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| **Graduate Affairs Committee**  **Minutes** | **Date: May 28, 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), Kyle Anderson, Keith Avin, Kathi Badertscher, Ryan Brewer, Erin Engels, Margie Ferguson, Ray Haberski, Tabitha Hardy, Cleveland Hayes, Monica Henry, Brittney-Shea Herbert, Dawn Holder, Thomas Hurley, Amelia Hurt, Josette Jones, Kathleen Kent, Hea-Won Kim, Kim Lewis, Suzann Lupton, Jennifer Mahoney, Kyle Minor, Randall Roper, Kelly Sumner, Jeff Wilson, Constantin Yiannoutsos; Staff: Dezra Despain | |
| Guests: Eric Weldy, Vice Chancellor for Student Affairs; Jason Spratt, Associate Vice Chancellor and Dean of Students; Jerry Daday, Executive Associate Dean, Institute for Engaged Learning; Kevin Jones, Associate Professor of Management; Marie Brown, Director  IUPUI Center for Teaching and Learning, Jane Williams, School of Science; David Hoa, School of Education | |

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| **Minutes** | |
| Approval of the Minutes for April 23, 2024 - approved | Blum |
| Dean's Report  Applications and admits are down but enrollment is steady. The committee was encouraged to keep reviewing applicants and admitting those who qualify for admissions and to connect with current students to help them complete their degrees.  Keith Avin will organize a subcommittee to discuss criteria to use for micro credentials as well as creating a process for submission and review by the GAC.  Institutional Analytics is developing a time-to-degree dashboard for professional and master students. | Blum |
| Assistant Dean's Report  University Writing Center continues to offer weekly writing sessions in person and online.  Writing in Community is a drop-in writing event and is offered weekly-Tuesdays, 10 a.m. – Noon Cavanaugh Hall, Room 427  Thesis and Dissertation Writing Group is offered weekly, Thursdays, 4 – 6 p.m. Cavanaugh Hall, Room 427  Navigating Graduate Writing Workshop is a two-part workshop on Friday, June 3  10 a.m. – Noon: Session 1 – Managing time and academic relationships  1 – 3 p.m.: Session 2 – Writing processes and strategies for academic writing.  Save the date for the UPnGO mixer on August 30th 4-6 p.m. in Taylor Courtyard.  The 2024-2025 recruitment calendar is in the planning stage. Cost/resource sharing is appreciated.  Please consider supporting underrepresented students to attend the Southern Regional Education Board Institute on teaching and mentoring, Oct 27-30th and adding this into budgets to help retain students of color. This is the largest gathering of underrepresented doctoral students in the nation and an inspirational, transformative experience for students. The cost for students is $3,750 per year and includes registration, flight, and hotel to the conference for the scholar and their mentor. Mentors can attend for 1 year. In addition, students may apply to up to $500 per year in professional development funds from the program.  If students or post docs are looking for professional development opportunities and ways to build their resumé over the summer our PFFP program is free and only requires a short application and letter of recommendation to get started**.**  LinkedIn learning and the National Center for Faculty Development and Diversity are additional professional development resources for students. | Hardy |
| Graduate Mentoring Center  This past month the GMC hosted a session on Enhancing Cultural Awareness, a new mentoring session developed by the CIMER. They are also in the middle of a Faculty and Staff Mentoring Dialogues and have a great group of faculty, staff, and postdocs that will complete the training.  The GMC has three in-person events coming up in the next couple of months.   * June 15-16 9 am-1 pm Graduate and Professional Student Mentor Training   Open to all graduate and professional students. This training is similar to the Level 1 mentor training for faculty and staff but is presented at a level that resonates with students.   * Aug 10-11 9am-1pm NRMN Level 1 Mentor Training/Faculty and Staff Mentoring Dialogues   This session is open to all faculty and staff. These dialogues are designed to help faculty and staff strengthen their mentoring of faculty, staff, and students through discussion and sharing of best practices. The competencies covered are Maintaining Effective Communication, Aligning Expectations, Assessing Understanding, Addressing Equity and Inclusion, Fostering Independence, and Promoting Professional Development.   * Aug 16 12-2pm Enhancing Cultural Awareness   This seminar is for those that have completed the Level 1 Mentor Training session. This session was developed to increase cultural diversity awareness of mentors in their research mentoring relationships. | Roper |
| Graduate and Professional Student Government  Not in attendance. | TBD |
| Graduate School Reports  Summer office hours will be Monday – Thursday from 9 a.m. to 4 p.m. and on Fridays virtually from 9 a.m. to 4 p.m. | Henry |
| Committee Reports |  |
