**Graduate Affairs Committee**

**September 28, 2019**

**9:00-10:30**

**159 Shibles Hall**

**Old Business**

1. RCR Requirement - getting our options approved

* Please see attached document.
* Needs to meet the 10 standards with in syllabus as outlined in the Citi training.
* Does not need to cover each area with the same weight
* Our research core should be able to address these assuming everyone takes the same core
* INT 601 is always full, but it is offered three times per semester

\*EHD 575 Must be approved through Graduate School

1. Changing the title of the CAS degree to EDS (Educational Specialist) so that it is no longer confused with the growing number of certificate programs on campus.

3. Doctoral Program Committee

- Share Program Handbooks

- What policies do we want across programs

- Dissertation Advising Guidelines

- Comprehensive Exams/Qualifying Papers

- Management and Approval of Research Courses

- Other topics???

**New Business**

1. Graduate Student Appeals Policy – First Reading
2. Meeting Schedule

**Announcements**

1. COEHD Graduate School Representatives:

* Research Council: Cat Biddle & Craig Mason
* Curriculum Committee: Craig Mason
* Executive Committee: Jim Artesani
* Graduate Board: Ian Mette, Deb Rooks Ellis, Susan Bennett Armistead, Jim Artesani

2. New Associate Vice President for Research and Graduate Studies – Ali Abedi

3. Graduate School Open House - October 16, 3:00 PM

4. UM Symposium – Wednesday, April 10

**Next Meeting**

***October 26 – Merrill Hall 221-A***

**Rational for Proposed Change from CAS to Ed.S.**

In the College of Education and Human Development (COEHD), all graduate programs in the COEHD, except for Kinesiology and Physical Education (KPE), offer a Certificate of Advanced Studies (CAS) degree. These post-master degree programs require a minimum of 30 credit hours and tend to be designed around individual students specific areas of interest and need. After earning a CAS, many students, working in PreK-12 schools, receive an increase in pay in recognition of their advanced education.

In recent years, the University of Maine and the COEHD have developed a wide array of graduate certificate programs. Many of these certificates are completed as part of a master's degree program. Some certificates; however, are stand-alone programs, available to students that have earned a bachelor's degree but these certificate programs are not directly linked to a master's degree. It has become increasingly clear that to some extent the CAS offered through the COEHD is being confused with these valuable, but shorter, less rigorous certificate programs, which in turn raises concerns regarding a potential devaluing of the CAS degree. Further, many students undertake a CAS program to develop their knowledge and skills and a particular area of educational expertise. The title of the CAS degree arguably does not express the advanced professional attributes students holding this degree bring to their employment situations.

To address these concerns, the COEHD is proposing a change in degree title from Certificate of Advanced Study to Educational Specialist Degree (Ed.S.). We believe this will alleviate the confusion with other, much shorter, certificate programs on campus and in our college, and convey the elevated status of this post-master's degree program to its proper standing. This title change also more accurately reflects the "specialized" nature of the expertise held by the individual that has earned the degree.

If approved the change from CAS to Ed.S. will be effective fall 2019.

The Education Specialist (Ed.S.) degree, is designed for individuals who wish to develop advanced knowledge and theory beyond the master's degree level, but may not wish to pursue a doctoral degree. Ed.S. programs provide an intensive, cohesive program of professional study and requires a minimum of a 30-credit-hours of study beyond the master's degree.

**University of Maine**

**Office of the Vice President for Research**

**July 2014**

**Procedure for Approval of Departmental Graduate-Level RCR Courses**

**Background**

Commencing with the Summer 2014 term, the University of Maine Graduate School requires all newly-admitted graduate students enrolled in graduate research masters (thesis) or doctoral programs to receive one credit of Responsible Conduct of Research (RCR) training prior to completing their degrees. Students may complete RCR coursework prior to, or concurrently with, their first semester enrollment for thesis credits (e.g., enrollment in an XXX699 course).

Currently enrolled students are not required to take RCR training unless supported to conduct research on an award from the National Institutes of Health, National Institutes of Food and Agriculture, or National Science Foundation (visit: <http://umaine.edu/orsp/compliance/responsible-conduct-of-research/> for information on these federal regulations).

Graduate students subject to the RCR training policy and/or federal mandate must enroll in INT601, currently the only course approved to meet the requirement. However, in light of the fact that many UMaine colleges require their graduate students to take existing departmental ethics courses, the Vice President for Research and Dean of the Graduate School (VPRDGS), through the Office of Research and Sponsored Programs (ORSP), will consider approving such courses as alternates to INT 601 in order to minimize student duplication of effort.

The process for gaining approval for alternate courses is outlined below. Questions regarding the RCR graduate training requirement should be directed to Wendy Eckert at: eckert@maine.edu or 207-581-2657.

**Alternate Course Approval Process**

**Step 1:** The assigned course instructor will have his/her certification in the Responsible Conduct of Research which may be obtained in any of the following ways:

1. Complete a Basic or discipline-specific RCR course in [CITI](http://www.orsp.umesp.maine.edu/ORSPDocs/Info/InterimNIFATraining.pdf) and forward the completion certificate to ORSP; or
2. Participate in INT 601 and forward the completion report to ORSP; or
3. Participate in and complete an ORSP approved RCR workshop.

**Step 2:**  The proposing department will submit for approval a new or amended course syllabus incorporating the RCR topics outlined in the Office of Research Integrity publication, *Introduction to the Responsible Conduct of Research,* by Nicholas H. Steneck[[1]](#footnote-1), as follows:

1. RCR – Rules of the Road
2. Research Misconduct
3. The Protection of Human Subjects
4. The Welfare of Laboratory Animals
5. Conflicts of Interest
6. Data Management Practices
7. Mentor and Trainee Responsibilities
8. Collaborative Research
9. Authorship and Publication
10. Peer Review.

This most effectively can be accomplished by incorporating the contents of INT 601 into departmental ethics courses. This also is the preferred method, as the topics, lectures, and assignments in INT 601 are designed to meet federal RCR training requirements and are all available for use and adaptation at: <http://umaine.edu/computingcoursesonline/int-601>.

Important: If the syllabus in question is a modification to an existing, previously approved course, the department must submit the original along with the modified syllabus, and provide an explanation of, and for the changes.

**Step 3:** ORSP will provide a review of the syllabus(i) and advise the department as to whether and what type of revisions are required for the course to meet federal and UMaine RCR training requirements.

**Step 4:** Upon preliminary approval, ORSP will forward course documents to the Associate Vice President for Research and Graduate Studies (AVPRGS) for final review and approval, as follows:

1. If the course in question is a new course then the syllabus will be submitted to the graduate board for approval.
2. )If the course in question is a modified existing course, then the AVPRGS shall determine if the changes in the course syllabus are sufficiently large that the course must be reapproved by the graduate board, or if it is acceptable as proposed.

**Step 5:** Courses approved as meeting the Graduate School’s RCR requirement shall be listed as such in the graduate catalog. The Graduate School will list each approved RCR course as a co-requisite for graduate thesis/research (XXX699).

1. Available for download at: https://ori.hhs.gov/sites/default/files/rcrintro.pdf. [↑](#footnote-ref-1)