



**Graduate Board  
Room 57, Stodder Hall  
Thursday, April 27, 2017  
3:00-4:30 pm**

AGENDA

1. Review/approval of the March 2017 Graduate Board minutes
2. April 2017 Curriculum Committee Report
3. Short items:
  - a. Student Symposium recap and evaluation
  - b. Final GB meeting date?
  - c. 2017 Orientation for New TAs and Graduate Students –Samantha O’Shea
4. Review of amendments to the Graduate School Constitution and associated definitions
5. Non-terminal master’s degrees within PhD programs – revised draft of policy
6. Items arising

**Graduate Board**  
**Room 57, Stodder Hall**  
**Thursday, March 30, 2017**  
**3:00-4:30 pm**

**Attending:** J. Artesani, L. Artesani (for S. Marrs), J. Bolton, X. Chen, S. Delcourt, J. Ferland, B. Frederick, C. Gerbi, Z. Jin, J. Kelley, C. Kim, M. Kinnison, A. Knightly, G. Markowsky, I. Mette, K. Miner, R. Moratz, D. Neivandt, S. Ohno, A. Rossenwasser, H. Schreiber(for M. Socolow), J. Seale, M. Shea, O. Smith, C. Villacorta Gonzales, Y. Zhu

**Graduate School:** L. Dupee

1. Review/approval of the January 2017 Graduate Board (GB) minutes  
Motion to approve, seconded, one abstention, approved.
2. March 2017 Curriculum Committee Report  
S. Delcourt presented the following courses which had been recommended by the Curriculum Committee at their March 21<sup>st</sup> meeting for approval by the GB.

*New Courses:*

DIS 570 - Interdisciplinary Project in Disability Studies  
DIS 590 - Selected Topics in Interdisciplinary Disability Studies  
ECO 504 - Behavioral and Experimental Economics

*Modifications:*

DIS 670 - Interdisciplinary Project in Disability Studies  
PSY 520 - Biological Bases of Infancy  
PSY 522 - Social Development in Children  
PSY 651 - Child Psychopathology and Therapy  
EHD 521 - Evaluation of Instruction  
EHD 533 - Dynamics of the Curriculum  
EHD 586 - Seminar: Action Research in PreK-12 Schools  
EHD 587 - Practicum: Action Research in PreK-12 Schools  
ERS 525 - How to Build a Habitable Planet

Motion to approve, seconded, unanimously approved.

3. Quick items:
  - a. Announcements  
C. Kim announced the Old Town Elementary School (OTES), RSU 34, is holding a Science and Engineering Night on April 26<sup>th</sup> from 5:00-7:00pm for UMaine students and faculty to present demonstrations to the OTES community.  
  
C. Kim announced Northeastern University and University of Massachusetts Amherst are sponsoring a New England Future Faculty Workshop for Women in STEM fields on August 10<sup>th</sup>. The event is a one day conference for female postdocs and advanced graduate students who are interested in faculty careers.

- b. Graduate Regional Scholarship Program –update  
S. Delcourt reminded the GB of a new graduate scholarship program, similar to the Flagship Match, which would allow new graduate students in non-thesis and professional oriented programs from certain northeastern states to receive a scholarship which would reduce the cost of nonresident tuition from \$1361 to \$650/cr hr. He informed GB that the Graduate School has received 75 applications which qualify for the program and 37 students have been admitted to graduate programs. The students have been made aware of the scholarship opportunity in their admission letters. He also reminded the GB regarding the Council of Graduate Schools resolution, adopted by most schools, which allows newly admitted graduate students until April 15 to consider any scholarship offers.
  
- c. University of Maine Student Symposium 2017 –April 24  
C. Kim reminded GB about the UMaine Student Research Symposium to be held on Monday, April 24<sup>th</sup>. She relayed there are currently over 1200 co-authors submitting 367 abstracts compared to 500 co-authors submitting 256 abstracts last year. D. Neivandt added that students from the Maine Business School will be presenting their capstone International Trade Show at the Symposium which will comprise 36 separate booths staffed by 140 business students. C. Kim asked the GB to help recruit additional judges for both graduate and undergraduate presentations. She explained the use of a web-based mobile app called SCHED which may be used to view the entire UM Student Symposium schedule as well as to search for specific speakers and sessions.
  
