Minutes of the
Graduate Directors Meeting
Wednesday, November 16, 2016
1 – 2 pm, Kettler Hall, Room 178

PRESENT: Hongli Luo (Technology), Michelle Kearl (Communication), Jeong-il Cho (SPED), Carrie Stumph (MBA), Abdullah Eroglu (ECE), Carol Sternberger (OGS), Brenda Blazier (OGS), Susan Humphrey (OGS), Andrea Myers (GSO President), Brian Fife (Public Policy), Jin Soung Yoo (Computer Science), David Cochran (IPFW Voting Member on Purdue Graduate Council), Wylie Sirk (EDLD), Kerrie Fineran (CNSM), Frank Paladino (Biology), Barton Price (Graduate Advisor), Nila Reimer (Nursing)

GUEST: Jennifer Dressen, ELS Center Director
ABSENT: Troy Bassett (English), Hosni Abu-Mulaweh (CME), Kim O’Connor (OLS), Brian Mylrea (OIE), Doug Weakley (Mathematical Sciences)

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

- Approval of agenda by consensus.
- Approval of September 16, 2016 minutes by consensus.
- Andrea Myers, the GSO President, presented a GSO update (see Attachment #1):
  - GSO sponsored October Office Decorating Contest.
  - GSO sponsored fundraiser at Buffalo Wild Wings and raised about $170.
  - GSO will sponsor Dead Week Stress Relief Activities December 5-9 – healthy snacks and stress relief activities will be available for Graduate students in the Graduate Studies Office.
  - GSO will sponsor a Spring Social Sporting Event possibly in January.
  - GSO will sponsor COMPASS training students in suicide prevention.

- Carol gave an update about this year’s 3MT Contest on Wednesday, March 15, 2017 at 5pm in Walb Classic Ballroom
  - Carol shared that the attendance at the 3MT Workshops has been disappointing. The students who have attended are all reporting that they have benefitted from the workshops.
  - Next 3MT Workshop is Friday, January 13th in KT 117 - “Say What?” from 4:30 – 6pm. Jeff Casazza and Kevin Stoller will lead this workshop on voice training and stage presence. The workshop provides professional development and graduate students reported last year that they won awards at conferences because of their 3MT training.

- Carol shared that the next BRAINS contest will be on Monday, November 28th from 11:45am – 1pm starting in the hallway by IPFW Bookstore on 1st floor. It is a problem solving event with interdisciplinary teams of 3 graduate and/or undergraduate students who compete for $300 to the winning team. All the students receive free food for competing.
Another BRAINS contest will be held in January and then the committee wants to hold an Olympiad time in the spring with 3 or 4 challenges on a Monday. The first BRAINS contest was on “Sustainability” and the second contest was on “Stopping the Brain Drain.”

- Susan Humphrey handed out information about Slate’s electronic approval process (see Attachment #2).
  - This Slate training applies to all Purdue programs now (hoping to be completely using Slate by January) and IU programs will also use Slate in the future.
  - JoAnne Sandifur, Assistant Director in the Graduate School at Purdue West Lafayette, provided this training and is willing to come back to IPFW to do departmental training.
  - Page 3 shows the Slate Reader Application Bins and Page 4 shows the Slate Reader Bin Flow – Susan will no longer be sending hard copies of applications – programs will need to look at the applications with the Slate Reader by going to the Queue – applications will automatically go into the bins when they are complete and the program will move the applications to the Recommendation for Admission bin (Page 5).
  - Susan will check with JoAnne Sandifur to see if there can be an email reminder sent to the departments reminding them that applications are in the bin for review.

- Susan talked about the “Mop-Up List” (students who were admitted but didn’t enroll) and requested that all programs report back the reasons why their students did not enroll.

- Current Graduate Assistantships covered in the department budget will continue to be covered – they must be .5 FTE and Carl will need to approve .25 FTE if necessary

- IPFW Graduate Student Merit Awards have no limit to the number of International and Out of State students that can be awarded

