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| **Graduate Affairs Committee**  **Minutes** | **Date: February 27, 2024**  **Time: 1:30 p.m.**  **Location: Zoom** |
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| Meeting called by: Dr. Janice Blum | |
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| Attendees: | |
| Janice Blum (Chair), Kathi Badertscher, Ryan Brewer, Lynn Dombrowski, Ray Haberski, Tabitha Hardy, Cleveland Hayes, Monica Henry, Brittney-Shea Herbert, Dawn Holder, Marj Hovde, Amelia Hurt, Kathleen Kent, Hea-Won Kim, Kim Lewis, Jiliang Li, Sara Lowe, Suzann Lupton, Karl MacDorman, Jennifer Mahoney, Kyle Minor, AQ Quash-Scott, Zachary Riley, Randall Roper, Paul Salama, Anita Sale, Kelly Sumner, Tom Wilson, Constantin Yiannoutsos; Staff: Dezra Despain | |
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| **Minutes** | |
| Approval of the Minutes for January 22, 2024 - Approved | Blum |
| Dean's Report  Dean Blum encouraged members to look at student enrollment and to consider and admit applicants that qualify for admission. FAFSA has been delayed, and although that affects mainly undergraduates, there are graduate students in need of loans. Purdue has extended its deadlines because of FAFSA delays. Our campus is looking into it.  April 15 is the deadline set forth by the Council of Graduate Schools that allows students to think about their decisions on accepting or declining application admissions. Because of this, April 15 is the deadline set for fellowship or scholarship offers. The Graduate School follows this policy and encourages programs to do the same.  Chancellor Latha Ramchand visited the Graduate School where she met with staff and with students in the UPnGO student group. She is an advocate for and supportive of students.  IU is discussing potentially revising the approval matrix, which is a document that shows the approval process for new degrees, changes to degrees, and other approval considerations. This will impact the time it takes for a degree to be approved. A new step will be added at the beginning of the process. It will be an in-depth look at the pre-proposal to determine if the new degree will be a valuable curricular addition to the IU system. A market analysis will be requested to determine if the program will appeal to students and help individuals advance in their careers. The Chancellor will look at the proposal and share it with IU’s president.  Another recommendation would include a clause that if enrollment isn’t met, the program could be sunsetted. There are a lot of options, degrees, and certificates that are not being offered that are still in the system, and low-enrolling programs that are low in granting degrees that are also in the system. The goal with the more rigorous review at an early stage is to help determine that the new degree proposal will have high value and will attract students.  There was a question whether this would affect sub- plans. The response was that it is not known. This will become more apparent when the matrix review is complete. More information should be forthcoming in the next couple of months.  Ray Haberski mentioned that he is working with those doing the market analysis and it is his role to help programs make proposals as clean as possible. It is a campus-wide committee that looks at different factors included in the proposal. They are trying to be strategic about what is moving forward and what needs to be scaled back. Haberski will work with faculty to get information for the market analysis of potential degrees.  There was a question asked if there will be a review of existing programs and sub programs. The answer is that there will be another step introduced later that will involve this. There will be a call to look at enrollment and degree completions on all existing degrees and certificates. A process will be established and if there is low enrollment or low degree completions, a discussion with the program will take place. Campus will be asking all schools and deans to look at enrollment and degree completions to determine if they should be sunsetted. If so, the first step is to close enrollment until students in the program finish, then eventually sunset the program  There are many changes impacting undergraduate education that will ultimately impact graduate education, so it is important to be aware of what is being offered on our campus. Many new discoveries and programs have happened in the last 5-6 years, and yet we still have programs that have been on the books since 1970. We need to be thoughtful about what we have to offer.  There was a comment that sometimes low enrollment is driven by low demand and sometimes it is driven by lack of professors on staff. The latter can be addressed, but it can take 2-3 years. The response was this would be part of the discussion with campus leadership.  The Division of Undergraduate Education has started creating micro-credentials. On the graduate level, we need to be judicious in how we create ours. Look for potential programs that won’t cost additional funds and can utilize current resources.  Graduate and Professional Student Appreciation Week will be the first week in April. Consider ways to celebrate and support students.  The Elite 50 Awards Banquet will be April 9th, the day after the eclipse. Dr. Hardy is working with the committee reviewing the applicants.  There will be no classes for IUPUI or IUPUC on April 8th due to the eclipse. Staff and faculty can work remotely. There will be events on both campuses to celebrate the eclipse.  Commencement will be on a Thursday evening in Carroll Stadium. The event will include both undergraduate and graduate students and there will also be several affinity group celebrations during the week. Campus is paying for cap and gown for faculty so order cap and gowns now.  We are requesting recommendations for a graduate or professional student speaker. | Blum |
| Assistant Dean's Report  Writing in Community with University Writing Center will be online and in the Graduate Commons (hybrid) on Mondays 4-6. On Tuesday’s from 10am-12pm it will be in-person only, also in the Graduate Commons.  Grad Parent Network will meet at noon on March 27.  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**.**  This semester a student from GradGrants will be available for consultations in the Graduate Commons from 3-5 on Monday’s and Wednesday’s. GradGrants is a resource that can help students find and write grant proposals.  The dates of the Getting you into IU Indianapolis campus visit are April 17th-19th.  Applications are now open for undergraduate students interested in the Data Wiz and MSI-STEM summer program. Faculty who would like to serve as summer mentors are encouraged to sign up. | Hardy |
