|  |  |
| --- | --- |
| **Graduate Affairs Committee****Minutes** | **Date: March 25, 2025****Time: 1:30 p.m.****Location: Zoom** |
|  |
| Meeting called by: Dr. Janice Blum |
|  |
| Attendees:  |
| Janice Blum (Chair), Margaret Adamek, Keith Avin, Kathi Badertscher, Margie Ferguson, Ray Haberski, Tabitha Hardy, Cleveland Hayes, Monica Henry, Brittney-Shea Herbert, Thomas Hurley, Amelia Hurt, Kathleen Kent, Michael Klemsz, Frank Lippert, Suzann Lupton for Pierre Atlas, Karl MacDorman, Jennifer Mahoney, Kevin McCracken, Kyle Minor, Christine Picard, Zach Riley, Randall Roper, Anita Sale, Kelly Sumner, Lloyd Thomas Wilson, Juan Yepes, Yan Zhuang, Staff: Dezra Despain  |

|  |
| --- |
| **Minutes** |
| Approval of the Minutes for February 25, 2025 – approved | Blum |
| Dean's ReportDean Blum’s position will be posted this week and can be found under Executive Searches.Monica Henry will be leaving IU to join a nonprofit, aligning with her passion and O’Neill School background. The Graduate School will host a small farewell event in her honor. HR is finalizing details of her position.Applications are slightly down, but admitted student numbers—especially PhD—are up, likely due to funding pauses at other institutions. IU Indy has not expressed concerns about PhD funding.International admissions may face challenges due to potential visa issues.The graduate application portal will transition from WebAdmit to Slate in March 2026. Graduate School staff leading the project include Katina Reedy, Jennifer Mahoney, and Megan Chester. | Blum |
| Associate Dean’s Report*Graduate Faculty Status and Limited Status*Tenure-track faculty automatically receive Graduate Faculty Status, allowing them to serve on research committees. Endorsement status is required to chair a committee. Each department or unit has its own nomination process, but individuals may submit nominations for endorsement. Graduate Faculty Status across all campuses is listed on the Bloomington website.Limited status is available for non–tenure-track faculty, such as clinical or research associates/assistants, and for individuals outside the IU Indy campus with relevant expertise. They may serve as co-chairs or committee members, but not as chairs.The Graduate School will maintain a protected Excel file listing those approved for Limited Faculty Status; details are forthcoming.*Principles of Graduate and Professional Learning*When first building a program, it’s important to define the specific objectives or principles you want to incorporate into the degree. These serve as a foundation for both program design and assessment. Clear objectives help determine whether the program is meeting its intended goals and producing the desired outcomes in learners by the time they graduate. IU Indianapolis' Principles of Graduate and Professional Learning (PGPL) outlines the general expectations for maintaining this excellence. The PGPL are broad, cross-disciplinary guidelines applicable to PhD, master’s, and professional graduate degrees. They provide a foundation for curriculum development and should be regularly reviewed to ensure programs support key competencies in knowledge, communication, critical thinking, and ethical research.Assessment methods include coursework performance, preliminary and qualifying exams, lab evaluations, and research committee reviews. Direct faculty mentorship is essential, and the Graduate Mentoring Center, led by Randall Roper, offers valuable support across disciplines.Programs should use the PGPL to guide and, if needed, update their learning outcomes to align with these core, widely applicable principles. | Avin |
| Assistant Dean's ReportThe deadline has been extended for the *Student Parent Survey* to March 31st. This task force is hoping to assess their needs and see how the university can address these.April 1 PFFP, UWC and the CTL will be hosting a session on *Developing Your Teaching Statement* 4-5:30pm UL 1126.*Graduate and Professional Appreciation Week* is April 7-11. The following activities are planned:April 7th from 12-2 the Graduate School will host *Snaps, Slices and Swag* in UL 1126 where free headshots, pizza and swag will be offered.The *Elite 50 Celebration* will be April 7 at 6:30pm in Hine Hall auditoriumApril 9, GPSG and UPnGO will co-sponsor a *Graduate Student Game Night* in the lower level of the library from 5:30-8pmThe *Grad Jag Writers Workshop* with University Writing Center will be in the Grad Commons on Mondays from 3-5pm, and hybrid on Thursdays 8-10am. | Hardy |
