



**Graduate Board  
Room 57, Stodder Hall  
Thursday, April 23, 2015  
3:00-5:00 pm**

**AGENDA**

1. Approval of **Feb 26, 2015** minutes
2. Approval of **April 14, 2015** Curriculum Committee report
3. Quick items:
  - a. Recap of GradExpo
  - b. Hooding Ceremony (most outstanding students)
  - c. Graduate School financial awards
  - d. Update on VPEM search
  - e. **May 21, 2015** – Final Graduate Board meeting
4. Report of the subcommittee on paperless forms
5. Demonstration of new ETD submission site – Desiree Butterfield-Nagy
6. Data security for TAs without a personal laptop
7. Discussion of graduate strategic planning - reports from subcommittees
8. Items arising

**Graduate Board (GB)**  
**Room 57, Stodder Hall**  
**Thursday, February 26, 2015**

**Attending:** E. Groden for A. Alyokhin, J. Beaupre, E. Blomberg, P. Walsum for D. Bousfield, T. Bowden, R. Bushway, S. Butler, V. Caccese, J. Daigle, M. Day, S. Delcourt, J. Ferland, B. Frederick, S. Gardner, N. Hall, H. Hamlin, C. Isenhour, S. Jain, C. Kim, K. Kreutz, G. Markowsky, S. Marrs, D. Neivandt, A. Reeve, A. Rosenwasser, J. Rubin, J. Settele, M. Shea, R. Sher, K. Slott for J. Smith, M. Socolow, and Y. Zhu

**Graduate School:** D. Poisson

**Guests:** Amy Gieseke and Monique LaRocque

1. Approval of December 18 and January 22 Graduate Board minutes  
C. Kim asked for a motion to approve the December 18, 2014 and January 22, 2015 GB minutes. She noted that the Graduate School (GS) had found a typo and a missing word in the December minutes.  
Motion to approve, seconded one abstained. Minutes were approved with minor corrections to be made to the December minutes.

2. February 10 Curriculum Committee Report  
S. Delcourt reported that the Curriculum Committee met on February 10<sup>th</sup> and recommends the following courses to the Graduate Board for approval.

*New Courses:*

ART 640 Advanced Projects in Printmaking  
CHY 523 Advanced Polymer Chemistry  
CHY 578 NanoScience  
SFR 544 Forest Resources Economics  
SFR 577 Forest Landscape Management and Planning

*Modifications:*

DIG 580 Digital Curation Internship  
SEI 501 Diversity in Development in Childhood  
XXX 699 Thesis

Motion to approve, seconded, unanimously approved

3. Quick items:
  - Graduate Hooding Ceremony  
C. Kim asked D. Poisson to give a short report on the Student/Faculty Recognition (Hooding) Ceremony. Poisson reported the Hooding Ceremony will be held on May 8<sup>th</sup>, and as in the past, faculty should report to the Alford Arena for the faculty line of march at 3:30 p.m. and students should report to the Memorial Gym at 3:15 p.m. Poisson stressed that regalia is required of all faculty and students who wish to participate in the ceremony and that details of the ceremony and reception will be posted on the GS website and sent to departments for circulation soon. Poisson reported that the reception immediately following the ceremony will be held at Wells Commons and that the menu would be similar to last year's because the feedback was very favorable. Poisson asked Board members to help spread the word to faculty and graduate students about the recognition ceremony and the reception.

- C. Kim was excited to inform the Board that Marilyn Zoidis, UMaine alumna and former director of the Henry Ford Museum, will be this year's guest alumna speaker. Kim also reported that UMaine has contracted with Grad Flowers for the Hooding (May 8) and Commencement (May 9) ceremonies. She said flowers will be available for purchase on the day of the ceremonies or online prior to the ceremonies at

<http://gradflowers.myshopify.com/pages/university-of-maine> and said it's an excellent way for family/friends and faculty/mentors to honor the accomplishments of their students.

- Dissemination of GB information

C. Kim addressed the Board regarding a concern that the information discussed at GB is not being disseminated to the campus at large. She reminded the Board that each GB member represents a specific unit, and it is crucial that the information circulated and discussions held at GB be brought back to the units and shared. She questioned how information could be disseminated within a college/unit more efficiently. A GB member suggested that the GB minutes be forwarded to individuals or posted on-line and in FirstClass folders. **NOTE: Graduate Board minutes and other information are available in electronic format on the Graduate School's web site (graduate faculty/staff link).**

- Second round of award nominations is due **March 6, 2015**

C. Kim reminded members that the second round of award nominations is due March 6, 2015.

- Fellowship and assistantship recipients

D. Neivandt reported that the Executive Committee met to select the recipients for the 2015-2016 GS awards. He said the committee found it very rewarding to read the applications, but found it extremely difficult to choose the recipients because they were so competitive. He reported there were 22 applications for the 10 Chase Distinguished Research Assistantship (CDRA) awards, 7 applications for the Michael J. Eckardt Dissertation Fellowships (MJEDF) for 5 awards, and 21 Janet Waldron Doctoral Research Fellowship (JWDRF) applications for 5 total awards. He further explained that because the JWDRF may be renewed, 2 of last year's recipients elected a second year, therefore, only three new JWDRF were awarded. Neivandt circulated a list of the recipients and announced that the list would be placed on the GS website.

