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| **Graduate Affairs Committee**  **Minutes** | **Date: August 23, 2022**  **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, Sara Allaei, Erin Brady, Nicole Collins, Adam Eckard, Rebecca Ellis, Margie Ferguson, Richard Gregory, Ray Haberski, Miki Hamstra, Tabitha Hardy, Monica Henry, Brittney-Shea Herbert, Dawn Holder, Thomas Hurley, JK Lee, Jiliang Li, Sara Lowe, Karl MacDorman, Jennifer Mahoney, Kyle Minor, James Mohler, Zachary Riley, Patrick Rooney, Randall Roper, Paul Salama, Jeff Wilson, Tom Wilson, Constantin Yiannoutsos; Staff: Dezra Despain | | |
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| **Minutes** | |  |
| Approval of the Minutes for August 23, 2022 - approved | | Blum |
| Interim Dean's Report  Dr. Blum welcomed the new GAC members this year: JK Lee from IUPUC, Brandon Sorge from Engineering and Technology, Erin Brady from Informatics and Computing, Tom Wilson from Law, and Kyle Minor from Science.  The IUPUI Graduate Office is now the IUPUI Graduate School. Dr. Janice Blum is the acting interim dean and is very happy to serve in that capacity.  The GAC meets monthly from August through May with the exclusion of December. Committee members are drawn from all Schools across the campus that have graduate and professional programs. Members are encouraged to attend and if unable to do so to send the name of an alternate to Dezra Despain. When the committee votes on the minutes, approval of programs, or policies, a quorum is required, so it is important that everyone is represented on the committee to capture a majority vote. Committee members represent their schools, not just their programs, so keep that in mind. There are two standing subcommittees. One is the Fellowship subcommittee which reviews Block Grant applications, University Fellowships, and Diversity Fellowships. Each school that applies for the Block Grant or the Fellowships should have a faculty member serving on this subcommittee. The other subcommittee is the Curriculum subcommittee co-chaired by Jackie O’Palka and Mike Klemsz. This committee reviews all new courses or changes to courses.  It was announced that IU and Purdue will end their collaboration as IUPUI on the Indianapolis campus. By 2024, this campus will likely offer only IU degrees and become fully an IU campus. Purdue’s Engineering and Technology programs along with the department of Computer Science in the School of Science will move under Purdue West Lafayette and will become part of the West Lafayette campus, yet they will remain physically on this campus for the foreseeable future. All other programs in the School of Science will become IU programs. Task forces will form to help make this transition smooth and efficient.  President Pamela Whitten has requested that the University Graduate School form two separate schools, one in Bloomington and one in Indianapolis. Dr. James Wimbush will focus on his work as a VP under DEMA and will no longer be the dean of the University Graduate School. The IUPUI office will become the Graduate School on the Indianapolis campus and staff will move from University Administration (UA) to IUPUI. Both IUPUI and Bloomington are working closely to make this transition run smoothly. This change will not affect the Block Grant funds and the Fellowship funds as they have always come from IUPUI. There will be discussion about how to split the President Diversity funds. | | Blum |
| Purdue University Report  The changes that are about to happen can be difficult, but Dr. Linda Mason and Dr. Jamie Mohler are optimistic about the IU/Purdue transition.  President Mitch Daniels will be retiring in December so that will be another transition Purdue will be undertaking.  The enrollment report shows that graduate enrollment has gone up from 10,937 last year to 11,448 this year. They are up by 3.6%. There has been an increase in PhDs, a decrease in masters and a decrease in underrepresented minorities (URMs). | | Mohler |
| Assistant Dean's Report  The 5th Annual Graduate and Professional Student Mixer is August 30th in Taylor Courtyard from 4-6pm.  The Write on Site Writing group with University Writing Center will resume in September. They will also be hosting a 3-part series with the University Writing Center and University Library on writing a literature review starting Sept 22.  The Graduate Parent Network, for graduate students who are parents, will resume their meetings. Flexibility is needed to continue to support this group as many of them have small children that are not yet eligible for the vaccine. Their next meeting will September 14th from 12-1pm via zoom.  September 6-8 Dr. Hardy be traveling to Florida A&M University to recruit at their *Graduate Feeder Fair.*  If students or post docs are looking for professional development opportunities and ways to build their resumes the PFFP program is free and only requires a short application and letter of recommendation to get started. The Fall PFFP Orientation is Sept. 13th from 4-5pm.  Students looking for graduate employment opportunities can use the new Handshake platform for student employment.  Save the date for the campus 3-Minute Thesis/3-Minute pitch competition November 17th during the PFFP Pathways Conference. | | Hardy |
