



**Graduate Board
Room 57, Stodder Hall
Thursday, September 17, 2015
3:00-5:00 pm**

AGENDA

1. Welcome/Introductions
2. Approval of May 21, 2015 GB minutes
3. Quick items:
 - a. Communication of GB discussion/policy changes with program faculty
 - b. Update on Graduate Strategic plan
 - c. Recap of Graduate Student Orientation
 - d. Graduate School Picnic –September 30 (no rain date)
 - e. Graduate School Open House – October 15
 - f. Open Forum on Research and Graduate Studies –November 30
 - g. Graduate Enrollment Update
 - h. Update on VPEM search
 - i. Research Reinvestment Fund Assistantships
 - j. UMS Unified Online discussion
4. Paperless Subcommittee Recommendations –establishing subcommittees
5. Evaluating graduate student progress towards thesis/dissertation completion
6. Brainstorming for Graduate Board initiatives/speakers for the 2015-16 academic year
7. Items arising

**Graduate Board (GB)
Room 57, Stodder Hall
Thursday, May 21, 2015**

Attending: P. Agrawal, S. Belknap, S. Bennett-Armistead, C. Billitteri, T. Bowden, S. Butler, J. Daigle, M. Day, S. Delcourt, B. Frederick, E. Groden (for A. Alyokhin), N. Hall, H. Hamlin, C. Isenhour, S. Jain, C. Kim, A. Knightly, G. Markowsky, S. Marrs, D. Neivandt, A. Reeve, A. Rosenwasser, J. Rubin, M. Shea, K. Slott (for J. Smith), O. Smith, M. Socolow

Graduate School: D. Poisson

1. Approval of **April 23, 2015** minutes
Motion to approve, seconded, one abstained. Approved.
2. Approval of **May 21, 2015** Curriculum Committee report

S. Delcourt presented the following courses which had been recommended by the Curriculum Committee at their May 12th meeting for approval by the Graduate Board.

New Courses:

BMS 630	Journal Club in Biomedical Science & Engineering
BMS 635	Current Approaches in Biomedical Science & Engineering
BMS 640	Experimental Methods in Cell & Molecular Biology
BMS 645	Cell Biology Tissue Development & Function
BMS 650	Grant Writing in Biomedical Science & Engineering
BMS 660	Cell, Molecular and Developmental Neurobiology

Modifications:

BMS 625	Introduction to Biomedical Sciences
BMS 690	Special Topics in Biomedical
FSN 524	Research Methods and Developmental Neurobiology
PSY 603	Ethics and Professional Problems (add RCR requirement)

Motion to approve, seconded, unanimously approved.

3. Quick items:
 - a. 2015-16 GSG and GB membership/introductions
S. Belknap discussed elections held the week prior to Maine Day. 2015-16 GSG membership will include S. Belknap returning as President, Jack McLachlan as new Vice President, Erin Carter as new Grants Officer, Piper Black as new Secretary, Megan Leach and Nora Theodore as new co-Outreach and Professional Development Officers, and Sky Heller returning as Treasurer. S. Belknap also reported that Board of Trustees Representative nominee Kimberley Miner had been approved by President Susan Hunter. S. Delcourt asked for updates to GB membership and also passed around the attendance sheet for new officers who are present.
 - b. Recap of Hooding Ceremony
C. Kim discussed the attendance at the hooding ceremony on Friday, May 8th stating attendance was good with about 220 students, many were Education and Business students. About 1200 attended the reception after the ceremony. She requested a show of hands for GB members who were present at this year's ceremony and reception as well as in attendance at the reception within the past 5 years. She encouraged members to attend for students and students' families. S. Delcourt asked for feedback from those who attended on improving the event for students and

attendees. Andrew Knightly noted that in his department five students were hooded with none of their advisors present, and he stressed how faculty representation could be better. C. Kim said that she had discussed what could be done to improve faculty attendance at Hooding with the Executive Committee (EC), agreeing that students appreciated when their advisors are present at the hooding ceremony. She asked for ideas on improving attendance and thoughts about why faculty are not attending. She suggested the number of ceremonies for students that weekend may cause faculty to opt out of the hooding. K. Slott suggested an hour earlier start and end time would help provide more time between hooding and some other ceremonies. C. Kim mentioned the previous discussion of creating a separate Graduate School Commencement as a means of reducing the number of ceremonies involving graduate students.

