|  |  |
| --- | --- |
| **Graduate Affairs Committee**  **Minutes** | **Date: April 30, 2024**  **Time: 1:30 p.m.**  **Location: Zoom** |
|  | |
| Meeting called by: Dr. Janice Blum | |
|  | |
| Attendees: | |
| Janice Blum (Chair), Amelia Hurt. AQ Quash-Scott. Brittney-Shea Herbert. Cleveland Hayes. Dawn Holder. Hea-Won Kim. Jeff Wilson. Jennifer Mahoney. Jiliang Li. Juan Yepes. Karl MacDorman. Kathi Badertscher. Kathy Kent, Keith Avin. Kim Lewis. Kyle Anderson. Kyle Minor. Margie Ferguson. Marj Hovde. Mike Klemsz. Monica Henry. Paul Salama. Randall Roper. Ray Haberski. Sara Lowe. Tabitha Hardy. Thomas Hurley. Tom Wilson. Staff: Dezra Despain. | |
| Guests: Katie Adams, PhD, Strategic Initiatives Consultant, Office of the VP Strategic Operations | |

|  |  |
| --- | --- |
| **Minutes** | |
| Approval of the Minutes for March 26, 2024 - approved | Blum |
| 1:40 p.m. Margie Ferguson, Senior Associate Vice Chancellor for Academic Affairs spoke about the changes to the campus preproposal for new degrees/certificates as well as the campus review process.  The president's office is looking very closely at all new proposals. A more robust version of a market analysis, examination of low enrollment and low enrolling programs, and agreement to sunset low performing programs are the additions being added to the preproposal. The president’s office is looking for a robust understanding of likely enrollments and employment prospects for students in these new proposed programs or certificates and therefore wants to see a market analysis that goes more in depth than what has previously been accepted.  New degrees, certificates, or any kind of new credential, and currently tracks will not be presented to the Graduate Affairs Committee or to the Undergraduate Affairs Committee until the chancellor has an opportunity to share them with the president's office.  IU Indianapolis already has a pre-approval process in place which will be repurposed to accommodate the new required information. The committee is made up of Margie Ferguson, enrollment management, undergraduate affairs, graduate affairs, finance, and representatives from faculty council. After the preproposal committee reviews a submission, they will make a recommendation to the executive vice chancellor, who will then make a recommendation to the chancellor who will meet with the president.  The president's office and the executive vice chancellor are asking the deans to look at programs with low enrollments. Deans are to look at programs that are not performing well and to consider whether they need to be terminated or suspended or to revise them to make them more successful.  When a new degree or certificate is proposed, schools or units will be asked if they have examined existing credentials and to consider acting on the low enrolling programs.  Schools or units will also be asked that when any new degree proposal or certificate or any kind of credential comes through, to commit to sunsetting a degree that doesn't meet enrollment expectations. A timeframe will be determined to suspend or eliminate the degree. In three years’, the degree, certificate, or credential will be revisited to see how it’s progressing. Then, when the initial decided-upon timeframe comes, if the degree, certificate, or credential is not performing to the level that was predicted, it will be agreed to sunset it automatically. Obviously, steps will be taken to make sure the students are taught out.  If there are degree proposals being worked on right now feel free to reach out to Margie Ferguson and she will connect you to Ray Haberski, who will help with the market analysis and enrollment information.  The Academic Leadership Council (ALC) is currently overhauling the approval matrix. Changes will be forthcoming once the task force is finished. |  |
| Dean's Report  Commencement is Thursday, May 9 at 7:45pm in the Carroll Stadium. The doctoral students will walk across the stage to be hooded. This year’s student graduation speaker is Kidy Yasin from the Lilly Family School of Philanthropy.  The 2024 Chancellor's Academic Awards was held on Thursday, April 18, at 3 p.m. in the Hine Hall Auditorium. Four graduate/professional students were recognized. Joan Wyand from Herron School of Art +Design and Ashlyn Burns from Fairbanks School of Public Health were recognized as recipients of the Sherry Queener Graduate Student Excellence Award. Lindsey Fisher-Fox from the School of Science and Yingjie Qui from the Fairbanks School of Public Health were recognized as Chancellor’s Scholars.  