Graduate Coordinator Meeting
Thursday, January 4, 2018
2:00-4:00 p.m.

I. Meeting Welcome (Senior Associate Dean Sarah Larsen)

Dean Larsen expressed her appreciation for the fantastic turn out and the work that graduate coordinators do for students, fellow staff, and faculty.

Announcements

- In December 2017 Dean Keller received the Debra W. Stewart award for Outstanding Leadership in Graduate Education, a national honor bestowed by the Council of Graduate Schools (CGS).
- The Graduate College will participate in the Grad SERU (Student Experience in the Research University) survey, which will collect student experience data from all graduate students.

Commencement (Kathy Gerling)

Spring 2018 commencement will be split into two ceremonies, one at 9 a.m. for doctoral students to be held in Hancher Auditorium and the other at 7 p.m. for master's students to be held in Carver Hawkeye Arena.

II. Internal Fellowships Update (Associate Dean Shelly Campo)

Please see attached power point for information on available fellowships and upcoming deadlines.

III. Academic Affairs Office (AAO) FAQ (Anne Sparks)

Orientation (Anne Sparks)

Please see attached power point. In addition to the New Student Welcome for all graduate students (orientation), the Graduate College organized a "pre-orientation" event for underrepresented minority students this year. It was successful.

New Change of Status form (Heidi Arbisi-Kelm)

Please see attached power point. The expanded change of status form can be found on the Grad College website in the admin forms section (HERE). The form is designed in universal workflow. Please contact the Graduate College to suggest changes.

Stamped Transcripts (Kerry Yoder)

Graduate Admissions will no longer send stamped transcripts to departments. Please contact Kerry Yoder for more information.

Degree Audit Update and Next Steps (Betsy Winter and Anne Sparks)

Please see attached power point. The Graduate College now has 20 degree audits live. Thanks to everyone who has worked so hard to make that happen. While progress is slow, there are steps you can take to prepare for degree audit. Please submit degree requirements for your degree programs to the General Catalog for the AY18-19 issue. If you are unfamiliar with the catalog editing platform, Leapfrog, there are two support sessions upcoming: Friday, January 19 from 8-11; 2523 UCC and Tuesday, January 23 from 12-3; 2523 UCC.

IV. Professional Development (Jen Teitle)

Open Doors will be held again in spring 2018. Information on the conference and example offerings can be found here.

Request for Change of Graduate College Status

The University of Iowa Office of Administration- Attn: Graduate Admissions
107 Calvin Hall, Iowa City, IA 52242-1396

This form is for students admitted to a departmental program in the Graduate College who wish to request a change in their classification, educational objective, or major department/program.* To request a change in your:

- **Classification**—submit this form to your department/program for a decision on changing from conditional to regular status;
- **Educational Objective**—submit this form to your department/program;
- **Major Department/Program**—submit this form to the department/program to which you wish to change.

*If you've been absent from the University for 12 or more months, complete the *Application for Readmission*.

Name
&
Address

University ID Number_____
Citizenship: ☐ USA ☐ International
☐ Permanent Resident of the USA
Date _____
E-mail _____

Session this Change Is To Be Effective:

☐ fall (August) 20___ ☐ winter (interim) 20___ ☐ spring (January) 20___ ☐ summer (June) 20___ .

To validate this change, you must register during the session you have indicated.

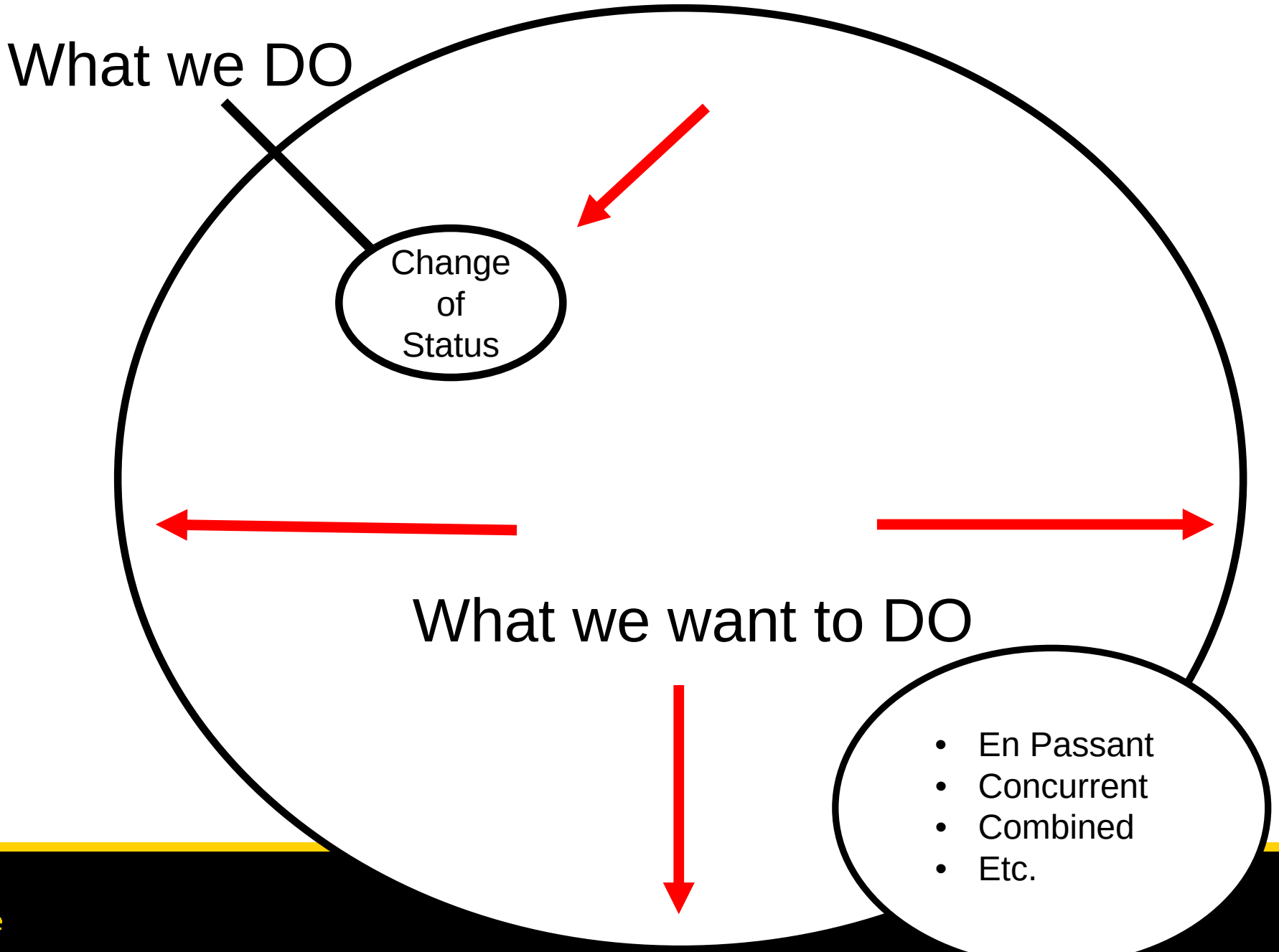
Classification:

