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| **Graduate Affairs Committee**  **Minutes** | **Date: February 28, 2023**  **Time: 1:30 p.m.**  **Location: Virtual via Zoom** |  |
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| Meeting called by: Dr. Janice Blum | |  |
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| Attendees: | |  |
| Janice Blum (Chair), Margaret Adamek, Kyle Anderson, Erin Brady, Gabriel Chu, Rebecca Ellis, Margie Ferguson, Miki Hamstra, Tabitha Hardy, Cleveland Hayes, Marj Hovde, Thomas Hurley, JK Lee, Kim Lewis, Jiliang Li, Sara Lowe, Karl MacDorman, Jennifer Mahoney, John Mann, Cullen Merritt, Jacquelynn O’Palka, Isheka Orr, Zachary Riley, Patrick Rooney, Randall Roper, Paul Salama, Jesse Stewart, Jeff Wilson, Constantin Yiannoutsos; Staff: Dezra Despain | | |
| Steven Graunke, Director of Institutional Research and Decision Support | | |
| **Minutes** | |  |
| Approval of the Minutes for January 24, 2023, approved | | Blum |
| Dean's Report  Program reviews are conducted under the Office of Planning and Institutional Assessment. Schools and departments that host degree programs should go through a program review approximately every five years. Professional programs or programs that have external evaluations can count those evaluations in place of the program review. This is a campus policy and fills a requirement for campus accreditation.  There was discussion about the value of going through a program review with committee members attesting to it making a positive difference to how they conduct and innovate their programs.  Enrollment was down about 5% in applications, but up in admissions. International applications are up about 13%. John Mann from OIA talked about adopting Naces’ World Educational Services (WES), a third-party evaluation service. This service is very well respected and highly leveraged around the world. Adopting this service is in response to a very steep increase in international graduate applications in admission and is an attempt to widen the admissions funnel. Quite frequently perspective international students will pursue one of these third-party evaluation services in advance of applying and it would be beneficial as an institution to accept them. Several communications have been sent out with the idea to begin using WES for the Fall ’23 admissions cycle.  A Zoom quiz was administered. The question was, “This year marks a change for our graduate and professional student commencement ceremony. As you plan, which date are you marking to attend the campus graduate and professional student ceremony on your calendar this year?” with the answer “Friday, May 12.” Commencement typically falls on Sunday – Mother’s Day. This is the first year it will be held on Friday for graduate students. It will start at 4 p.m. and will be held in the Carroll Stadium on campus.  A second quiz was administered. The question was “Which of the following is true regarding Commencement?” with the answer being “The University will provide Commencement apparel free of charge to faculty for the ceremonies.”  They are looking for a graduate student to speak at Commencement and asked for suggestions to be sent to Dr. Blum. In late summer an open call for students to volunteer to speak at the 2024 Commencement will go out. The student must be going through the Commencement ceremony in May to qualify and must agree to attend the May ceremony. This could include students graduating in Spring, June, or July.  Discussions are still underway regarding the realignment of IU and Purdue. They are working on the teach-out plan and how that will be carried out. Luddy School of Informatics, Computing, and Engineering will develop a Computer Science program. Many transitions under discussion will not be carried out until the agreement between IU and Purdue is signed sometime in July. The overall goal is to make the transition go smoothly and to keep students at the forefront. | | Blum |
| Purdue University Report  Not in attendance | | Mohler |
| Assistant Dean's Report  Writing in Community runs every Monday through the semester. It will take place in the University Library Graduate Commons Room 4115U. This is a weekly drop-in writing accountability group for writers of all disciplines to come together to talk through their writing, receive support, and make progress on their projects.  The Grad Parent Network, for graduate students who are parents, will meet next on March 22. A Grad Parent Network web page is in development and will be launched soon.  If students or post docs are looking for professional development opportunities and ways to build their resume’s the Preparing Future Faculty and Professionals program is free and only requires a short application and letter of recommendation to get started. There is ongoing programming through the semester and credits are offered for completing LinkedIn courses. Programming from campus partners is also included on the program plan.  The last of the three-part grant writing series will be March 2 at 4p.m.  Getting You Into IUPUI will be Sunday, April 2 through Tuesday, April 4. Registration is now closed. Dr. Tabitha Hardy or Jennifer Mahoney will be in contact if they need your help with the institute participants. This campus visit program is funded by the President’s Diversity Initiative and brings underserved and minority students to campus for professional development and to introduce them to the IUPUI campus and campus community.  Graduate and Professional Student Appreciation Week is April 3 – 7. | | Hardy |
