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| **Graduate Affairs Committee**  **Minutes** | **Date: September 27, 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, Kyle Anderson, Erin Brady, Margie Ferguson, Richard Gregory, Ray Haberski, Miki Hamstra, Tabitha Hardy, Cleveland Hayes, Monica Henry, Brittney-Shea Herbert, Dawn Holder, Jiliang Li, Jennifer Mahoney, Kyle Minor, Jacquelynn O’Palka, Isheka Orr, Zachary Riley, Patrick Rooney, Randall Roper, Paul Salama, Brandon Sorge, Jeff Wilson, Staff: Dezra Despain | | |
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| **Minutes** | |  |
| Approval of the Minutes for August 23, 2022 - approved | | Blum |
| Dean's Report  Sara Allaei and her team in OIA have helped boost international enrollment. They support students with visa issues, OPT, orientation, financial aid, and many other things. They’ve created agreements with other institutions we partner with overseas. All these things take time and work and IUPUI has benefited from their dedication. Sara will be retiring soon and will be missed.  Task forces have been set up for the realignment of IU and Purdue. Dr. Blum is on the academic affairs task force and Dr. Hardy is on the Science and Computer Science task force, and Jennifer Mahoney is on the Branding task force. Lists of activities that need to be done are being pulled together, some of which require coordinating with the registrar, with OIA, and with Purdue West Lafayette. Dean Linda Mason at West Lafayette also wants to form a small group and is reaching out to the IUPUI campus for group members to join her. These meetings will connect us with Purdue and is where the work is going to get done.  President Whitten has called for strategic planning task forces for the 2030 plan. Dr. Blum, Dr. Hardy, and Monica Henry have been asked to participate on ones that focus on the graduate school.  The IUPUI Graduate Office continues its negotiations and discussions with Bloomington as the office transitions into becoming a Graduate School. Discussions of budget are underway. The Graduate Office is under UA for this year, then will move under campus administration next year, while Bloomington moves under their provost office. Office staff should remain in place, but there will be changes in accountings and finances. Plans are in development on what the State requires, especially as it pertains to our organization structure. This will involve high-level discussions with the campus administration. Efforts are being made to make this a seamless transition, especially to avoid disruptions to students. Information on the progress of this transition will be relayed to the committee to keep it apprised of what is transpiring.  The Graduate Faculty Council had their first meeting this year. There are 10 IUPUI representatives on this council. The challenge we face is that Bloomington does not have their own campus graduate governing body equivalent to the GAC, and therefore relies on the GFC to make decisions. Dr. Blum continues to remind the council that the GFC should be advisory. We’ll continue to take advice and some recommendations from the GFC, but the GAC is the body that oversees curriculum, new programs, governance and decision making for IUPUI.  The Board of Trustees will be meeting less frequently, which could slow down approvals, so be aware of this as you develop new program proposals. The other concern about this change is how it will impact promotion and tenure. Margie Ferguson has relayed this concern to the Academic Leadership Council.  Student Leave plans are still being reviewed with a guide under development. Most of the discussions with HR have been about a special leave for students with academic appointments who have health care or family care challenges that would prevent them from enrolling, and therefore prevent them from health benefits and from receiving a stipend. HR is now working to address this by allowing a special leave and guidance to be developed. The form will be routed through HR because SAAs are treated similar to some employee plans. | | Blum |
| Purdue University Report  Not in attendance | | Mohler |
