POLICIES AND PROCEDURES HANDBOOK

FORENSIC AND INVESTIGATIVE SCIENCES (FIS) PROGRAM

IUPUI School of Science
Indianapolis, IN 46202
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Policies and Procedures Handbook – Fall 2019
PROGRAM DESCRIPTION

MISSION STATEMENT

"To develop professional, ethical graduates with the highest quality education in the natural, physical, and forensic sciences, law and criminal justice to successfully prepare students for advanced degrees, employment, and research in forensic science and related fields."

VISION STATEMENT

“To become a leading forensic science educational program that has regional, national, and international recognition for excellence."

VALUES STATEMENT

“The Forensic and Investigative Sciences Program at IUPUI is committed to the highest standards for our students, faculty, and staff. We value the highest ethical and professional behavior with high standards of excellence and objectivity in academic work and lifelong commitment to education. For our faculty and staff we value striving for the highest standards of excellence in teaching and learning and a commitment to providing the best education to every student. We value commitments to continuing professional development and for continuous improvement of our programs and services. For all the members of the FIS program (students, faculty, and staff), we value a commitment to excellence in developing collaborative and mutually beneficial relationships with our criminal justice constituents and the community as a whole.”

DEGREE PROGRAMS

The B.S. degree in Forensic and Investigative Sciences is a broad-based natural and physical sciences program that gives students a strong foundation in chemistry, biology, physics, math, and statistics. There are two concentrations: forensic chemistry and forensic biology. Both concentrations include classes in the law, ethics and a variety of forensic sciences. There are undergraduate research opportunities and internships available at local, national, and international levels.

The thesis-based M.S. degree in Forensic and Investigative Sciences is an opportunity to conduct original research in forensic science and expand the knowledge and capabilities of the field. Students work closely with a faculty member during this program and gain experience in presenting at research conferences and publishing in peer-reviewed journals.

The non-thesis program targets students who have completed a bachelor’s degree in a forensic or physical science and seek an additional credential in order to be competitive applicants for positions within forensic science laboratories or Ph.D. programs. Many of our graduate classes include a laboratory component so students gain hands-on experience with forensic techniques.
ORGANIZATIONAL CHART

The organizational chart for the FIS Program is shown below:

FULL-TIME POSITION DESCRIPTIONS

PROGRAM DIRECTOR

The FIS Program Director provides overall leadership for the program in the School of Science and holds regular meetings with the FIS faculty and staff. The Director oversees the program budget, is ultimately responsible for making recommendations to the Dean of the School of Science concerning faculty and staff hires, and is responsible for hiring part time and adjunct faculty to teach in the program. The Director also supervises and conducts annual evaluations of faculty and staff who teach in the program. The Director helps develop and monitor the program’s degrees and curricula and presents these changes to the proper department, school, and university committees. The Director establishes connections to the forensic science community through appointment of a Board of Visitors and development of policies and memoranda of understanding (MOUs) for working with local crime laboratories. Lastly, the Director holds an annual meeting of the FIS faculty, staff, Board of Visitors, and Internal Advisory Board and works with the Program Coordinator to prepare an annual report.

PROGRAM COORDINATOR/Academic Advisor

The Program Coordinator/Academic Advisor serves as the point-of-contact for the School of Science undergraduate recruiter and IUPUI Office of Admissions by responding to inquiries, conducting outreach, and educating internal and external audiences about the program and forensic science in general.
The Program Coordinator/Academic Advisor also provides academic advising for currently enrolled FIS students by conducting orientation workshops, providing information on what classes should be taken and when, monitoring student progress through their plan of study, working with at-risk students, providing developmentally appropriate support, advising NCAA athletes, performing graduation checks, advising students on career options, and serving as the liaison to career services provided by the School of Science and the campus. These duties include administering the FIS minor by promoting the minor, meeting with interested students and advisors, and certifying the completion of the minor.

The Program Coordinator/Academic Advisor also ensures compliance with the guidelines of the Forensic Educational Programs Accreditation Commission (FEPAC) and coordinates the re-accreditation process for the B.S. Program. This position also involves building the schedule of classes for the program, monitoring enrollment in FIS classes, submitting requests for new classes and course change requests, writing reports to fulfill data requests for the program, facilitates requests from the campus for transfer credit evaluation, oversees the professional workshops (FIS 49600) by recruiting and communicating with faculty and working with Director to evaluate the effectiveness of the courses.