| Graduate Mentoring Center  The Dental School requested a dedicated session on developing a mentoring program in their school. Dominique Galli tailored the program just for the Dental School. Twenty-five people gathered and talking about effective communication. This type of service is offered to all Schools interested in developing a mentoring program.  All or parts of four sessions of the popular Faculty and Staff Mentoring Dialogues have been taught. One was on Zoom for 2 days, one in person, and one on zoom as part of an 8-month series, then the two classes at the dental school.  Dr. Tera Jordan, Assistant Provost for Faculty Development and an Associate Professor of Human Development and Family Studies (HDFS) at Iowa State University will be the 2023 Trailblazer and Innovator for Mentoring Underrepresented Faculty and Students. She will visit campus on March 22 and 23. On Wednesday, March 22, 2023. She will talk with Midday Mentoring Dialogue for Graduate and Professional Students on “*Five Ways Students Have Helped Me Grow as a Major Professor and Mentor: A Conversation*.” And then she will give the Plenary Lecture for all IUPUI students, faculty, and staff on “*Advancing a Research Program on Family Well-being among Underrepresented Families.*” On Thursday, March 23, she will give a presentation for faculty and staff on “*Aligning Your Mentoring Philosophy with Mentoring Opportunities”*  Graduate student appreciation week is April 3-7. The IUPUI Graduate Mentoring Center will sponsor up to 10 activities of $500 or less (depending on number of people) for departments or Schools to show appreciation for their graduate students. | | Roper |
| Graduate and Professional Student Government  March 7 from 6 – 7 p.m. will be an event titled “Things they don’t tell you at orientation.” This will be a space where graduate students can have candid discussion about how to survive and thrive in graduate school.  The GPSG Executive team is looking for students who want to serve on the GPSG. Applications will go live on The Spot on March 2 and will close March 28.  There will be a Spring Stress Busters event on Tuesday, April 25 from 2:20 – 4:30 p.m. in the Campus Center. It will be a communal coloring and clay event.  The GPEG Spring cycle is open and will close June 30. The GPEG grant supports graduate and professional students attending conferences for up to $500. This can cover food, accommodations, abstract fees, conference registration, etc. | | Orr |
| Graduate Office Reports  The IUPUI launch of IU Graduate CAS application for 23-24 (winter 23, spring – fall 24 admit terms) is delayed until March 13th due to work on Vision 2024 branding & communication. Language has been added to all applications about the transition to IUI and to Vision 2024 impacted grad programs. Little progress has been made by the graduate and professional programs to update their applications and submit them for review. This is your annual opportunity to make tweaks and submit for review by March 10th. | | Henry |
| Committee Reports | |  |
| Fellowship Subcommittee Report  Offers have been extended to eight diverse applicants for 23-24 President’s Diversity Recruitment Fellowship and IUPUI Diversity Fellowship. April 15th is the deadline to respond.  March 2nd the committee reviewed University Fellowship nominations and made decisions – the “Make Offer” roster will be sent out shortly after. PLEASE extend offers promptly. The deadline is April 15th due to CGS agreement – but if decisions are made, please notify Katina as soon as you get them. | | Henry |
| Curriculum Subcommittee Report  The Curriculum Subcommittee reviewed four courses. Three courses were approved, and one was approved contingent on some minor revisions. Today is the deadline for receiving course requests in the Graduate Office for March’s agenda. There are only two more months left in this academic year for the committee to review courses. | | O’Palka |
| Graduate Recruitment Council Report  The next Graduate Student Tours are Thursday, March 30 and Wednesday, April 26. The time is from 3:30-5 p.m. and will meet in the Campus Center, Room 240.  Accelerate Acceptance: The Secrets of Graduate School Admissions Speed Sessions, is a workshop for prospective grad/professional students and will be held Thursday, March 30 from 5:30-6:45 p.m. via Zoom.  The next Graduate Recruitment Council meeting is Thursday, April 20 from 2:30-4 p.m. with meeting venue TBD. | | Mahoney |
