

IU Graduate Faculty Council Final Report for AY 2015-16

*submitted to Dean James C. Wimbush by
Margaret E. Bauer, Chair of the Graduate Faculty Council
July 27, 2016*

In November, 2015, the Indiana University Graduate Faculty Council (GFC) convened for the first time since disbanding in 2012. Elections for council members had taken place earlier in the Fall 2015 semester, overseen by Associate Deans Janice S. Blum and David L. Daleke. At this initial meeting, Dean James C. Wimbush, Assoc. Deans Blum and Daleke, and the new GFC members discussed the purpose of the Council and its role in providing oversight for the academic quality and integrity of graduate education at IU. In this first year, our major goal was to re-establish the Council and get the committees, which perform the bulk of the Council's business, up and running again. As a result, all policy changes made this year related to the internal workings of the GFC and are reflected as amendments to the GFC Bylaws. The following is a summary of steps taken as we re-formed the Council, policy changes made to the GFC Bylaws, and recommendations of the Council. An updated version of the GFC Bylaws is attached.

Re-forming the Council

As stated above, the major focus of the Council this year was to re-establish itself as a functioning governing body. Toward that end, officers and committee chairs were elected, committee assignments were determined, and each committee was given a charge that involved taking up new business and/or continuing old business of the previous Council. In an effort to fully engage all members in the work of the GFC, each council member was assigned to a committee.

Given that the GFC began meeting only midway through the 2015-16 academic year, and given that the Council was essentially starting over, one of the first decisions made was to hold off on elections of new members until Spring 2017, instead of Spring 2016. This one-time deviation from the constitutionally established election norms, which was supported in electronic voting by an overwhelming majority of Council members, enables the current Council roster to effectively work for three semesters instead of one to get the Council functioning again. With this change, half the current Council members will rotate off the GFC in Spring '17, and the other half will serve until Spring '18; the election date for each council seat was also decided.

The Executive Committee established an online site, using the Canvas learning management tool, for storage of all documents relating to the Graduate Faculty Council. This site includes an archive of GFC documents from 2008-2012 as well as folders for current meeting documents and for the work of each committee. The "Groups" feature of Canvas also allows each committee to work within the Canvas site independently of the larger Council.

Policy Decisions and Recommendations of the Council

During the Spring '16 semester, as the Council began its work, several procedural issues were raised that we found were not adequately addressed in the Bylaws, including how to handle temporary absences, how units are represented in voting when a Council member cannot attend a given meeting, and how to fill vacant council seats. The Council developed a process for filling vacancies and policies to handle the other issues. These were added as an amendment to the GFC Bylaws as follows:

Article VI. Alternates, Temporary Replacement Members, and Vacancies

Section 1. Members of the Council may appoint alternates to serve in their places at any meeting.

Section 2. If an elected member will be absent for one or two semesters, the member shall identify an eligible replacement to serve in the member's place. The eligibility of the replacement member shall be verified by the Council.

Section 3. In the event of a vacancy on the Council, a nominations committee shall be formed by the executive committee and a replacement shall be elected by graduate faculty in the affected unit.

In terms of voting at Council meetings, the decision was made that all temporary and longer term replacements will have full voting privileges for the meetings they attend, and no proxy or absentee voting will be accepted.

Through the work of the Academic Policy Committee, the GFC reviewed several general policies of the graduate school, as outlined in the front of the Graduate Bulletin. No changes were recommended to the Graduate Bulletin. However, the committee did recommend allowing graduate students whose committees agreed they are within one year of completion to participate in graduation ceremonies; this is primarily important on the IUPUI campus, where the University Graduate School (UGS) holds only one graduation ceremony per year. The Council approved this recommendation.

One policy issue that was raised but tabled by the Academic Policy Committee is that of retaining or eliminating the PhD minor; some committee members were strongly in favor of eliminating the minor requirement, while others were strongly in favor of continuing the minor requirement. The issue was tabled so that more discussion could take place before a final decision is reached, as the proposed change would have a significant impact on all doctoral programs in the IU system.

The Academic Policy Committee requested two changes to their committee's charge in the Bylaws. One was to add the Assoc. Dean of the UGS at IUPUI as an ex officio member to the Academic Policy Committee (the Assoc. Dean of the UGS at IU-Bloomington was already listed as an ex officio member of this committee). The other was to eliminate the points in their charge covering "unresolved curricular remonstrances" and "graduate program review", as these items seem to be beyond the purview of a policy committee. The Council agreed to these changes, which are amended in the updated Bylaws.