**ADMINISTRATIVE SUPPORT**

The Forensic MS thesis and non-thesis programs are currently administered by Kitty O'Doherty, Graduate Program Administrator of the Department of Chemistry and Chemical Biology. All duties related to the Forensic program (such as inquiries and admission and program documents) are monitored, recorded and processed separately from those of the Chemistry program.

**Duties Include:**

**Program inquiries**

- a) Answer general and specific questions about the program and application process.
- b) Arrange student campus visits when appropriate.

**Admissions**

- a) Monitor eApp system for applications and letters of recommendation.
- b) Create applicant files, collect components of application package (application, personal statement, letters of recommendation, test scores, transcripts, proof of diploma, supplemental information related to desired track.)
- c) Communicate with FIS Program Director (John Goodpaster) regarding completed applications ready for review by admissions committee and coordinates reviews.
- d) Update Forensic Graduate Applicant Tracking spreadsheet.
- e) Initiate offer letters (or rejection letters) to students, route for signature by program director.
- f) Prepare files for submission to the Graduate Office for final approval of admission.
- g) Ensure all steps of the admission process have been completed.
- h) Continue to communicate with accepted students to keep them apprised of orientation and other details prior to their arrival on campus.

**Student Record Keeping/Student Career Tracking**
a) Documents student progress.
b) Continues to be the liaison between the program and administration (School of Science, International Affairs, IUPUI Graduate Office and Purdue Graduate School.)
c) Monitors and communicates/interprets departmental/school/university/Purdue graduate program policies-standards.
d) Advises students on program/school/university requirements and deadlines.
e) Maintains Forensic Student Graduate database.
f) Maintains Forensic Graduate Program Alumni data.

Processing of the following graduate program documents through Purdue Graduate Database System:
   a) Plan of Study.
   b) Report of Masters Examining Committee.
   c) Request for Appointment of Examining Committee.

Administrative Support for Forensic Faculty Hiring
   a) Initiates approval of position search and all authorizations by SOS and Office of Equal Opportunity; places advertisement in appropriate venues.
   b) Receives and compiles application packages.
   c) Maintains applicant files in the FAM (university) database and in OnCourse.
   d) Creates itineraries for applicant visits.

Other Duties:
   - Monitors FIS graduate course scheduling and rosters.
   - Initiates Graduate Faculty Appointments.
   - Participates in ongoing training and information systems essential to administering the program.
   - Completes School of Science Reports on FIS Graduate Students.
   - Assists with Board of Visitors meetings as needed (reserve meeting room, secure parking, coordinate catering, etc.)

Support for the financial management of the FIS Program is provided by Beverly Hewitt, Assistant to the Chair in the Department of Chemistry and Chemical Biology. These duties include:

1. Submitting payroll documents for new and contract renewals (graduate students)
2. Approving timesheets for hourly employees
3. Accounting functions for all FIS accounts including grants
4. Monitoring budget and expenditures for FIS accounts
5. Approving and serving as the initial point of contact for purchasing

SERVICE POSITIONS

ASSOCIATE DIRECTOR/GRADUATE COORDINATOR

The FIS Associate Director (AD) and Graduate Program Coordinator coordinates the non-thesis and thesis M.S. programs, maintains the FIS website and serves in the place of the FIS director as needed. As head of the graduate program, the AD is the point-of-
contact for prospective graduate students, assists with student recruitment, and reviews student applications for eligibility. Together with the graduate faculty, the AD reviews all applications, makes offers to students that have been accepted for admission, recommends students for University Fellowships, and organizes an orientation for new graduate students. The AD also works with the faculty and staff who handle applicant files, the graduate student handbook and graduate school requirements, and arrangements for graduate student support. The AD serves as the primary mentor for non-thesis graduate students in terms of their course selections and general advising. As the FIS webmaster, the AD will solicit, review, approve, post and update content to the FIS website. The AD will have direct access to the FIS web page content and editing rights via the School of Science Executive Director of Marketing and Media Relations. Lastly, the AD will serve in the place of the FIS Director as needed with respect to meetings with the chairs of the Departments of Biology and Chemistry and Chemical Biology, the Dean’s Office and the Chair’s Council.

