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| **Graduate Affairs Committee**  **Minutes** | **Date: November 26, 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, Keith Avin, John Brokaw, Margie Ferguson, Tabitha Hardy, Cleveland Hayes, Monica Henry, Brittney-Shea Herbert, Dawn Holder, Thomas Hurley, Amelia Hurt, Kathleen Kent, Michael Klemsz, Kim Lewis, Karl MacDorman, Jennifer Mahoney, Kevin McCracken, Kyle Minor, Jennifer Piatt, Christine Picard, Zach Riley, Randall Roper, Jeffery Wilson, Lloyd Thomas Wilson, Yan Zhuang, Staff: Dezra Despain | |

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| **Minutes** | |
| Approval of the Minutes for October 29, 2024 - Approved | Blum |
| Dean's Report  Enrollment data was sent to the GAC prior to the meeting. There were questions about the numbers since they didn’t add up to what the application portal shows. The enrollment data is behind the actual data in the application portal, which should account for the discrepancy.  Applications are down 13% compared to last Spring.  A recruitment survey was disseminated. Thus far 75% of schools have responded. One of the Graduate School’s goals is to focus on improving and recruiting the most talented and diverse students for our graduate and professional programs. The deans from schools who have not responded have been contacted and asked if they would have someone fill out the survey.  Slate will replace the current application system in about a year and a half.  NIH recently issued a call to make sure that students in STEM and biomedical fields are selecting an Open Researcher and Contributor (ORCID) iD number. ORCID iD allows students to attach their name their record with the publications or presentations they give. NIH will use it to track the career outcomes of those individuals. | Blum |
| Assistant Dean's Report  November 21st during the PFFP Pathways Conference they held the campus-wide 3-Minute Thesis competition. Caylin Billingsley from the School of Medicine was the 3MT winner as well as the 3MT People’s Choice winner and will represent IU Indianapolis at the Midwestern Association of Graduate Schools conference in Indianapolis in April 2025.  Phu Pham, also from the School of Medicine, was the 3MT runner up.  The 3MP Winner was Sadman Sazzad from Luddy School of Informatics, Computing and Engineering.  The 3MP Runner Up and 3MP People’s Choice was Sai Varsha Koya, also from Luddy School of Informatics, Computing and Engineering  Elite 50 nominations are now open. The Elite 50 dinner will occur April 7th.  This semester the Write on Site writing group with University Writing Center (UWC) is now called #GradJag Writer’s Workshop. The sessions are in person on Mondays from 5-7pm in the Graduate Commons space and hybrid Thursday from 11am-1pm.  During Stress Buster’s Week the Graduate School and UWC will sponsor a “Writer’s block party” Dec. 12, 4-8pm. UPnGO and GPSG will sponsor “Cozy up and Create” Dec. 10th 4-6pm UL1126  Students or post docs looking for professional development opportunities and ways to build their resumes are invited to join the PFFP program, which is free and only requires a short application and letter of recommendation to get started. | Hardy |
| Graduate Mentoring Center  Faculty and Staff Mentoring Dialogues will be January 8-9, 2025; 12 p.m. - 4 p.m. via Zoom with Barb Pierce and Brenda Blacklock as facilitators.  Culturally Aware Mentor Training will be January 9, 2025; 8:30 am-5 pm via Zoom with Randall Roper and Etta Ward as facilitators. The Faculty and Staff Mentoring Dialogues or Level 1 Mentor Training is required first in order to attend this session.  The GMC is working with schools and departments to improve mentoring. They have multiple trainings for graduate students and faculty. These sessions include 1, 2, and 8 hours online and in person trainings. | Roper |
| Graduate and Professional Student Government  GPSG has been working with the Graduate School and the Division of Student Affairs, as well as with GPSG’s General Assembly to understand how student stipends are being used across campus and are looking forward to those updates from institutional analytics, etc.  GPSG is developing a survey that will gauge interest in having access to the public surplus store that utilizes campus surplus in order to sell items at a discounted rate to faculty, staff, and students. | Brokaw |
| Graduate School Reports  Monica Henry indicated there was nothing to report this month. | Henry |
| Committee Reports |  |
| Fellowship Subcommittee Report  Sherry Queener Graduate Student Excellence Award was extended to December 6th  Block Grant applications are due Fri, December 13. | Henry |
| Curriculum Subcommittee Report  The curriculum committee reviewed 50 courses. There were 26 new course requests and 24 course change requests. All were approved except for 3 courses, which were approved contingent upon minor revisions. The committee doesn’t meet in December so the next review will be in January. Courses will need to be in Dezra’s workflow by Thursday, January 2 to be considered for January’s agenda. | Klemsz |
| Graduate Recruitment Council Report  Tabitha attended the last recruitment event for fall semester which was ABRCMS (Annual Biomedical Research Conference for Minoritized Scientists) on Nov. 16-17 in Pittsburgh, PA. Earlier in the month, she attended SREB and was awarded Mentor of the Year by the Institute of Teaching and Mentoring.  This past fall semester marks the first time the Graduate School has been able to fully utilize Salesforce/CRM to provide handoff reports to programs/schools (listing prospects contact information from events Tabitha and Jennifer have attended) and to communicate with prospects. This is in large part due to the addition of Megan Chester, CRM Analyst, to the Grad School staff earlier this year.  The last meeting of the GRC for the semester and year was Nov. 22. Jesse Talley from Institutional Analytics presented information on navigating the dashboard related to feeder schools and acquiring different enrollment reports. The GRC website will be updated with spring 2025 dates in the next few weeks. | Mahoney |
| Program Review   * MS in Business of Biotechnology from the Kelley School of Business – approved   Consent Agenda – all approved   * Moving the MS in Forensic & Investigating Science Thesis curriculum with a concentration in Biology to Indiana University * Moving the MS in Forensic & Investigating Science Thesis curriculum with a concentration in Chemistry to Indiana University * Moving the MS in Forensic & Investigating Science Non-Thesis curriculum with a concentration in Biology to Indiana University * Moving the MS in Forensic & Investigating Science Non-Thesis curriculum with a concentration in Chemistry to Indiana University * Curriculum change to the Global Health Leadership (DrPH) program in the Fairbanks School of Public Health | Blum |

Next Meeting and Adjournment (**January 28, 2025, 1:30 pm, Zoom**)