Minutes of the
Graduate Directors Meeting
Thursday, October 22, 2015
1:00-2:00pm, Kettler Hall 178

PRESENT:  Hosni Abu-Mulaweh (CME), Hongli Luo (Technology), Marcia Dixson for Steve Carr (Communication), Jane Leatherman (SPED), Deb Poling (Nursing), Wylie Sirk (EDLD), Cigdem Gurgur (MBA), Abdullah Eroglu (ECE), Carol Sternberger (OGS), Brenda Blazier (OGS), Susan Humphrey (OGS), Carly Thompson (GSO), Brian Mylea (OIE), Max Montesino (OLS), David Cochran (IPFW Voting Member on Purdue Grad Council), Barton Price (Graduate Advisor), Frank Paladino (Biology), Kerrie Fineran (CNSM), Doug Weakley (Mathematical Sciences), Brian Fife (Public Policy), Peter Ng (CS), Amy Nitza (Prof. Studies)

ABSENT: Lewis Roberts (English & Linguistics), Terri Swim (Educational Studies)

The meeting was called to order by Carol Sternberger at 1:00 p.m.

• Approval of agenda by consensus.

• Approval of September 24, 2015 minutes by consensus.

• Carly Thompson presented GSO update:
  o Carly passed out a Three Minute Thesis (3MT) Contest Workshop #1 Flyer that we would like Graduate Directors to post in their departments – Think Tank: Brainstorming Your 3MT Ideas – Friday, October 30th, 4:30-6pm, KT 117. Carol, Marcia Dixson and Vamsi Nalam will be helping the students come up with or modify a topic for the 3MT Contest. Students do not have to have a thesis in order to participate, they can just take a research paper or scholarly project and turn it into a 3MT.

• Carol discussed 3MT Contest – Wednesday, March 2nd, 5pm:
  o Carol asked Graduate Directors to encourage their Graduate Students to come to the workshops even if they don’t want to be in the 3MT Contest this year because it will help them professionally.
  o Senior Capstone students should also be invited and they will compete in their own category.
  o If the winner of the 3MT Contest is a Thesis student, then they will go on to compete at the Regional Meeting in Chicago of the Midwest Graduate School Association.
  o Carol shared the idea is that the student will take a very complex topic and explain it with one Power Point Slide to an educated lay audience using non-jargon.
Several workshops will be held for the students on topics such as brainstorming, voice, improvisation, Power Point, condensing knowledge and a couple workshops in the spring so students can practice and get faculty critiques.

- Jennifer Dressen, Center Director and Chris Segur, University Placement and Admissions Counselor of ELS Language Centers were asked by Carol to come back to the Graduate Directors Meeting to explain their services to our new Graduate Directors:
  - Jennifer and Chris handed out a flow chart that explains their processes for assisting ELS students to apply to IPFW (see attachment).
  - Brian Mylrea clarified that ELS Conditional Admission is a two-step review process: First, the Department determines if the ELS student meets the Undergraduate GPA/curriculum requirements and defers Admission and the GMAT or GRE until the student completes the ELS Level 112 English Proficiency requirement. The OGS issues the ELS Conditional Admission Letter listing all the Conditions of Admission. Secondly, upon meeting the English Proficiency and GMAT/GRE requirements, then the ELS student’s application goes back to the Department for a final review.
  - Carol reminded the Graduate Directors that all I-20/International status questions should be directed to Brian Mylrea in the Office of International Education. Chris and Jennifer passed out their business cards so that all questions from ELS students can be directed to either Chris at csegur@els.edu (260-481-0354) or Jennifer at jdressen@els.edu (260-481-0352).

- GPA Policy – Carol reviewed the Undergraduate GPA Minimums for International students:
  - If International students do not meet the Undergraduate GPA minimum of 2.8, unlike domestic applicants, then they cannot be admitted as Non-degree because International students cannot be admitted as Non-degree students.

- Carol discussed need for IU Graduate Council Representative:
  - Marcia Dixson shared that if Departments are planning on making changes to their programs or developing new programs that this position would be very beneficial to know how the process works.
  - Since there is no interest, Carol will tell Dr. Wimbush that IPFW will not have a representative.

- Kathryn Hopkins, Lead Marketing Specialist with Marketing Communications presented Marketing update:
  - Marketing is working on a Rebrand and putting together a Style Guide.
  - They are planning action photography for a new View Book – an over-arching booklet.
  - Kathryn is the point of contact for Office of Graduate Studies and Susan Alderman is the point of contact for the Departments so please submit marketing requests to them.
  - Carol reminded Graduate Directors that we have to have diversity in color and age in our photographs of students.
  - Brian shared that the Office of International Education (OIE) is partnering with some external firms for print and web-based marketing and they will be contacting Departments for FAQ sheets, departmental profiles, employment/placement statistics, or photographs. OIE will cover the costs.
• Upcoming Graduate Director Meetings in 2015:

   Wednesday, November 18th, 1:30-2:30pm, KT 178
   Monday, December 7th, 2-3pm, KT 178

The meeting was adjourned at 2:00 pm.

Submitted by: Brenda Blazier, Office of Graduate Studies
Think Tank: brainstorming your 3MT ideas

Curious about the first ever 3 Minute Thesis contest at IPFW?

Come learn more about this opportunity and how YOU can participate. There will be two brainstorming groups; those with a thesis and those without (that’s right- you don’t need a thesis to participate).

Dr. Carol Sternberger, Dr. Marcia Dixson, and Dr. Vamsi Nalam will help you come up with or modify a topic.

Join us on Friday, October 30th from 4:30-6pm in Kettler 117.
ELS collects all documents for conditional or direct admission and submits them to:

- Application & Fee
- Certification of Financial Support
- Letters of Recommendation
- Passport/I-20
- Transcript Evaluation
- Personal Statement

**OFFICE OF GRADUATE STUDIES**
- Issues final decision
- forwards letter to OIE for I-20 approval
- uploads admission letter to ELS O Drive

**GRADUATE DEPARTMENT**
- reviews application
- issues decision letter
- forwards decision letter to Office of Grad Studies

**OFFICE OF GRADUATE STUDIES**
- processes application
- forwards to appropriate department

**ELS O Drive**
- Approved OGS student applications are reviewed by OIE for I-20 approval
- OIE mails admissions packet with letter and I-20 to UAS in Princeton

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**Conditional admission**

- Student is admitted into IPFW degree program upon successful completion of ELS language program and any other conditions of admission
- Student can begin final steps of enrollment as required by Office of International Education
  - Student must complete Intent to Enroll Form

**Direct admission**

- Email from OIE
- Student has met all academic requirements

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For additional information/questions, please contact:

Christopher Segur
University Placement and Admission Counselor
Phone x10354
Email csegur@els.edu

OFFICE OF INTERNATIONAL EDUCATION

Phone x16034
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