LABORATORY SAFETY COORDINATOR

The Safety Coordinator is up to date on all training and OSHA standards required to run a biosafety laboratory level 2. The coordinator also verifies that all teaching assistants and laboratory instructors have completed the appropriate safety training. The coordinator completes inventory of reportable chemicals in the laboratories and also makes sure that chemicals are properly labeled and stored. The coordinator also completes the annual safety worksheets and laboratory inspection. The coordinator tests the eyewash stations weekly and makes sure there is proper personal protective equipment available.

LABORATORY MANAGER

The Laboratory Manager supervises all forensic science teaching laboratories including maintaining all teaching laboratory space, calibrating and maintaining all instrumentation, and completing an annual inventory of all consumables, durables, chemicals, and capital equipment. This inventory includes prices of all materials along with estimates of the life time for durable equipment. The Laboratory Manager meets with vendors as needed and places all orders for forensic chemistry, forensic biology, forensic microscopy, and investigating forensic science courses. A record of all ordered items is maintained along with packing slips. The Laboratory Manager is the point-of-contact for the DEA license and Indiana State Drug license, and renews these every other year.

INTERNSHIP COORDINATOR

Discusses internship options with students and provides information about internships that are sent to the program. Students are also provided referrals for conducting an internship search. The Coordinator meets with students prior to starting an internship to discuss the project and/or job responsibilities during the internship. The coordinator also collects the applications for all internship experiences FIS students participate in. If students take the internship for FIS credit, permission is given in the system and students register under the coordinator’s section for 49000 (or 40900). The coordinator
also advises the student on the number of credit hours to register for depending on the amount of time spend on the internship over the course of the semester. The coordinator reviews required coursework for credit for the internship, which includes daily journal entries, full paper on main project or internship experience, and surveys from both the student and student’s supervisor. The coordinator is responsible for assessing all assignments and grading the student on the internship. The coordinator also does a review of the internship placement site to ensure it is an appropriate experience for students in the future.

**FORENSIC SCIENCE CLUB ADVISOR**

The Forensic Science Club advisor mentors and advises the club which is a registered organization on campus. The advisor meets with the club officers biweekly and attends club meetings, if possible. The advisor is the main contact for the club bank account and advises students how to handle money. The advisor coordinates outreach events for the club and provides activities and supplies. Lastly, the advisor attends all required campus-wide meetings for faculty advisors.

**FINANCIAL MANAGEMENT**

The FIS Budget is independent of other departments within the school and has the following regular sources of income:

<table>
<thead>
<tr>
<th>INCOME SOURCE</th>
<th>TO BE SPENT ON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base</td>
<td>Open</td>
</tr>
<tr>
<td>Part-time Instructors</td>
<td>Adjunct Faculty</td>
</tr>
<tr>
<td>Graduate Student Support</td>
<td>Stipends, Insurance, and Fee Remission for Graduate Students</td>
</tr>
<tr>
<td>RIF</td>
<td>Stipends, Insurance, and Fee Remission for Graduate Students</td>
</tr>
<tr>
<td>Laboratory Fees</td>
<td>Computers and Consumables</td>
</tr>
<tr>
<td>Indirect Cost Recovery (ICR)</td>
<td>Open (Lab Supplies)</td>
</tr>
</tbody>
</table>

The FIS Budget is constructed prior to the beginning of the fiscal year by the Director and a staff member in the Department of Chemistry and Chemical Biology using the following categories and object codes:

<table>
<thead>
<tr>
<th>EXPENSE</th>
<th>OBJECT CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Overload</td>
<td>2170</td>
</tr>
<tr>
<td>Part-time instructors</td>
<td>2300</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>5625</td>
</tr>
<tr>
<td>Graduate Student Stipends</td>
<td>2350</td>
</tr>
<tr>
<td>Graduate Student Health Insurance</td>
<td>5610</td>
</tr>
<tr>
<td>Graduate Student Credit Hour Fees</td>
<td>2350</td>
</tr>
<tr>
<td>Undergraduate Teaching Assistants</td>
<td>2350</td>
</tr>
<tr>
<td>Work Study Students</td>
<td>2360</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>4100</td>
</tr>
<tr>
<td>Teaching Lab Supplies</td>
<td>4035</td>
</tr>
</tbody>
</table>
In general, purchases less than $100 do not need prior approval and can be charged to the FIS account. Charges greater than $100 must be approved by the Director (in person, via phone, or e-mail).