| Graduate Mentoring Center  The IUPUI Graduate Mentoring Center continues to Empower Successful Mentoring Relationships. Sponsored by the IU President’s Diversity Initiative and the IUPUI Graduate School, they have five upcoming opportunities to ensure they expand our goals to retain and recruit talented and diverse faculty, staff, and graduate students:   1. Faculty and Staff Mentoring Dialogues, for new faculty and their mentors, as well as current faculty and staff meets the second Tuesday of each month, September 2022-April 2023, 12-1 pm, in person., or they meet the third Wednesday of each month, September 2022-April 2023, 4-5 pm. via Zoom. Must attend all eight 1-hour sessions and new faculty must have a monthly (September-April) meeting with a mentor who also attends the mentoring workshop. 2. Grad Student Mixer will be on Tuesday August 30, 4-6 pm 3. Monthly Mentoring Dialogues is September 8, 4-5 pm, Campus Center with the topic of “Choosing a mentor” and September 22, 12-1 pm, Campus Center with the topic of “Grad student life hacks” 4. Graduate Peer Mentoring Program. The IUPUI Graduate Mentoring Center will supplement current peer mentoring activities at the department or school level with training on peer mentorship, providing a graduate resource survival guide, informing of upcoming Graduate Mentoring Center activities, and supporting social activities. 5. Becoming Resilient Graduate Students. The IUPUI Graduate Mentoring Center is partnering with the NIH Office of Intermural Training and Education to offer a series of webinars and small group discussions to help graduate students develop the confidence and resilience they need to navigate challenging situations in school, work, and life. The series will consist of five webinars, each linked to a drop-in small-group discussion the following week. Begins September 8. This program is not limited to students in health or life sciences. | | Roper |
| Graduate and Professional Student Government  Not in attendance | | TBD |
| Graduate Office Reports  The IUPUI Graduate School Fall Workshop Series can be found on MS Teams and is available to share with graduate faculty/staff.  A post-approval implementation guide for International Accelerated Degrees has been developed with OIA.  Graduate School PhD and master’s degree students can now “opt in” to add their thesis/dissertation title to their transcript. Available to September 2022 Graduates for IU Graduate School student /PU Students est. Fall 22 grads.  The Fall 22 SAA FAQ can be found in MS Teams. An IUPUI SAA handbook will be coming soon. A new IUPUI SAA application and an agreement form has been created. DO NOT use the Bloomington form. Office of Academic Affairs will be confirming 15K minimum stipend.  An application chatbot will launch this fall based on the Applicant Help Center. The IU Core Team is working to update Help Center language prior to chatbot launch.  CRM and Graduate Pillar Phase 2 Work update. They are working to finalize WebAdmit fields that will be in SalesForce after launch of Phase 2 | | Henry |
| Committee Reports | |  |
| Fellowship Subcommittee Report  Fellowship Subcommittee will now score the diversity plans submitted in the Block Grant applications. Last year this question was P/F – this year schools should address all the questions on the application.  September 21st will be the first full committee meeting for this academic year.  Upcoming Fellowship/Award deadlines: Fall 2022 fellowships/awards can be found in on IUPUI Graduate Office’s Financial Support webpage.  Travel Fellowships deadline is Friday, October 14, 2022  University Graduate School Distinguished Master’s Thesis Award deadline is Friday, September 26, 2022. Fields of eligibility are Social Sciences and Mathematics, Physical Sciences, and Engineering  Lieber Memorial Associate Instructor Award deadline is Friday, October 6, 2022, by 5 PM. This award recognizes distinguished teaching by IU graduate students with an appointment as a Teaching Assistance (Associate Instructor). IUPUI CTL is offering to help guide students through the nomination process. | | Henry |
| Curriculum Subcommittee Report  The first meeting for the 2022-2023 academic year will be in September. August 31 is the deadline to have courses considered for the agenda. | | Despain |
