



**Graduate Board
Room 57, Stodder Hall
Thursday, April 28, 2016
3:00-4:30 pm**

AGENDA

1. Review/approval of March 2016 minutes
2. April 2016 Graduate Curriculum Committee Report
3. Quick items:
 - a. NAGS annual meeting debrief (3MT competition)
 - b. Hooding Ceremony – May 13
 - c. Graduate Board membership – last meeting May 19
4. Review of proposed 4+1 in Electrical and Computer Engineering
5. Review of proposed 4+1 in History
6. Tracking graduate student progress
7. ETD Implementation
8. Items arising

Graduate Board
Room 57, Stodder Hall
Thursday, March 31, 2016
3:00-5:00 pm

Attending: P. Agrawal, J. Ballinger, S. Belknap, S. Butler, M. Day, S. Delcourt, J. Ferland, B. Frederick, H. Hamlin, G. Howard., C. Isenhour, C. Kim, M. Kinnison, S. Klein (for T. Waring), A. Knightly, M. Logue, G. Markowsky, S. Marrs, I. Mette, S. Oliver, E. Pandiscio, A. Reeve, D. Rooks-Ellis, M. Shea, O. Smith, M. Socolow, K. Vekasi, C. Villacorta Gonzales, J. Walker, Y. Zhu

Graduate School: C. Burgess, L. Dupee

Guests: S. Chasse-Johndro, S. Gardner, J. Prince, P. Schilling, E. Straine

1. Review/approval of December 2015 minutes
Motion, seconded, unanimously approved.
2. January and March 2016 Graduate Curriculum Committee Reports
S. Delcourt presented the following courses which had been recommended by the Curriculum Committee at their January 12th and March 15th meetings for approval by the Graduate Board (GB).

January 12th

New Courses:

SFR 593 - Sustainable Tourism Planning

Modifications:

FSN 510 - Trace Minerals

FSN 584 - Lipids, Diet and Cardiovascular Disease

FSN 585 - Sensory Evaluation I

March 15th

New Courses:

SFR 528 - Qualitative Data Analysis in Natural Resources

SFR 570 - Cellulose Nanomaterials and their Composites

Modifications:

BUA 698 - Independent Study

BUA 697 - Field Experience in Accounting

BUA 695 - MBA Internship

BUA 668 - Electronic Commerce

BUA 653 - Investment Management

BUA 652 - Management of Financial Institutions

BUA 649 - Management Policy

BUA 645 - Selected Advanced Topics in Business Administration

BUA 641 - Organizational Consulting

BUA 639 - Contemporary Issues in International Business

BUA 626 - Management of Contemporary Organizations

BUA 620 - Law, Business and Society

BUA 608 - Topics in Accounting

BUA 605 - Creating and Capturing Value in the Digital Economy

BUA 601 - Statistical Analysis and Modeling for Organizational Operations
BUA 596 - International Field Study
BUA 561 - Knowledge Management and Decision Support Systems
EDT 520 - Digital Age Teaching and Learning Methods
EDT 540 - Instructional Design and Project Management
FSN 512 - Hazard Analysis Critical Control Points
FSN 530 - Complementary Nutrition Practices

Motion to accept, seconded, unanimously approved.

3. Quick items:

- a. Graduate School fellowship and scholarship recipients
S. Delcourt explained the process for fellowships and assistantships decisions were moved to January while Chase assistantship, Hunter teaching fellowship, and all scholarship decisions were moved to February to give programs an earlier timeline by which to make decisions on their own assistantships/scholarships, allowing programs to make earlier award offers. J. Walker expressed the students' confusion who received scholarship letters from the Graduate School before department admission decisions were sent forward. J. Ferland stated the need for a list of all deadlines early in the academic year. K. Vekasi also expressed concern with recruitment letters sent after the deadline for scholarships. S. Delcourt thanked the Board for their input and would incorporate feedback into next year's award process.
- b. Graduate and Undergraduate Research Symposium, April 27th
C. Kim stated the Graduate and Undergraduate Research Symposium will be taking place on April 27th at the Cross Insurance Center in Bangor. She explained that this is the first time the Center for Undergraduate Research Showcase and the Graduate Expo will be combined, and there are record numbers of graduate and undergraduate student presentations. She further explained the contract with TipWhip (a transportation company started by a UM graduate student) which will be providing free transportation back and forth from the University to the Cross Center. Rides will be running frequently with three locations at the University and two locations at the Cross Center for return trips. She requested a call for 25-30 more judges in addition to the current 50. She added the MTI board will be holding their monthly meeting at the same time as symposium and Maine Community Connect, an organization which helps connect a person new to the area to the local community, which is important for recruiting, will be holding their annual meeting the same day bringing in 100 community leaders throughout the state creating a great opportunity for students to show off their research. She explained that the Vice President for Enrollment Management will be sending marketing materials to high schools across the state and the Graduate School had sent notices to Maine colleges and universities.
- c. Graduate Hooding Ceremony – announcing outstanding students
C. Kim reminded GB about announcing outstanding students at the Hooding