- Assistantship template letter

S. Delcourt circulated a copy of the revised assistantship template letter explaining the yellow highlighted sections are variable sections for department specific information and the white section is standard university information that should not be edited. A question was raised about the sexual violence training waiver process, and Scott said he would check with EO.

- Update on VP EM search

S. Delcourt reported that the Vice President for Enrollment Management (VP EM) search committee met and chose 2 finalists. The two that are being recommended for interviews are Christopher Connor and Thomas Taylor. He said the interviews will be held the week of March 16, and he encouraged the campus community to attend the public sessions. He also said that one candidate has a lot of experience with graduate admissions.

- Admissions update

Scott gave an update on fall 2015 graduate applications and reported that the Royall campaign did increase applications significantly in the areas of Business, Education and Global Policy, but many of the applications received were incomplete, and likely not serious applicants. Delcourt reported a great deal of staff time was spent on processing these applications, yet no application fees were received. He mentioned that he did not think UMaine would contract with Royall again because, with the possible exception of Global Policy applications, the campaign did not produce the desired results. He stressed that the CSD campaign was more successful because the applicants applications increased dramatically and were nearly all serious applicants. Delcourt further noted that the quality of the CSD applicant pool was as good as previous years, even though it was 3 times larger.

- Sweet Frog Fundraiser

C. Kim informed the Board that the GSG was holding a GradExpo fund raiser this evening at the Sweet Frog, a new premium frozen yogurt store located on Stillwater Avenue near the mall.

- E. Sance reported that there are still 32 sessions that still need judges for the GradExpo. Kim asked if there was a link where someone interested in being a judge could sign up. E. Sance responded no, but she circulated a page that indicated the date, time and areas that judges are still needed for oral presentations and posters. Sance said she would send D. Poisson the list electronically to be forwarded to GB members with a request that they send it to faculty/staff/graduate students in hopes of filling the vacant positions soon. Sance encouraged everyone to participate and be involved in the GradExpo in some way.

- IPhD guidelines as revised in Jan. / IPhD Faculty Criteria

D. Neivandt addressed the Board regarding the IPhD program, stressing it is very different from other doctoral programs because the students admitted into this program do not have an academic home. This being the case, IPhD students rely heavily on a rigorous admission procedure. The IPhD policy and admissions committee felt strongly that a review of the guidelines and structure of the IPhD program was greatly in need. Neivandt reported the committee revised the guidelines that had not been updated since 2003 and that they believe the new guidelines are stronger and represent a more transparent process and should result in students receiving better support and advisement. Neivandt also reported that the IPhD program never created graduate faculty appointment criteria; this issue was addressed and resolved by the committee and the newly developed criteria will be submitted to the Graduate Executive Committee for review and approval.

#### 4. Discussion of graduate strategic planning - themes and committee chairs (see handout)

C. Kim reminded the Board that the graduate strategic plan is moving forward. Each member of the Graduate Executive Committee will chair a subcommittee which will write one 3 page section of the strategic plan. Committees will work on developing draft sections in the next couple of months that will be edited by C. Kim, D. Neivandt, and S. Delcourt over the summer and presented to GB in the fall. Kim encouraged any interested GB members to participate, stating that the plan is not intended to be a huge time commitment.

#### 5. Presentation from Monique LaRocque and Amy Gieseke, DLL

A. Gieseke gave a tour of the newly developed UMaine Online website

<https://online.umaine.edu/graduate-degrees/>. She demonstrated that the site navigates easily, she noted some of the highlights include an “Our World-Class Faculty” link, a “Find Answers” link (info. re: student and faculty services and tech support), as well as links to “Browse Degrees”, “How to Apply”, “Online Courses”, and “Tuition and Fees”. The Board was informed that after much market research, there is a proposal submitted to the Chancellor to have an e-tuition rate of 125% of the in-state rate for students that are enrolled in fully online degree and certificate programs (the e-tuition rate would not be available to a student who is paying the out-of-state rate for courses taken on campus and takes one or more on-line courses as well). It was also noted that the fee structure for online courses will be different. Amy stressed that UMaine online leadership is positioned well on the graduate level because there is nothing within the System that is duplicative.

S. Delcourt reported that the GS is trying to develop a method to track the online students from the point of admission so that they are billed correctly and receive necessary advising and support. A short discussion regarding problems with software/equipment for online courses followed and Gieseke said that conversations with faculty in departments are being held and assistance with software/equipment is being provided to make sure the online experience is a good one for the

students and instructors as well. She noted the Faculty Development Center is now under DLL which should help improve communications.

