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| **Graduate Affairs Committee**  **Minutes** | **Date: September 24, 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), Margaret Adamek, Kyle Anderson, Pierre Atlas, Kathi Badertscher, John Brokaw, Rebecca Ellis, Erin Engels, Ray Haberski, Tabitha Hardy, Cleveland Hayes, Monica Henry, Brittney-Shea Herbert, Dawn Holder, Thomas Hurley, Amelia Hurt, Michael Klemsz, Frank Lippert, Kim Lewis, Sara Lowe, Karl MacDorman, Kevin McCracken, Kyle Minor, Jennifer Piatt, Christine Picard, Zach Riley, Randall Roper, Anita Sale, Jeanine Scheidler, Juan Yepes, Yan Zhuang, Staff: Dezra Despain | |
| Guests: Matthew Rust, Associate Vice president for Student Navigation and Support; Lee Hadley, Enterprise Experience Design & Development; Kim Hannel, Enterprise Experience Design & Development | |

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| **Minutes** | |
| Approval of the Minutes for August 27, 2024 -Approved | Blum |
| 1:30 Matthew Rust, Associate Vice president for Student Navigation and Support will present on IU Framework for Academic Advising and Career Development  The Board of Trustees requested a task force to look into the areas of academic advising and career development. There were about 35 individuals from all campuses nominated to be on the task force, with a mix of representation from both undergraduate and graduate, although the majority were from the undergraduate perspective.  One of the most tangible outcomes from this new framework is that the professionals in the academic advising and career development areas will be expected to participate in a 2-day Foundations of Coaching workshop. This workshop is already implemented and will be extended to those who have not taken it. This coaching training, offered through the IU Office of Vice President for Student Success (OVPSS), is tied to the Center for Credentialing and Education. There’s a board-certified coach exam that is offered, and a curriculum associated with it. Anyone going through the full set of coaching training through the OVPSS can sit for that exam.  The next tangible product that will come out of this framework will be Canvas-based asynchronous onboarding modules. Onboarding is inconsistent from campus to campus, unit to unit, and may not even exist in some places. Advisors and career development personnel may not be fully equipped to be efficacious. The Canvas modules will help with onboarding.  The final segment within the framework that will be important is how to measure whether students are learning what it is intended for them to learn. Also, it will measure whether there’s follow through on the delivery expectations set for colleagues, leaders, and the institution.  They have tried to separate out what is unique to undergraduates alone. There is a 4-year timeline of milestones that is focused on undergraduates only. This will be built into the new Stellic degree pathways that are replacing the iGPS 4-year degree maps.  Now that graduate programs are moving into Stellic, grad students will know how they can move through their education with more transparency, thus making the students more successful. The framework highlights the importance of dismantling hidden curricula, integrating career planning with academic advising, and promoting work-based learning.  Questions from GAC members:  How are you connecting with grad and professional advisors? Answer. They are dependent upon their representatives on the University Advising Council for that information. There are about 5-7 representatives from Indianapolis, from Bloomington, and then one each for the regionals.  In many graduate and professional programs, faculty are the advisors, not staff. The training sounds great, but faculty may not have time for it. How will this be addressed since it’s not always a staff person advising? Answer: The understanding is that the overwhelming majority of graduate programs will be driven by faculty. Because of this, the framework is more suited to the professionals. That being said, the Coaching Conversations Training is open to anyone who wants to participate in it. There will be tools built in that will be done in close collaboration with each of the school-based leaders. |  |
| Dean's Report  Stellic will more efficiently advise students, but in order to make this technology work, clear plans of study need to be in place. Information in the campus bulletin and UGS bulletin will need to be clear because Stellic will be looking at those resources to pull information.  Under discussion is a new product to help with the bulletin. Also, new technology is being considered to replace CARMIn, the course approval system, and APPEAR, the program approval system. A subcommittee will discuss outside options, asl well as internal options or hybrid options.  The vice chancellor for research (VCR) requested a subcommittee to update the graduate school strategic plan. That committee met and contributed ideas for what could be new goals for the graduate school. The VCR will review the findings and will share her insights soon. She asked the subcommittee to focus on plans to incentivize faculty to put Ph.D. students on their grants. The subcommittee wanted schools to develop their own plans, the VCR and campus leadership wants a centralized plan. More to come.  The United Way campaign has started. There are many organizations students can volunteer with if they are looking for community work or ways to connect their research or their interests with the community. Information shared with students and GAC. | Blum |
| Assistant Dean's Report  Sept. 30th UPnGO will host a session on voting rights with the law school and social justice scholars  This semester the Write on Site Writing group with University Writing Center is now called #GradJag Writer’s Workshop. The sessions are Mondays from 5-7pm in person in the grad commons space and hybrid Thursday from 11am-1pm.  The Grad Parent Network, for graduate students who are parents, will meet Oct 9th from 12-1pm.  The PFFP program is free and only requires a short application and letter of rec to get started  The Grad School is working with CAPS to start a graduate student therapy group.  Save the date: the campus 3Minute Thesis/ 3 Minute pitch competition will be November 21st during the PFFP Pathways Conference. Registration will open early next month, and a session called “How to win $500 in 3 minutes” will be hosted on Oct 24th. | Hardy |