ceremony and asked members to submit students who should be recognized. She explained that Masters students are hooded and doctoral students (who will be hooded at Commencement) are recognized at the Hooding Ceremony. S. Belknap stated that GSG is able to rent a limited amount of academic regalia to doctoral students through GSG; currently there are 16 tams, 1 robe, and 4 hoods with hopes to expand the inventory in the future.

d. America East Consortium Hackathon

C. Kim discussed how Binghamton University will be hosting the America East Consortium Hackathon in October 2016, and UMaine will be able to participate. She explained the hackathon is a weekend long event where a team is tasked with solving a particular societal problem, and the theme this year is about elections. She asked GB to pass information on to graduate students who may be interested; UMaine Research office will help subsidize teams. More details will be sent out at a later date.

e. ETD implementation committee

S. Delcourt informed the Board that an ETD implementation committee had been established and had met recently to review the recommendations submitted to the Graduate Board in December. B. Frederick reported on behalf of the implementation committee that in December only 40% and in August 60% of graduating students uploaded their theses or dissertations to Digital Commons. He explained the implementation committee's proposal for students to upload their tentative copy in Digital Commons for dissemination to committee members. After the defense, students make changes and upload final version. A utility program would generate and send a report to the committee, advisor, and GS showing differences in versions so the advisor could electronically sign off on required revisions. B. Frederick further explained the advisor's final approval would trigger an email notification to the Graduate Coordinator. O. Smith suggested an option for the advisor to mark whether any revisions are required or not after the defense to expedite the submission process. C. Burgess stated language to include in the GS Policies and Regulations about ETD submissions should include a description of the new ETD submission process and suggested further discussion on the use of ProQuest. C. Kim suggested continuing discussion of ETD committee recommendations at the April GB meeting.

f. Faculty Recognition Luncheon

C. Burgess stated the Presidential luncheon will be held between morning and afternoon ceremonies. She explained that faculty should fill out the form on the Commencement website for attendance.

4. MEd Instructional Technology

S. Delcourt explained to the GB that the MEd in Instructional Technology had been reorganized as a UMaine degree offered collaboratively by UMaine, USM and UMF. J. Prince, faculty at UMF and coordinator of the IT program and P.

Schilling, Executive Director of Innovation in Teaching and Learning at UMaine attended GB to discuss the new program. J. Prince proposed the following: (1) the MEd Instructional Technology program change from 36 credits to 33 credits, (2) an increase of 3 credits for the existing Graduate Certificate in Classroom Technology Integration, and (3) a new Graduate Certificate in Instructional Design. She explained that students would apply through the Graduate School at UMaine. She noted that the purpose of revising the curriculum was to take advantage of existing faculty expertise. She stated the current seminar in education technology is being eliminated due to repetitive content covered in other courses. She described an ongoing process of surveying both current students and alumni from the past eight years to better address the growing need for professionals in this field.

Motion to approve updates to the MEd in Instructional Technology and the Graduate Certificate in Classroom Technology Integration as well as the new Graduate Certificate in Instructional Design programs, seconded, unanimously approved.

5. Proposal for Graduate Certificate in ESL – Shelly Chasse-Johndro
S. Chasse-Johndro explained the need for the Graduate Certificate in ESL to support the growing population of students whose home language is not English. She described how current coursework is through non-degree courses and stated the Certificate would lead to ESL endorsement from the Maine State Department of Education, subject to passing the Praxis subject test. Mary Ellen Logue stated current coursework is offered through Project Reach, however, instructional costs are funded through the College of Education and Human Development (COEHD). M. Logue explained the certificate could support specialization in ESL within the MEd in Curriculum, Assessment and Instruction. She further explained that new faculty joining UMaine in the fall will have ESL expertise.