| Graduate Mentoring CenterThe Graduate Mentoring Center will have fillable documents that mentors can use to express appreciation to their students during Graduate and Professional Student Appreciation Week.The GMC is working with schools and departments to improve mentoring. They have multiple trainings for graduate students and faculty, including resources to talk about overcoming harassment. These sessions include 1, 2, and 8 hour online and in person trainings. | Roper |
| Graduate and Professional Student GovernmentNot in attendance | Brokaw |
| Graduate School ReportsAn Excel spreadsheet in Teams was created that lists Slate and Stellic initiative representatives. Curriculum and or degree requirement changes must go through the GAC approval process by the May 27 meeting. The deadline for the final GAC submission to make the May agenda is May 13. | Henry |
| Committee Reports |  |
| Fellowship Subcommittee ReportUniversity Fellowship and Inclusive Excellence Fellowship offers have been sent - responses are due by April 15.The Inclusive Excellence Dissertation Fellowship is due April 21stDistinguished PhD Dissertation Award is due April 28th – categories include Biological/Life Sciences and Humanities | Henry |
| Curriculum Subcommittee ReportThe curriculum committee review 15 courses this month. Seven were new courses and eight were course changes. The committee approved four courses, approved four courses contingent upon some minor edits, and didn’t approve seven courses. The next meeting will be in April.There are only two more curriculum committee meetings – April and May. The last day for courses to be considered for this academic year is April 30 after which the committee is on hiatus until the September meeting. | Klemsz  |
| Graduate Recruitment Council ReportThe *4th annual Graduate Student Honors Celebration* will be held on April 17 from 3:30-5 p.m. in CE 409. The next Graduate Recruitment Council Meeting is April 16 from 12-1 p.m. in UL 1116. Several prospective graduate student events are coming up including the virtual *The Secrets of Graduate Admissions Speed Sessions* (March 26).The Graduate School also holds virtual *Information Sessions* for prospective graduate students every month. April sessions will be held on April 15 and April 30. | Mahoney |
| Discussion: *Review and Approval Process for New IU Graduate and Professional Student Degree and Certificate Programs* Proposals for new degrees and certificates should be developed by a unit following the state guide. A preproposal and later full proposal should be vetted and approved within the sponsoring unit or school as a first step. State and campus forms, plus guidance at: Graduate School curriculum and programs.For new degree and stand-alone certificate programs a preproposal is required by the campus. A market analysis of the program is needed. Information on market potential should be discussed in the preproposal and the full proposal. The preproposal is shared with the Provost, the Chancellor and the IU President for review. Once the unit is notified that the preproposal is approved, finalization of a full proposal should be started.If the program will be offered hybrid or fully online, a proposal must be submitted to IU Office of Online Education. Once approved, the unit can work to complete and submit a full proposal.Ensure all new courses or changes to existing courses are approved prior to inclusion in a new degree or certificate proposal.The full proposal for new degree/certificate must be reviewed and approved by the academic units sponsoring the program including departments, schools, and campus. This takes place prior to submission to the Graduate School and Graduate Affairs Committee. For campus approval, submit the proposal to the Graduate Affairs Committee. *Update added post meeting: Dr. Ferguson in the Office of Academic Affairs will review all full proposals prior to the start of the review process by the GAC or UAC.*For Indianapolis, Columbus, and Ft. Wayne, the campus review takes place through the Graduate Affairs Committee (GAC). Consult with the Graduate School Dean, Associate Dean, or Dezra Despain with questions prior to submission. Provide names/contact info of potential external reviewers for the GAC review more than one month in advance of the review meeting.New proposals are sent to external reviewers as well as select GAC members to gather comments on importance of proposed new program, market potential, and quality of proposal. The proposals under review are typically shared in a Teams folder at least one week prior to the GAC meeting.Comments from reviewers are considered by the Graduate School Dean and Associate Dean in advance of the GAC meeting. If