FIS faculty who have active start-up accounts or external funding must use these funds for all travel and professional development that is arranged at their discretion. FIS faculty who are currently unfunded and any full-time staff are allowed a yearly allowance for travel and professional development, subject to approval by the Director.

RESEARCH

All research-active FIS faculty are expected to maintain an active research program in one or more areas of the forensic sciences. However, FIS faculty are also expected to maintain a research program that is deemed to be their area of excellence by their tenure home departments. Therefore, it is normal for an FIS faculty member to pursue a mixture of “forensic” and “non-forensic” research projects.

Research-active FIS faculty are encouraged to provide opportunities for FIS undergraduates to take part in research, either with or without academic credit. Furthermore, all research-active FIS faculty are also expected to provide research opportunities for M.S. students in the FIS Program. Ph.D. students from the faculty member’s home department should also be a part of a faculty member’s research team.

Finally, research-active FIS faculty must maintain compliance with the guidelines for human subjects (via the Internal Review Board) as well as Conflict of Interest reporting.

GRADUATE STUDENT SUPPORT

Each FIS M.S. thesis student that is accepted and enrolls at IUPUI is eligible for support from the FIS Program for a maximum of two years (24 months). That support can take the form of a Teaching Assistantship (TA) or a Research Investment Fund (RIF) Fellowship. Graduate students may also be supported via research grants acquired by their graduate advisor.

TEACHING ASSISTANTSHIPS (TA)

The FIS Program is allocated funds for graduate teaching assistants who receive an annual stipend, health insurance and tuition fee remission. Graduate TAs can be assigned to any of the following undergraduate courses:
Fall Semester

FIS 10101 INVESTIGATING FORENSIC SCIENCE  
FIS 30600 FORENSIC MICROSCOPY  
FIS 40101 FORENSIC CHEMISTRY I - LAB  
FIS 40201 FORENSIC BIOLOGY LAB

Spring Semester

FIS 10101 INVESTIGATING FORENSIC SCIENCE  
FIS 30600 FORENSIC MICROSCOPY  
FIS 40301 FORENSIC GENETICS LAB  
FIS 40401 FORENSIC CHEMISTRY II - LAB

The standard teaching load for a graduate TA is the equivalent of two one credit lab sections and one recitation session for a total of approximately seven contact hours per week. The total time commitment for a graduate TA shall not exceed 20 hours per week (50% effort).

Graduate TAs are responsible for all laboratory set-up/clean-up, student supervision, and grading of laboratory reports. The forensic teaching laboratories need to be organized and clean before and after all teaching labs. All glassware and supply bins must be put away and lab benches cleaned at the end of labs.

The specific duties for FIS TAs in each laboratory class are listed below:

FIS 10101 Investigating Forensic Science

- Act as the TA for two sections of the course in both the fall and spring semesters.
- Prepare all lab exercises before lab (1 hour/week).
- Be in the lab during the entire lab time. This will consist of:
  - 30 minutes pre-lab lecture with demonstration (1 hour/week)
  - 2.5 hours student support in the lab for each section (5 hours/week)
- Grade all laboratory worksheets and pre-lab quizzes.
- Post grades for all worksheets and quizzes.
- Clean up all associated materials after completion of the lab exercise. This must be done immediately following the end of the lab exercise, because the lab space is used to teach multiple lab sections.
- Restock bins for individual lab exercises as needed.

FIS 40101/FIS 40401 Forensic Chemistry

- Act as the TA for FIS40101 in the fall semester and FIS 40401 in the spring semester.
- Supervise one lab section providing student support (3 hours/week)
- Prepare lab samples
- Make sure the instruments are running properly prior to lab. The labs typically run for 3 weeks each and the work is broken down as follows:
- 7-8 hours the first week the lab exercise is run
- 3 hours per week for the remaining 2 weeks
  - Grade all laboratory reports
  - Post grades
  - Clean up all associated materials after completion of the lab exercise. This must be done immediately following the end of the lab exercise, because the lab space is used to teach multiple lab sections.
  - Restock bins for individual lab exercises as needed.

FIS 30600 Forensic Microscopy

- Act as the TA for both fall and spring semesters.
- Prepare all lab exercises before lab (1 hour/week)
- Grade 5 laboratory reports, 5 worksheet, 3 homework assignments and, 3 lab practical exams.
- Post grades.
- Be in the lab during the entire lab time attending to students (4 hours/week; this includes 10-15 minutes pre-lab lecture).
- Clean up all associated materials after completion of the lab exercise. This should be done within 1 day of the end of the lab exercise.
- Restock bins with items as needed.
- Check out student drawers with supplies at the end of the semester.