The Awards Committee selected recipients of several graduate awards, including the Herman B Wells Award and the John H. Edwards Fellowship; the Awards Committee also developed and agreed upon a process for review of nominations that they can continue to use for future awarding decisions.

The Graduate Initiatives Committee updated the list in the Bylaws of schools in each election unit for GFC representation. The list of election units is now an appendix to the Bylaws rather than embedded in the body of the Bylaws; this will facilitate easier amendments of the election units in the future without affecting the rest of the document. Another change to the Bylaws was to expand the roster of each standing committee to include "at least 5" rather than exactly 5 members. This change brings the Bylaws in line with the practice of assigning committee work to all Council members.

In addition to the standing committees established in the GFC Bylaws, the 2015-16 Council established a new committee to examine issues of diversity in graduate education at IU with the following charge:

The Diversity Issues Committee shall:

- *Review the current state of diversity within the graduate programs at IU, including both faculty and students;*
- *Develop goals for inclusion and diversity in the University Graduate School; and*
- *Advise the Dean and Associate Deans of the UGS on issues related to diversity and inclusion.*

This Diversity Issues Committee was initially established as a special committee; however, given the importance of diversity issues in education, the Council voted to make this a standing committee, ensuring that diversity & inclusion will be addressed on a continuing basis by the GFC. As with other standing committees, the Diversity Issues committee shall consist of at least 5 council members, including two from IU-Bloomington, two from IUPUI, and one from a regional campus.

Attached is the roster of the 2015-16 GFC, including committee assignments and officer positions. At our final meeting of 2015-16, new officers and committee chairs were elected for the 2016-17 Council. The Chair and Vice-Chair remain the same; the Secretary will be Jennifer Lentz, replacing Mary Bourke. On behalf of the Graduate Faculty Council, we look forward to another productive year in 2016-17.

**Bylaws
of the Graduate Council
of
Indiana University**

*(adopted by action of the Graduate Faculty Council and the Graduate Faculty, May 3, 2010;
last revised by the Graduate Faculty Council on April 18, 2016)*

Article I. Officers

Section 1.

The officers of the Graduate Faculty Council (“*Council*”) shall be a Chairperson, Vice Chairperson, and Secretary. The Chairperson of the Council shall serve as the Presiding Officer.

Section 2.

- A. Chairperson, Vice Chairperson, and Secretary of the Council shall be elected each year by the Council. The officers constitute the Executive Committee of the Council and have the responsibility for determining Council meeting agendas.
- B. The responsibilities of the Chairperson include the following:
 1. To distribute both the agenda and information pursuant to it to the members of the Council in advance of its meetings.
 2. To receive in advance of meetings of the Council the reports by Council Committees.
 3. To refer agenda items to committees of the Council when necessary.
 4. To issue appropriate charges to the committees of the Council.
 5. To preside at Council meetings.
 6. To prepare annual reports at the end of the academic year of all policy decisions and recommendations approved by the Council.
- C. The responsibilities of the Vice Chairperson include the following:
 1. To preside at Council meetings when the Chairperson is unavailable.
 2. To conduct elections of chairpersons for each Graduate Council committee identified in Bylaw Article III.
 3. To conduct elections to the Council at the end of each academic year.
 4. To conduct elections of officers to the next Council at the last Council meeting of each academic year.
- D. The responsibilities of the Secretary include the following:
 1. To ensure that minutes of Council meetings are recorded and distributed to Council members.

2. To track graduate faculty membership and Council membership to ensure that appropriate representation is maintained.
3. To catalog and curate annual reports.

Article II. Elections

Section 1.

Members of the Council shall be elected in accordance with the policies specified in the Constitution of the Graduate Faculty.

Section 2.

The Graduate Faculty groupings that constitute Council election units shall be specified in an appendix to these bylaws.

Section 3.

Each election unit shall be entitled to one Council representative for each one hundred and fifty (150) Graduate Faculty. Each unit shall have a minimum of one representative.

Section 4.

