

Meeting Minutes | Graduate Studies Committee | September 27, 2017

Room 2102 (IUB)

/ Zoom Bridge 238504

| 10:00am-12:00 pm

- **Members Present:** John Hitchcock, Christine Leland, Marjorie Manifold, Jessica Lester, Frank DiSilvestro, Marjorie Treff, Andrea Walton, Rebecca Martinez, Quentin Wheeler-Bell, Kelzie Beebe, Leslie Chrapliwy
- **Members Absent:** Brendan Maxcy, Sharice Russ, Cristina Santamaria-Graff,
- **Ex-officio Present:** Y. Barry Chung, Ghangis Carter
- **Guest Members:** Matt Boots
- **Staff:** Kirstin Helström
- **Presenters:** Peg Sutton, Marjorie Manifold

I. Review/Approval of Minutes from September 6, 2017

- *Rebecca Martinez moved to approve the minutes from September 6, 2017 as presented.*
- *Marjorie Manifold seconded the motion.*
- *All in favor.*

II. Information Items

A. M463:

- i. Barry Chung briefed the committee about technical issues regarding M463 and that these issues should be resolved soon.

B. GSC Scholarship/Fellowship Subcommittee Membership:

- i. Matt Boots informed the committee of a policy notification that came to the attention of the GSO, regarding student involvement in the scholarship/fellowship subcommittee membership. Therefore, Kelzie Beebe is not eligible to serve on the Beechler Fellowship subcommittee. Since the Beechler fellowship subcommittee has three remaining members, her participation on the subcommittee will not need to be replaced.

III. New Course Proposal

A. H605:

- i. Peg Sutton presented on course H605 "Educational Policy and Reform." She mentioned that the courses H620 and H622 are advanced and therefore do not adequately cover introductory material to education policy analysis and studies. H605 would therefore function as an introductory course not only for majors, but also non-major students interested in education policy and reform. She noted that the course is being taught in an experimental mode right now under a different number, and it's going well.

A proposal was offered to remove the H623 course as a required course in the Policy Core section of the Ph.D. in History, Philosophy, and Policy in

Education with Specialization in Education Policy Studies and replace it with H605 to improve course sequence.

- *Leslie Chrapliwy moved to remove H623 and add H605 to the major.*
- *Jessica Lester seconded.*
- *All in favor.*

IV. **Course Changes: H623 and doctoral minor**

A. H623:

- i. Peg Sutton also presented on H623. She mentioned that the program currently does not have a course to represent a practicum experience, and that this experience would be relevant to the students in the program. Barry Chung suggested to use a different course number, since H623 has been used in the past to represent a non-practicum course experience. Peg Sutton confirmed that a new number would solve that issue, and she mentioned that this item should be ready for GSC consideration within the next month or two pending a review of the matter within her program.

Peg Sutton also proposed a change to the Educational Leadership and Policy Studies doctoral minor. Students currently are required to take H620 & H622, but she proposed that students instead take H605 (see above) and one of H620 or H622.

- *Marjorie Treff moved to adopt this proposal.*
- *Rebecca Martinez seconded.*
- *All in favor.*

B. Z531, Z532, Z533: Marjorie Manifold

- i. Marjorie Manifold presented on the series of three graduate level methods courses that must be taken by certification students, who want to teach fine arts in Indiana. Students take Z531 and Z533 together, followed by Z532 in the spring, in which they are placed in a school to work with teachers and plan lessons. Master's students can choose to use these courses toward meeting their degree requirements, but they are required for certification students. These courses do not have high numbers of graduate students taking them at once, so they are taught with the undergraduate course counterparts.

Marjorie Manifold mentioned the desire to change the course Z533 title from "Arts and Crafts for Teachers" to "Child Art: Understanding Children as Makers and Readers of Images" to better represent the disciplinary content. Leslie Chrapliwy mentioned the need to adjust the reported percentages

within Z531's "ESI #5: Learning Assessment" Course Change Form presented to the GSC committee so that the percentages add up to 100%. Marjorie Manifold confirmed that the Reading Responses section would be reduced from 20% to 10% to result in a learning assessment percentage of 100% total. Marjorie Manifold also mentioned that as the graduate enrollment numbers to increase, these graduate courses will no longer need to be joint-listed with the respective undergraduate courses. Therefore, the joint-listing of these graduate courses with the undergraduate courses will be removed. Matt Boots and Leslie Chrapliwy stated that they will confirm with Jane Kaho and the bursar's office that the special course fees are no longer necessary.

- *Jessica Lester moved to accept all three course revision documents pending the course title and description changes.*
- *Rebecca Martinez seconded.*
- *All in favor.*

V. **Policy Revision: "Forming a Research Committee" Bulletin Language**

A. "Forming a Research Committee":

- i. Barry Chung briefed the committee on the requirement to submit an IRB approval form, when students are forming their research committees. Barry Chung recommended a change in the "Forming a Research Committee" policy language in order to increase flexibility and provide for a more logical order, as follows: (1) organizing the research committee, (2) holding the dissertation prospectus meeting, and then (3) acquiring IRB approval. Barry Chung confirmed with both the Dean's office and Indiana University's IRB that this an acceptable sequence. Barry Chung presented a document of the policy language with related track changes to show the adjusted policy language.

There was a minor discussion of additional changes that could be made to the policy language, particularly concerning the phrasing of a "substitute member." Committee members pointed out that this phrasing actually suggests an additional member, rather than a substitute. John Hitchcock recommended that these other areas for improvement be considered in a later meeting to allow for deliberation around the fuller document, so that other areas could be examined and exact replacement language could be created. Matt Boots and Barry Chung also confirmed that, typically, minor language changes can be made and processed only as informational items in GSC meetings. Hence, additional changes will be presented in future GSC Meetings and the current tracked changes were reviewed.

- *Marjorie Treff moved to accept the track-changed language in the document.*
- *Quentin Wheeler-Bell seconded.*
- *All in favor.*

II. Discussion Items

A. Volunteers for Town Hall Meetings:

- i. Barry Chung continued the discussion of faculty town hall meetings with the committee. He informed the committee of the schedule (as seen on the agenda document) and that he has encouraged the department chairs to ask their faculty to attend. Barry Chung asked for volunteers from the committee to moderate these meetings, and volunteers are as follows:
 - Meeting 1 - Tuesday, October 10, 2017 (9:30am-11am)
 - a. Rebecca Martinez, Marjorie Manifold
 - Meeting 2 - Monday, October 23, 2017 (1-2:30pm in WW 2277)
 - a. John Hitchcock, Andrea Walton
 - Meeting 3 - Wednesday, November 1, 2017 (4-5:30pm in WW2140)
 - a. Jessica Lester

Barry Chung confirmed that he will send around talking points, so that the committee and the moderators can help facilitate productive discussions.

B. Fellowship Information Emails:

- i. Kirstin Helström informed the committee that she has been working with Jodi Adkins in GSO to streamline the fellowship communications to students. Previously, Jodi Adkins would send an email to department chairs and administrators that included both faculty and student information, and the department administrators would be responsible for passing on the pertinent information to students. This has led to students in different departments receiving that information at different times and sometimes different types of information. Therefore, to make this process more efficient and equitable, Kirstin Helström proposed that she and Jodi craft a single email with two attachments: one file would contain administrative information, while the other would contain information only relevant to the students, so that the administrators would not be responsible for crafting communication to students. They could simply use attach the student file to an email to inform their students.
 - *The committee agreed that this action would improve the process.*