</sup> 4:30 pm – 5:30 pm. Sue Wheeler will cover the event and is seeking someone from Engineering to attend and give an overview of Grad Programs in ET.

IUK STEM program information session is Monday, April 21<sup>st</sup> in the afternoon. This is an initiative to assist regional campuses in recruiting efforts. While IUK does not have graduate programs in the STEM fields, they want to educate their students in STEM about graduate opportunities. This will be a collaborative effort with Purdue and Ball State. Sue needs someone from the School of Health and Rehabilitation Sciences and someone from Medicine to assist with the presentation.

Accelerate Acceptance: The Secrets of Graduate School Admission will be held at the Center for Leadership Development, 2425 Martin Luther King, Jr. Drive, Indianapolis, on Thursday, June 12<sup>th</sup> from 2:30 – 4:30 pm. This event is designed to give students with limited knowledge about the graduate school admission process more information and to encourage them to consider graduate school.

Graduate School Boot Camp is coming in July. The date is TBD.

Grad Expo at IUPUI will be Thursday, September 11<sup>th</sup>. Time is TBD.

## EVC Report

Paydar

Strategic planning of the campus.

There was a message that went out to campus about the creation of division of undergraduate education. Our graduation and retention rates are not good, which means there is huge potential to improve them. Over 60% of our students never finish. We took a page from the GAC and have developed an Undergraduate Affairs

Committee which will replace about 4-5 undergraduate committees—APPC, UCAC, Gen Ed task force, and others. Kathy Johnson, Associate vice Chancellor for Undergraduate Education, will run the whole operation.

At the graduate level, we will pay more attention to PhDs; find ways of offering and supporting PhDs. We had 35 PhD graduates last year, the same as Ball State. We should be graduating more PhDs when you think about the fact that we have the 2<sup>nd</sup> largest medical school in the country. ISU had 70 PhDs. We cannot ignore training of graduate programs. We have some programs, Informatics for example, where we do all the work but the credit goes to IU. The same for our Purdue programs. We want to receive credit from IU and Purdue for the graduates that we produce. We have put together a proposal and it will come to this body where we hope you will expedite it.

Being here gives me an opportunity to thank Sherry for her leadership as she moves to the next chapter in her life.

We are beginning the search for Dr. Queener's replacement, and with that we are changing the job description. Sherry has no reporting line to this campus so to rectify that we are changing this position to Associate Vice Chancellor. This new position will be reporting to my office. It will be a full time, 12 month position and will be focused on graduates. (Copies of the search and screen committee and a timeline has been added to this agenda.) It is an internal search; we will be looking at both IUPUI and IUB for a full professor-ranked, tenured candidate. The search and screen committee is co-chaired by Jane McLeod and Ed Berbari.

#### Campus research

We are putting a research plan together, working with each school. The hope is that each school will go through an exercise and answer a few questions in order to make sure that we have faculty, as well as administrators involved. Once we have these plans from schools, we'll put them together and have a research plan for the campus that will also guide us in financially supporting internal grants.

#### Community Engagement

We are going to 4-5 different offices that are working with community engagement and bringing them together. So far they have been working independently, but we're bringing them together so there is one board, one supervision, one website, and one plan going forward. Within this construct, we will have neighborhood development, for profit companies working with nonprofit organizations. We will coordinate activities so that nothing will fall through the crack. We are closing down the zero-credit courses that are offered off-campus, such as How To Use Excel. These are more community college activities. Instead, we are creating executive education that requires faculty and school expertise that Ivy Tech and such cannot offer.

Part of the work for the plan will come from the departments and schools. We have set up performance indicators for every goal, strategy, initiative, and so forth for the schools. We are moving away from Enrollment Services and moving towards Enrollment Management. IMIR is being split and having more resources added to it. IR is for program review-type data, while the other is working towards student data, for schools, for admissions office, for retention and graduation office.

#### Questions?

- We would like your vision for Dr. Queener's replacement, particularly what will be different from what Sherry has been doing.