- d. Four plus one student tracking  
S. Delcourt reminded GB members about the templates for a form letter and application for 4+1 students on the Graduate School website. He stressed the importance for the Graduate School to track these students to ensure they are coded correctly within MaineStreet and the 20% graduate tuition revenue is returned to the program after the student has graduated in 15 months or less. He encouraged units using the template to make any changes necessary to meet the program's needs – the important factor is letting the Graduate School know which students are in a 4+1 track.
  
- e. Hooding Ceremony – outstanding students/volunteers  
S. Delcourt stated the Hooding Ceremony is on May 12<sup>th</sup> starting at 4:00pm. He reminded programs to let the Graduate School know of their outstanding graduating students so that they may be recognized during the ceremony. Students graduating in May, August and next December are eligible to participate. The Graduate School is still looking for graduate student volunteers to act as ushers in the ceremony, and any interested students should contact Crystal Burgess. C. Kim added Barton Seaver, a chef and current Maine resident who was appointed a Distinguished Maine Policy Fellow at UMaine along with many other awards, will be speaking at ceremony.

f. Assistantship funding search

S. Delcourt noted that that many students have expressed difficulty in identifying available assistantships due to a lack of a comprehensive listing in a single location. The Career Center runs CareerLink which is not widely used, so the Graduate School has created a place on their website to post open assistantships. Programs may submit their assistantship listings to Lauren Dupee.

g. Summer Dissertation Fellowships

D. Neivandt announced the availability of five dissertation fellowships offered by the Graduate School for doctoral students who are working on their dissertation. Fellows will receive a \$1500 stipend, and a room in Stodder Hall with a desk with the expectation of working for at least 5 hours per day and 5 days per week; however students cannot live in the room. He stated there are an additional five rooms (but no stipend) available to eligible graduate students who need office space. He explained that applications are due by midnight on May 5th and should be submitted to [umainegradawards@gmail.com](mailto:umainegradawards@gmail.com); award winners will be announced on May 19th. Students with a full year (12 month) funded appointment will not be eligible. He stated priority is given to doctoral students; however master's students may also apply.

h. BOT Graduate Student Representative

K. Miner announced that her term as UM graduate student BOT representative is expiring, but that she will remain through the summer until a new representative is selected. The BOT representative must be able to commit to a full two years; have strong communication and time management skills; must be highly motivated; and must have good political instincts. She stressed that this position which is highly important for the graduate student body has a significant time commitment with an average of 8-12 meetings per month. She encouraged GB members to help recommend strong candidates to be vetted initially by her.

4. Policy on non-terminal master's degrees

S. Delcourt stated a few Graduate Coordinators have requested that students enrolled in PhD programs be awarded a nonterminal master's degree after reaching certain milestones. He explained that Psychology is the only program currently with a formal policy, since Clinical Psychology students must have a master's degree to receive clinical internships. Proposal:

*Students who are matriculated in good standing in a University of Maine doctoral program may earn a non-terminal master's degree upon completion of a minimum of 30 credit hours of graduate degree credit, excluding any credits received for thesis research, directed research, or any independent or directed studies which relate to the doctoral dissertation.*

S. Delcourt stated that the Clinical Psychology program also requires passing comprehensive exams which might be included in the Graduate School policy, but as

currently written, the minimum requirements is 30 hours of coursework. Concerns were expressed regarding students leaving the doctoral program after being awarded the non-terminal master's degree. GB members supported adopting a minimum policy with flexibility for departments to make changes or add criteria as needed. It was clarified that a notation of the awarding of the master's degree would be listed on the academic transcript. S. Delcourt stated that the New England Associate of Schools and Colleges (NEASC) defines the minimum number of credits for the master's degree as 30. O. Smith suggested a change from "PhD" to "terminal degree programs." The proposal will be brought back to the Executive Committee who will revise the proposal and bring before GB at the April 27<sup>th</sup> meeting.

5. Constitutional revisions

D. Neivandt presented constitutional revisions one article at a time, see attachment, with a motion to consider these changes at the April 27<sup>th</sup> meeting. He also noted that the EC would create a list of definitions for the Constitution to assist with some of the language. Consistent with the current Constitution, any amendments must be approved by a mail ballot. However, one of the proposed amendments being considered would allow for ratification at the GB meeting.

There was substantial discussion about the proposed amendments, focusing on the provision of the Graduate Faculty as a whole to overturn policies adopted by the Graduate Board and also what the Graduate Faculty means in light of multi-institutional programs and One University.

D. Neivandt stated the GB members have at least 30 days to take the Constitutional amendments back to their respective units for discussion before any vote may take place.