D. Poisson mentioned the difficulty of finding an appropriately sized location, adding that past ceremonies were held in CCA and discussing the potential for the Pit as a venue. A GB member suggested providing more information about the hooding to advisors and families to help with attendance. D. Neivandt suggested that advisors hood their master's students, although this might greatly lengthen the ceremony. C. Kim asked GB members if this would encourage faculty to come. K. Slott agreed that this may help with attendance, however it would increase the length of the ceremony which is not preferred. S. Butler says the relationship between students and advisors is not as strong in the SSW program as others. C. Kim encouraged more thought on increasing faculty attendance to improve the student experience. John Daigle suggested a poll of the graduate student body regarding how meaningful it would be to have their advisor there. C. Kim proposed continued discussion in Fall 2015.

c. Update on VPEM search

S. Delcourt told the GB that Barry Ward will serve as the VPEM for at least the summer term, June 1st through August 31st, and possibly longer if a permanent VPEM is still not identified. C. Kim addressed a question regarding the move towards system centralization and if separate EM offices will still be located on each campus or focused system wide. She replied that she is unsure, however UMaine and USM are simultaneously conducting a VPEM search, and so for the moment EM will remain at each of the campuses. She also addressed a question about the long-term availability of new graduate assistantships, announcing that there are funds available through administrative consolidation of IT and Procurement across campuses at the system level. She explained that these funds are being distributed as research reinvestment funds (RRF) to help develop research infrastructure and capacity throughout the UMS. RRF funds will provide a net increase of about 20 GA lines on a competitive basis system wide, but since UMaine has a majority of the Master's and PhD programs in the UMS, more than likely, a majority of the lines will be on this campus. C. Kim confirmed these monies can be made available in FY15. She stated the Board of Trustees and the Chancellor intend that these monies have an economic impact through creative UMS partnerships. D. Neivandt added that GAs can be tied to signature areas at each of the campuses. C. Kim suggested using monies to support top students who are already present in departments to free up other monies.

d. Posthumous Ph.D. Lisa Walton

C. Kim announced that a PhD degree would be granted posthumously to Lisa Ann Walton, a PhD student in the Spatial Information Science and Engineering program, who passed away this past year. The School of Computing and Information Science had petitioned to award her a posthumous PhD which has been approved by the

Executive Committee, followed by the Provost and the President.

e. Special event

C. Kim reminded the GB that this is the last meeting of the academic year. S. Delcourt recognized and extended gratitude for GSG officers who will not be returning: Jennifer Stiles, this year's Grants Officer; Elisa Sance, Vice President and Chief Coordinator for the Grad Expo; Charles Rodda, Board of Trustees rep; Spencer Wood, Outreach and Professional Development Officer; and Megan Sills, Secretary.

C. Kim also recognized Dottie Poission, who is retiring and has been with the Graduate School for 24 years. C. Kim submitted a resolution to be recorded in the Graduate Board minutes thanking Dottie for her many years of service:

***Resolution of the Graduate Board Thanking
Ms. Dottie A. Poisson for her Service to Graduate Studies***

May 21, 2015

Whereas today is the final scheduled meeting of the Graduate Board for the 2014-2015 academic year, the Graduate Board wishes to acknowledge the tremendous contributions made to the Graduate School by Dottie Poisson over the past 24 years as she attends her final Graduate Board meeting before retiring next month.

For many years, Dottie has served as the heart and soul and the "institutional memory" of the Graduate School. Dottie has served as the first point of contact for University of Maine faculty, staff and students, as well as external organizations such as Proquest Dissertations and the Survey of Earned Doctorates, who have both commended her for her diligence in working with University of Maine graduate students.

Dottie has helped literally thousands of students navigate the various steps needed to complete their graduate degrees, often working nights and weekends as the end of the spring semester approached. She has received countless boxes of chocolates, bouquets of flowers, and handwritten thank you notes from the many students she has supported, all the way up until the point where she wishes them "Congratulations" as they march across stage at Commencement. One graduating doctoral student wrote, "please know that as the doctoral students gathered in the Fieldhouse prior to Hooding, I overheard much conversation in reference to marveling at not only how you successfully orchestrated the details of this ceremony, but also many appreciative testimonials as to how well you personally assisted many of them as they worked to complete their dissertations."

Dottie's tireless efforts in support of the Graduate School's mission truly exemplify the ideal of a student centered university. We wish her all the best in her retirement!

4. Discussion item from the Graduate Student Government

S. Belknap discussed decreased participation in the GSG this year and the result that many students in nonattending graduate programs will not be eligible for the grants program. He asked the GB for ideas on potential mechanisms to increase program participation in GSG. S. Belknap confirmed GSG senators may send a proxy to meetings. Another GB member mentioned that he reminds his students about GSG travel funding which helps encourage students to attend meetings. S. Belknap suggested working with Graduate Coordinators to help incentivize student participation. He mentioned that next academic year GSG will send an announcement reminding grad faculty about GSG roles. He confirmed that a department's students are eligible for funding as long as a senator or proxy attends at least 75% of the meetings. D. Neivandt suggested keeping/notifying departments about

attendance for accountability because of the financial implications for the programs. S. Belknap also mentioned that GSG had requested donations of Master's and PhD regalia from graduating students to provide to students in future ceremonies.