Motion to approve the Graduate Certificate in ESL, seconded, unanimously approved.

6. Proposals for Master of Arts in Teaching and Graduate Certificate in Teacher Certification
S. Gardner explained the new proposed Graduate Certificate in Teacher Certification had been proposed for students who realize their interest in teaching after completing another undergraduate major and/or after working for a period of time. She discussed how the graduate certificate leading to teacher certification would be available through evening and online courses. She stated the redesign of the MAT program in secondary education updated the current curriculum to also include evening and online courses, with the potential for completion in one year. She discussed the Graduate Certificate as a pathway for attracting students to the MAT program since the MAT may be earned with 15 additional credits.

Motion to approve the revisions to MAT program and adoption of Graduate Certificate in Teacher Certification, seconded, unanimously approved.

7. 4+1 accelerated program incentive

C. Kim stated starting in Fall 2016 there are nine currently approved 4+1 accelerated programs. Beginning in the next academic year, 20% of graduate tuition dollars for students admitted through the 4+1 tracks will be returned to departments as an incentive for recruitment and further development of 4+1 options. She explained approximately \$2000-\$3000 will return to the program in FY 18 for each 4+1 student beginning graduate coursework in Fall 2016.

8. Items arising

S. Delcourt suggested the ETD committee meeting will be a longer item of discussion for the April GB meeting. He stated that questions on the 4+1 program incentive should be directed toward Dave Neivandt, Carol Kim or himself. Existing 4+1 programs will be marketed to current UM students through the Graduate School beginning this spring. However, each program with a 4+1 track should begin outreach to its own undergraduate students beginning in the first year of undergraduate study.

**Proposal for 4 + 1 Bachelor's/Master's Degree Programs
in Electrical Engineering and Computer Engineering**

April 1, 2016

Rationale:

Our department offers two M.S. degree programs: M.S. in Electrical Engineering, and M.S. in Computer Engineering. Usually it takes two years to graduate from these programs.

We propose to create two “Four + One” pathways for M.S. in Electrical Engineering and M.S. in Computer Engineering. There are two motivations for us to create these new pathways:

1. Although there is strong market demand for M.S. degrees in both Electrical Engineering (ELE) and Computer Engineering (CEN), compelling starting salaries for graduates with B.S. degrees in ELE or CEN discourage students from applying to our M.S. programs.
2. We often find strong undergraduates who could start their graduate studies in the senior year and complete the Master's degree within two or three semesters after receiving the Bachelor's degree.

Admission Criteria and Process:

Students can be provisionally admitted into our 4+1 non-thesis masters programs during the junior year. Students must satisfy the following requirements:

1. Students have completed at least 60 but no more than 100 credit hours applicable towards graduation in either ELE or CEN bachelor's degree.
2. Students have an average GPA of 3.5 or higher.
3. Students are on the track to complete the following core courses by the end of the junior year:
 - For M.S. in Computer Engineering: ECE 177, ECE 275, ECE 271, ECE 210, ECE 342, ECE 473, and one of ECE 471 or ECE 477
 - For M.S. in Electrical Engineering: ECE 177, ECE 210, ECE 214, ECE 314, ECE 342, ECE 343, ECE 351

In the junior year, students must submit the following materials to the graduate coordinator by February 15:

1. Undergraduate transcript (unofficial transcript is acceptable)
2. A plan of study that leads to graduation within 15 months following matriculation in master's program (Students must work with the graduate coordinator and their undergraduate faculty advisor to develop this study plan)

The graduate committee will make decisions on provisional admission for each applicant by April 15 of the same year. All application materials and admission decision will be submitted to the Graduate School.

In the senior year, students must submit the formal application to the Graduate School (including payment of the application fee) by January 15. While submission of GRE score is

optional for such students, GRE is highly recommended if the students wish to be considered for assistantships or scholarships.

During the senior year, provisionally admitted students would take up to 9 credits toward the masters degree. These courses would also count towards the bachelors degree (joint credits), but must be part of the Master's Program of Study.

