Minutes of the
Graduate Directors Meeting
Friday, February 17, 2017
11 – 12 pm, Kettler Hall, Room 178

PRESENT: Hosni Abu-Mulaweh (CME), Michelle Karl (Communication), Carrie Stumph (MBA), Guoping Wang (ECE), Carol Sternberger (OGS), Brenda Blazier (OGS), Susan Humphrey (OGS), Andrea Myers (GSO President), Kim O’Connor (OLS), Brian Mylrea (OIE), Jin Soung Yoo (Computer Science), Wylie Sirk (EDLD), Kerrie Fineran (CNSM), Elliott Blumenthal (Biology), Barton Price (Graduate Advisor), Jane Leatherman (SPED), Lewis Roberts (English), Hongli Luo (Technology), Brian Fife (Public Policy), David Cochran (IPFW Voting Member on Purdue Graduate Council), Nila Reimer (Nursing)

ABSENT: Doug Weakley (Mathematical Sciences)

The meeting was called to order by Carol Sternberger at 11:00 am.

- Approval of agenda by consensus.
- Approval of minutes by consensus.
- Andrea Myers, the GSO President, presented a GSO update
  o Friday, February 17th will be a GSO Social at the Komets Hockey Game – 20 students have purchased tickets to attend.
  o Thursday, February 23rd at 12 noon will be an Interviewing Professional Development Session lead by Kevin Stoller.
  o They are still looking for someone to lead a Networking Professional Development Session in late March? Please email Carol if you are willing to help the GSO or your suggestions. Vistaprint.com was suggested. Summit Scholars and Kappa Delta Pi interviews were also suggested as ways next year to get Graduate students involved in the interview process. The student group of the Alliance and Psychology’s scholarly organization were other suggestions.
- Carol gave an update about this year’s 3MT Contest on Wednesday, March 15, 2017 at 5pm in Walb Classic Ballroom
  o Next 2 3MT Workshops are mandatory: Friday, February 24th in Neff 101 - “3MT Practice and Constructive Criticism” from 4:30 – 6:30pm and Friday, March 3rd in Neff 101 – “3MT Practice and Fine Tuning”. Critiques of the student’s Power point slide and stage presence will be given at these workshops.
  o Carol needs the support of the Graduate Faculty because we only have 2 students registered at this time!
- Slate Update
  o IU Graduate Admissions Slate Training will be this fall on Wednesday, September 6th and Thursday, September 21st. The time and location has not been determined yet.
• IU Graduate Directors, Graduate Admissions Committee members, and Graduate Secretaries, please keep one of the dates open on your calendar!
• Make sure everyone has FERPA and Social Security number certifications completed before the training.
• Carol needs from every IU Grad Director all the admission requirements emailed to her in a numbered list so that PU-WL can build Slate to include the IU programs.

• Thesis Formatting
  • Barbara Lloyd has retired and will not be replaced. Carl Drummond says the thesis format advising needs to be graduate faculty driven now. Jordan Marshall will be working with the Biology students but the other programs need someone to go through the training at PU-WL and help their students. Mark Jaeger is the contact: markj@purdue.edu (765)494-3231; the link to the Thesis office is: https://www.purdue.edu/gradschool/research/thesis/index.html
  • Barton Price suggested that the Writing Center could help and Carol said that it could not be a student advisor. Barton will work with Carol and Marcia Dixson.

• IU/PU Transition Update
  • Carol met with Dean Mark Smith, Associate Dean James Mohler and Associate Provost Candiss Vibbert at PU-WL last week. All IU graduate courses have been submitted to the Graduate School so that they can assign PU course numbers. The IU graduate programs have also been moved by a memo.
  • Carol is requesting that each of the IU Graduate Directors and Graduate Faculty (including LTL’s and Visiting Instructors) who wish to be assigned a Graduate Faculty Status (needed to serve on any graduate student committee or to teach a graduate course) submit a CV to her with “PU Graduate Status” in the subject line of your email by March 31st. She has had 47 CV’s sent to her so far and they are being assigned PU Graduate Faculty ID’s.
  • James Mohler and Dean Smith are going to attend one of our Graduate Directors meetings and all IU Graduate Directors and Chairs will be invited to attend the 1st Fall 2017 meeting of the PU Graduate Council to be introduced.
  • David Cochran is finishing his final year as the IPFW Voting Member on the Purdue Graduate Council so please let Carol know if you would be interested in this position next year - it is a 3 year term and you would also be asked to serve on an area committee to review new courses and programs.
  • Carol spent 2 days with the Commission last week and they will also be moving all IU programs to PU by memo.
  • The Commission decided all IU Programs that aren’t currently PU programs – such as music, public policy and general studies – will be handled the same way with a memo.