| Graduate Mentoring Center  Faculty and Staff Mentoring Dialogues will be held the second Tuesday of the Month (September-April) 12-1 pm, UL 1116, in person. Randall Roper and Tabitha Hardy, facilitators  Monthly Mentoring Dialogue for Grad and Professional Students will be October 10, 12-1 pm, CE 405, IU Indy Campus. The subject is Establishing Expectations in Mentor Mentee Relationships  CAREing for our Community program (Creating Accountability and building Relationships to Eradicate Harassment) with the aim of addressing the root causes of mistreatment through empathy training and perspective training is a program that represents a unique opportunity for faculty members who work with trainees in research programs to contribute to creating a safer and more inclusive environment within the academic community.  Orientation Mentor Training is available for any program in interested in this 2-2.5-hour introduction to mentoring. | Roper |
| Graduate and Professional Student Government  The GPSG had to re-write their constitution to accommodate the content referencing the split between IU and Purdue.  GPSG is working with CAPS on the survey advertisement. They will work with HR on student benefits. They had Christan Royer, whom Brokaw met at last month’s GAC, speak at GPSG. There was a lot of engagement, so they are setting up a time for a larger information session.  They continue to organize themselves so they can become fully engaged this fall semester. | Brokaw |
| Graduate School Reports  A survey about the Grad School fall workshops will be sent to faculty and staff. This survey will inform the content of the fall workshop series.  Office of International Affairs Spring 2025 Application Priority Dates:   * October 15: Date to request Graduate Foreign Credential Analysis (FCA) * October 25: Date to make admission decisions and change local status to “Recommend for Admissions” in WebAdMIT * November 15: Students to complete their files for finalizing admission and issuing I-20 | Henry |
| Committee Reports |  |
| Fellowship Subcommittee Report  The committee met on September 19th – Jim Marrs and Kathy Badertscher are co-chairs this year  Lieber Memorial Associate Instructor Award is due to University Honors & Awards (UHA) on Thursday, October 3rd.  Annual fellowship workshop will be held virtually on October 30th.  Wells Graduate Fellowship is due Monday, November 4th.  Queener Graduate Student Excellence Award due November 15th  Block Grants due December 13th  Next Fellowship committee meeting will be the week of January 29, 2024 | Henry |
| Curriculum Subcommittee Report  The committee reviewed 14 courses this month, 13 were new course requests and only one was a course change request. The committee approved 12 courses and approved two contingent on minor revisions. The next committee meeting will be in October. Dezra will need to have any new courses or course changes in her workflow by the end of this month on September 30. | Klemsz |
| Graduate Recruitment Council Report  Graduate fair/conference updates:  They attended Florida A&M University, Hanover, and DePauw University. Upcoming conferences include:  October 3-5 - The Alliances for Graduate Education and the Professoriate (AGEP), East Lansing, MI  Oct. 31-Nov 2 - Society for the Advancement of Chicanos/Hispanics & Native Americans in Science (SACNAS), Phoenix, AZ  Nov. 16-17 - Annual Biomedical Research Conference for Minoritized Scientists (ABRCMS), Pittsburgh, PA  The next Graduate Recruitment Council meeting is Tuesday, October 22 from 12-1 p.m. in UL 1126. Jesse Talley from Institutional Analytics will be presenting on how to decipher enrollment reports and learn about feeder schools. Anyone interested in recruitment is welcome. | Mahoney |
| 2:30 p.m. Lee Hadley, Enterprise Experience Design & Development and Kim Hannel, Enterprise Experience Design & Development – Discussion on the Self-Service Tool that populates the Degrees and Majors website  Indiana University did not have a way of programmatically listing all of their degree offerings. Any list of degree offerings that existed on websites were curated manually and would became out of date, had inaccurate information, and/or didn't agree with each other. In partnership with the campus registrar offices, they worked closely to manage this data and developed an application that pulls information from SIS that pertains to all active academic plans.  The self-service tool was developed. This tool populates the degrees and major’s website on the IU Indianapolis website. The self-service tool includes fields for descriptions of the degree, contact information, links to their websites, how to apply, and a way to request information.  Hadley went over the intricacies of how to populate the self-service tool and explained how it works.  Hadley opened up the degrees and majors’ website and followed some of the links. Many were not populated, which had been a concern of his. He and his team have been working on outreach to programs to get the information needed for the degrees considering this website is now in the public space.  Questions from the GAC members:  Where does the “Contact Us” information go? The “Contact Us” section is a new feature and can be set at the campus, level, the school level, or at the individual academic plan level. It is currently set at the campus level. They are working with different schools to set it at different levels. He encouraged the committee to contact them to work with them. This can be adjusted for more accuracy.  Monica Henry indicated that the Grad School stumbled upon this website, noticed how poorly populated the degree programs were, and met with Hadley and Hannel to get more information on how to fix this. We were introduced to the self-service tool and thought it important that the GAC also know about it.  Kim Hannel can grant permissions to individuals the program thinks should be in charge of populating this site. Dezra will send out a request to GAC members to gather names of individuals who should have access to the self-service tool.  A workshop on how to use the self-service tool will become available once we know which individuals will need access to it. |  |
| Consent Agenda – all approved   * New Diversity Science and Health Equity minor in the School of Science * Official addition of the Addiction Neuroscience track in the MS in Psychology in the School of Science | Blum |

Next Meeting and Adjournment (**October 29, 2024, 1:30 pm, Zoom**)