FIS 40201/FIS 40301 Forensic Biology

- Act as the TA for FIS 40201 in the fall semester and FIS 40301 in the spring semester.
- Be in class during the entire lab time attending to students (4 hrs/week including a short 10-15 minute lecture).
- Prepare labs (2 labs/week, approximately 5-8 hrs/week).
- Grade lab reports (not weekly, after every module, 4 modules per semester, spending ~4-5 hrs grading each one).
- Contribute to the ongoing laboratory manual for FIS 40201/FIS40301.
- Set up and grade lab practical exam (prep + time in lab + grading ~ 5-8 hrs).
- Post grades.
- Clean up all associated materials after completion of the lab exercise. This should be done within 1 day of the end of the lab exercise.
- Restock lab supplies as needed.

RIF FELLOWSHIPS

The FIS Program receives RIF funds for graduate student support which is primarily used to support graduate students during the summer semesters so that they can devote all of their time to research. RIF funds can also be used to provide support for graduate students with less than a full teaching load.

RESEARCH ASSISTANTSHIPS
All FIS faculty are expected to seek and obtain external funding for their research projects. Including support for FIS graduate students in contracts and grants is also expected.

**UNDERGRADUATE AND GRADUATE TEACHING**

The teaching mission of the FIS Program includes courses at the undergraduate and graduate level with two possible academic tracks: forensic chemistry or forensic biology.

**FACULTY TEACHING LOADS**

The standard teaching load for a tenured/tenure-track faculty member is “one plus one”, or one course in the fall semester and one course in the spring semester. These courses may include a one or two credit laboratory section, which will be supervised by an undergraduate or graduate teaching assistant. The standard teaching load for lecturers and senior lecturers is 8 courses per year. Any of the special duties listed above can be counted against this total, so that a lecturer or senior lecturer who is teaching eight courses per year in addition to other duties within the program is eligible for a teaching overload.

**TEACHING OVERLOAD**

Any tenured/tenure track faculty in the FIS Program who is the instructor of record for FIS courses that exceed a teaching load of “one plus one” (including labs) are eligible for an overload. The standard rate for an overload is the same as for adjunct faculty (currently $3500 per 3 credit course, $2400 per 2 credit course and $1200 per 1 credit course). The funds will be transferred from the FIS general fund to the faculty development account of the instructor.
Teaching assessments will follow this general “feedback loop” model:

Gather Data:
- Student Satisfaction
- Student Learning Outcomes (SLOs)

Assess Data:
- Student Satisfaction < 50%?
- SLOs < 50%?

Make Modifications:
- Faculty Professional Development
- Changes to a course

STUDENT SATISFACTION SURVEYS

All faculty are expected to strongly encourage their students to complete student satisfaction surveys and to use the resultant data to improve their teaching. Each FIS faculty member will specify in their syllabi and also announce to their class that if at least 75% of the students respond to the student satisfaction survey, then all students will receive a 1% increase in their final point total for the course.

The results of all student satisfaction surveys will be maintained and reviewed by the Director each semester. In the event that the student satisfaction scores for a given faculty member fall below 50% (e.g., below 3.0 out of 6.0 (global)), the Director will meet with that faculty member and arrange for additional professional development in the area of teaching. This policy also applies to the Director, who must disclose any global scores below 3.0 to the FIS faculty and seek professional development.

STUDENT LEARNING OUTCOMES (SLO)

Each FIS faculty member will specify in their syllabi and also announce to their class that if at least 75% of the students respond to the SLO survey, then all students will receive a 1% increase in their final point total for the course. All FIS faculty must review the SLO data for their courses after each semester and make adjustments if necessary. If the class average on any SLO is below 50% (e.g., 2.5 out of 5), a change in the course is expected. If the response on the same SLO is still below 50% after a change in the course, then this should be discussed with Director and a plan of action put into place.
PEER REVIEW OF TEACHING

All faculty must abide by the policies for peer reviews of teaching that are in place within their home departments. In addition, every full-time FIS faculty member (lecturer, senior lecturer, assistant professor, associate professor, full professor) will be reviewed by another full-time FIS faculty once per year. Adjunct faculty teaching required FIS classes will be reviewed once per year by the Director.