Upon graduation with a bachelors degree, and with satisfactory performance (defined as 3.5 cumulative GPA and no grade below "B" in the graduate courses to be double-counted for the masters degree) in courses taken as an undergraduate, the student may be formally matriculated into the masters program. Students who meet these requirements must matriculate in their masters program within one semester/term after receiving their bachelors degree in order to use the joint credits. Under extraordinary circumstances, a student may petition to delay matriculation up to an additional 12 months.

Students may switch from the "4+1" pathway to the Master's degree program with thesis, with the approval of the department's graduate committee.

Approval Page

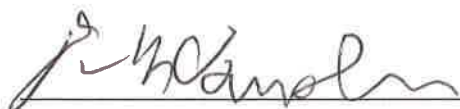
4 + 1 Option for Master of Science in Electrical Engineering
4 + 1 Option for Master of Science in Computer Engineering



Chair of Department of Electrical and Computer Engineering

4/27/2016

Date



Dean of College of Engineering

4/27/2016

Date

Vice President for Research and Dean of the Graduate School

Date

Executive Vice President for Academic Affairs and Provost

Date

Proposed Four Plus One Master's Degree Programs (BA/MA)
in the Department of History

The Department of History in the College of Liberal Arts and Science offers the opportunity for students at the University of Maine to earn a Bachelors degree (BA) and a Masters degree (MA) in History in five combined years of study (the Four Plus One program).

The major advantage in pursuing a combined BA/MA program is that the student may count nine graduate course credits taken during the undergraduate senior year toward both the BA and MA degrees. Furthermore, the cost of earning the MA degree is reduced because students pay undergraduate tuition rather than graduate tuition for the double-counted courses.

The Four Plus One is a highly selective program. The program is designed for a non-thesis MA degree. It is intended for students seeking credentials in entry-level employment in jobs which emphasize research, analytical skills, and critical thinking.

Core Program Requirements

Students enrolled in the Four Plus one program earn a BA degree at the end of their senior year, and graduate along with the rest of their class. In the Four Plus One Program, the MA is earned after the fifth year, based on the combined graduate work completed in their senior year as an undergraduate and in their one year as a graduate student.

During the senior year, which serves as a bridge year between the BA and MA programs, students typically take nine graduate-level course credits at the 500-level or above that can count toward both the BA and MA degrees; only courses passed with a grade of "B" or better will be counted for the MA degree. Over the course of earning the MA degree, students are permitted a maximum of two 550 readings courses and two 400-level courses in their field or topic of concentration.

Four Plus One Coursework and Examination

MA students, in conjunction with a major advisor, select a) an area of concentration such as American, Canadian, European, or East Asian history, or b) a topic of concentration such as Technology, Environmental, or International history. Students must complete 30 credit hours of course work. At least 24 credit hours must be taken at the graduate level, including HTY 647 and two other 600-level seminars. Students will take at least one 500 or 600-level History course outside of their area or topic of concentration. Non-thesis MA students must pass a comprehensive oral examination on all of the course work constituting their required 30 credits.

Sample Course schedule:

Senior Year: 9 credits

Summer following graduation: 3 credits of a HTY internship

Graduate year: 18 credits.

Admissions

Students apply for the Four Plus One during their junior year (at least 60 but no more than 100 completed credit hours applicable towards the BA degree). Student must have an undergraduate GPA of 3.5 or higher and must have already completed or will complete HTY 311 by the end of their junior year. In addition, applicants must identify a graduate faculty member from the Department who is willing to serve as their undergraduate/graduate academic mentor before being admitted into either program.

The application deadline is January 1. Student complete an application supplied by the Department of History and submit the application directly to the Department rather than to the Graduate School. The History Department Graduate Committee will make admissions decisions no later than March 1.

Please note that admission to the Four Plus One programs includes provisional admission to the Graduate School. Formal applications for admission to the MA program (including payment of the application fee) must be made through the Graduate School and should occur no later than spring of the senior year. The normal GRE requirement will be waived for student in the Four Plus One program. Also note that students must maintain a 3.5 GPA or higher through completion of the BA degree graduation in order to benefit from the double-counted credits.

Students who meet the above requirements must matriculate in the MA program within three months after receiving their BA degree in order to apply the double-counted credits towards the MA degree. Students in the Four Plus One program must complete the MA curriculum within 15 months of matriculation. Under extraordinary circumstances, a student may petition to delay matriculation up to an additional 12 months.