Nominations for representatives to any election unit may be made by any member of the Graduate Faculty. Nominees must be endorsed members of the Graduate Faculty. The Graduate Council shall appoint a Nominations Committee to review nominations and submit to the Council for approval a ballot consisting of two (2) nominees for each election unit. Graduate Faculty may vote for nominees in all election units within their campus.

Article III. Meetings

Section 1.

The Council shall hold regular meetings on the third Monday of each month, from September through April, excluding December, at 3:30 pm. Meeting dates and times may be altered by prior approval of the Council.

Section 2.

The Chairperson of the Council shall be the Presiding Officer of the Council. In the Chairperson's absence, the Vice Chairperson shall be the Presiding Officer. If the Chairperson and Vice Chairperson are unable to preside, the Chairperson will designate a member of the Council to preside.

Section 3.

A quorum for the conduct of business shall be a majority of regular members of the Council.

Section 4.

Voting members of the Council or their alternates must be present to vote on Council business; each member or alternate present receives one vote.

Article IV. Committees

Section 1.

The chairperson of each committee of the Council shall be elected members of the Council.

Section 2.

All committee reports shall be submitted in writing to the Chairperson of the Council.

Section 3.

The standing committees of the Graduate Council shall be the following:

A. Academic Policy Committee

1. The Academic Policy Committee shall consist of at least five faculty members, including two from the Bloomington campus, two from the Indianapolis campus, and one from a regional campus. The Associate Dean for Academic Affairs of the University Graduate School and the Associate Dean of the University Graduate School at IUPUI will serve as ex-officio members.
2. It shall be the responsibility of this committee to make recommendations to the Council regarding development and review of academic policies of the University Graduate School.

B. Awards Committee

1. The Awards Committee shall consist of at least five faculty members, including two from the Bloomington campus, two from the Indianapolis campus, and one from a regional campus.
2. The duties of the Awards Committee shall be to review applications for the annual award competitions administered by the School, and to review applications for external award competitions.

C. Graduate Initiatives Committee

1. The Graduate Initiatives Committee shall consist of at least five faculty members, including two from the Bloomington campus, two from the Indianapolis campus, and one from a regional campus.
2. The duties of the Graduate Initiatives Committee shall be to review the current activities of the School and the Graduate Council and propose new initiatives as appropriate. The Committee shall also make recommendations to the Council regarding the introduction of new graduate degrees or graduate certificate programs developed on any campus in the Indiana University system.

D. Diversity Issues Committee

1. The Diversity Issues Committee shall consist of at least five faculty members, including two from the Bloomington campus, two from the

- Indianapolis campus, and one from a regional campus.
2. The Graduate and Professional Student organizations at Bloomington and IUPUI shall be entitled to appoint one representative each to serve as ex-officio members of the Diversity Issues Committee.
 3. The duties of the Diversity Issues Committee shall be to review the current state of diversity within the graduate programs at IU, including both faculty and students. The Diversity Issues Committee develops goals for inclusion and diversity in the University Graduate School and advises the Dean and Associate Deans of the UGS on issues related to diversity and inclusion.

Article V. Implementation and Amendment

Section 1.

The adoption of the Bylaws of the Council shall be by a two-thirds vote of the Council, following the approval of the Constitution of the Graduate Faculty by that body. The effective date of implementation shall be 1 July 2010.

Section 2.

The Bylaws may be amended by a two-thirds vote of the Council.

Article VI. Alternates, Temporary Replacement Members and Vacancies

Section 1.

Members of the Council may appoint alternates to serve in their places at any meeting.

Section 2.

If an elected member will be absent for one or two semesters, the member shall identify an eligible replacement to serve in the member's place. The eligibility of the replacement member shall be verified by the Council.

Section 3.

In the event of a vacancy on the Council, a nominations committee shall be formed by the executive committee and a replacement shall be elected by graduate faculty in the affected unit.

