Members Present: M Reece (liaison), K Gilbert, S. Middlestadt, L. Kamendulis, J. Luo, T. Mickleborough, D. Knapp, B. O'Loughlin, N. Montemayor, Catherine Sherwood-Laughlin

Members Absent: Kathy Gilbert

Guest Attendee: Jody Vaught

Student Government Representative: R. Shei

Staff liaison: Barb Coble

Michael Reece informed the Academic Council changed its committee structure a couple of years ago, but one thing that was not done was to be sure the Director of Public Health programs would be present.

Agenda: Motion to approve agenda, T. Mickleborough, S. Middlestadt 2’nd; all in favor.

Minutes: Motion to approve the April 17, 2014 minutes, L. Kamendulis; T. Mickleborough 2’nd, 2 abstentions D. Knapp and S. Middlestadt, rest in favor.

Announcement: Must meet monthly so will have to work around holidays and spring break.

M. Reece: There will be a new hire, part of the title for the new position will be Graduate Studies Specialist. This person will be a single point of contact who students and faculty go to with every question related to the academic experience post matriculation and prior to graduation. This person will help students/faculty liaise with the dean’s office who can respond to their questions. We need the single point of contact who is highly skilled and interactive and understands all the ins and outs of our programs. Once person is hired we will know how the duties of the dean’s office will be spread out. Hoping to hear back next week if approved by HR.

SOPHAS Update and Next Steps for Training  Nelda Montemayor

B. O’Loughlin has completed all designations, designations have been loaded, work groups have been created and N. Montemayor is filling in the names of faculty who will receive authorization. Faculty will be able to see applications. Bob has updated graduate admission information in the SPH Bulletin and on the SPH Website. Nelda is working with the tech dept. to be able to merge information from SOPHAS, which is required on the IU eApplication, directly into Peoplesoft. Bob explained the eApplication – The student has to complete both the IU eApplication and SOPHAS. Next year we hope we can do as the University of Minnesota where students only apply through SOPHAS. They export data from the SOPHAS and tech people load into the SIS, eliminating the need for the student to complete two applications.
Nelda is working with MPH faculty next week, then department chairs and faculty to customize their training. Discussion followed regarding what faculty need to know, such as how they will be involved in reviewing applications. M. Reece suggested Nelda contact grad directors as to how to structure training. Nelda responded to questions regarding how faculty will be notified when an application is complete, how they will be able to go in the SOPHAS system and check the status of applicants, etc. for their students. Mention was made regarding faculty and the action list, and some management techniques that might be set in place so that the edoc will be processed and not lost in email. M. Reece mentioned that it would be better for Nelda to meet with each member of this committee to discuss the process of admits. Nelda will be sending an email message to set up a time with each member. M. Reece mentioned hoping that when we can do the automatic transfer data entry into SIS that it will give him the rationale to go back to the grad school and not have to pay $55 per student for their fee.

**Graduate Student Fellowships**  M. Reece: Grad School Fellowships are confusing - the grad school instructions are written only for the College not the professional schools. Jody worked with Michael to try and do some restructuring. Sue Todd was moved from what she was doing into a completely different role because of this. Hundreds of thousands of dollars, out of the graduate school, are being overlooked. We are missing out. We need to look at fellowships as a stability package. If we are going to help our students receive some of this cash, we need to manage this system ourselves. The Grad School is not helping us. Jody informed everyone that Sue is now focused on grad student funding - student academic appointments/fellowships. Jody said there are plans to revamp the financial aid part of the SPH Website. Jody gave explanation of materials including a grid distributed to members. A few fellowships result from nominations from the chair, and for others, the student will submit application to a committee member, and the member will give to Sue Todd. Jody gave explanation of the grid and due dates. There was concern about whether or not a week is enough time for members to review application for fellowships then get them to Sue. Then Sue will have only two days to get it to them to the grad school. The committee sends feedback to Sue. Some applications are due within the next week. Sue will put deadlines on the calendar for this committee prior to dates the materials are due. Send any comments to Jody or Sue. M. Reece gave example of Wells Fellowship where the student submits on Nov 10, and depts. have 9 days to rank – then there are only 2 days. This is where they fall apart. If each dept. has three or four people, and the Grad School says you have to have it ranked as a school that means all have to be available to review the day they get to Sue. There is concern due to the back up. Sometimes Grad School will use the word dept. but they really mean school. Sometimes they will say you can submit one for your school. Jody clarified that Grad School said if you have five departments you can submit five. Susan Middlestadt – suggested the need to clarify if ranked by dept. or school on the grid. Another column will be added to say whether ranked by school or dept. Once grid is finalized, it will be on website. There will be a link on the website to the application and grid. M. Reece mentioned a need to work on the template, and then have the grad directors look at it.

**Accreditation Update and Site Visit Planning**  M. Reece Two major events are happening. A mock site visit is happening on Oct 27th. All faculty on the committee are involved. A site visit is taking place on Dec. 8, 9, and 10. This Graduate Studies Committee will meet with the site visit people about the “other degrees.” At a different time, the Public Health Leadership Team will meet with the site visit people
about the BSPH, MPH 3 PhDs that are designated Public Health-Health Behavior, EPI and Environmental Health.