- Jennifer Dressen, ELS Center Director presented “ELS/IPFW Partnership: Conditional Admission Review”
  - ELS provides intensive English Language Studies here at IPFW in the modular classroom building on the north edge of campus – students study English for 30 hours a week, starting a new session every 4 weeks – students could complete all levels up to ELS Level 112 in one year.
  - ELS Level 112 then meets their English Proficiency Requirement instead of TOEFL or IELTS.
  - Jennifer handed out 2 flowcharts (see Attachment #3) showing: 1) the ELS Conditional Application Process and 2) the ELS Direct Application Process.
  - 1) The ELS Conditional Application Process is NOT conditional based on GPA it is conditional only on English Proficiency Requirements.
  - ELS has agents, educational consultants, all over the world recruiting for IPFW.
  - Step 1 – ELS collects all documents and submits to Office of Graduate Studies.
  - Step 2 – Office of Graduate Studies reviews and sends to departments.
  - Step 3 – Departments review - these ELS students are not being fully admitted – the programs are prescreening these applications before they have met English Proficiency Requirements.
  - Step 4 – Office of Graduate Studies issues final decision letter and sends to ELS.
  - Step 5 – ELS informs student of decision and student begins study at ELS.
- 2) The ELS Direct Application Process means that all requirements have been met including English Proficiency – these students are being fully admitted.
- If students inquire about “Conditional Admission”, we can refer them to ELS.
- Chris Segur is the Admissions Counselor here at IPFW for ELS students.

- **Upcoming Graduate Director Meetings in 2017:**

<table>
<thead>
<tr>
<th>Date: Friday, February 17th</th>
<th>Time: 11am – 12 noon</th>
<th>Location: Kettler Hall Conference Room 178</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: Friday, March 31st</td>
<td>Time: 12 noon – 1pm</td>
<td>Location: Kettler Hall Conference Room 178</td>
</tr>
<tr>
<td>Date: Friday, April 21st</td>
<td>Time: 1pm – 2pm</td>
<td>Location: Kettler Hall Conference Room 178</td>
</tr>
</tbody>
</table>

The meeting was adjourned.

Submitted by: Brenda Blazier, Office of Graduate Studies
GSO Update
Andrea Myers

Past Events

Buffalo Wild Wings Fundraiser  About $170 raised  Sept 14
Fall social event  Prizes for Office Contest Awarded  Oct 28

Future Events

Dead Week Stress Relief Activities  December 5-9
Healthy snacks and a small number of stress relief activities will be available for Graduate students during dead week (December 5th through the 9th) in the Graduate Studies office. Students can stop by at their convenience to pick up these items.

3MT workshop #4  January 13
“Say What?”

Spring Social Sporting Event  Spring Semester (January?)
Group outing to a spring sporting event.

Compass Training  Spring Semester (February?)
COMPASS offers a training module to prepare students and teachers on how to offer assistance to students considering suicide.
slate
Recommendation
for
Admission
Office of Graduate Admissions
JoAnne Sandifur – Assistant Director
Michelle Goodin - Admissions Manager
gradweb@purdue.edu ~ x42600
Submitting Recommendations for Admission

New electronic processes are used to submit recommendations for admission to the Office of Graduate Admission.

Applications are admitted on unofficial transcripts (and English translations/copies of Diplomas when applicable) which will be uploaded to Slate at the time of application. Transcripts uploaded should be official documents, but the process of uploading them renders them unofficial.

Applicants who are admitted and choose to enroll will need to provide official transcripts (and English translations/diplomas when applicable) before they will be eligible to register for their second session. Read more about transcripts at: http://www.purdue.edu/gradschool/admissions/how/apply-transcripts.html.

**Transcripts from every institution of higher education attended must be in Slate at the time of recommendation for admission.** When applicable, English translations and copies of Diplomas must also be included. The types of documents required has not changed, only the manner of submission since the student can now upload directly into Slate.

If you receive a transcript outside of Slate, you can upload the transcript to the student’s record. See page 14.

All Recommendations for Admission will be submitted electronically through a “bin flow” process. An electronic Recommendation for Admission form must be completed for each application. The individual(s) with signature authority for the program must log into Slate, type their name in the electronic signature field for each application, and submit the application to the Office of Graduate Admissions for processing.

Details of the bin flow process are described in the following pages.
Application Reader: Bin Flow Overview
Reader contains the entire flow of application processing from pre-submission to decision release.

- The Recommendation for Admission process will use only a few of these bins.
- The number indicates how many applications are in each bin; you will only see applications you have access to in your graduate program.