| Graduate Recruitment Council Report  The annual Recruiter’s Workshop was held in June with topics covering the IU CRM, reaching prospective graduate students through social media, strategies to recruit and retain minoritized students, and more. Recordings and slides are available in the GRC Teams folder  The 2022-23 Recruitment Calendar includes:   * Florida Agriculture and Mechanical University (FAMU) Graduate Feeder Scholars – September 6-8: Tallahassee, Florida * Hanover – September 20: Hanover, IN * Louis Stokes Alliance for Minority Participation (LSAMP) Bloomington – September 30-October 1: Bloomington, IN * AGEP Student Success Conference – September 30-October 1: East Lansing, MI * DePauw – October 6: Greencastle, IN * Southern Regional Education Board Compact for Faculty Diversity – October 27-30: Atlanta, GA * SACNAS: National Diversity in STEM Conference – October 27-October 29: San Juan, Puerto Rico * Annual Biomedical Research Conference for Minoritized Scientists (ABRCMS) – November 9-12: Anaheim, CA * University of Cincinnati – March 9: Cincinnati, OH * University of Central Florida Undergraduate Research Conference – February 2023 * National Society of Black Engineers (NSBE): March 22-26, 2023 - Kansas City, MO * National Conference on Race & Ethnicity in Higher Education (NCORE): May 30 – June 3, 2023 - New Orleans   The 13th annual Graduate Expo at IUPUI will be held on Monday, September 19 from 11 a.m. to 1:30 p.m. in Taylor Courtyard within a large tent. All IUPUI schools are encouraged to sign up for a table. The cost is $140.  Graduate Expo coincides with Fall Career Week and so they will also offer a couple of educational sessions in connection with this, including What about Grad School? Information Session (September 21 via Zoom) and Graduate Student Life Hacks: How to Survive & Thrive in Grad School in the Campus Center (September 22 - hosted by GMC).  Graduate School Admissions Boot Camp will be held virtually on November 15 from 3-6 p.m. The focus of this event is on Writing a Personal Statement. Correction: after the GAC meeting, the date for Boot Camp changed to October 12. All other information remains the same.  The next Graduate Recruitment Council meeting is Thursday, September 15th via Zoom: Steve Graunke and Norma Fewell from IRDS will be presenting on Enrollment Management reports. Anyone with an interest in recruitment is encouraged to attend. | | Mahoney |
| Program Review   * New Post-Baccalaureate in Health Information Management in the School of Informatics and Computing - approved   Consent Agenda – all approved   * New accelerated degree; BS in Informatics and MS in Cybersecurity and Trusted Systems between the Schools of Informatics and Computing and Engineering and Technology * Changes to the PhD in Philanthropic Studies in the Lilly Family School of Philanthropic Studies * A new Memo of Understanding between the School of Informatics and Computing and Nalla Malla Reddy Engineering College in Hyderabad, India   Discussion:   * Ocelot or other IU Chat bot options   Students navigate websites and want answers during times when the office is closed, or when someone is not available to answer emails immediately. To help students during these times, chat bots could be useful. The question was asked about what chat bots are used by other schools or departments and what chat bot undergrad uses. It was suggested that interested graduate programs go in together with a chat bot service to help mitigate the cost.  Undergrad uses AJ which is produced by the vendor Mainstay. UITS uses KayBee.  Ocelot is a chat bot vendor that was brought up. It has learned response capabilities so that instead of giving a standard answer, it can learn more nuanced answers.  It was suggested that after more research, perhaps a representative from Mainstay could be brought in as a guest speaker.  Information items   * A change to the graduate certificate in Project Management was sent to the committee for an electronic vote. The committee approved the changes on July 29, 2022. * Best Practices for Credit Overlap between IUPUI Purdue Graduate Degree Programs   Purdue West Lafayette systems track overlap in different ways than IU’s systems which creates a lot of complexity. This document outlines best practices for the overlap of coursework that can double-count in Purdue graduate certificates, master’s, and PhD programs until 2024 when the separation between IU and PU occurs.  The following concurrent enrollment and awarded credential scenarios are addressed in this document.   * Applying awarded Graduate certificate courses toward a master’s degree plan of study * Applying awarded master’s credits toward a PhD degree plan of study * Pursuing an approved Accelerated BS/MS programs in combination with Graduate certificate programs * Pursuing two distinct Purdue Master’s degrees (not approved as a dual degree)   This document is available to share. | | Blum |
| Next Meeting and Adjournment (**September 27, 1:30 pm, Zoom**) | |  |