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| **Graduate Affairs Committee**  **Minutes** | **Date: August 22, 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), Kyle Anderson, Kathi Badertscher, Ryan Brewer, Lynn Dombrowski, Erin Engels, Margie Ferguson, Ray Haberski, Tabitha Hardy, Cleveland Hayes, Brittney-Shea Herbert, Dawn Holder, Marj Hovde, Thomas Hurley, Amelia Hurt, Kathleen Kent, Hea-Won Kim, Michael Klemsz, Kim Lewis, Jiliang Li, Sara Lowe, Suzann Lupton, Karl MacDorman, Kyle Minor, Zachary Riley, Randall Roper, Paul Salama, Jeff Wilson, Juan Yepes, Constantin Yiannoutsos; Staff: Dezra Despain | | |
| Guests: Marie Brown, director of the Center for Teaching and Learning; Anusha Rao, assistant director of the Center for Teaching and Learning | | |
| **Minutes** | |  |
| Approval of the Minutes for May 23, 2023 - approved | | Blum |
| Dean's Report  A warm welcome was given to the new GAC members: Kathi Badertscher (Lilly Family School of Philanthropy), Ryan Brewer (IUPUC), Lynn Dombrowski (Luddy School of Informatics, Engineering & Technology), Erin Engels (McKinney School of Law), Amelia Hurt (Fairbanks School of Public Health), Caleb Keith (Planning & Institutional Improvement), Hea-Won Kim (School of Social Work), Mike Klemsz (School of Medicine), and Suzann Lupton (O’Neill School of Public and Environmental Affairs).  Appreciation was given to Dr. Sherry Queener and the work that was done during her time on the GAC. The GAC is evolving. In the past, it was focused more on curriculum as it grew, but now it is moving towards student support and professional development. A couple of historical documents from 1995 and 1997 about the implementation of the GAC are available to view in MS Teams. The committee was encouraged to review them and contact Dr. Blum if there are any questions.  Graduate and professional student enrollment has grown by nearly 3% this fall compared to 2023 and comprise of nearly a third of all students on campus. Student diversity has increased by more than 11% this fall and international student enrollment is up 24%.  Master’s certificate programs enrollment is up; there is a slight drop in PhD enrollment; there’s a slight increase in professional doctorates; and there’s an increase in graduate non-degree students.  Undergraduate enrollment across the board had dipped, so it’s the graduate & professional enrollment that is growing the enrollment.  The transition from IUPUI to IU Indianapolis and Purdue at Indianapolis continues. The majority of faculty at Purdue have received letters outlining their appointments. Several Computer Science faculty have moved to Luddy’s new Computer Science department. We continue to work with the transition of students throughout all this, keeping their well-being in mind.  The Graduate School will be asking each school to provide finalized student leave plan/guidelines for their school or programs. Plans or guides are due December 1st.  Health costs are rising and because of this there will be a rise in student health plan costs. The co-pay may go up. HR is doing their best to match SAA’s and Fellowship insurance.  The Supreme Court made a decision that requires race-based questions to be removed from applications. Bloomington has been working with Liaison, the graduate application vendor, to mask the data from these questions. This needs to extend to secondary applications as well. The applications should present a holistic review of the applicant. Websites also need to be reviewed and any potential race-based suggestions should be removed.  Nominating for fellowships based on race and ethnicity is acceptable as long as the individual has been accepted to the institution prior to nomination.  The GAC will not have a Purdue representative this year. Jamie Mohler moved to another position at Purdue and other potential representatives are not available. | | Blum |
| Assistant Dean's Report  The 6th Annual UPnGO Graduate and Professional Student Mixer will be Sept 26th in Taylor Courtyard from 4-6pm,  This semester the Write on Site Writing group with University Writing Center will resume in September.  The Grad Parent Network, for graduate students who are parents, will resume their meetings September 13th from 12-1pm.  Preparing Future Faculty & Professionals is available for students or post docs looking for professional development opportunities and ways to build their resume’s. The Fall PFFP Orientation will be Sept. 14th from 4-5pm.  They are working with psychology to start a graduate student therapy group**.**  If students are looking for graduate employment opportunities, please guide them to the Handshake platform for student employment.  Save the date the Campus 3Minute Thesis/ 3 Minute pitch competition November 301th during the PFFP Pathways Conference. | | Hardy |
| Graduate Mentoring Center  Upcoming opportunities to facilitate the mentoring of faculty, staff, graduate, and professional students:   * Faculty and Staff Mentoring Dialogues September – April, Second Tuesday of the month from 12-1 pm starting September 12. Randall Roper and Etta Ward will facilitate these sessions. * Culturally Aware Mentor Training, Friday September 29, 8:30-4:30 in University Library. Randall Roper and Etta Ward will facilitate these sessions. * Monthly Mentoring Dialogues: Surviving and Thriving in Graduate School, September 28, 12-1:15, CE 305 | | Roper |
| Graduate and Professional Student Government  Not in attendance | |  |