<table>
<thead>
<tr>
<th>Pre-Review</th>
<th>Graduate Program Review</th>
<th>Graduate School Review</th>
<th>Decided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awaiting Submission</td>
<td>Bin 1</td>
<td>Processing at GS</td>
<td>Admit</td>
</tr>
<tr>
<td></td>
<td>20,087</td>
<td>302</td>
<td>27</td>
</tr>
<tr>
<td>Awaiting Payment</td>
<td>Bin 2</td>
<td>Domestic</td>
<td>Release</td>
</tr>
<tr>
<td></td>
<td>636</td>
<td>83</td>
<td>0</td>
</tr>
<tr>
<td>Awaiting Materials</td>
<td>Interview</td>
<td>International</td>
<td>Deny</td>
</tr>
<tr>
<td></td>
<td>1,210</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Application Complete</td>
<td>Funding</td>
<td>Questions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>895</td>
<td>67</td>
<td>0</td>
</tr>
<tr>
<td>Returned from GS</td>
<td>Waitlist</td>
<td>Awaiting Approval</td>
<td></td>
</tr>
<tr>
<td></td>
<td>39</td>
<td>96</td>
<td>3</td>
</tr>
<tr>
<td>To Be Denied</td>
<td>Pending Denial</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>92</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Recommend for Admission</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature Authority</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>24</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

These are grad school use only bins, so you will not see these!

Only those with permission to deny will see the Pending Denial bin.
Reader
Bin Flow:

Review bins available for program use, starting with the pilot programs.

Pre-Review
Awaiting Submission

Graduate Program Review
Bin 1

Graduate School Review
Pending Denial

Awaiting Payment

Applications sent to Pending Denial will be moved about 1 day later. These records will be assigned a decision of Denied by the Office of Graduate Admissions and sent an email notification.

Awaiting Materials

Interview

Funding

Waitlist

To Be Denied

Recommend for Admission

Signature Authority

Applications move automatically through the Pre-Review bins all the way to Bin 1. You can also manually move applications from Awaiting Materials. The Returned from GS Bin is used when admissions returns an application for further info.

All applications you want to admit need to come to this bin to complete the Recommendation for Admission form.

The individual(s) with signature authority will come here to electronically sign applications and send them to the Graduate School for processing.

Only program admins with this permission will be able to move applications from To Be Denied to Pending Denial.

Only the person with signature authority can move applications to the Recommended bin, where they will be processed by the Office of Graduate Admissions.
Navigating Reader & Moving an application manually to the Recommendation for Admission bin:

1) From within Reader, click on Browse to see all the bins.

2) Click on a Bin to view the applications inside. Most application being reviewed will be in Awaiting Materials or Bin 1.

Before you can take an action on an application, like submitting a form or moving it to another bin, you must add the application to your Queue.

3) Click an application, and click Add to Queue. You can click multiple applications at a time if you wish to add more than one to your queue.

The names here mean these people have submitted review forms for this application.

The lock symbol means this person has this application in their queue. You will not be able to move this application.

Clicking on this symbol allows you to preview an application without adding it to your queue. When you preview, you cannot submit forms or move the application.
Moving an application manually: Your Queue

1) Click on Queue to view the applications in your Queue.

2) Click on an application to open it.

To remove items from your queue, you must first click **Remove from Queue**, then click the application(s) you wish to remove, then click **Remove from Queue** again.

4) From the dropdown, select the bin you wish to move to. For the Recommendation for Admission form, send to bin: **Recommend to GS Form**.

5) Optionally, type the name of the next reader. If you will be the one filling out the recommendation form, put your name here and this application will stay in your queue.

6) Click Send.

The next couple pages describe how to do this same movement in bulk. Skip to page 40 to continue filling out the Recommendation for Admission Form.

3) Click **Review Form/Send to Bin** to get this right-hand screen to appear.

These are the different parts of the application and any submitted review forms you can view.
The Recommendation for Admission Form

Whether moved individually from within Reader or in bulk using a Query and Bin Management, this application is now in the Recommend to GS Form bin.

If you already added yourself as a reader, the application is already in your Queue. You can skip steps 1-2 and click Queue now.

1) From the Browse screen in Reader, click the Recommend to GS Form bin to display all the applications.

2) Click the application(s) you want and then click Add to Queue.

3) Once you click Add to Queue you will automatically be taken to your Queue. Or, you can always go to your queue by clicking the Queue tab at the top of the page.

4) Once you are in your queue, click on an application to open it.
The Recommendation for Admission Form (Cont’d)

Because you are now in the Recommend to GS Form Bin, you will see the Recommendation for Admission form when you open the right-hand screen.

Complete the Recommendation for Admission Form
- Note any application changes on this form.
- Type the Advisor Name
- Indicate whether there are departmental conditions. If yes, a statement will be included in the admission letter that there are departmental conditions and to check with their program for details.
- Check if this is a combined degree, dual degree, or transfer. If yes, the correct form needs to be uploaded to Slate to the materials section of the applicant as an Admission Form (See page 11)

From the Next Bin dropdown, select the Signature Authority Bin to send this application on.