Tuition

Undergraduate tuition is charged for all graduate courses taken in the senior year. Graduate tuition will be charged for courses taken after matriculation into the MA program.

Approximate Timeline for Admission

Junior Year

Fall Semester – graduate faculty mentor secured based on career goals and share research interests

January 1 – application submitted to the Graduate Coordinator, History Department, Stevens Hall

March 1 – decision on admission made by the Graduate Committee in the History Department. The Graduate Committee will communicate the names of all admitted Four Plus One students to the Graduate School.

May 1 – register for classes and complete program of study with faculty mentor.

Application Procedure

This program is highly selective. Students must have a cumulative GPA of at least 3.5 to be admitted and must maintain that GPA through graduation in order to apply the graduate-level course credit earned as an undergraduate towards the MA degree. The program is only open to current University of Maine undergraduates.

Application must include:

1. A statement of purpose. This statement should discuss anything that might be relevant to an admissions decision. This will be your opportunity to talk to the admissions committee directly. Ideally, your statement should address why you wish to be admitted to the combined BA/MA program, your preparation for the program and your future plans after receiving a MA degree. This is also your opportunity to discuss anything else you might need the admissions committee to know about you, but please keep your statement relevant to an admissions decision to a research program. This statement should be no more than two single-spaced pages.

2. Two letters of recommendation. These letters must come from University of Maine faculty. One letter must be from the faculty member who has agreed to be your faculty mentor. These letters can be mailed directly to the program or they can be included along with the application in a sealed envelope.

3. A current University of Maine transcript. Only a University of Maine transcript is needed.

Deadline: Applications must be made by the beginning of second semester of the junior year.

Applications should be sent to:

Combined BA/MA Program in History, Department of History, 255 Stevens Hall, University of Maine, Orono, ME 04469

Admission Decisions

Admission decisions are made by the Graduate Committee in the Department of History. This is a highly selective program. The committee will carefully review a transcript to determine whether the applicant is likely to succeed in graduate-level coursework. The committee will pay special attention to the statement of purpose and letters of recommendation in making their admission decision. As a highly selective program, we anticipate that even some strong students may not be admitted.

ENDORSEMENTS (Please Print and Sign Name)

Leader, Initiating Department/Unit

Date

 4/12/16

College(s) Curriculum Committee Chair(s)

Laura Artesani Laura Artesani 4/12/16

Dean(s)

Timothy H. Lott DeTroyfield 4/12/16

Associate Provost for Academic Affairs



DRAFT proposal of Electronic Thesis & Dissertation Committee
(revised after Grad Board meeting March 31, 2016)
Committee: B. G. Frederick, S. Belknap, C. Burgess, Desiree
Butterfield-Nagy

Logistical issues:

A) In December only 40% of theses were uploaded and last May only 60% were upload, so the paper copies are the only copy the University obtained.

B) There are programs that can make comparisons between two versions, that could automatically generate a report for the advisor and the committee regarding the changes that have been made between the thesis presented for the defense and the final thesis. Example of such programs are Turn-it in (which uses colors to highlight portions of text that match published sources) and utilities programmers use, that highlight in green programming code that is new, code in red that was deleted, and so on. We envisioned that a utility like this could make the process of an advisor (or committee members) certifying that the content changes to a thesis were made as requested.

Proposed system logistics:

1. Student uploads electronic document (preferably into Digital Commons) as the tentative thesis, which should be accessible only to appropriate persons , e.g. the committee. This copy could then be disseminated to the advisor and committee (e.g. via an emailed link to the download site). It should be considered the version that the student will defend. A notification to the Graduate School would also provide an alert to review format.

2. After the defense, the Chair/Advisor selects (preferably in Digital Commons) whether a revision is required or not. If required, the student revises the thesis as required by the committee and uploads the final version to the Digital Commons as the first revision. (Subsequent revisions and a change history could be done if errors are discovered.)

3. A utility program

a) compares differences (edits) between draft and final and report goes to

committee, with a request for the Advisor(s) to approve the final version.
b) checks format and sends report to Grad School

4. Once both the advisor and Grad School have approved, the thesis graduation requirement has been completed.

For May 2016, the Committee recommends dropping the ProQuest requirement.