The expectation we have for this position is to continue with the leadership role at the graduate level, coordination of efforts on this campus, bringing units on this campus closer together with more policies and procedures that are common within our area, being a spokesperson for this campus, recruitment of graduates. One starting point for further recommendations is with the graduate office review that was done recently. The job description, the membership research committee, and the timeline will be sent to you electronically.

- Please elaborate on your vision for the executive education program.

This is a collection of about 20 schools that have come together. There is something to be said about efficiency and productivity of a central location. The idea is not to shut down executive education in business, but to continue through coordination and bringing businesses and different units together through a central location. IU has an office for engagement that will ultimately help you.

We are signing an agreement with Academic Analytics. The purpose is to see the productivity and activity of faculty here compared to activity of faculty in all universities. We will provide Academic Analytics with information from our faculty so that they can compile data and compare with other like-faculty. Every department and faculty will have access to this.

- When we graduate PhD students, PUWL gets credit for them, not us.

We're working on getting them here. Postdocs produce things faster, cheaper, etc. so schools go after them. We are not a research institute, we are an education establishment and training of PhDs is very important to us. Our school rankings depend upon our PhDs. There is a correlation between ranking and the quality of the work and research and PhDs. These are things we need to look at. We will continue emphasizing PhD programs on this campus.

- What is the incentive and support in order for PhD student to make the commitment?

One of our missions is production of PhDs. By way of incentives, we have limited funds available. We are operating under RCM (Responsibility Centered Management). RCM has lots of advantages, but also disadvantages. One of the disadvantages is that the Chancellor's office doesn't have the finances available to make these kinds of financial decisions for the university. That money resides with the schools so the schools can allocate it according to their needs. We need to create opportunities for schools to value PhDs. We get our money based upon performance of undergraduate students (and graduate students) so we have tied the state appropriation distribution to the performance of the schools. If you produce more students, if you produce more outcomes that are part of our mission, then you will get more benefits in that area. I'm hoping that translates to the departments and schools who support faculty research through graduate students. I don't want to kill our master's degrees to help our PhDs, but I do want to support the PhDs.

Program Review

Queener

- Public Health Minor in Health Policy and Management

Approved

- Minor in Counselor Education

Approved with edits; the number of credit hours the courses are and that this is a 12 credit hour minor.

- MA Translation and Interpreting – Tabled until next meeting

Enrica Ardemagni from the School of Liberal Arts was in attendance to discuss the status of this proposal.

This was submitted about three years ago and was approved all the way to the Board of Trustees. Someone on the Board of Trustees disagreed with the proposal because it was too broad in aspect. The original MS in Translation Studies had what was considered a traditional Masters in Translation Studies plus it had two areas of concentration that students could opt to take. One concentration was in Interpreting and the other concentration was in Transcription and Heritage, a German component because of the Max Kade center here that needs documents translated from German into English. This proposal was on the Board of Trustee agenda at the same time that Public Health transitioning to a School was on the agenda. Because of time constraints, this proposal was tabled. What the Board of Trustee member requested was that we move forward with the traditional format in Masters of Translation Studies without the concentrations because it would require too many faculty and would spread us too thin at the graduate level and not allow us to appropriately take care of the undergraduate level. Upon those recommendations, we went with the more traditional format. We eliminated the concentrations in Interpreting and in Transcription and German Heritage, but still retain these courses on the books so that students can take them as electives. Our master's was always designed to open the door for certification. We are following in the guidelines of American Sign Language interpreters. We would be doing only spoken language interpreting, but for ASL interpreters to qualify for certification, they would have to have the minimum of a master's degree. This was why we were going in that direction. Now it is strictly translation. The core courses will be taught in English because they are the theory classes and all languages will be taught theory. Also, the technology component is taught in English. We have gone back to the traditional masters but we have to teach interpreting as part of the translation studies because the theories overlap. It has come back to the Graduate Affairs Committee so that it can move forward.

SQ: We will need this in an updated format. Has it changed enough that it will need to go out for outside review?

EA: The courses are the same.

SQ: Will it still be entitled Master of Arts in Translation and Interpreting?