| Assistant Dean's Report  Recruitment season has begun:   * September 6-8th - Florida A&M University to recruit at their “Graduate Feeder Fair” * September 30-Oct. 1 - The Alliances for Graduate Education, East Lansing, Michigan, and the Professoriate (AGEP) Conference * October 27–29 - SACNAS, San Juan, Puerto Rico * October 28-30th - SREB Institute on teaching and mentoring, Atlanta, GA   All opportunities to cost share with units are welcomed.  In the upcoming months the anti-racist policies committee for graduates will be making a report with recommendations on viewing graduate recruitment and admissions through an anti-racist lens.  Writing in Community - Writing Group with University Writing Center meets Wednesdays online 4-6 via zoom.  A 3-part series with the University Writing Center and University Library on writing a literature review starts Sept 22 with sessions continuing Oct 6 and 20.  The Grad Parent Network, for graduate students who are parents, will resume their meetings. Flexibility is needed with to continue to support this group. Their next meeting will be October 12th from 12-1pm via zoom. They are working on becoming a registered student organization.  If students or post docs are looking for professional development opportunities and ways to build their resumé the PFFP program is free and only requires a short application and letter of recommendation to get started. Programming is ongoing through the semester and includes programming from campus partners on the program plan.  Registration is open for the October 21 and November 18 Wellness Ambassador Training Retreat training options. Friday 9am-4pm lunch provided. Become a Wellness Ambassador in this single-day format, get a LinkedIn profile lapel pin and badge.  Save the date the Campus 3-Minute Thesis/ 3-Minute pitch competition November 17 during the PFFP Pathways Conference | | Hardy |
| Graduate Mentoring Center  Faculty and Staff Mentoring Dialogues is for new faculty and their mentors, as well as current faculty and staff. Two opportunities are offered for monthly one-hour sessions beginning in September (one in person and one via Zoom) for new faculty and their mentors, and current faculty and staff to engage in the impactful and nationally recognized Faculty and Staff Mentoring Dialogues.  The in-person Faculty & Staff Mentoring Dialogues will be held the second Tuesday of each month, September 2022-April 2023, 12-1 pm, in the IUPUI campus center, lunch provided. Must attend all eight 1-hour sessions and new faculty must have a monthly (September-April) meeting with mentor (who also attends the mentoring workshop).  The online Faculty & Staff Mentoring Dialogues will be held the third Wednesday of each month, September 2022-April 2023, 4-5 pm. On Zoom. Must attend all eight 1-hour sessions and new faculty must have a monthly (September-April) meeting with mentor who also attends the mentoring workshop.  Monthly Mentoring Dialogues will be October 20, 4-5 pm, UL 1126 “Aligning Expectations”  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 Becoming Resilient Graduate Students 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  Isheka Orr will be representing the GPSG at the GAC. She is the newly elected secretary for GPSG.  The GPSG’s Subcommittee on Diversity is thinking of ways of being more intentional with how they incorporate diversity into their activities.  The General Assembly discussed advocating for equal pay and equal opportunities and to ensure that all students have a livable wage. They want to create a space where administrators and students can come together to discuss these issues.  They have launched a peer wellness group that supports graduate mental health and well-being and will promote it at the school level. Many international students experience stress regarding the upheavals going on in their homelands and need resources and space to help them cope with these stresses.  The General Assembly has renewed funding for 1000 subscriptions to Head Space.  A GPSG Orientation event will be held on October 6 at 6:30 p.m. in the Campus Center.  The GPSG graduate survey results are being collated.  GPSG is working with the Office of Sustainability to create an off campus living sustainability guide for students which will be accessible digitally. At the end of each semester so much food and clothing get thrown out. They want to organize a food and clothing drive, then will donate the proceeds to shelters or different organizations. They are also making a guide for composting beyond campus.  The Executive Team is organizing six listening tours across campus.  Planning has begun for the Elite 50 which will take place next spring.  The end of October GPSG will celebrate Hispanic month. There will be food, and dancing – a salsa dancing instructor will come to teach some salsa moves. This will be a fun event for students to use to destress. | | Orr |