the reviews are overall positive, the proposal will be listed on the GAC agenda briefly summarized at the meeting with call for a vote. If straightforward changes were recommended by the reviewers to improve the proposal, these will be shared with the faculty and staff responsible for the original submission. revisions are requested prior to the formal GAC meeting. If changes are not possible the proposal can be pulled from the agenda to allow time for revisions. A discussion will be held at the next GAC meeting with a call for a vote on the revised proposal for approval or revision.If more significant issues were identified by reviewers, Graduate School will alert the submitting unit. The unit can pull back the proposal for revisions and resubmit to better align with the reviewers’ comments and to offer revisions. Resubmission with revisions can be submitted for review and discussion at a future GAC meeting.Alternatively, if the unit insists, Graduate School leaders will call for a discussion and vote on the proposal with potential concerns at a GAC meeting. In these cases, the committee can offer more comments towards improving the proposal or vote to decline or approve. A consensus by the committee is needed to approve a proposal for the campus.Proposals for new degrees and certificates following GAC review are uploaded into the IU APPEAR platform. This routes the proposal to the Academic Leadership Council (ALC).The proposal is then evaluated by IU following the pathway outlined in the General Matrix for Academic Approval.At the ALC, the proposal is first reviewed by the Tech Committee. If information on enrollment and finances are correct, the proposal moves on to the Academic Leadership Council for review. The proposal next travels to the University Administration and the President’s Office for consideration. After approval at these stages, the proposal moves to the IU Board of Trustees.Following IU approval, new degrees proposals go to the Indiana Commission on Higher Education. The proposal is reviewed, and comments shared back with IU and the submitting unit(s). A virtual meeting is scheduled with the ICHE reviewers to discuss the new proposal. If the proposal is found to be solid and of merit, the next step is an expediated review before the full state commission (in person and virtual). The state is notified of all new degrees and certificates.​New degrees and credentials are then routed to the Higher Learning Commission for notificationSteps at the Indiana Commission on Higher Education (ICHE). An in-depth review is typically only conducted for new degrees, while other proposals may be expedited for approval. The ICHE form at IU Graduate School Indianapolis should be used to prepare a proposal. This form lays out some of the questions the state reviewers and commissioners may later ask at the formal review meetings.There are two phases to the state review. Staff review and commissioners’ review.IU is providing more guidance on this process through Dr. Ferguson in Academic Affairs and the Graduate School as needed.Staff in the commission will review the proposal and provide 1-2 pages of specific questions related to the new degree and its implementation. This determines if the proposal will move to the commissioners for review. Questions often touch on:1. Connections/relevance to state workforce/industry/business/non-profits
2. Connections/relevance to school alumni and the community
3. Is there a potential for stacking (crediting) credentials towards the degree
4. Opportunities for student internships, student projects with partner organizations, and ties to other local or state collaborators
5. Potential for 4+1 accelerated programs to feed into our master’s programs
6. CPL, credit for prior learning

PowerPoint slides detailing the process is available for GAC members to review and share with their units. | Blum/ Ferguson |
| Consent Agenda – all approved* PhD in Urban Education Studies to be offered in a 50-79% hybrid format from the School of Education
* New PhD minor in Computer Science from the Luddy School of Informatics, Computers, and Engineering
* New Global Health Leadership track in the MS in Global Health and Sustainable Development from the Fairbanks School of Public Health
* Changes to the PhD minor in Life Sciences from the School of Medicine
 | Blum |
| Informational Item: On February 25, 2025, the GAC approved a modified proposal for the Addictions Neuroscience program. The Graduate School received the proposal, confirming it met the requested modifications. |  |

Next Meeting and Adjournment (**April 29, 2025, 1:30 pm, Zoom**)