All MS degrees and the two PhD degrees in RPTS and KIN will be handled by the Grad Studies Committee plus a couple of hand-picked faculty from RPTS KIN and AHS. Mock site visit – bringing in Kathy Meiner who is the Associate Dean for Public Health Practice at the Emory Univ. School of Public Health and Bob Gold who is the former Dean of the School of Public Health at the University of Maryland. They will be asking hard questions to help us think through whether or not we are ready to answer very pointed questions from strangers. They will have a meeting with us and give feedback. Actual site visit includes: 1 hour to cover research service and workforce development; 1 hour to cover student affairs, faculty affairs and diversity. Many students are involved and M. Reece will be following up with Ren-Jay.

2014-2015 Requirement Change: MS Athl Admin/Sport Mgmt

Bob – documents/ tab sheets passed for review of committee. 2013 and 2014 tab sheets. The Department of Kinesiology lost 3 faculty in Athletic Admin / Sport Management Master program, Fielding, Lim, and Walsh. Drs., Pederson, Sailes, Clavio, and Williams remain. New tab sheets and Bulletin include the changes. SPH-K 550, on the 2013 tab sheet, was replaced by M522 or M513 on new 2014 tab sheet. There were many choices in the emphasis areas which were removed because they are no longer taught. This allowed the 2014 tab sheet to work with 4 faculty instead of 7. Motion to approve by Tim Mickleborough, 2’nd - L. Kamendulis. Unanimous approval.

J. Luo is now Grad Study liaison to Academic Council and will present to academic council.

Graduate Degree Competency Review – This committee needs to develop a way to review grad degree competencies. When they are re-reviewed, M. Reece enters this into the self-study. Need 3 years to do everything, which happens to be after the site visit. At some point M. Reece will ask this committee to ask curricular groups to look at competencies for every graduate major. A paragraph will probably need to be prepared explaining their decision. The Public Health Leadership Committee will have to do core with faculty and concentrations done major by major.

Graduate Student Enrollment Review and Recruitment Plan - M. Reece requested Bob O’Loughlin to send a list to grad directors with fall census numbers and to look at list Jody had prepared and calculate it. Bob will reformat the document and send to M. Reece to review. Programs where students decline show an increase in faculty decline. Dean Torabi and M. Reece discussed grad student recruitment at this school. M. Reece thinks we should spend this yr. developing graduate student recruitment plans and be more conscientious about school wide recruitment.

Graduate Student Recruitment and Fellowships – M. Reece sent a message to this committee regarding specific reasons why no one nominates students for fellowships. The Grad School sent 400 names, and within eight days expected us to go through them and identify students then nominate them. The Grad School sent an email asking if we had all the minorities we need, which seemed a bit passive/aggressive, but sincere. The answer to their question is no. We need more responsive systems at the Grad School
when they make resources available. Their program is set up to recruit only PhD and MFA students – designed for people coming out of undergrad. Those don’t resonate with us. M. Reece doesn’t think this is an effective program for us because those students do not have master degrees. We should mimic this program and create a program for ourselves.

**X590 Revisions and Next Steps**  
Aaron Sayeh has been asked to come to our next meeting. Aaron teaches X590 in EPI and BIO and asked to rethink the class and move toward a “here is what you, as a consumer of research of a master student, should know”. This is not a methods course, writing thesis or dissertation course anymore.  
M. Reece wants A. Sayeh to work with this committee on what the content for the class should be, and believes we should work towards a doctoral methods course. SPEA teaches one of the most comprehensive on this campus.

**Online Course Development**  
By next summer 3 classes will be on line ….X 590 Q 501 and X 505, which will be high level professionally developed modules. We are doing this because RPTS has their online Master’s degree programs now that need these courses, and they are working on an online MPH program. These classes could mean a lot for our programs. Students admitted in the summer can take courses in summer before they travel to, and live in Bloomington for the fall semester. Having online courses would be a positive step toward being able to offer a 4 + 1 program. (4 year BS, plus one graduate-level year for combined bachelor/master degree.)

**Qualifying Examination Dates for spring 2015**  
The number of students taking the In House written exam has been decreasing. Approximately eight people took the exam In House last year. M. Reece stated that this is difficult to handle. Why wait until the next time offered at the school (three times a year) if you have a student ready to take the exam? Should the Dean’s Office be micro-managing this process? There is a need to look into this further this semester and see if we can move away from it.

**PhD Application Updates**  
There has been denials from Kinesiology and some other departments have pending applications

**Reduction of Minimum Required Credits for M.S. degrees**  
We have at least 2 majors in KIN, 2 in RPTS and 2 majors in AHS considering reduction from 35 to 30 credits. We have approval from the grad school that our M.S. degree programs may require as few as 30 credits, but it is not clarified from them if it is all majors within a degree or major by major. M. Reece believes it should be all majors within a degree if you go from 35 to 30 and that the degree runs the credits, not the major. He will communicate with Bob and follow up with chairs. The integrity of the degree has to be paramount. This drive to change credit-minimums is due to the 4+1. The SPH faculty rationale is, are our MS degree less attractive because they require more credits than others? The IU Campus rationale is that the campus wants to boost graduate education and the quality of graduate education and what many schools are doing is offering to allow bachelor’s degree students to take some master-level classes, then come here and in one year walk out with an MS degree. We have to be focused on the integrity of the degree.

Motion to adjourn by Doug Knapp; M. Reece 2’nd