Motion to consider changes to the Constitution for a ballot for the next GB meeting on April 27<sup>th</sup>.

Motion to consider, seconded, unanimous approval

6. Items arising

Meeting adjourned at 4:48pm.

## **Definitions**

### Multi-Institutional Graduate Faculty Group

An established, multi-institutional graduate faculty group is defined as a group of faculty/employees of The University of Maine and one or more collaborating institutions. The group typically exists to promote collaborative graduate education and research. The relationship of the group must have been codified by a formal Memorandum of Understanding or comparable agreement as recognized by the University of Maine System. In addition, Graduate Faculty Appointment Criteria must have been established and approved by the Graduate School.

### Chief Administrative Officer (CAO) of the Graduate School

The Chief Administrative Officer of the Graduate School is the senior academic leader for graduate studies who reports directly to the Provost or Chief Academic Officer of the University of Maine.

### Senior Leadership of the Graduate School

The Senior Leadership of the Graduate School comprises the CAO and direct reports with administrative oversight of graduate school matters.

### Formal Faculty Appointments

Formal Faculty Appointments include tenured faculty, tenure-track faculty, and non-tenure eligible faculty (such as research faculty and lecturers). Formal Faculty Appointments exclude adjunct faculty, post-doctoral fellows, research assistant/associates, courtesy and honorary appointments.

**ARTICLE II – Chief Administrative Officer of the Graduate School.**

Section 1.

Duties. The Chief Administrative Officer (CAO) of the Graduate School or his/her designee shall preside at meetings of the Graduate Faculty and shall serve as the chairperson of the Graduate Board, the Executive Committee of the Graduate Board, and the Curriculum Committee. S/he shall promote the effectiveness and prosperity of the Graduate School and discharge such other duties as may be assigned by the Graduate Faculty or by the President and the Provost. S/he shall report annually to the Faculty of the University on the state of graduate education at The University of Maine through the Graduate Board. S/he shall report to the President on the condition and needs of the Graduate School, with such recommendations as seem proper.

Section 2.

Selection. The CAO shall be selected by the President, ~~in consultation with the Standing Appointments Committee~~. The term of appointment of the CAO shall be at the pleasure of the President and the Board of Trustees.

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### **ARTICLE III -- The Graduate Faculty.**

- Section 1. Purpose. The Graduate Faculty should be engaged (1) in extending the limits of current human knowledge, (2) in interpreting and reinterpreting the past and present experience of humankind, and (3) in creating in these and other ways an intellectual climate in which both graduate and undergraduate scholarship may flourish.
- Section 2. Jurisdiction. The Graduate Faculty shall have jurisdiction over:
1. Admissions to the Graduate School.
  2. Designation of courses carrying graduate credit.
  3. Establishment of requirements for advanced degrees.
  4. All students who pursue graduate study.
  5. Recommendations to the President for presentation to the Trustees of all students who have completed degree requirements.
  6. All matters pertaining to graduate study which are not otherwise delegated and which are within general University policy. This jurisdiction may be delegated to the Graduate Board, but it may also be exercised directly at any meeting of the Graduate Faculty.
- Section 3. Membership. The Graduate Faculty governs the process which determines eligibility for membership.

#### **Categories of membership.**

*Full Graduate Faculty.* Full members of the Graduate Faculty must hold formal faculty appointments at the University of Maine as defined in this document or must be a full member of an established, multi-institutional graduate faculty group. Full members of the Graduate Faculty who possess doctoral degrees may serve on University of Maine master's and doctoral committees, either as the chair or as a committee member. A Full member of the Graduate Faculty possessing a master's degree may not chair a doctoral committee, but on the recommendation of the unit graduate committee and with the permission of the Graduate School, may serve as a member of a doctoral committee, if the individual possesses a specific area of expertise essential to the makeup of the committee. Full members of the Graduate Faculty may also advise graduate students in non-thesis programs. Although it is expected that Full members of the Graduate Faculty shall possess the highest level of achievement in scholarship, graduate teaching, and public



service, each institutional unit shall set the specific criteria for appointment of its faculty.

*Associate Graduate Faculty.* Members of the Associate Graduate Faculty are individuals at the University of Maine, who do not meet all the criteria for appointment as Full Graduate Faculty but who have significant qualifications for graduate instruction. Associate members of the Graduate Faculty possess all the privileges of Full Graduate Faculty members with the exception of chairing student committees, although Associate members may serve as co-chairs of committees. Associate members of the Graduate Faculty who do not hold doctoral degrees may serve on doctoral committees only on the recommendation of the unit graduate committee and with permission the Graduate School.

