



**Graduate Board
Room 57, Stodder Hall
Thursday, April 26, 2018
3:00 – refreshments
3:15 pm -meeting**

AGENDA

1. Quick items:
 - a. Maine Impact Week update
 - b. Enrollment management update
 - c. Graduate Commencement
2. Proposal for a 4+1 program for a BA in International Affairs and a MA in Global Policy
3. Discussion of ETD submissions to Maine Digital Commons
4. Continued discussion of DRAFT policy for amount of work required by RAs
5. Continued discussion of splitting TA Orientation into STEM and non-STEM sections
6. Items arising

Graduate Board
Room 57, Stodder Hall
March 29, 2018

Attending: J. Artesani, J. Ballinger, K. Beard, D. Bousfield, T. Bowden, D. Bradley, S. Butler, S. Delcourt, K. Evans, C. Gerbi, C. Isenhour, S. Jain, Z. Jin, J. Kelley, M. Kienzler, K. Kreutz, J. McClymer, D. Neivandt, S. Ohno, E. Pandiscio, D. Rooks-Ellis, J. Rosenbaum (proxy), M. Shea, C. Sponarski, M. Tajvidi, K. Vekasi, Y. Zhu

Guests: Natasha Speer, Ali Abedi

1. Discussion of the workshop for new TAs – Guest: Natasha Speer

N. Speer discussed how the RiSE Center previously received a grant from the National Science Foundation, about 7 or 8 years ago, to provide professional development for STEM TAs. For the last four summer, there have been two-day workshops the week before classes begin. Workshops emphasize the importance of excellent TAs on campus to enhance undergrad learning. TAs currently partake in practical experience including teaching partial lessons in front of peers. Money from the original grant is running out and the RiSE Center is looking to make these workshops a standard on campus without having to rely on soft money. The Graduate School also hopes to make the university-wide TA workshop more content specific.

S. Delcourt added the Graduate School provides a one-day workshop dedicated to the needs of TAs. This programming will still take place, including, but not limited to university-wide policy training related to Title IX, disability services, campus safety, etc. He also emphasized the need to ensure that TAs in non-STEM programs receive adequate training with the possibility of partnering with the Department of English or the Department of Communication which have extensive TA training programs. Graduate Board members were encouraged to discuss TA training needs with faculty members in their programs. The discussion will resume at the April Graduate Board meeting.

2. Review/approval of the February 22, 2018 Graduate Board meeting minutes
Motion to approve, seconded, unanimously approved

3. Short Items

a. Research Symposium update – Ali Abedi

S. Delcourt reminded GB members of the upcoming UMaine Student Research Symposium (UMSS) and Maine Impact week beginning on April 16th. He introduced Ali Abedi from the Center of Undergraduate Research and addressed the need for judges for the UMSS. A. Abedi acknowledged the growth of the symposium from last year, stating there are currently 1,360 co-author and co-presenter students, 300+ faculty members, and

196 judges. A. Abedi stated the need for more volunteers and encouraged GB members to distribute the electronic form to members of their departments. He mentioned the following deadlines associated with printing posters at Printing Services: April 9th is the last day to print at no cost; April 13th is the last day for half-cost printing; after April 13th students will need to determine their own plan. Printing services will be working overtime to accommodate the needs for the Symposium.

D. Neivandt announced that Celebrating Scholarship will be held on April 19th from 5:00-7:00pm. The program will feature 40 faculty members who will be honored for their scholarly works created from April 2015-2018.

S. Delcourt congratulated faculty who were promoted to either associate professor with tenure or full professor.

b. Enrollment management update

S. Delcourt stated that the overall number of students who confirmed for PhD and master's programs are up, although international applicants have decreased. Master's programs have 167 confirmed students, up from last year at 94 students and 89 students from the year before. He explained this increase could be due to new TargetX system and better communication practices since admitted students are receiving electronic messages weekly until they confirm their enrollment.

4. Review of Graduate Certificate (High Leverage Practices to Promote Inclusion)

D. Rooks-Ellis described how this graduate certificate is a collaboration between the Special Education and Curriculum, Assessment, and Instruction areas. Students may choose this program of study to receive the Maine Department of Education endorsement, and it can be used as a stepping stone into a master's program. The classes for this already exist as part of current academic programs.