☐ I am requesting that my classification be changed from conditional to regular status.

Educational Objective:

I am requesting that my objective be changed to one of the following:

☐MA/thesis ☐MA/nonthesis ☐MFA ☐MAT ☐MSN ☐DPT ☐EdS ☐PhD ☐MHA ☐MCS
☐MS/thesis ☐MS/nonthesis ☐MAc ☐MSW ☐DNP ☐DMA ☐MPH ☐AuD ☐Certificate only


What we DO
Change of Status
What we want to DO
• En Passant
• Concurrent
• Combined
• Etc.

Proposed Action

- ☐ Student discontinue U2G program
- ☐ Student discontinue part or all of a concurrent graduate degree program
- ☐ Student add a combined degree (i.e., shared credit)
- ☐ Student add a concurrent degree (i.e., no shared credit)
- ☐ Student add PhD degree
- ☐ Student add a master's POS 'en passant' (on the way to PhD)
- ☐ Student replaces one POS with another
- ☐ POS correction (e.g., thesis/non-thesis)
- ☐ Student add a graduate certificate - for current UI students only
- ☐ Student classification should be changed from conditional to regular status
- ☐ Add/Remove/Change Learning Center
- ☐ Add/Remove/Change Qualifier

Admissions Highlight

- Student add a combined degree (i.e., shared credit)
- Student add a concurrent degree (i.e., no shared credit)
- Student replaces on POS with another

Filter

Programs of Study

- Informatics (Bioinformatics and Computational Biology) MS
- Informatics (Bioinformatics and Computational Biology) PHD (Thesis)
- Informatics (Geoinformatics) MS
- Informatics (Geoinformatics) MS (Thesis)
- Informatics (Geoinformatics) PHD (Thesis)
- Informatics (Health Informatics) MS

Learning Center

Application Status

Departmental Status

Only records with new information received ☐

Show

Go!

☐ Application Fields
☐ Contact Info
☐ Bio
☐ Test Scores

17 applications found.

	Applicant	App Date	UnivID	HawkID	Program of Study	Learning Center	Area of Interest	Status	Status Date	New Information Received	Dept Recommendation	A D
details	[redacted]	12/29/2017	01175650	alhaj	Informatics (Geoinformatics) MS			Received	01/02/2018			N
details		10/13/2017	01296684	mboateng	Informatics (Health Informatics) MS			Received	10/13/2017	11/29/2017		N
details		09/12/2017	00697352	bcrone	Informatics (Bioinformatics and Computational Biology) PHD (Thesis)			Received	09/13/2017	09/14/2017		N

If you receive a change of status for one of your students, it's because we seek your approval for the addition of another program of study. Approve the form after you've checked with all necessary individuals

PUBLICATIONS AND FORMS FOR STUDENTS

If the form you need is not listed here, please contact the Graduate College.

NOTE: Some browsers will not properly align entered data in these PDF forms. We recommend that instead of letting the browser open a PDF, you download the PDF (right-click and choose *Save Link As* or *Save File As*) and open it in Adobe Reader.

ADMISSIONS FORMS

Change of Status

For students making a change to their program of study.

ACADEMIC REGISTRATION FORMS

Please use these forms to petition the new academic registration policy

- Academic Registration Petition
- Academic Registration POS

UNOFFICIAL COMBINED DEGREE LETTERS

Students must complete the following steps in order to qualify for a combined degree program:

1. Students must speak directly with the department for the degree (hereafter referred to as 2nd) about admission to the program they wish to add.
2. After a student is admitted by the 2nd degree program, they must work with both programs to determine how much coursework will cross-credit and whether there are any tuition implications from adding the 2nd degree program.