| Fellowship Subcommittee Report  Welcome letters for incoming University Fellows and Diversity Fellows will be sent out at the beginning of July and program representatives will receive a copy of the welcome letter around that same time. | Henry |
| Curriculum Subcommittee Report  The committee reviewed a total of 23 courses, 18 course changes and 5 new courses. Of those, 20 were approved, 2 were approved contingent upon minor revisions, and 1 was not approved. May was the last committee meeting for the 2023-2024 academic year. We’ll pick back up with our first meeting in September. Courses will need to be in Dezra’s workflow by September 1. | Despain |
| Graduate Recruitment Council Report  The Graduate Recruitment Council met via Zoom on Thursday, May 19. Tabitha Hardy presented on the Anti-Racist Policy Committee Survey Data Highlights. The next quarterly meeting will be held Thursday, September 15 from 2:30-4 p.m.  Graduate Recruitment 101 via Zoom: Tuesday, June 14 from 9 a.m. – 10:30 a.m. Presenters: Jennifer Mahoney, IUPUI Graduate Office and Brandy Wood, IU School of Medicine Graduate Division.  Graduate Recruiters Workshop: Wednesday, June 22 from 9 a.m. – 3:30 p.m. in University Library, Lilly Auditorium.  GRC Lunch & Learn - LinkedIn Campaign via Zoom: Wednesday, July 20 from noon – 1 p.m. Becky Schlomann and Brenda Bishop from Kelley School of Business will present their results of a LinkedIn Campaign.  “What about Grad School?” Information Sessions: Thursday, July 14 and Wednesday, September 21 from 4 -5 p.m. via Zoom.  Graduate Expo at IUPUI: Monday, September 19 from 11:00 a.m. to 1:30 p.m. in Taylor Courtyard with rain location of Campus Center, Room 450ABC. | Mahoney |
| Program Review – all approved   * New non-thesis track in the MS Industrial Organizational (IO) Psychology degree from the School of Science * New non-thesis track in the MS in Nutrition and Dietetics in the School of Health & Human Sciences * New dual non-thesis and dietetic internship track in the MS in Nutrition and Dietetics in the School of Health & Human Sciences   Consent Agenda – all approved   * Changes to the curriculum in the MS in Nutrition and Dietetics in the School of Health & Human Sciences * Additions of electives to the Ph.D. minor in Communicating Science from the School of Liberal Arts * Name change – Counseling/Counselor Education to change to School Counseling from the School of Education * Add online mode of delivery to the Urban School Leadership Post-Master Certificate in the School of Education * Add online mode of delivery to the MSED in Urban Education Leadership in the School of Education * Add online mode of delivery to the Urban Principals Program specialization in the MSED Urban Education Leadership in the School of Education   2:10 p.m. Marie Brown, Director IUPUI Center for Teaching and Learning – Brief report on the new IFC guidelines around attendance at TA Orientation  TA Orientation was designed by CTL staff in partnership with experienced TAs for training graduate/undergraduate TAs who will be teaching at IU Indianapolis for the first time in 2024-2025. It is also for current TAs interested in brushing up on their duties and tools, and for graduate students without upcoming TA assignments but wishing to prepare for future teaching opportunities. It is offered both in-person at the Campus Center or online via CANVAS.  By completing the TA Orientation, participants will:   * Learn about the expectations and responsibilities associated with your specific teaching role in an online and face-to-face class * Develop strategies to interact with faculty and undergraduate students confidently and effectively * Meet and build relationships with other new and experienced TAs at IU Indianapolis * Integrate inclusive and equitable practices throughout the TA experience * Identify campus resources for educational and personal support   2:20 p.m. Eric Weldy, Vice Chancellor for Student Affairs; Jason Spratt, Associate Vice Chancellor and Dean of Students will present an overview of services and their team in Student Affairs  Student Affairs supports the academic mission of the university and serves as an advocate for students. They focus on student activities and engagement, health and wellbeing, and on-campus living.  There are nine student-facing units: Campus Center, Campus Health, Campus Recreation, Counseling & Psychological Services, Health & Wellness Promotion, Housing & Residence Life, Student Advocacy & Support, Student Conduct, and Student & Family Connections. Student Advocacy & Support and Student Conduct have merged together.  Under the umbrella of student activities and engagement falls Campus Center, Student Conduct and Student & Family Connections.  Under the umbrella of health and well-being falls Campus Health, Campus Recreation, Counseling & Psychological Services, Health & Well-Being, and Student Advocacy & Support.  On-campus living includes housing and residence life and oversees the four residence halls on campus. Purdue students will occupy about 2/3 of North Hall and most will be undergrads. Purdue’s grad students have reserved some space at Lux on Capital. There has been displacement of IU students because of this. For IU students, there are about 2,400 beds for students on campus. We are at capacity.  