*Emeritus Graduate Faculty.* University of Maine faculty members who have retired and been **formally** appointed as Emerita/us Faculty **by the University of Maine** and who held graduate faculty status before retirement may be appointed as Emeritus Graduate Faculty. Emeritus Graduate Faculty possess all the privileges of Full Graduate Faculty members with the exception of chairing student committees, although Emeritus members may serve as co-chairs of committees. Emeritus members of the Graduate Faculty who do not hold doctoral degrees may serve on doctoral committees only with permission of the appropriate college dean and the the Graduate School. Emeritus Graduate Faculty members who were chairing graduate committees at the time of retirement should assist the Graduate Coordinator, other members of the student committee, and the student in selecting an appropriate co- chair from the Full Graduate Faculty.

*External Graduate Faculty.* Members of the External Graduate Faculty are individuals who do not hold appointments at the University of Maine. External members of the Graduate Faculty possess all the privileges of Full Graduate Faculty members with the exception of chairing student committees, although External members may serve as co-chairs of committees. External members of the Graduate Faculty who do not hold doctoral degrees may serve on doctoral committees only with permission of the Graduate School.

~~Individuals who qualify for External Graduate Faculty status but who were previously appointed as Associate Graduate Faculty shall be automatically reappointed as External Graduate Faculty for the duration of their current appointments. Thereafter, such individuals shall be eligible for reappointment as External Graduate Faculty. Associate Graduate Faculty who qualify for Full Graduate Faculty status as full members of an established graduate faculty group shall be automatically reappointed as Full Graduate Faculty for the duration of their current appointments. Thereafter, such individuals shall be eligible for reappointment as Full Graduate Faculty.~~

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its functions shall be determined by the Graduate Faculty of the institutional unit. In those cases involving interdisciplinary graduate programs, an interdisciplinary graduate committee, approved by the Graduate Board, shall be responsible for the initiation of the appointment of any additional faculty members to the Graduate Faculty.

Section 5.

Graduate student committee membership. Only Full members of the Graduate Faculty may chair graduate student committees. ~~Full, Associate, and External members and Emeritus members~~ of the Graduate Faculty may ~~ordinarily co-~~chair or serve on graduate student committees in accordance with the responsibilities established in Section 3 under membership, but on the recommendation of the unit graduate committee and with the permission of the Graduate School, *ex-officio* Graduate Faculty may serve as committee members.

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Sections 6.

~~Meetings of the Graduate Faculty. A meeting of the Graduate Faculty may be called at any time by the Graduate School, by the Graduate Board, or by petition of twenty-five or more members of the Graduate Faculty. Items of legislative or general policy nature must be on the agenda, and explanatory material must have been distributed to the Graduate Faculty at least one week prior to the time of the meeting at which the action is to be taken. Other items may be presented from the floor at a meeting of the Graduate Faculty, but final action may not be taken at the same meeting. A quorum shall consist of at least 25% of the Faculty listed in the most recent Graduate Catalog.~~

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Section 7.

~~Secretary of the Graduate Faculty. The Administrative Assistant of the CAO of the Graduate School shall act as secretary of the Graduate Board unless and until the Graduate Board votes to do otherwise.~~

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**ARTICLE IV -- The Graduate Board.**

Section 1. Responsibility and Authority. The Graduate Board as part of the responsibilities delegated to it by the Graduate Faculty shall:

- a. ~~approve all new programs (with an affirmative vote of two-thirds of those present required).~~
- b. determine rules, procedures and policies of the Graduate School (with an affirmative vote of two-thirds of those present required).
- c. ~~recommend all students who have completed degree requirements for presentation to the Trustees in the name of the Graduate Faculty (with a simple majority of those present and voting required).~~
- d. recommend approval of new courses and programs (with a simple majority of those present and voting required.)
- e. act on routine matters not resolved by the Executive Committee.
- f. refer matters to the Graduate Faculty or to the Executive Committee.
- g. ~~issue calls for special meetings of the Graduate Faculty.~~
- h. carry out any special instructions of the Graduate Faculty.
- j. ~~ratify all amendments to the Constitution of the Graduate School. Any act of the Board may be overruled by a majority vote of the Graduate Faculty voting in a duly authorized meeting.~~

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Section 2. Membership. The Graduate Board shall consist of the Graduate School's administrative leadership, members elected by the Graduate Faculty, ~~and one member appointed by the President of~~ the Graduate Student Government ~~or his/her designee, the Graduate Student Board of Trustees representative,~~ and ~~one member appointed by the President of~~ the Faculty Senate of the University of Maine ~~or his/her designee~~ as a liaison between the two bodies. The Senate representative must be a Full Graduate Faculty member in good standing and may also be a designated representative of one of the graduate programs. The CAO shall serve as chairperson. A staff member of the Graduate School shall serve as Secretary.