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Proposed Action

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- ☐ Student classification should be changed from conditional to regular status
- ☐ Add/Remove/Change Learning Center
- ☐ Add/Remove/Change Qualifier

Degree Audit Update and Next Steps

January 2018

Successes!

- All Fall MCS grads live audits
- Pre-validated all the Spring DNPs
- Most MPH Fall grads live audits
- MHA, MHA/JD, and EMHA audits are live (2 Fall grads)

Have you?

August 2017

- Step 1: Confirmed what degree programs do you offer?
- Step 2: Considered subprograms ?
- Step 2a: If yes, do the subprograms exist in MAUI?
- Step 3: Is each (sub)program curriculum listed in the General Catalog?

To Do:

January 2018

- Step 1: Submit each (sub)program curriculum to the General Catalog.
- Step 1a: Use the Leapfrog Courselist for requirements.
- Step 1b: Consult with Grad College and Registrar's about catalog design issues.
- Step 2: Become familiar with the various Plan-of-Study types/definitions

“plan of study” types

- **Requirements for the Catalog** – Articulating the required courses for any degree administered by your program.
- **Degree Audit** – The audit developer (Tom) will use the requirements in the catalog to set up a degree audit, with changes made to adapt to programming language
- **Sample Plan** – An example timeline of how a student might complete the requirements for a degree
- **Academic Plan** – The individualized plan *a student creates* for their own path to a degree. It would include curricular and extracurricular requirements.

From: Arbisi-Kelm, Heidi L
Sent: Wednesday, November 08, 2017 8:12 AM
To: 'GRAD-COORDINATORS@LIST.UIOWA.EDU' <GRAD-COORDINATORS@LIST.UIOWA.EDU>
Subject: RE: 2018-19 General Catalog Update - GC Degree Audit Request

Good Morning!

The 2018-2019 UI General Catalog is open. As we've discussed degree audit, we've mentioned that the **first preparation step is to create degree requirements in the General Catalog,** if you don't already have them.

Therefore, **we would appreciate as many programs as possible completing that task during this catalog editing cycle (Nov-Feb).** We will also address this topic at the January coordinator's meeting, but didn't want to wait until then to make this request, in case you have some time over winter break to begin working on this effort.

Requirements for the Catalog

- Example: Library & Information Science

--A list of required courses for a degree

Tier I

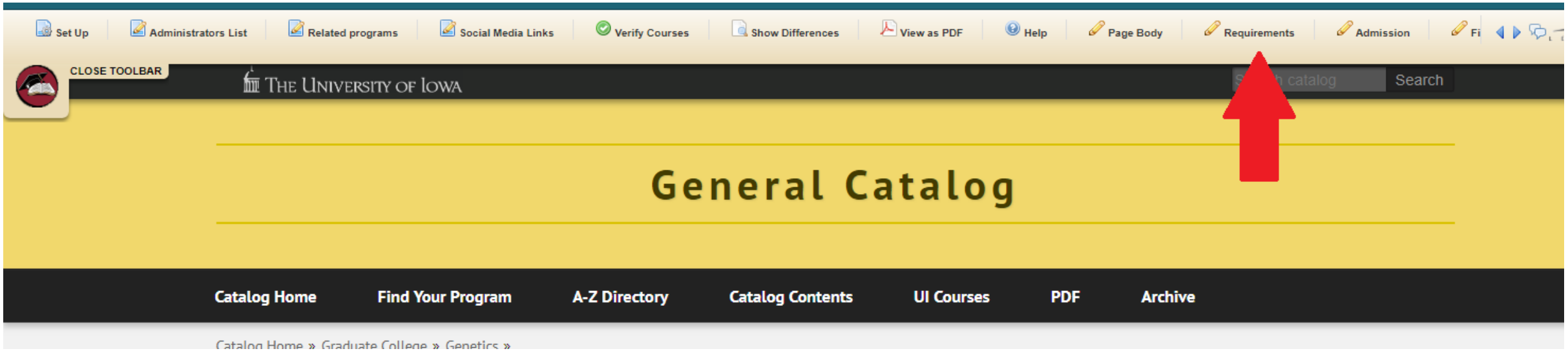
All of these:		
SLIS:5010	Cultural Foundations (taken in student's first semester)	3
SLIS:5020	Computing Foundations (taken in student's first semester)	3
SLIS:5030	Conceptual Foundations	3
One of these:		
SLIS:5041	Contextual Foundations - College and University Libraries	3
SLIS:5042	Contextual Foundations - Public Libraries	3
SLIS:5043	Contextual Foundations - Special Libraries	3
SLIS:5044	Contextual Foundations - School Library Media Administration	3