| 2:15 p.m. Steven Graunke, Director of Institutional Research and Decision Support – New tableau table on D, W, F, I grade distribution.  The DFWI Report can be used to see which courses students struggle with. It can also open conversations between students and mentors or advisors about course options. The report can be found on the IRDS website under “students” where a DFWI Reports tab can be accessed.  The DFWI Report lists every course available and is updated as corrected grade snapshots become available.  Graunke demonstrated the various tabs and their functions. The tabs are as follows:  Grade Distribution Success – this view will allow you to see the data across terms or across campuses.  Grade Distribution Heat Map – This view displays a heat map view of student success rates by campus, school, course subject and class level.  Top DFW Rates – This view displays the Top DFW rates for courses based on the number of students enrolled by course, term, campus, school and class level. Also included in this view is a reference line depicting the average DFW rate for the Campus/Term  Top DFW Rates (OCC) – This view displays the Top Rates based on the “Selected Rates” option for IU Online Class Connect (OCC) Courses broken down by campus of instruction and Student’s campus of enrollment.  Compare Courses – This report allows you to compare grade distribution of two separate courses across a variety of dimensions, displaying the actual grade, expanded grades, or the letter grades.  Department and Course Rates – This view displays rates based on the “Selected Rates” option for all courses broken down by campus, term, course department along with several other filters and attributes. The Average Department Rate reference line is based on Campus, Term and Course Department.  DFW Rates and Average Grade – This view displays a trend line based on the “Selected Rates” option by various attributes and filters: campus, term, curse department along with several other filters.  2: 30 p.m. Kim Lewis – continued discussion on repeat rules  Kim Lewis referenced the Repeat Rules Cheat Sheet in the resource folder the committee has access to in MS Teams and noted that there are many rules that were created a long time ago that may need reassessing. If there are rules that need to be updated, changed, or modified, contact her.  The repeat rule applies to all students in an academic program code as coded in SIS. Academic program codes are not the same as degree programs. Repeat rules cannot be separated by individual credentials. You could have a master’s degree in one program code that follows one repeat rule, and a similar PhD degree program in a different program code that follows a different repeat rule. This is inconsistent and can be confusing for faculty, staff, and students.  The repeat rule that causes the most problems is “None.” Often Schools are unaware that they don’t have a repeat rule, which allows students to retake a course multiple times. When that happens, the student’s transcript shows one course counting multiple times, which causes issues. “None” tended to be the default selected when faculty wasn’t clear on what it really did.  Dr. Blum said that the Graduate School usually accepts the best grade, but will work with Schools. She also mentioned that students talk and assume that what applies to one student, applies to others, and are surprised when they base retaking a course on incorrect information.  As the Office of the Registrar considers implementing new systems and software or tools that could help track requirements, the hidden rules could make a difference. Tracking systems could track a required 6 credit hours requirement but not necessarily decipher if it’s a repeat class, so it would be well to be consistent in how the repeat rules work.  It was recommended that the committee work with their programs to make sure their Repeat Rules are set up as they want them to be.  Consent Agenda – all approved   * Changes to the MD/MA in Philosophy dual degree in the School of Liberal Arts * New Doctor of Dental Surgery and Master of Business Administration dual degree between the IU School of Dentistry and the Kelley School of Business | | Blum |
| Discussion:  Continued discussion on credit hours for Ph.D. minors  The School of Science has PhD programs that were approved by ICHE under Purdue University. With the realignment, they are moving most of their PhD programs to the IU system with little change to the programs. Purdue does not require Ph.D. minors, but IU does. This means that the School of Science will need to work out how to incorporate the credits from a PhD minor, which is typically 12 credit hours, into their existing State-approved PhD credit hours. To ease the transition, a 6-credit hour minor was proposed.  The main issue against a 6-credit minor is that it doesn’t give much depth to the minor.  A suggestion made was to let programs revise some of their minors into 6-credit hour minors while also keeping the full 12-credit minor.  Another possibility suggested was to let Science develop some 6-credit minors and see how they perform. If they do well, then other programs could also develop 6-credit hour minors.  Understand that the School of Science doesn’t have the capacity to develop new courses and is struggling to teach the courses they currently have because of faculty leaving.  Perhaps having a transitional period that will allow the School of Science to adjust to the requirements can help.  The goal is to help minimize the effect of realignment on the School of Science.  This topic will continue to be discussed at the next GAC meeting. Everyone was encouraged to consider how to help the School of Science during this stressful adjustment period.  Next Meeting and Adjournment (**March 28, 2023, 1:30 pm, Zoom**) | |  |