| Graduate Office Reports  The contract with Liaison for CAS WebADMIT applications was renewed. Costs are going up, so rather than increase the student application fee, the grad school will return less money to the schools to cover the costs of the application. | | Blum for Henry |
| Committee Reports | |  |
| Fellowship Subcommittee Report  We will continue to work with Bloomington regarding the University Graduate School Distinguished Master’s Thesis Award and the University Distinguished PhD Dissertation Award which will be administered through the Graduate Faculty Council. Now that we are a graduate school, we can submit two nominees to the Midwest Association of Graduate Schools. In the past, we submitted with Bloomington.  Dr. Margaret Adamek has stepped down from co-chairing the Fellowship committee. Dr. James Marrs will take her place.  Block Grants and Fellowship awards were distributed in July. Block Grant applications will be due in December.  Emergency funds can be found at the Division of Student Affairs and within the graduate school if students need it. | | Blum for Henry |
| Curriculum Subcommittee Report  An overview of the 2022-2023 academic year showed that the curriculum committee reviewed 123 courses of which 73 were new and 50 were course changes. This is up 25% from the previous year.  Dr. Klemsz has been on the curriculum subcommittee for about 25 years. If there are any questions about the committee or courses, he can be contacted. | | Klemsz |
| Graduate Recruitment Council Report  Graduate Expo will be held on Monday, September 25 in Taylor Courtyard (Campus Center as a back-up for inclement weather).  The Graduate Recruitment Council will meet once per semester during the academic year in-person. The in-person meeting this semester will be noon to 1 p.m. on Tuesday, September 12 in University Library, Room 1116. The next virtual meeting is Thursday, October 19 from 2:30 – 4 p.m. | | Blum for Mahoney |
| 2:00 pm – Kim Lewis, Assistant Vice Chancellor for Enrollment Management – Update on course repeat rules  Around 35 programs updated their repeat rules of which the majority chose to go with Best. This means that if a student takes a course more than once, the best grade will be the one used for the GPA. This impacted a small number of students. The Office of the Registrar will take measures to work this out with the students. They will contact the program if they need clarification from them.  Repeat rules are only adjusted at the end of the summer semester but before the start of the next academic year.  2:15 pm – Marie Brown, director of the Center for Teaching and Learning; Anusha Rao, assistant director of the Center for Teaching and Learning - IU Indianapolis Guidelines for Undergraduate, Graduate, and Professional Student Teaching Appointments. A committee vote will be requested. – This policy was approved by the GAC  The document came about to address how student educators and facilitators are being trained to fulfill their function. It was developed by CTL, Dr. Janice Blum, and Dr. Tabitha Hardy using information from documents codified by Bloomington’s faculty council and adjusted to fit the services offered by the IUPUI campus.  The TA policy for IUPUI includes the following:   * Departments and schools should notify all students with teaching roles of their assigned teaching duties promptly and at least one week before the start of each semester. * Departments and schools should require students in their first year of teaching to complete the hybrid TA Orientation, which includes an online Canvas course with modules and quizzes and an in-person orientation. * Attendance is required for this first year of teaching, but departments and schools may also require that students attend annually to refine and deepen their teaching practice. * Departments and schools should ensure that all student instructors have access to accommodation (as needed) and essential resources to ensure effective communication with their students and the timely preparation of class materials.   This won’t take effect this year, so there is at least a year during which units can either implement this or show they have something comparable for their TA appointments. Attending the orientation is encouraged though, as it promotes community amongst TAs, offers support, and provides valuable resources and information students have access to that may not be provided by orientations offered through schools. | |  |
| Consent Agenda   * New MOU between Sharda University, India and the Luddy School of Informatics, Computing, and Engineering at IUPUI – approved pending IU Offshore approval * New MOU between University of Petroleum and Energy Studies (UPES), India and the Luddy School of Informatics, Computing, and Engineering at IUPUI - approved pending IU Offshore approval * Changes to the plan of study in the M.A. in Applied Communication in the School of Liberal Arts - approved * Changes to the plan of study in the Ph.D. in Exercise Science in the School of Health & Human Sciences - approved * Changes to the CIP code for the M.S. and Ph.D. in Musculoskeletal Health in the School of Medicine - approved * Changes to the minor in Biostatistics in the Fairbanks School of Public Health - approved | | Blum |
| Informational item: A course was unintentionally dropped from the M.S. in Biostatistics in the Fairbanks School of Public Health. The program requested that the course be reinstated. This was administratively approved.  Next Meeting and Adjournment (**September 26, 2023, 1:30 pm, Zoom**) | |  |