How the degree audit relates to the catalog

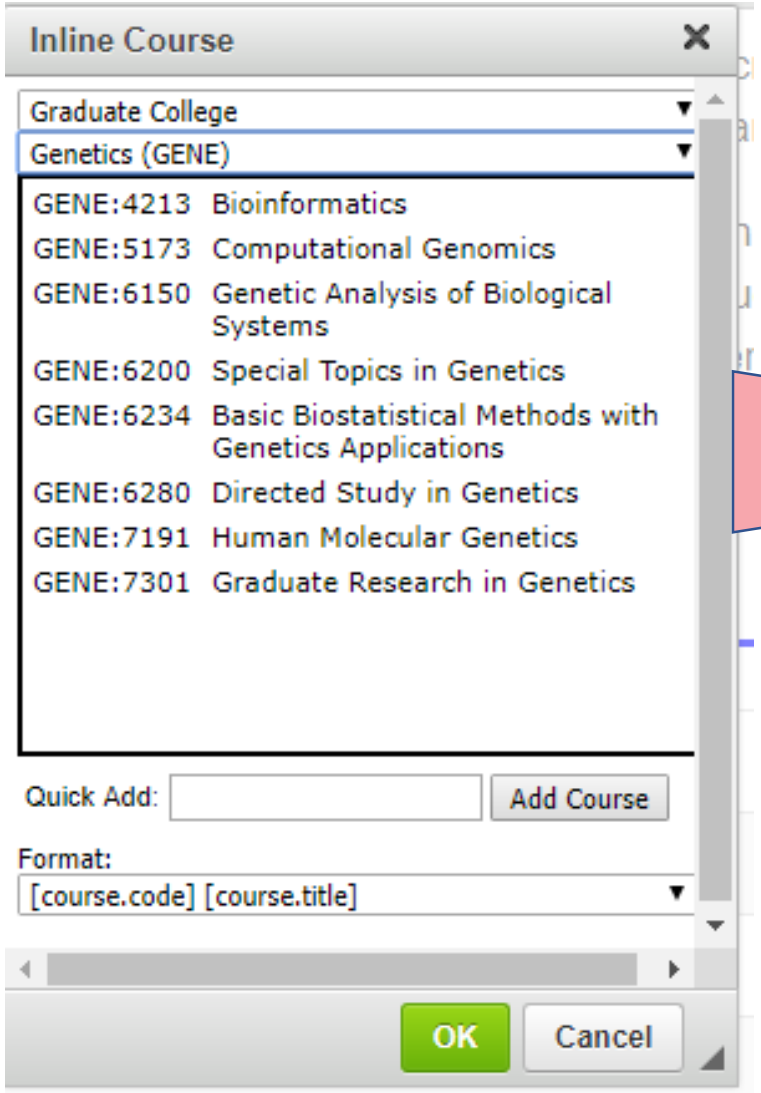
- The catalog is the authoritative source, or the “contract” that will be looked to for program requirements.
- Changes that occur over the years are documented.

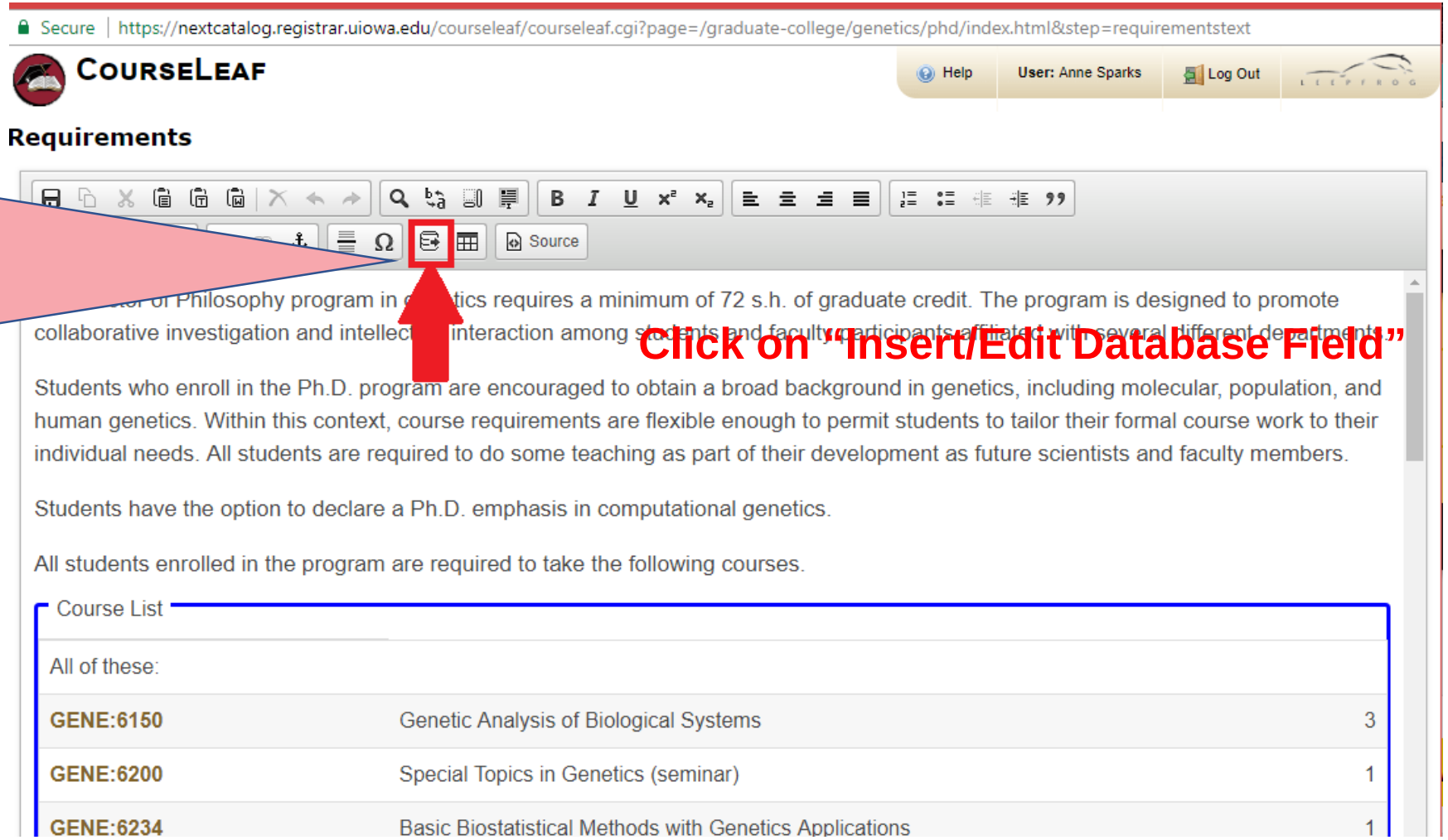
Using Course List

Click on “Requirements”