Section 3. Graduate Board Representation. For purposes of representation, the Graduate Board shall be apportioned to conform as closely as possible to the following guidelines:

- a. One representative for each graduate institutional unit.

**ARTICLE V -- The Executive Committee.**

Section 1.

Responsibility and Authority. The Executive Committee shall operate within the policy guidelines of the Graduate School. It shall not make policy. The Executive Committee shall:

- a. act as an advisory body to the CAO of the Graduate School.
- b. resolve individual admissions problems and academic appeals.
- c. hear and resolve appeals on appointments to the Graduate Faculty
- d. advise the CAO on awarding scholarships, assistantships, and fellowships.
- e. establish the agenda for meetings of the Graduate Board.

Section 2.

Tenure and Election. The Executive Committee shall ~~consist of seven members, five faculty in addition to the CAO and Associate Dean of the Graduate School, who will also act as Secretary~~ include the senior leadership of the Graduate School and shall have representation from each of the five academic colleges and from interdisciplinary graduate programs. The faculty members shall be elected by the Graduate Board from its own membership following nomination by the Executive Committee; it is the intent of the Graduate Faculty that the Executive Committee be broadly representative, ~~preferably with one representative of each of the five Colleges.~~ Board members shall have completed at least one year of a current term on the Graduate Board before election to the Executive Committee. They shall be elected for a one-year term and are eligible for re-election. A staff member from the Graduate School will serve as Secretary of the Graduate Executive Committee.

**ARTICLE VI -- Standing Committee.**

Section 1.

The Curriculum Committee.

- a. *Purposes and Responsibility.* The Curriculum Committee of the Graduate Faculty shall have the specific responsibility of studying all proposals for new and modified graduate courses and degree programs, and recommending action to the Graduate Board. Petitioners dissatisfied with the action of the Graduate Board may appeal the decision to the Graduate Faculty.
- b. *Membership.* The Curriculum Committee shall include five members of the Graduate Faculty; it is the intent of the Graduate Faculty that the Curriculum Committee be broadly representative. The CAO of the Graduate School or his/her designee shall be chair of the Committee. Faculty members shall be appointed by the Graduate School for two year terms. Representatives from the Library and the Office of Student Records shall serve as *ex officio* members.
- c. *Procedures.* The Curriculum Committee shall determine its own procedures. Proposals for new and modified courses and degree programs shall be presented to the Graduate School, which will then submit them to the Curriculum Committee. After consideration, the Curriculum Committee shall report its recommendations to the Graduate Board. Specific information relative to procedures shall be circulated to all members of the graduate faculty ~~by October 15 of each year through the~~ Graduate School's web site. Any changes in procedures shall be noted at a fall meeting of the Graduate Board.

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Section 2.

Other Standing Committees. The Graduate Faculty may create such other standing committees as it may deem necessary.

**ARTICLE VIII – Amendment.**

Section 1. Proposal. Five or more members of the Graduate Faculty may propose an amendment to the Constitution by presenting it in writing to the Graduate Board.

Section 2. Ratification. The Graduate Board shall consider the proposal at a meeting open to all Graduate Faculty. Unless the amendment is disapproved by two-thirds of its members, ~~the Graduate Board shall vote on the amendment by written ballot at its next scheduled meeting. a mail ballot will be sent to all elected Graduate Board members no sooner than 30 days after the meeting.~~ The proposed amendment shall become a part of the Constitution when approved by at least two-thirds of the Graduate Board membership voting.

## **Proposed policy on conferring non-terminal master's degree**

In certain programs that have a nonthesis option, the program may offer a non-terminal masters degree to students who are matriculated in good standing in a University of Maine terminal degree (PhD or MFA) program upon completion of a minimum of 30 credit hours of graduate degree credit. If thesis/research (xxx699) credits are applied to the 30 credits required for the degree, the student must complete at least six (6) additional thesis/research credits after the awarding of the master's degree. Programs may place additional requirements on the student eligibility for a non-terminal master's degree.