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| **Graduate Affairs Committee**  **Minutes** | **Date: September 26, 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), Kathi Badertscher, Ryan Brewer, Lynn Dombrowski, Brittnie-lee Duffus, Margie Ferguson, Tabitha Hardy, Monica Henry, Brittney-Shea Herbert, Dawn Holder, Marj Hovde, Thomas Hurley, Amelia Hurt, Kathleen Kent, Hea-Won Kim, Mike Klemsz, Kim Lewis, Jiliang Li, Sara Lowe, Suzann Lupton, Karl MacDorman, Jennifer Mahoney, Kyle Minor, Zachary Riley, Randall Roper, Paul Salama, Anita Sale, Kelly Sumner, Juan Yepes, Constantin Yiannoutsos; Staff: Dezra Despain | | |
| Guests: Carolyn Gentle-Genitty, Assistant Vice President for University Academic Policy; Jeff Weber, Assistant Director for University Academic Policy and Programs | | |
| **Minutes** | |  |
| Approval of the Minutes for August 22, 2023 - Approved | | Blum |
| Dean's Report  Just a reminder that consent agenda items focus on the following: new minors; new or existing collaborative online degrees; new dual degree or accelerated programs; name changes; minor changes to existing, approved degrees, certificates, and minors; and program transition to online delivery. Committee members are encouraged to review these documents before the GAC meeting. If there are no concerns received before the meeting, then the items will be considered approved. New degrees or certificates will not be on the consent agenda, but instead will be reviewed during the GAC meeting.  IUPUI will be offering flu shots but not COVID-19 vaccines this year. IUPUI will continue to offer COVID-19 tests that are found in vending machines throughout campus. The government is also offering free COVID-19 tests that can be ordered.  Commencement will be on Thursday, May 9 in the evening in Carroll Stadium this year. It will be one event that includes both graduate and undergraduates.  Enrollment data was sent out prior to the meeting. IUPUI is down a few PhDs but up in Masters. Purdue is up in both.  A reminder to submit leave of absence plans by the end of this semester. A template is available in MS Teams.  A short survey on services provided to graduate and professional students was administered. The following were the answers: access to mental health and counseling services; access to services for disabilities and accommodations for testing; access to fresh produce and pantry items without costs; and access to preventative healthcare.  Healthcare costs for students on SAA and Fellowships will be going up, likely in January. HR is talking about how to address this. One possibility is to merge the plans for medical and dental professional students, the SAA and Fellowship plans, and the international plans to help bring costs down. All this is still under discussion.  The Purdue transition is still underway. The Graduate School continues to work with students to try to make sure they are completed before the transition to make sure they have a pathway to completion. There will be many students who will still go through the transition, though. GPSG is talking to Purdue leadership about concerns engineering students have with the transition. Many computer science faculty have moved over to Luddy School of Informatics, Computing, & Engineering. Luddy has also created a computer science program that has duplicated many of the Purdue CS courses. | | Blum |
| Assistant Dean's Report  The 6th Annual UPnGO Graduate and Professional Student Mixer was Sept. 26th. There were over 350 students in attendance.  Write in Community Writing group with the University Writing Center meets on Mondays from 4-6pm in the graduate commons area.  The Grad Parent Network, for graduate students who are parents, will meet October 11th from 12-1pm.  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**.** The next session is “In’s and Out’s of Internships” on October 10m from 4-5pm  If students are looking for graduate employment opportunities, please guide them to the Handshake platform for student employment. Dr. Hardy will be looking for a new graduate assistant later this fall.  Save the date the Campus 3 Minute Thesis/ 3 Minute pitch competition November 30th during the PFFP Pathways Conference. | | Hardy |
| Graduate Mentoring Center  The following are 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, in person. Individuals may still start with the October 10 session. * Culturally Aware Mentor Training Friday September 29, 8:30 a.m.-4:30 p.m. * Monthly Mentoring Dialogues: * Surviving and Thriving in Graduate School, September 28 * Establishing Expectations, Tuesday, October 31 12 - 1 p.m. UL 1126 * A panel discussion of mentors and mentees about how they have established expectations in their mentoring relationship. | | Roper |
| Graduate and Professional Student Government  Brittnie-lee Duffus is serving as the director of communications for GPSG this year.  GPSG has a General Assembly meeting Thursday, September 28 after which it is bimonthly. Duffus asked members to encourage students to serve as representatives. All meeting times can be found in The Spot.  On October 24 will be a workshop called “Let’s Talk Investments” and will teach graduate and professional students about the importance of investing, types of investments, investment strategies and how to diverse investments over different phases of their lives.  This year GPSG is focusing on holistic wellness, using the 8 pillars of wellness as a guide.  On November 4th there will be a Latin night where students will be taught Latin dances for 30 minutes then will have the rest of the night to try them out.  GPSG is also an advocate for all students who have concerns as the Purdue transition continues. Students are encouraged to contact them. | | Duffus |
| Graduate Office Reports  Effective Fall 23 the coding for MSEP / reduced tuition eligible students has moved to VPSS – they are working on identifying a report to share with grad program representatives and plan to send out a detailed announcement soon.  OIA Spring 2024 Admission Deadlines:   * October 15: Deadline to Request Graduate Foreign Credential Analysis (FCA) * October 25: Deadline to make admission decisions and change local status to “Recommend for Admissions” in WebAdMIT * November 15: Deadline for students to complete their files for finalizing admission and issuing I-20   Academic Policy and Procedures Committee (APPC) highlights from the September meeting   * The Office of Registrar is encouraging staff to reach out via their group email accounts rather than emailing people directly. * Starting Fall 23, Summer term activation is now given with Spring term instead of with Fall term. Students should now be activated for Spring and Summer. Enrollment will open for both at the same time, much like Summer and Fall did previously. * There is now a 1-week break between the end of Spring semester and the start of Summer semester to give more time to close out Spring. | | Henry |