Using Course List





Catalog Design

Classics, PhD – “Typical” layout

Biomedical Science, PhD – Possible layout for programs with distinct subprograms

Urban & Regional Planning, MS – Case study in expanding design options

‘Joint Degrees’

Overview | Requirements | Joint Degrees | Admission | Financial Support | Career Advancement

New Working Definitions

Joint Degree Programs

Umbrella term for degrees pursued simultaneously

Concurrent Degree

Old 'unofficial'
No shared credit

Combined Degree

Old 'official'
Articulated and shared credit agreements in place

“plan of study” types

- **Requirements for the Catalog** – Articulating the required courses for any degree administered by your program.
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Degree Audit

OK

\+ 1) ONE OF THE FOUNDATION COURSES HAS BEEN COMPLETED

Term	Course	Credits	Grade		Crse Title
SP17	CS :5350	3.0	A		Design & Analy of Algorithms

\+ 2) ONE SYSTEMS COURSE HAS BEEN COMPLETED

Term	Course	Credits	Grade		Crse Title
FA16	CS :5810	3.0	A-		Formal Mthds in Software Engr

\+ 3) THE COLLOQUIUM COURSE HAS BEEN COMPLETED

Term	Course	Credits	Grade		Crse Title
FA16	CS :6000	1.0	S	>R	Rsrch Seminar: Colloq Series
FA17	CS :6000	1.0	S	>R	Rsrch Seminar: Colloq Series

\+ 4) AT LEAST 6 COMPUTER SCIENCE COURSES (18SH)
COURSES ABOVE CS..:4000 HAVE BEEN COMPLETED

Term	Course	Credits	Grade		Crse Title
FA15	CS :4400	3.0	A		Database Systems
FA15	CS :6421	3.0	A		Knowledge Discovery
SP16	CS :4980	3.0	A	>R	Topics in Computer Science II
SP16	CS :5800	3.0	A		Fundmntls of Software Engr
FA16	CS :5820	3.0	A		Software Eng Language & Tools
SP17	CS :5830	3.0	A		Software Engineering Project

\+ 5) 2 ELECTIVE COURSES (6SH) HAVE BEEN COMPLETED

Term	Course	Credits	Grade		Crse Title
SP14	CS :3330	3.0	A		ALGORITHMS
FA17	CS :4980	3.0	A	>R	Topics in Computer Science II
FA17	CS :4980	3.0	A-	>R	Topics in Computer Science II

Sample Plan

- Template being created by Becky Keogh in the Registrar's Office

--A list of required courses for a degree in a proposed order (fall/spring, year 1/year 2, etc.)

--Also includes milestone moments and extracurricular activities students should fit in

	M.A. in Snake Charming	
Fall 2018	-- SNK:4000 Intro to Vipers -- SNK:4050 Anatomy of Snakes -- 20hrs experience in reptile rescue center	3sh 3sh 20hrs
Spring 2019	-- SNK:5000 Treating Snake Bites -- SNK:5030 Flute for Snake Charmers -- Successful completion of a snake charming recital	3sh 3sh
Summer 2019	-- Take comprehensive exam -- Field work in area of student's choice	6 wks
Fall 2019	-- Elective 1 -- Elective 2	3sh 3sh

Academic Plan

- Created by the student for their individual interests and needs
- May start by using a generic sample plan
- Includes academic and extracurricular requirements

	M.A. in Snake Charming	
Fall 2018	-- SNK:4000 Intro to Vipers -- SNK:4050 Anatomy of Snakes -- 20hrs experience **at Mt. Vernon Reptile Lab**	3sh 3sh 20hrs
Spring 2019	-- SNK:5000 Treating Snake Bites -- SNK:5030 Flute for Snake Charmers **-- "Piccolo for Pythons" recital**	3sh 3sh
Summer 2019	-- **Comp exam, June 20th** -- **Internship w/ Mojave Rescue Center, Nevada**	 4 wks
Fall 2019	**-- Continue Internship w/ MRC in Nevada** -- Elective 1: Egyptian History of Snakes -- Elective 2: Flute Performance	2 wks 3sh 3sh

Graduate Student Orientation
&
Connecting Communities Event

Wednesday, August 16th, 2017

Overall Program Goals

1. **Begin to familiarize new students with the Iowa campus and the resources available to them.**
2. **Provide space and time for students to make connections with other students, with staff, and with faculty.**
3. **Set the tone for what it means to be a graduate student at the University of Iowa**

Orientation Committee

Pre-Orientation Event 2017

Schedule:

- **8:00 – 8:15: Breakfast**
- **8:15 – 9:00: Keynote (Dr. Lena Hill)**
- **9:00 – 9:45: Student Panel (facilitated by Laurence Chan)**
  - **Panelists: Dumayi Gutierrez, Barbara Okeke,**
  - **Diamond Quaye, Frida Teran**
- **10:00 – 11:00: Speed-Friending & Light Lunch**