Enrollment appears to be down slightly. We’re down in the number of applications we’ve received and we’re still down in admits. For most programs, enrollment won’t stabilize until summer.  We’ve worked with Institutional Analytics on developing a time-to-degree table. It’s not perfect but it does give us time-to-degree for the PhD programs. One goal is to help students complete their degrees in a timely fashion with PhD students aiming to complete their degrees within 4-5 years, possibly six years.  The Clinical Mental Health Center in Psychology will close for the summer but will return August 26. This program is NOT part of CAPS, but they will work with CAPS. There is a fee structure for this center – from free to very low in comparison to what would be found in the community. Keep this service in mind when fall semester begins and you find students in need of it.  The goal for the IU Indianapolis campus is to ensure that students have the right for peaceful protest. There is a small tent protest site on campus. The students are being very respectful and orderly as they champion their cause. The chancellor will work with the IUI faculty council as well as staff and student leaders to pull together a task force that will discuss and propose a protocol for our campus to ensure students are able to have free speech while maintaining safety on campus. | Blum |
| Assistant Dean's Report  The following affinity ceremonies will take place the week of commencement: APIDA Graduate Ceremony, Lavender Graduate, Latinx Graduate Celebrations, and Celebration of Black Graduates.  UPnGO is seeking students interested in cultivating a sense of belonging and space where all students can feel included and is thereby seeking nominees for the 2024-25 executive board.  Writing in Community with University Writing Center will return this fall, but the writing center will be open this summer for consultations.  Summer is a great time to focus on professional development. The PFFP program is free and only requires a short application and letter of recommendation to get started.  Save the dates: TA Orientation Aug 22  Graduate student mixer Sept 5th 4-6pm  PFFP Pathways Conference Nov. 21 | Hardy |
| Graduate Mentoring Center  Dr. Jennifer Embree is the 2024 IUPUI Graduate and Professional Student Mentor of the Year. Dr. Embree is chief wellness officer, clinical professor of nursing, and clinical nurse specialist at the School of Nursing.  Graduate Student Mentoring Dialogues will be May 20, in person in UL 1126, 8 hours, 8:30-5. Tonya Shelton and Brenda Blacklock will be the facilitators. It will also be June 19-20, in person, UL 1126, 4 hours each day, 12-4:30 pm Dominique Galli and Brandy Wood will be the facilitators.  Faculty and Staff Mentoring Dialogues will be May 22 and May 23, 8:30-1, UL 1126, in person. Katrenia Reed Hughes and Brandy Wood will be the facilitators. It will also be June 11 and 12, 12-4:30 each day, UL 1126, in person with Cam Macris and Barb Pierce as facilitators.  Culturally Aware Mentor (CAM) Training will be May 16, 8:30 am-5 pm in UL 1126, with Etta Ward and Randall Roper as facilitators.  CAREing for our Community program (Creating Accountability and building Relationships to Eradicate Harassment) 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 our academic community. Faculty are encouraged to sign up. | Roper |
| Graduate and Professional Student Government  This is AQ’s last GAC meeting before graduating.  The following students have been elected to the 2024-2025 GPSG Executive Team.  President: Mackenzie Altman  Vice President: John Brokaw  Chief Financial Officer: Ankit Singh Chauhan  Secretary: Arvind Chintalapudi  Director of Communication: Kevin Chen  Director of Campus Programming: Naman Gargyan  The graduate students are angry about what happened to the protestors in Bloomington.  The Sustainability subcommittee published a survey to gather student opinions and support for a surplus store on IUPUI’s campus like the one located in Bloomington. Mackenzie and John are spearheading the initiative. | Quash-Scott |
| Graduate Office Reports  The CRM service center is now housed in the Graduate School. Patrick Bailey and Megan Chester who were formerly in the Enrollment Strategy and Insights office that was housed within the Division of Enrollment Management have moved under the Graduate School. This will allow the Grad School to better serve graduate program partners with all thing’s pertaining to recruitment and enrollment management. | Henry |