| Graduate Mentoring Center  The following are upcoming opportunities to facilitate the mentoring of faculty, staff, graduate, and professional students.  Graduate Student Appreciation Week will be April 1-5. The GMC will help sponsor events for Departments and School to celebrate graduate students  Faculty and Staff Mentoring Dialogues will be April 22-23 from 12pm - 4 pm each day on Zoom. Etta Ward and Randall Roper are the facilitators  Culturally Aware Mentor (CAM) Training will be May 16 from 8:30 am-5 pm in UL 1126. Etta Ward and Randall Roper are the facilitators  If a School or Department would like to schedule mentor training or talk about how to include mentor training in a grant application, contact Randall Rope. | Roper |
| Graduate and Professional Student Government  The *Share the Love* event is postponed until the Graduate/Professional Appreciation Week.  The Pacers vs Cavalier game will be March 18. They have 50 tickets available.  The Chicago trip will either be on March 30th or April 6th. They anticipate availability for 55 passengers. More information to come.  The GPSG is sponsoring a table at the Cesar Chavez dinner on March 23.  They are also sponsoring a 9-hole event for Jagathon on March 2.  On April 20, GPSG will host, along with the Office of Health and Wellness Promotion, *Stressbusters: Pamper Yourself* in the Campus Center.  On April 3, they will collaborate with UPnGO on *Know Your Rights: Candid Conversations about Negotiations, Employment Labor Laws, and Workplace Harassment*. | Quash-Scott |
| Graduate School Reports  The 2024-2025 IU Graduate CAS Application goes live Friday, March 1, 2024. It includes application for the following admit terms: Winter 24, Spring 25, Summer 25, and Fall 25. Programs linking directly to each application cycle portal from any communications will need to get the new deep link and update it.  As of January 1, 2024, the portion of each application fee that will be retained for the Liaison contract has changed from $5 to $10. This impacts schools that were previously contributing $5.  An updated document on how to prepare for the implementation of Stellic was shared with the GAC. | Henry |
| Committee Reports |  |
| Fellowship Subcommittee Report  President's Graduate Diversity committee meeting is February 29. Draft offer letters will be sent to programs to review by the end of the week.  University Fellowship committee meeting is March 6. The make offer list will go out that afternoon or on the morning of March 7.  Travel Fellowships (student submitted) is due March 15.  President's Diversity Dissertation Fellowship is due April 19 for those in their dissertation year 24-25 receiving an IU Indianapolis degree.  University Distinguished PhD Dissertation Award is due May 1. Eligible PhD disciplines include Social Sciences and Mathematics/Physical Sciences. | Henry |
| Curriculum Subcommittee Report  The committee reviewed 16 courses of which 12 were approved, 3 were approved contingent upon some minor updates, and one was not approved. The next committee meet meeting will be in March. Courses will need to reach the Graduate School by March 1st for them to be considered for the March agenda. | Despain for Klemsz |
| Graduate Recruitment Council Report  The next Graduate Recruitment Council meeting is March 20 from 12-1 p.m. in UL 1116. Attendees are invited to bring their lunch and network & learn from each other.  The Graduate Recruiter’s Workshop will be held Thursday, June 27 from 9 a.m. to 4 p.m. The approximate cost will be $50/person. Registration will open in April. | Mahoney |
| 2:05-2:15 p.m., Kelley Sumner will talk about the EAP requirements for 100% online programs.  The Office of International Affairs would like to recommend adopting the “EAP test out” level of English proficiency for all IU Indianapolis graduate programs that are 100% online. While students can take the EAP Placement test online, not all EAP courses are offered online. If students test into G520, for example, it would be impossible for them to fulfill this requirement.  This would mean NOT accepting online test scores (like Duolingo or TOEFL Home edition). The university does not trust these tests as much as they trust the in-person standardized tests. Anyone who takes these tests automatically must take the EAP placement test, which would put students in 100% online programs in a potentially impossible situation.  OIA doesn’t feel as confident about exempting applicants from the first country list where English is one of the official languages, but they do allow them to get their admission without submitting TOEFL or IELTS score and let them take the EAP placement test when they arrive. Moving to this policy for 100% online programs means that a student from one of these countries would have to go to a testing center and take a TOEFL or IELTS test to test out of the EAP level that is set.  Currently there are not many international students in 100% online programs, but that will begin to change as the world becomes more global. International students will want to do their studies at home. This policy will put us on a path to addressing this potential problem before it becomes an issue.  A concern that was brought up was regarding online collaborative degrees. Students admitted to an online collaborative degree on another campus may not have been vetted the same as those on the IUPUI campus. There could be issues if they change to the IUPUI campus. However, after further discussion, there does not appear to be online collaborative degrees that would appeal to international students on the graduate level.  Dr. Blum asked everyone to take this information and discuss it among their colleagues and departments. Sumner added that as they consider this, to also consider international students as they launch new 100% online programs, especially if they actively recruit international students. |  |
| Consent Agenda - Approved   * New PhD minor in Psychology of Teaching from the Department of Psychology in the School of Science - Approved | Blum |
| Next Meeting and Adjournment (**March 26, 2024, 1:30 pm, Zoom**) |  |