Large Group Orientation Event 2017

Schedule:

- **1:00 – 1:20: Dean's Welcome**
- **1:20 – 2:50: Community Resources @ Iowa**
- **1:30 *or* 2:10: Benefits, Billing, and Payroll**
- **1:30 *or* 2:10: UI Libraries**
- **3:00 – 4:40: Graduate Student Success Mini Sessions**
- **5:00 – 5:45: The Student Voice**
- **5:45 – 6:30: Reception**

MINI-SESSION SCHEDULE

	Iowa Theater First Floor, Rm. #166	Nebraska Room Third Floor, Rm. #335	Northwestern Room Third Floor, Rm. #345	Penn State Room Third Floor, Rm. #337	Michigan Room Third Floor, Rm. #351
3:05	**Communicating with Advisors—Doctoral** *Work effectively with your Ph.D. advisor to complete your degree.*	**Being Happy, Healthy & Stressed** *Resources for wellness in grad school.*	**Teaching** *Find teaching resources, info for new TAs, and info about UI grad-level certificate programs.*	**Communicating with Advisors—Master's** *Work effectively with your master's advisor to complete your degree.*	**Benefits, Billing, and Payroll - Q&A** *Representatives available to answer individual questions.*
3:40	**Funding & Fellowships** *Learn to find financial support for research and travel during graduate school.*	**Being Happy, Healthy & Stressed** *Resources for wellness in grad school.*	**Bystander Intervention** *Learn to recognize the signs of danger and develop plans to keep each other safe.*	**Communicating with Advisors—Master's** *Work effectively with your master's advisor to complete your degree.*	**Benefits, Billing, and Payroll - Q&A** *Representatives available to answer individual questions.*
4:15	**Funding & Fellowships** *Learn to find financial support for research and travel during graduate school.*	**Teaching** *Find teaching resources, info for new TAs, and info about UI grad-level certificate programs.*	**Bystander Intervention** *Learn to recognize the signs of danger and develop plans to keep each other safe.*	**Communicating with Advisors—Doctoral** *Work effectively with your Ph.D. advisor to complete your degree.*	**Benefits, Billing, and Payroll - Q&A** *Representatives available to answer individual questions.*

Info Fair Participants

Entertainment

- Hancher

Health & Wellness

- UI College of Dentistry
- Emma Goldman Clinic
- UI Counseling
- UI Family Services
- Rape Victim Advocacy Program
- Student Health & Wellness

Student Services

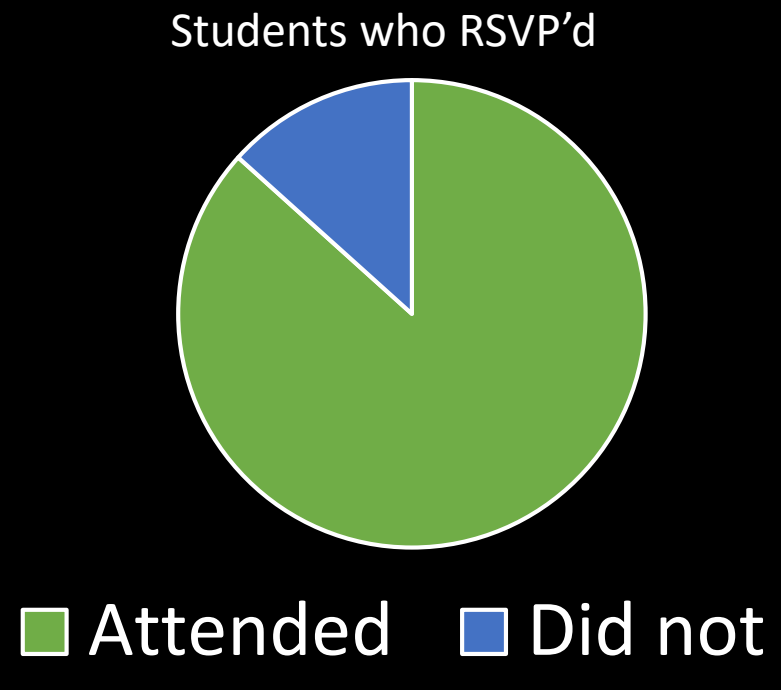
- UI Student Insurance
- UE Local 896 COGS
- UI Payroll
- Iowa Memorial Union
- Center for Teaching
- UI Libraries
- Student Legal Services
- ITS Help Desk
- Office of Sustainability

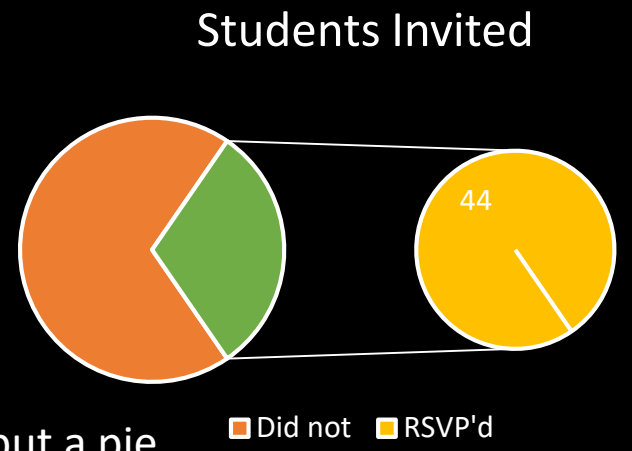
Community Building

- Association of Multicultural Scientists
- Office of Graduate Inclusion
- Big Brothers Big Sisters
- Lutheran Campus Ministry
- InterVarsity
- Geneva Campus Ministry
- Grad & Professional Student Government
- Graduate Women in Science
- International Women's Club
- WISE
- Military & Veteran Student Services