| Committee Reports |  |
| Fellowship Subcommittee Report  University Fellowship and Diversity Rosters have been finalized:   * UF Masters – 8; UF PhDs – 14 * Diversity Recruitment - 2 President's Graduate Diversity Fellowships (2-year award) / 3 IU Indianapolis Graduate Diversity Fellowships (1-year award)   President’s Diversity Dissertation Fellowships is under review by the committee. Notifications will go out mid-May.  Distinguished PhD Dissertation Award was due April 29. Announcement should go out the end of May. | Henry |
| Curriculum Subcommittee Report  The committee reviewed 16 courses, 10 course change requests and 6 new course requests. They approved 9 courses, approved 5 courses contingent on minor revisions, and didn’t approve 2 courses.  The final review for this academic year is May. This Friday, May 3, is the deadline to have courses in Dezra’s workflow for the courses to make the May agenda. | Klemsz |
| Graduate Recruitment Council Report  Several members of the GRC went to the Graduate Enrollment Management Summit in Louisville. Some of the key takeaways will be shared to a wider audience at the annual Graduate Recruiter’s Workshop. The all-day workshop will be held on Thursday, June 27 in Innovation Hall. Registration will open in mid-May.  The Graduate School kicked-off its first-ever fundraising campaign on IU Day (April 17) and it runs through mid-May. The goal is to raise $5,000 for emergency funds and other needs to support current and prospective graduate/professional students. | Mahoney |
| 2:15 p.m. Katie Adams, PhD, Strategic Initiatives Consultant, Office of the VP Strategic Operations will present on Slate, a CRM and application platform.  Katie Adams was hired to review IU’s systems and how they interface with each other. The goal was to find where gaps in efficiency exist and how they were impacting the student experience.  Katie’s recommendation back in November was that there is not a way forward with current technology. Senior leadership reviewed the report, gathered further information, and decided that a more efficient process is needed. We only use 30% of the technology that we bought.  Slate was then recommended to address the issues because it has the functionality needed. It is currently being used by IU Bloomington, IU Fort Wayne, IU Columbus, and IU Indianapolis undergraduate. Fall 2024 is the goal to incorporate graduates. The Liaison contract for the admissions application expires in 2026, so they hope to be fully implemented in the graduate space by that time. There is discussion between Indianapolis and Bloomington about how Slate will fit the needs of graduate education.  Questions/comments from the GAC:  The President provided support for half the cost of Liaison. Will the President support the cost of Slate? Without the President’s support, covering the cost of Slate would be difficult. This needs an answer. We help pay the cost through application fees, but to be competitive we cannot raise our fees.  Who can we work with to get a demo? Katie would be our contact.  Will there be one instance of Slate for all of IU? Katie said no, however there may be one instance for IU Indianapolis. They will look at the volume and processing time to determine if a second instance is necessary. One instance can handle 35,000 annual applications, but if the volume goes upwards to 50,000, then it will need reassessing.  For those that are deep into Salesforce, will they have the option to stay on Salesforce? No, mainly because of the errors in Salesforce, it wouldn’t be known if the error came from Salesforce or Slate, so they will not mix the two.  When do you need a decision from the grad side? No later than October to meet the March 31, 2026, deadline when Liaison’s contract ends. |  |
| Consent Agenda   * Change to the plan of study in the MS in Anatomy, Cell Biology & Physiology - Pre-Professional track from the School of Medicine - approved * Change to the credit hours in the Dietetic Internship Professional Certificate in the School of Health & Human Sciences - approved | Blum |
| Informational Item:  The Luddy School of Informatics, Computing, & Engineering have submitted the following for elimination:   * M.S. in Health Informatics–Master of Library Science (dual degree) * Master of Science in Chemical Informatics, including Laboratory Informatics (track) |  |

Next Meeting and Adjournment (**May 28, 2024, 1:30 pm, Zoom**)