| Committee Reports | |  |
| Fellowship Subcommittee Report  Block Grant deadline will be December 15th – call for proposals will go out next week.  Distinguished Master's Thesis Award nominations due Fri 9/29.  Lieber Memorial Associate Instructor Award nominations must be submitted to the University Honors & Awards office by Thursday, October 5, 2023 by 5:00pm.  Travel fellowship applications are due from students on October 13th (in GradJag)  Callout for INSPECT Fellowship out mid-October (due early February) | | Henry |
| Curriculum Subcommittee Report  The committee reviewed 36 courses – 11 were course change requests and 25 were new course requests. Of those, 12 courses were approved, 10 courses were approved contingent upon minor updates, and 3 courses were not approved. The next deadline for courses to make the October agenda is Monday, October 2. | | Klemsz |
| Graduate Recruitment Council Report  Graduate Expo, held yesterday in Taylor Courtyard tent from 11:30 – 2 p.m., was a great success. Approximately 300 students came through the graduate school fair and more than 20 graduate programs/schools and 40 external universities as exhibitors.  Graduate Admissions School Boot Camp: October 18 from 3 – 6 p.m. via Zoom. Participants submit a draft personal statement before the event for review by volunteer faculty members and then receive feedback and the opportunity to chat with faculty during the session. Faculty reviewers are needed.  The GRC’s in-person meeting for the semester will be held Thursday, Oct. 19 from noon to 1 p.m. in University Library, Room 1116. Anyone with an interest in recruitment is welcome to join for this informal brainstorming and networking meeting.  **Recruitment Calendar: Fall 2023**  September 19 - Hanover College, Indiana  November 3-5 - Louis Stokes Midwest Research Center of Excellence Conference: Chicago  November 9 – 11- The Alliances for Graduate Education and the Professoriate (AGEP): East Lansing, Michigan  November 15 – 18 - Annual Biomedical Research Conference for Minoritized Scientists: Phoenix, Arizona | | Mahoney |
| 2:15 Carolyn Gentle-Genitty, Assistant Vice President for University Academic Policy provided an update on the timeline for review of new programs as well as a summary of updates to APPEAR.  One of the goals of UAP is to make the submission process more transparent. They want to provide support on both the front and back ends as schools navigate through the approval process.  A document was shared with the committee in MS Teams that shows a visual timeline and credential routing and approval summary alongside an annual calendar schedule.  The Board of Trustees changed how often they meet, which creates a lag or delay in getting a degree program approved. The Indiana Commission for Higher Education also changed their meeting times. Because of these two changes, a new structure had to be developed. Two seasons of approval were created. One season is for a soft launch, and the second is for a hard launch. A soft launch refers to things that don’t have to go all the way to the end, e.g., new faculty is not being hired, a new academic structure isn’t being built, new curriculum isn’t being developed. A soft launch is an enhancement to something that is already in existence. A hard launch is for things like a brand-new school or a brand-new program that doesn’t yet have faculty or curriculum.  The best months to submit degrees for the optimal time is in January, April, July, and September. Any other time will take longer.  There is a lot of information about the academic program approval process on the UAP website. All necessary documentation is on the UAP website’s Document Store webpage.  There was discussion about the commission auditing low-enrolling programs and potentially closing these programs. A lot of different factors make up the results of these decisions and the schools were encouraged to investigate how viable these low-enrolling programs really are. | |  |
| Consent Agenda   * New minor in Algebra and Discrete Math from the Department of Mathematics in the School of Science – Approved * New minor in Applied Mathematics from the Department of Mathematics in the School of Science – Approved * New minor in Geometry and Topology from the Department of Mathematics in the School of Science – Approved * New minor in Mathematical Analysis from the Department of Mathematics in the School of Science – Approved * New minor in Mathematical Science from the Department of Mathematics in the School of Science – Approved * New minor in Statistics from the Department of Mathematics in the School of Science – Approved * New minor in Biophysics from the Department of Physics in the School of Science – Approved * New minor in Geometry and Topology from the Department of Physics in the School of Science – Approved * New minor in Mathematical Physics from the Department of Physics in the School of Science – Approved * New minor in Molecular Physics from the Department of Physics in the School of Science – Approved * New minor in Quantum Science from the Department of Physics in the School of Science – Approved * New minor in Forensic Science from the Department of Forensic Science in the School of Science – Approved * New DDS/PhD in Dental and Oral Health Science dual degree in the School of Dentistry – Approved contingent upon including a MS option. * Changes to the plan of study for the PhD minor in Public Health in the Fairbanks School of Public Health – Approved * Change to the plans of study in all concentrations in the MPH degree in the Fairbanks School of Public Health – Approved   + Health Policy & Management   + Epidemiology   + Social and Behavioral Sciences   + Interdisciplinary Public Health Studies   + Public Health Informatics | | Blum |
| Next Meeting and Adjournment (**October 24, 2023, 1:30 pm, Zoom**) | |  |