• Carol handed out the definitions of a Graduate Degree, Graduate Major and Graduate Concentration – see Attachment #1 - from Purdue.

• Upcoming Graduate Director Meetings in 2017:
  Friday, March 31st  12 noon – 1pm  Kettler Hall Conference Room 178
  Friday, April 21st  1pm – 2pm  Kettler Hall Conference Room 178

The meeting was adjourned at 11:45am.

Submitted by: Brenda Blazier, Office of Graduate Studies
Policy and Academic Process for Requests for Graduate Program Majors by Academic Units

Graduate Majors
Graduate education at Purdue is organized by degree programs. A degree program may have one or more associated majors. Each major is a unique set of courses designed to give the student depth in an academic field. A major designation appears on all transcripts issued after the degree is posted, but not on the diploma.

Definitions:

Definition of a Graduate Degree
A graduate degree is a specific program of study, approved by the Purdue University Graduate Council, Provost’s Office, the Board of Trustees, the Indiana Commission for Higher Education and the Higher Learning Commission.

Definition of a Graduate Major
A major is an academic field of study within an approved graduate degree (requiring 60% of the graded credit hours for a master’s degree or 18 graded credit hours for a PhD), approved by the Purdue University Graduate Council and the Provost’s Office.

Definition of a Graduate Concentration
A concentration is an area of study within an approved graduate major (requiring a minimum of 9 credit hours), administratively approved by the Graduate School.

Graduate majors will have the following features:

1. Specialization in an academic field of study within a graduate degree.
2. For MS degree programs, a major is defined by a minimum of 60% of the credit hours required for the degree (see Table 1 for examples).
3. For PhD programs a major is defined by a minimum of 18 credit hours of graded course credits required for the degree.
Table 1. Number of course credits that define a graduate major

<table>
<thead>
<tr>
<th>Minimum Credit Hours for the Master’s Degree Program</th>
<th>Required Minimum Number of Graded Credit Hours Required for a Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>30-39</td>
<td>18</td>
</tr>
<tr>
<td>40-49</td>
<td>24</td>
</tr>
<tr>
<td>50+</td>
<td>30</td>
</tr>
</tbody>
</table>

Review/Approval Process:

I. Proposal for a Major
Proposals are addressed to the dean of The Graduate School from the head of the academic unit and endorsed by the academic dean.

A. Upon receiving the proposal for a major, the Graduate Programs Office in the Graduate School concurrently conducts an administrative review of the proposal, while the Graduate Council conducts an academic review.

B. The academic review begins with the Area Committee Chairs reviewing the proposal to determine if the proposal presents the need for a review by Area Committee B, that is, the need for a multidisciplinary review. If not, then the appropriate Area Committee will review the proposal.

C. The Graduate Programs Office forwards all administrative comments to the appropriate Graduate Council Area Committee for review and recommendation to the Council. The area committee chair may seek feedback from corresponding degree granting units on any campus as well as the proposer.

D. The area chair will establish time limits on responses from the proposer (typically 30-90 days). Under extenuating circumstances a longer period may be granted by the area chair.

E. In parallel, non-academic reviews are conducted by the Office of Institutional Research Assessment and Effectiveness (OIRAE), Office of Budget and Fiscal Planning, and, if required, the Associate Vice Provost and Director of Digital Education.

F. The area chair presents the proposal to the Graduate Council for consideration. The Council may elect to approve or not approve the proposal.

II. Subsequent Review and Action

A. The Graduate School forwards a request to the registrar to set up a new graduate major and associated code in the Banner System.

B. The dean of the Graduate School reports the major approval to the Graduate Council.

C. The Graduate School notifies the proposer.
III. Proposals should include:

1. Completed Form 28

2. Supporting Documentation Outlining the Justification for the Major
   - Statement of the mission of the proposed major including, but not limited to, the need for the major, the target audience, the relationship to the degree under which the major will be listed, and the relationship to other majors in the degree
   - Any existing concentrations that will be listed under the major
   - Focus of the research or professional program associated with the major
   - Participating faculty, including name, academic rank, and departmental affiliation
   - Currently enrolled or expected number of students
   - Core courses for the major and a description of how they fit into and support the degree program. List only the courses required for this major.
   - Learning outcomes (e.g., unique knowledge or abilities, capacity to identify and conduct original research, ability to communicate to peer audiences, critical thinking and problem-solving skills, etc.)