It was questioned if an on campus student could also take online courses, and Gieseke responded that the plan is to have the ability for students to take both online and on campus courses when permitted. S. Butler interjected that the MSW online courses can only be attended by online students because they have a weekend cohort program with a specialized curriculum. M. LaRocque noted that typically students in degree programs do not migrate to online courses if they have chosen to take courses face-to-face, but it does open courses up to nondegree students who wish to take online courses. Gieseke added that in some instances, those students that were struggling to make it to campus changed to online programs, and it helped to retain the students. S. Delcourt thanked A. Gieseke and M. LaRocque for addressing the Board.

#### 6. Items arising

G. Markowsky addressed the board about improving the submission of Graduate School forms and speeding up the paperless process discussed at an earlier GB meeting. He also wanted to know if there was any progress being made in regards to submitting theses electronically in .pdf format. He stressed that he wanted the Board to take action. S. Delcourt explained that the Board has already voted on and approved the policy that states, as of May 2015, all theses must be submitted in electronic format with the intention that the Graduate School move toward an electronic archiving process rather than a paper-based one when all the bugs have been worked out. Delcourt also noted that the Graduate School is waiting for the recommendations from the subcommittee on paperless forms and routing, and that this item would be placed on the next GB agenda for discussion.

E. Sance said the poster schedule was a little misleading, and she clarified that judges are being asked to judge a total of 8 posters not 16.

S. Delcourt asked again that GB members consider becoming members of one of the strategic planning subcommittees and said anyone interested contact the members of the Graduate Executive Committee who are chairing the subcommittees.

Delcourt informed the Board that the Graduate School is updating the official academic inventory of concentrations and specializations. He reported that there was recently an issue with a graduate student who had assumed she could have a concentration listed on her diploma that did not exist within the University of Maine academic inventory. Delcourt further noted that concentrations are listed on the academic transcript, but not on the diploma. He asked that all GB members review their program web sites to make sure that any inaccurate information be removed. An official list of graduate concentrations will be brought to the Graduate Board at a later meeting.

C. Kim announced that the March GB meeting is cancelled because the time conflicts with President Hunter's installation.

Meeting adjourned at 4:36 p.m.

## CURRICULUM COMMITTEE REPORT

The Curriculum Committee met on March 17<sup>th</sup> and recommends the following courses to the Graduate Board for approval at its April 23<sup>rd</sup>, 2015 meeting.

### *New Courses:*

- BIO 593 Advanced Biometry
- SFR 507 Forest Ecology

### *Modifications:*

- CMJ 600 Introduction to Graduate Study in Communication
- CMJ 602 Teaching Communication in College
- GRN 502 Interventions for Older Adults in Diverse Settings
- KPE 580 Mechanical Analysis of Human Movement
- SEI 508 Assessment and Program Planning for Early Intervention
- SEI 510 Serving Infants and Toddlers in Natural Environments
- SEI 511 Planning Inclusive Early Childhood Programs and Environments
- SEI 513 Practicum in Early Intervention
- SEI 514 Administration and Public Policy for Early Childhood Programs
- SEI 516 Seminar and Practicum in Collaborative Consultation
- SEI 523 Home-based Practicum and Seminar in Early Intervention
- SEI 525 Center-based Practicum and Seminar in Early Intervention
- SEI 529 Language Development and Literacy for Diverse Young Learners
- SEI 650 Graduate Project in Early Intervention

The Curriculum Committee met on April 14<sup>th</sup> and recommends the following courses to the Graduate Board for approval at its April 23<sup>rd</sup>, 2015 meeting.

### *New Courses:*

- ANT 564 Ecological Anthropology
- ANT 566 Economic Anthropology
- SFR 504 Rural Communities: Theory and Practice
- SIE 558 Real-time Sensor Data Streams
- SIE 559 Geosensor Networks

### *Modifications:*

- ERS 544 Glaciology
- ERS 552 Geomorphology
- GRN 503 Health Policy Issues of an Aging Population
- SFR 690 Master of Forestry Project

### *Elimination:*

- GRN 504 Integrative Seminar in Gerontology

**Paperless Subcommittee for the Graduate School**  
Members: Susan K. Gardner, George Markowsky, and Owen Smith

December 9, 2014

There are several possible areas where electronic forms and submissions may be feasible or to which access could be improved:

- Thesis/Dissertation
- General Paperwork and Forms
- Form availability on website

Thesis/Dissertation

- Perhaps an electronic template could be created that would assist in formatting figures as well as how to include alternative materials (multimedia, etc.)
- The committee suggests the formation of a subcommittee that is focused on this issue and that perhaps includes a survey of current graduate faculty regarding any issues or concerns with such a change

Paperwork

- All paperwork should be available in an electronic format, preferably in editable PDFs
- Can electronic signatures also be made possible (e.g., PARS-type routing)?
- If a PARS-type routing occurred, how would we handle off-campus committee members?

Website

- While many of the forms are already available on the Graduate School's website, it is sometimes difficult to find them
- The committee suggests reordering the files by the general date/timeline needed in the particular graduate degree (i.e., POS listed before change of POS, etc.)
- In addition, a general checklist or timeline with links to each form may also be helpful in guiding students and advisors through relevant check points

Overall recommendation:

The committee suggests the appointment of one subcommittee for each of the three areas to develop recommendations for moving forward.