Appendix Indiana University Graduate Faculty Council Election Units

Bloomington (1618; 11)

BL-1 (265; 2)

Astronomy
Biology
Center for Exploration of Energy & Matter
Chemistry
Geological Survey
Geological Sciences
History and Philosophy of Science
Mathematics
Molecular & Cellular Biochemistry
Physics
Statistics

BL-2 (249; 2)

Anthropology
Economics
Geography
Political Science
Sociology
Psychological & Brain Sciences
Kinsey Institute
Criminal Justice
Media School
 Cinema & Media Studies
 Communication Science
 Journalism
 Media Arts & Production

BL-3 (148; 1)

School of Medicine - Bloomington
School of Nursing
School of Optometry
School of Public Health
 Applied Health Sciences
 Environmental Health
 Epidemiology & Biostatistics
 Kinesiology
 Recreation, Parks, & Tourism
School of Social Work
Speech & Hearing Sciences

BL-4 (239; 2)

Kelley School of Business
School of Public & Environmental Affairs
Mauer School of Law

BL-5 (195; 1)

Art Museum
Jacobs School of Music
School of Art & Design
 Fine Arts-Studio
 Apparel Merchandising & Interior Design
Theater, Drama & Contemporary Dance
Art History

BL-6 (147; 1)

African-American & African Diaspora Studies
Folklore & Ethnomusicology
Linguistics
Philosophy
History
Gender Studies
Second Language Studies
Classical Studies
Religious Studies
American Indian Studies
American Studies

BL-7 (168; 1)

Comparative Literature
English
French & Italian
Germanic Studies
School of Global & International Studies
 African Studies
 Central Eurasian Studies
 East Asian Languages & Culture
 International Studies
 Near Eastern Languages & Culture
 Russian & East European Institute
Slavic & East European Languages & Cultures
Spanish & Portuguese

BL-8 (207; 1)

School of Informatics & Computing
 Computer Science
 Informatics
 Information & Library Science
 Intelligent Systems Engineering
School of Education
Institute on Disability and Community

Indianapolis (1401; 9)

IN-1 (619; 4)

School of Medicine

IN-2 (161; 1)

School of Liberal Arts

IN-3 (149; 1)

School of Dentistry
School of Health & Rehabilitation Sciences
School of Nursing
Fairbanks School of Public Health

IN-4 (136; 1)

School of Education
School of Social Work
Academic Affairs
Herron School of Art & Design
School of Informatics & Computing
Physical Education & Tourism

IN-5 (129; 1)

Kelley School of Business
Columbus Campus
McKinney School of Law
School of Public & Environmental Affairs
Lilly Family School of Philanthropy
Library
Executive

IN-6 (207; 1)

School of Sciences
School of Engineering & Technology

Regional Campuses (723; 6)

FW - Fort Wayne (144; 1)

NW - Northwest (121; 1)

SB - South Bend (187; 1)

SE - Southeast (139; 1)

E - East (62; 1)

Kokomo (70; 1)

Graduate Faculty Council Roster 2015-16

Council Member	Unit	Committee Service
Bauer, Margaret	IN-1	Executive (Council Chair)
Bourke, Mary	KO	Executive (Council Secretary)
Calloway-Thomas, Carolyn	BL-2	Executive (Council Vice-Chair)
Applegate, Rachel	IN-4	Academic Policy (Chair), Diversity Issues
Dreifuerst, Kristina	IN-3	Academic Policy
Foster, Patricia	BL-1	Academic Policy
Johnson, Claudia	BL-1	Academic Policy
Massey, Anne	BL-4	Academic Policy
Rhodes, Taylor	GPSG-IUPUI	Academic Policy
Zinner, Susan	NW	Academic Policy
Lentz, Jennifer	BL-3	Awards (Chair)
Bischoff, Shannon	FW	Awards
Chan, Rebecca	IN-1	Awards
Helton, Edwina	EA	Awards
Hill, Raquel	BL-8	Awards
Sheeler, Kristina	IN-2	Awards
Smith, Malcolm	BL-5	Awards
Sundt, Jody	IN-5	Awards
Ochoa, Christiana	BL-4	Diversity Issues (Chair)
Ashburn-Nardo, Leslie	IN-6	Diversity Issues
Finkel, Deborah	SE	Diversity Issues
Lichtenstein, Alex	BL-6	Diversity Issues
McManus, Patricia	BL-2	Graduate Initiatives (Chair)
Bidwell, Joseph	IN-1	Graduate Initiatives
Georgiadis, Millie	IN-1	Graduate Initiatives
MacKay, Ellen	BL-7	Graduate Initiatives
Shepherd, Terry	SB	Graduate Initiatives
Verdi, Benjamin	GPSO-IUB	Graduate Initiatives