5. Discussion of dissertation committee composition

D. Neivandt clarified the Graduate School policy on doctoral dissertation committee composition. A minimum of five graduate faculty members are required on a dissertation committee; three members must be UMaine graduate faculty and one of those three or a fourth member should be outside of the home department of the program. The remaining members may be external graduate faculty members.

6. Discussion of enforcing time limits for completion of doctoral degree requirements

D. Neivandt stated that by Graduate School policy, post-matriculation graduate students should have passed comp exams and be admitted to candidacy by their fourth year, which is currently not being strictly enforced by the graduate school. He further explained that the students must complete their doctoral dissertations within four years of admission to candidacy, as specified in rule 4.3.2. The Graduate School and individual programs must do a better job tracking student progress. D. Neivandt stated that in certain programs like GSBSE students are required to submit an annual report. S. Delcourt further explained that thesis credits may be graded with an I or F, if the student is not making progress on his/her research. D. Neivandt proposed a dual tracking process for students to reach candidacy and for students to complete their dissertations. D. Neivandt suggested that students receive a warning notice with one year left in their programs with exceptions to be made through the ETR process for students with extenuating circumstances. S. Delcourt asked GB members if some programs have students taking much longer than 4 years to reach candidacy, to which some responded that the time does vary beyond 4 years. D. Neivandt stated this issue will be taken back to the EC for further discussion and policy formulation.

7. Formation of sub-committees as recommended by the paperless form committee (thesis format template and paperless form routing)

S. Delcourt presented recommendations from the paperless subcommittee. Recommendations included: 1) streamline electronic submission of theses; 2) create paperless versions for all Graduate School forms; 3) reorganize content of the Graduate School website. S. Delcourt explained that the web site development is an internal issue and that there are plans to work with web marketing department to make improvements. Subcommittees will be formed in AY2015-16 to address items 1 and 2. S. Belknap volunteered for either subcommittee and B. Frederick volunteered for the thesis subcommittee. Delcourt asked for additional volunteers for each subcommittee; G. Markowsky also volunteered for the thesis subcommittee.

8. Discussion of graduate strategic planning - reports from subcommittees

C. Kim asked Executive Committee members for updates on their strategic planning subcommittees. She reminded the GB that members of the EC have been asked to write up sections of the strategic plan, and subcommittees have been formed to do this. She explained each section to be completed by the middle of June will be 3-4 pages with bulleted recommendations on how to best move forward as a graduate school. She further explained that each section will be reviewed by D. Neivandt, S. Delcourt, and C. Kim, who will edit

the documents and prepare an overview and introductory section over the summer

Executive Committee members providing reports included Owen Smith, who asked members of GB for information on interdisciplinary programs.

Andy Knightly and John Daigle, who chair the subcommittee for enhancement, selective growth, and quality assurance of graduate programs discussed a recent subcommittee meeting in early May with four faculty members.

Pank Agrawal, who chairs the graduate enrollment and management subcommittee, stated the group had met twice with ten individuals from across campus who were willing to share ideas. He highlighted one common phrase from the meetings: active (traveling to meet with students) vs. passive (outdated faculty pages) recruiting by various departments.

Susan Bennett-Armistead who chairs the graduate student life and professional development committee, discussed conducting student interviews to discover what could be improved with regard to the student experience. She explained how in every conversation, students expressed a desire to be more connected. She further explained that students feel connected to their own college/department, but want to feel more connected with the entire campus. She highlighted that graduate students are looking for inclusive and alternative social activities, graduate liaisons to help navigate the university, and students with families are looking for more family friendly resources.

9. Items arising

S. Delcourt introduced Wicks fellow, Tessa Piles, who will once again help with the Graduate School's Orientation program and will be reaching out to Graduate Coordinators to get lists of new TAs to be invited to the TA Workshop..

S. Delcourt announced that 5 summer dissertation fellowships for students who are close to finishing will be available for this summer. He stated that fellowship recipients will receive a \$3,000 stipend paid in 3 installments for June, July and August, and will be assigned a room in Stodder to use as an office. He further stated that a request for nominations will be sent out soon. Fellowships will be awarded based on need for office space and financial support.

C. Billitteri expressed concern for the amount of training a new Admin Asst receives and suggested that the Graduate School have a general training for Administrative Assistants. S. Delcourt responded that the Graduate School has held general training sessions for administrative assistants and graduate coordinators, and suggested contacting Jessica Ouellette to get help with WebNow training. D. Poisson explained these training sessions generally occur before the academic year.

C. Kim wished thanked everyone for their participation in GB and wished them an enjoyable summer.

Meeting adjourned at 4:45.