Non-student facing support from the Vice Chancellor’s office are Assessment & Planning, Diversity, Equity & Inclusion, Finance & Administration, and Marketing & Communication.  Student & Family Connections oversees student organizations, The Spot, and the CUBE Student Organization Center.  They are increasing faculty and staff advisors to help support student organizations.  Jason Spratt is responsible for the death notification policy where they communicate with the family and take care of campus concerns for the deceased student/employee.  When the IU/Purdue split happens, it is important for IU to know what services Purdue is offering students so there is no overstepping services. This information will be sent to the various units on campus. If Purdue students are in an IU classroom or involved with IU, IU policies apply.  2:40 p.m. Jerry Daday, Executive Associate Dean, Institute for Engaged Learning; Kevin Jones, Associate Professor of Management will present a short summary of the AI Task Force work at IU and potential next steps  The Generative AI Task Force (GAI TF) is responsible for gathering the necessary information to evaluate essential questions. They will provide a report that addresses the questions and include recommendations for policies and actions to effectively integrate, guide and utilize AI at IU.  The GAI TF included 16 representatives from the IU faculty, staff, students and administration across all IU campuses and met weekly between Jan 18, 2024 and March 22, 0224. They met in small subcommittees focused on general principles of GenAI, Faculty development & pedagogical use, student use & GenAI skills, research and scholarship, and university administration and services. They used various technological tools including Generative AI and an AI model developed by Luddy School.  It is important for IU to use this emerging technology in ethical and constructive ways. Highlights from the executive summary include equipping its community with the tools and technology to maximize the opportunities of GenAI, the knowledge and skills to navigate this technology through training and support systems, a responsive policy structure that evolves with technological and societal shifts while leveraging experience and resources to use and implement this technology ethically and appropriately.  GenAI must be leveraged and integrated into our work and curricula to prepare students by promoting personalized and high-impact learning, ensuring equitable outcomes, enabling accelerated scholarship and discovery, increasing efficiency of our existing work processes, and cultivating GenAI innovation in our communities.  Some of the risks and challenges are potential misuse and ethical concerns, accuracy and reliability of AI systems, privacy and data security risks, and impact on employment and social inequalities.  Near-term recommendations are to establish GenAI ethical use guidelines, to explore the efficacy, procurement, and use of AI Detection Software, to develop appropriate enterprise-level AI tools available to all IU employee and students, to expand GenAI training and education, to enhance GenAI competence and ethical use, to support faculty in assessment innovation, and to comprehensively review all University Policies and Practices impacted by GenAI.  Long-term recommendations are to establish a dedicated GenAI office, to establish dedicated funding for GenAI infrastructure, support, and professional development, to establish a dedicated University-wide GenAI website, and to foster a culture of interdisciplinarity and collaboration.  Some concerns from the committee members includes how to address AI generated thesis/dissertation work. The response was that this falls into an in-between period where they are working out how to address integrity. They suggest at this time to have a dialogue with students to set expectations, to exchange ideas and to create guidelines on how GenAI can be used as a tool and aid, not as a way to write the whole thesis or dissertation.  There is also the question on how AI figures in on the application process. One school will be adding wording on their application that the student must declare if they are using AI to generate their personal statements. During this intermediary period, having student declare to what extent GenAI was used is a good practice. It may be that an oral component will need to be reinstated, both for applications and for the classroom.  There’s a lot of change taking place and learning to maneuver through it will be a challenge. IU should be an initial adopter of the technology; otherwise, other universities will pass us by. Employer’s will expect our graduates to understand how to use AI just like any other tool that has come along. | Blum |
| Informational item:  The School of Medicine submitted the following for elimination:   * MS in Regenerative Medicine & Technologies * PhD in Regenerative Medicine & Technologies   The MSN in the School of Nursing will be offered through the Fort Wayne campus in addition to the Indianapolis campus | |

Next Meeting and Adjournment (**August 27, 2024, 1:30 pm, Zoom**)