Orientation Numbers

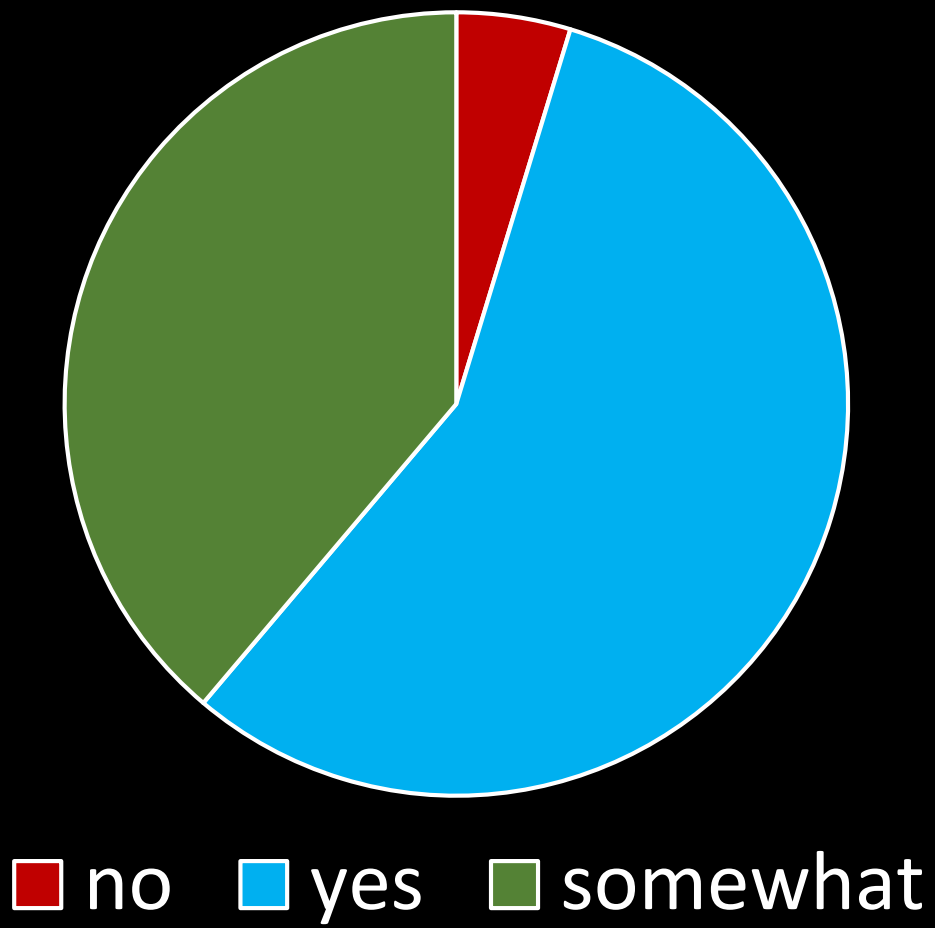
- 750 students RSVP'd to Orientation
  - ~650 attended
- 143 students invited to Pre-Orientation
  - 44 RSVP'd
  - 30 attended
- 43 Administrators & Faculty RSVP'd to the reception
- 30 campus and community partners at info fair



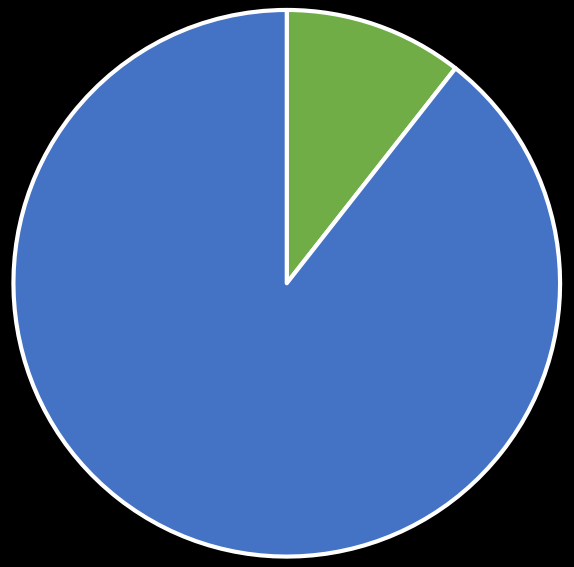


I can't seem to make this work—but a pie within a pie would work for the pre-O stats