If you know who will be signing the applications, add their name to the next reader!

Click send.

Click Review Form/Send to Bin to get this right-hand screen to appear.

**There is currently not an automatic notification to the individual with Signature Authority. Once you have completed all the recommendation forms, notify your signer so they know the applications are ready for them to sign!**
The Signature Authority Bin

To submit a recommendation for admission, the person with admission signature authority must log into Slate, sign, and submit the electronic Recommendation for Admission Form.

1. Use Google Chrome, Firefox, or Safari. Do NOT use Internet Explorer. IE will not work!
2. When navigating in Slate's Reader, do not use your browser back button. This will close the Reader. Use the navigation buttons within Reader.
3. Login with your career account at https://gradapply.purdue.edu/manage
4. From the top navigation bar, click the Reader icon.

5) From the home screen, click Browse to view the bins.

6) Click the bin to view the application(s) it contains

Individuals who only use Slate to sign applications will see just two bins.

If applications have already been placed in your queue, you can skip steps 4-6 and click Queue now.

7) Add applications to your queue by clicking the application and clicking Add to Queue. You can select more than one application at a time by clicking on as many as you would like.

8) Once you click Add to Queue you will automatically be taken to your Queue. Or, you can always go to your queue by clicking the Queue tab at the top of the page.

If an application is already in your queue, it will be noted like this:

Application Slate ID

115351999

Janet Beagle, GradContact 2TEST
Signature Authority

Add to Queue (0)
9) From your Queue, click on an application to open it.

To remove items from your queue, you must first click Remove from Queue, then click the application(s) you wish to remove, then click Remove from Queue again.

10) Click Review Form/Send to Bin to get this right-hand screen to appear.

These are the different parts of the application and any submitted review forms you can view.

11) Review the Recommendation for Admission form. Any information previously completed will be visible. For example here the Advisor Name has already been filled in.

12) Type your name to serve as an electronic signature.

13) The Recommended bin will send this for Grad School processing. You can also select a different bin if this is not ready to recommend. Click Send.
The Decision Process:

In Slate, all decisions are processed and released by the Office of Graduate Admissions (or the graduate studies office on each regional campus). This is different than AY, where only Admit decisions were released centrally.

In Slate, “Decided” does not mean admitted!

Decided means a decision has been made. Decision statuses include:
- Admit
- Deny
- Deferred Admission
- Withdraw/Cancel
- Enrollment Accepted – you will see this status when an admitted student has completed the online enrollment form saying they plan to enroll
- Enrollment Declined – you will see this status when an admitted student has completed the online enrollment form saying they do not plan to enroll

Only the Office of Graduate Admissions or the regional campus graduate studies office can assign and release decisions to applicants. When an admit, deny, or deferred admission decision is released, and email notification automatically goes to the applicant.

To deny applicants, programs will send applications to the pending denial bin (see page 37). Most programs will want to discontinue sending denial emails so the student does not receive more than one denial notice.

Decisions may be viewed on the application tab:

<table>
<thead>
<tr>
<th>Effective</th>
<th>Decision</th>
<th>Released</th>
<th>Received</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/08/2015</td>
<td>Enrollment Accepted</td>
<td>06/08/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/08/2015</td>
<td>Admitted PWL Admitted Degree Seeking effective 04/10/2015</td>
<td>06/08/15</td>
<td>06/08/15</td>
<td>Janet</td>
</tr>
</tbody>
</table>

Once an enrollment form is submitted, applicant can not change the form (like AY). Applicant would need to contact the program to let them know. Programs cannot change the Decision in Slate.
Contact Jennifer Dressen at jdressen@els.edu or 10352

Step 01
Graduate School
Office of Admissions
Sends application
& credentials
Review

Step 02
ELC
Recommends student
for admission
Sends

Step 03
Department
Review
Students
Sends

Step 04
Admissions
Office of
Sends
Final decisions
Letters
to ELS

Attachment 3

ELC Conditional Application Process: IPFW Gradate Programs
ELS Direct Application Process: IPFW Graduate Programs

01: ELS: Collects all application materials and submits to Office of the Grad. Studies.

02: OGS: Screen academic credentials and sends to dept. for review.

03: Department: Review application & issues decision.

04: OGS: Issues final letter and sends to ELS.

05: Step 1: ELS informs student of decision. Step 2: Student begins study at IPFW.

Contact Jennifer Dressen at jdressen@els.edu or *10352

Purdue University Fort Wayne