STUDENT COMPLAINTS

If a student wishes to lodge a formal complaint against a member of the faculty or staff of the Forensic and Investigative Sciences Program, the following procedure is to be followed:

1. If at all possible, the student should meet directly with the instructor or staff member to discuss the issue.
2. If this does not resolve the issue, then the student should make an appointment with the Director for a confidential discussion concerning the complaint. The Director will try to handle the complaint by meeting with the student and/or faculty or staff member.
3. If the complaint is still not resolved, then the student will be referred to the School of Science Associate Dean for Undergraduate or Graduate Affairs, depending upon the status of the student (undergraduate or graduate) for further action. The Associate Dean may attempt to resolve the complaint. If this cannot be done, the student will be referred to the Dean of the Faculties.
4. If the complaint is against the Director, then the student will be asked to meet with the appropriate Associate Dean directly.
Monitoring the achievement of current FIS students as well as recent FIS graduates is crucial for the FIS Program. These assessments will follow this general “feedback loop” model:

**CAPSTONE**

The Program Coordinator oversees the capstone class in which students are assessed in three ways:

1. **Job Search Skills**: Resume, cover letter, mock interview, and technical interviews are all completed and assessed. Students are given written and verbal feedback on their performance for 25% of the course grade.

2. **Research**: A scientific research paper and presentation are completed for approximately 40% of the course grade.

3. **Forensic Science Knowledge Assessment**: Students prepare for a forensic science general knowledge exam created by the FIS faculty, which covers a wide array of topics. Students complete five graded quizzes and a final exam similar to the ABC Exam. This portion of the course equates to approximately 30% of the grade.

4. If the mean score on the general knowledge exam falls below 75%, then the Program will review the curriculum, including SLO data and the extent to which topics are covered.
GRADUATING GPA

The Program Coordinator shall keep a record of the IU program GPA of all FIS graduates and compile that information, by year, for annual monitoring and posting on the web site. If the mean graduating GPA falls below 2.5, then the Program will institute a review of the courses in which students are performing poorly, examine the pre-requisites for all courses, and review the degree maps and sequencing for graduating students.

GRADUATION SURVEY

The Purdue School of Science Pre-Professional and Career Preparation (PREPs) Office collects FIS student data upon graduation. This data is then followed up on by the PREPs Office to ascertain where students are going after graduation. PREPs releases data for every FIS graduate 90 days after their graduation date. The PREPs Office will continue to follow up with students for at least five years to track student success. This data will be reviewed by the Program Coordinator to measure the success with which FIS graduates are entering graduate and professional school as well as obtaining jobs. This data will be monitored by the faculty and staff of the program to determine if there are any substantial declines in student placement. If there is, this issue will be raised with the PREPs office, Board of Visitors and School of Science.

JOB PLACEMENT

The Program Coordinator will maintain and moderate a LinkedIn page for the FIS Program that will be used to monitor the current employment status of FIS students that have connected to that page.

BOARD OF VISITORS SURVEY

The Director and Program Coordinator will, on a regular basis, conduct a survey of the Board of Visitors, with a particular focus on those board members who employ large numbers of FIS graduates. The expectations and satisfaction of these employers with respect to FIS graduates will be monitored and any systematic deficiencies will be noted and addressed via curriculum changes.
The FIS Program will prepare an Annual Report to be disseminated amongst all interested faculty, staff, administrators, and the Board of Visitors. This report shall contain information such as:

1. A message from the FIS Director and acknowledgement of the Board of Visitors
2. Yearly updates from each faculty and staff member concerning their teaching, research, and service activities
3. A listing of faculty presentations, publications and trainings
4. Student demographics, academic profile, achievements in research and/or internships, outreach activities, etc.
5. A yearly update from the FIS Club
APPENDIX

FIS ALLOCATION AND GENERAL FUND

FIS GENERAL FUND ALLOCATION

Thousands

- $140
- $120
- $100
- $80
- $60
- $40
- $20
- $-


- Faculty, Students and Instruction
- Part-time and Summer Instructors
- Departmental Grad Support
- Lab Fee (computers and consumables)
ENROLLMENT DATA
Grant Funds Received by FIS Faculty

YEAR

TOTAL GRANT BUDGET

$0

$200,000

$400,000

$600,000

$800,000

$1,000,000

$1,200,000

$1,400,000