Highlights Report: Graduate Office at IUPUI

The Graduate Office is committed to serve graduate students, faculty, and graduate administrators on the IUPUI campus by:

>Working with faculty to assure programs of high quality and high market appeal are available at IUPUI,

>Recruiting for graduate programs both regionally and nationally,

>Handling admissions to all graduate programs on campus,

>Supporting graduate student organizations to improve graduate student campus life,

>Overseeing graduate student progressions through all Graduate School programs.

Teaching and Learning

The Graduate Office oversees the approval process for all graduate degrees on the IUPUI campus, using written evaluations from both internal and external reviewers (http://www.iupui.edu/~gradoff/gac/). The IUPUI Graduate Affairs Committee, which approves all proposals before they go to the Academic Leadership Council and to the Trustees is chaired by Sherry Queener, Director of the Graduate Office at IUPUI, and includes Dean of the Indiana University Graduate School James Wimbush, as well as representatives of the Dean of the Purdue University Graduate School.

❖ **Two new Master's programs (**MS in Translational Science for IUPUI, MA in Counseling Psychology for IUPUC), **five new graduate certificates** (Health Information Management & Exchange, Health Information Security, Health Information Systems Architecture, Informatics for Public Health Professionals, and Translational Science), **and three new tracks** (Herron School of Art & Design MFA tracks in Photography, Ceramics, and Painting & Drawing) were approved and forwarded by the Graduate Affairs Committee of IUPUI.

❖ **Preparing Future Faculty (PFF)** for IUPUI has been placed in the Graduate Office and is currently being administered by Dr. Fred Pavalko, who is serving as a faculty fellow within Academic Affairs, and by NaShara Mitchell, who is the Assistant Dean of the IUPUI Graduate Office (http://www.iupui.edu/~gradoff/students/pff.html). Programming for the PFF program is expanding and additional emphasis will be placed on content for students aspiring to careers in industry, business, or government.

❖ **Doctoral and professional student enrollments set records.** IUPUI PhD programs enrolled 606 students in fall 2010, up over 100 students in the last two years. Graduate and professional students in all categories totaled 8251 in fall 2010 and constituted over 28% of students enrolled at IUPUI.

Research, Scholarship, and Creative Activity

❖ **Herbert Summer Scholars conduct research at IUPUI for the fourth summer**. The Herbert STEM Summer Scholars program, created to honor past IU President Adam W. Herbert, is designed to bring students from partner institutions such as Jackson State University, Morehouse College, Bennett College for Women, and North Carolina Central University to IUPUI or IUB for an intensive summer research experience. In 2011 seven students were placed at IUPUI, working in the Schools of Medicine, Physical Education & Tourism Management, and Science. Local administration of this program is through the IUPUI Graduate Office. http://www.stem.indiana.edu/summerinstitute/

Civic Engagement

❖ **The Graduate Office recruits on behalf of IUPUI at area companies.** The Graduate Office serves its community in part by distributing information about opportunities in graduate education to businesses and institutions in the region. In the academic year 2010-2011, staff from the Graduate Office contacted 678 prospective students during visits with 26 different organizations, including ADT, Camp Atterbury, Carrier, CNO, Community Hospitals, Covance, Defense Finance Accounting Services, Delta Faucet, Firestone, Indiana Heart Hospital, IPL, Marion County Library, Marriott, MISO, Wellpoint. Recruiting by the Graduate Office also includes attendance at various career expos and graduate open houses around the state and nation. Institutions contacted include DePauw, Purdue, Franklin College, and Southern Illinois University Edwardsville.

❖ **The Grad Expo attracts 200 prospective students.** On September 29, 2010, the Graduate Office hosted a Grad Expo which attracted recruiters from graduate and professional programs at IUPUI and from 27 other universities, including schools from California, Michigan, and Illinois. The goal of the event was to help IUPUI undergraduates find the best fit for graduate level work and to advertise the quality of IUPUI graduate programs to peer institutions.

❖ **Accelerate Acceptance: Secrets of Graduate School Admission** events held on September 8, 2010 in the NCAA Hall of Champions and on May 23, 2011 in the Center for Leadership Development. The events were organized by the Graduate Office and the IUPUI Graduate Recruitment Council, a faculty-led group brought together by the Graduate Office to improve coordination of graduate recruitment at IUPUI.

❖ **Part-Time/Evening Showcase Recruiting event held in the Arts Garden in downtown Indianapolis.** This event, organized by the Graduate Office and the IUPUI Graduate Recruitment Council, brought representatives of ten IUPUI programs into the community to advertise the flexible part-time and evening graduate programs available at IUPUI.

❖ **IUPUI Graduate Programs now appear on the Summit League website** (http://www.thesummitleague.org/ViewArticle.dbml?DB OEM ID=3900&ATCLID=205178035). In response to a request from the league, the Graduate Office created a user-friendly list of graduate and professional programs available at IUPUI to promote graduate education among student athletes and visitors to the Summit League website.

Diversity

- ❖ **The Graduate Office recruits on behalf of IUPUI at SACNAS events**.   The Society for Advancement of Chicanos and Native Americans in Science (SACNAS) hosted meetings in Anaheim, California and in Chicago, Illinois to bring qualified students in contact with institutions offering graduate programs in science.

- ❖ **UPnGO returns to the Graduate Office.** The Underrepresented Professional and Graduate Student Organization (UPnGO) is now advised by NaShara Mitchell, the Assistant Dean in the Graduate Office. This organization has the goal of sponsoring workshops, seminars, and events to improve retention and quality of life of graduate and professional students at IUPUI.

Best Practices

- ❖ **Coordination of graduate recruiting events among several Indiana institutions** led by the IUPUI Graduate Office (Sue Wheeler and Beth Young) and Ball State University (Stephanie Huffman). Education fairs at Indiana colleges and universities are now listed on a single calendar shared by recruiters and career counselors at institutions throughout the state.

- ❖ **Secrets of Graduate School Admission programming from the IUPUI events will move state-wide** using faculty from Ball State, Indiana State University, St. Mary of the Woods and Rose-Hulman with planning led by the IUPUI Graduate Office and Ball State.

- ❖ **Electronic work flow improves service by the Graduate Office.** A Graduate Office effort led by Assistant Director David Koerner led to an electronic work flow system that simplifies access to Graduate Office staff by programs that need specific service. Other improvements have led to more rapid actions on routine tasks such as admissions. Graduate Office staff Ketha Troutman and Carla Watson now process 54% of applications on the same day that the program enters an admit decision; nearly 85% are processed within two days, with the remainder being held for missing materials or other issues.

- ❖ **Graduate Office recorder holds thesis/dissertation training sessions within schools.** The Graduate School recorder in the IUPUI Graduate Office, Debra Barker, performs format checks for theses and dissertations submitted by students earning master's degrees and PhD degrees. To ease the process, Ms. Barker created materials outlining the steps and meets with groups of students within programs who are ready to begin writing. Student feedback suggests this early training helps them avoid delays at the end of their program.