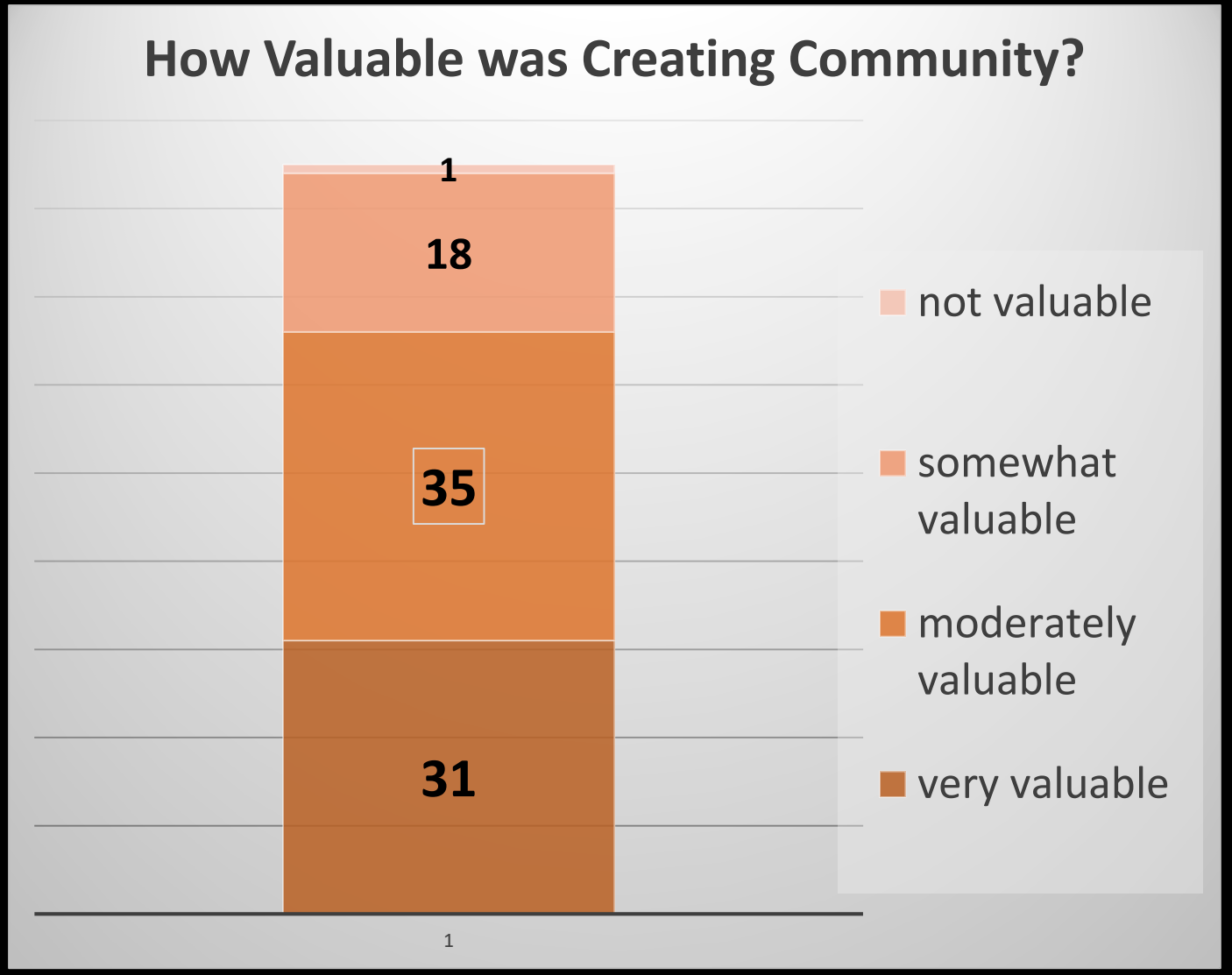
Did Orientation Meet Your Expectations?



Would you recommend this event?



THE UNIVERSITY OF IOWA


How Valuable was Creating Community?
1
18
35
31
not valuable
somewhat valuable
moderately valuable
very valuable
1

Who attends Orientation?

Internal Fellowships

Shelly Campo
Interim Associate Dean
January 4, 2018

Spring Deadlines: Rolling and February

Graduate Fellowships	Due Date
T. Anne Cleary	Rolling
Kenneth Key Scholarship	Rolling
Digital Studio Summer	February 15, 2018
URM Pre-Comp Summer	February 15, 2018

Spring Deadlines: March

Graduate Fellowships	Due Date
ACT Fellowships	March 1, 2018
Post-Comp Fellowship	March 1, 2018
Ballard and Seashore Dissertation Fellowship	March 1, 2018
Summer Fellowships	March 9, 2018
Recruitment/URM Recruitment	March 15, 2018
LuLu Merle Johnson Recruitment	March 15, 2018
Iowa Arts	March 30, 2018
Iowa Performance	March 30, 2018

Spring Deadlines: April

Graduate Fellowships	Due Date
URM Master's Thesis Completion	April 1, 2018
Winifred Scott Scholarship	April 5, 2018
Diversity Tuition Scholarship	April 15, 2018

New Recruitment Fellowship

LuLu Merle Johnson Fellowship

- Open now for PhD students starting Fall 2018
- First academic-year, non-service fellowship
- Four summer non-service fellowships
- Eligibility to be nominated for post-comp fellowships (post-comp, Ballard and Seashore, T. Anne Cleary)
- 5 years of commitment (4 from department/program)
- Approximately 15

LuLu Merle Johnson Fellowship

- Additional Requirements for Nominations
  - Annual Individual Development Plans with Annual Reviews
  - At least 2 letters from faculty willing to mentor students (one can be from another unit and at last one needs to be tenured)

LuLu Merle Johnson Fellowship

- Additional Requirements for Nominations
  - At least one faculty mentor must have 1 or more of the following credentials:
    - A record of successfully completing URM doctoral students
    - Completion or commitment to complete NRMN training
    - Completion or commitment to complete UI BUILD Certificate
    - Completion of another type of formal program demonstrating commitment to diversity