| Graduate Office Reports  Fall Workshop Series   * Graduate School – Advisor Session (Purdue Programs) – October 5, 10 - 11:30 AM. * Graduate Admissions training Focus Group – Feedback Survey due October 7th   Duolingo English Proficiency Examination for IUPUI will still be accepted through December 2023 and will be re-evaluated in Fall 2023. The required score for admission is (105).  IN Science Policy: Education and Career Training Fellowship – The pilot will be Summer 2023.  Dr. Sherry Queener will be presenting, The Last Lecture: Lessons for Life from a Lifetime of Learning: Fighting Fair. November 4th at 2 PM, Reception 3 – 4 PM.  OIA Spring 23 admissions deadlines:   * October 15 – Priority date to request Graduate Foreign Credential Analysis (FCA) * October 25 – Priority date to change Local Status in WebAdMIT to “Recommend for Admissions”. * November 15 – Students to complete their files for finalizing admissions and issuing I-20   OIA will advise F-1 Students to NOT register for Spring 23 until AFTER they receive their Visa. This will avoid billing issues if the student must defer their enrollment. | | Henry |
| Committee Reports | |  |
| Fellowship Subcommittee Report  Call for Block Grant applications and evaluation form was sent out September 26 and is due December 12th. Master’s student data can be included from previous years, but new funds received should only be for Ph.D. students who do not have external funding. The newest section “School Diversity Plan for Graduate Education,” will be scored this cycle. Please be specific regarding how your school intends to recruit, retain, and support diverse students.  Queener Award notice was sent to the deans last week and will be sent out this week as well. It is due November 4th. | | Henry |
| Curriculum Subcommittee Report  The committee reviewed 32 courses, 18 course change requests and 14 new course requests. The committee approved 20 course requests, approved 4 courses contingent upon some minor edits, and did not approve 8 which will be going back to the programs for revisions. Courses for the October agenda must be received by Friday, November 30. | | O’Palka |
| Graduate Recruitment Council Report  The Graduate Recruitment Council met on Thursday, September 22 via Zoom. Steve Graunke and Norma Fewell from IRDS presented on enrollment data, with a focus on graduate/professional students. Graduate Office Recruitment Calendar, Graduate Expo, and Graduate School Admissions Boot Camp were also discussed.  Graduate Expo was held on Monday, September 19 from 11 to 1:30 p.m. in Taylor Courtyard. There were nearly 300 walk-ins and approximately 30 people had pre-registered. Last year, only 80 students attended so this was a vast improvement with the central location outside instead of on the 4th floor of Campus Center.  Graduate School Admissions Boot Camp, a workshop for prospective graduate/professional students that focuses on personal statements, will be held virtually on Wednesday, October 12 from 3-6 p.m.  The Graduate Recruitment Council Monthly Lunch-and-Learn will be held on Monday, October 10 from noon – 1 p.m. via Zoom. This is an opportunity for members to ask questions, present challenges, share best practices, etc. All those involved with graduate recruitment are welcome to drop in as they are able (no formal agenda). | | Mahoney |
| Discussion: Supporting our students: a manifesto created by the School of Social Work and presented Dr. Janice Blum and Dr. Margaret Adamek.  The concept for the manifesto came out of a workshop during the HERS: Women in Leadership and Higher Education Conference. The workshop encouraged participants to write down thoughts about what they believe about their students and share it with them. This manifesto was written in 2018 and when the pandemic hit, Dr. Adamek began circulating it so students had access to it.  The manifesto is printed on beautiful parchment paper and includes uplifting and encouraging statements about Ph.D. students. It is being shared at this meeting as an example of one way to support students. It was encouraged that the committee share other ways they support their students.  Program Review   * Graduate Certificate in Dental Informatics in the School of Dentistry - approved * Graduate Certificate for District Level Administrators in Urban Settings in the School of Education - approved   Consent Agenda – all approved   * Request to omit the Form 7 requirement from the non-thesis track in the MS in Computational Data Science in the School of Science * Request for one-member advisory committee in the MS in Computational Data Science in the School of Science * A new Memo of Understanding between the School of Engineering and Technology and Nalla Malla Reddy Engineering College in Hyderabad, India | | Blum |
| Informational:   * New website for University Academic Policy. <https://uap.iu.edu/> Find Academic Leadership Council, academic program approval, and accreditation on this website. The document store is where you can find all forms and documents for creating new programs. * Just a reminder that for October the GAC will be meeting on October 25, from 10-11:30 a.m.   Next Meeting and Adjournment (**October 25, 10-11:30 am, Zoom**) | |  |