EA: It will be Master of Arts in Translation Studies.

SQ: The letters of endorsements will need to be redone because the degree name is incorrect. We will need updated letters. I'll take a look at it to determine if it needs to go out for external review.

- Five-year BA/MA – Economics -- Approved

(Label the 3 credit courses)

- MS in Nutrition and Dietetics to go online -- Approved

O'Palka: We've been doing this for over 10 years. All our students have been full time employed with few exceptions so attending classes in-person becomes prohibitive. It is a small program and will most likely stay that way. This proposal is making it official.

- New track 1-year MS degree in Anatomy & Cell Biology

Circulate electronically

- Revised track 2-year Master's (MS) degree

Circulate electronically

## Discussion

- TECH9 – MBA cohort – Approved

Cohort of students from Western Illinois who are coming into the tech program to take nine credit hours that will then apply to their home institution. The request is that we allow the school to create a separate plan to track this cohort and also so that the fees go in the right direction. The registrar has asked that this body review these types of requests and give the registrar an approval record any time a new plan is created.

## Old Business

Next Meeting and Adjournment (**April 22, 1:30-3:00 pm, UL 1126**)

IUPUI Associate Vice Chancellor for Graduate Education  
and Associate Dean, IU Graduate School  
Search & Screen Timeline

Activity	When	Who
Search committee identified/appointed	by March 14, 2014	EVC Office
Position vacancy posted to IUPUI Faculty Applicant Monitoring System (FAM)	Week of March 17, 2014	EVC Office
Committee's first meeting, including rep of OEO	Confirmed for April 14, 2014	Nasser, Wimbush, & Co-chairs, Ed Berbari and Jane McLeod
Position announcement published/ ads placed/ nominees contacted	By April 21	EVC Office
Deadline for receipt of applications or the close of nominations (if necessary)	May 9	Published
Committee begins evaluating dossiers/vitas & meets to review, select interviewees	Week of May 12	EVC Office
First round interviews	May 19-23, 2014	EVC Office
Second interviews	May 26-30, 2014	EVC Office
Search Committee meets; final recommendations of three unprioritized finalists made & forwarded to Nasser	Week of June 2 <sup>nd</sup>	Committee, Chair, Nasser, & Wimbush
References checked	By June 12	Nasser
Offer extended	By June 13	Nasser
Appointment processed	June 16 - 20, 2014	EVC Office/FAA
Appointment announced	June 20, 2014	EVC Office; Campus
Appointment begins	July 1, 2014	

**Associate Vice Chancellor for Graduate Education, IUPUI, and  
Associate Dean, The University Graduate School, Indiana University**

Search & Screen Committee

1. Jane McLeod (Co-Chair), Associate Dean for Social & Historical Sciences and Graduate Education, College of Arts and Sciences, Professor of Sociology, IUB
2. Ed Berbari (Co-Chair), Chancellor's Professor and Chairman of Biomedical Engineering, School of Engineering & Technology, IUPUI
3. Kim Bunch, Director of Finance and Administration, The University Graduate School, Indiana University
4. Valerie Lim Diemer, Graduate Program Coordinator, School of Engineering and Technology, IUPUI
5. Margo Foreman, Assistant Director, Diverse Workforce Recruitment and Retention, Office of Equal Opportunity, IUPUI
6. Monica Henry, Assistant Director, IUPUI Graduate Office
7. Luise McCarty, Associate Professor in Philosophy of Education, School of Education, IUB
8. Khaula Murtadha, Associate Vice Chancellor for Lifelong Learning, Professor in Educational Leadership, School of Education
9. David Skalnik, Associate Dean for Research and Graduate Education, Professor of Biology, School of Science, IUPUI
10. James Williams, Professor, Anatomy and Cell Biology, IUSM
11. Sharvonne Williams, Graduate Assistant, Bridges to the Baccalaureate Program and Diversity Scholars Research Program, Center for Research and Learning, IUPUI
12. Marianne Wokeck, Chancellor's Professor, History, School of Liberal Arts, IFC-EC appointee