Motion to approve certificate program, approved.

5. Substantive change proposal for a CAS in Instructional Technology

S. Delcourt gave background on how approval of certain degree programs have been expedited since they build on existing degree programs (e.g. MS in Economics was proposed from the existing MA in Economics). The UM System calls this "fast-track" approval procedure a "substantive change to an existing degree program." Delcourt noted that the Certificate of Advanced Study -- this is a post master's option for students who want to study advanced education practices in a second area beyond the master's degree, such as educational technology or educational leadership -- is being proposed as a substantive change to the existing MED program in Instructional Technology since the MED and CAS curricula will initially be the same. J. Artesani mentioned that this is a collaborative program through UMaine system campuses, explaining the curriculum of the certificate will be created and monitored by participating faculty members.

Motion to approve the proposal for the CAS in Instructional Technology, approved.

6. Continued discussion of DRAFT policy for amount of work required by RAs
 - S. Delcourt presented revising language for the number of work hours for research assistants. The purpose of the revision is to provide clarification for students regarding the work expectations associated with their research assistantships. During town hall a few weeks ago, there were questions about the discrepancy of RAs working 20+ hours, while GAs and TAs only work 20 hours. After extensive discussion regarding proposed language, a working draft will be reviewed once more by the Graduate Executive Committee and presented to Graduate Board at its April meeting for a final vote.

7. Items arising
 - S. Delcourt announced a town hall meeting for Graduate and Research Studies to be held on April 9th at 3:30pm in Wells Commons. This meeting will provide updates in the division of research and graduate studies since the last meeting in the fall.

 - S. Delcourt stressed that admission decision letters sent by departments should state that formal letters will be on Applicant Dashboard (TargetX portal) and should be accessed as soon as possible by the student in order to be officially and formally admitted.

 - D. Neivandt reminded Celebrating Scholarship candidates to email him with information about their work within the next few days.

Meeting adjourned at 4:40 pm.

Program name: School of Policy and International Affairs (SPIA) MA in Global Policy
International Affairs Program (IA) BA in International Affairs

Summary of changes:

SPIA and IA propose a 4+1 track from the BA in International Affairs to the MA in Global Policy. Following Graduate School policy on 4+1 programs, accepted students must have a 3.5 GPA to apply and to matriculate fully into the MA program after receiving the BA. These students are allowed to count up to 9 credit hours of approved courses (taken as seniors and paid at the undergraduate tuition rate) to both the BA and MA, resulting in significant savings in time and tuition to retain more of our best students in international affairs. In addition to time and cost savings, this pathway will provide valuable career preparation to the students and can increase enrollment in both programs--the possibility of a 5 year BA-MA at reduced cost can be an incentive for students considering enrolling at UMaine in the IA Program, and any students taking advantage of the program will increase SPIA enrollment and throughput (1 v. 2 years in the graduate program).

The signatures below indicate approval of the program proposal summarized above.

Daniel H. Sandweiss, Director of the School of Policy and
International Affairs

February 18, 2018

Date



3-7-18

Michael Lang, Director of the International
Affairs Program

Date



3-6-18

Thane Fremouw, Academic Council, College of
Liberal Arts and Sciences

Date



~~Emily Haddad~~ Timothy Noble Assoc.

Emily Haddad, Dean of the College of Liberal Arts
and Sciences

Date

3/6/18

David Neivandt, Associate Vice-President for
Graduate Studies

Date

Four + One Master's Degree Agreement between the School of Policy and International Affairs (SPIA) and the International Affairs Program (IA), University of Maine

1. SPIA and IA have worked cooperatively to develop a curriculum that will allow IA majors from any of the seven subfields admitted to the SPIA MA to complete their degree within 15 months after receiving the BA degree. The internship, however, may be completed in the summer after completing the coursework for the MA degree. SPIA and IA will continue to coordinate the curriculum on a yearly basis to accommodate changes in courses taught at UMaine.
2. IA majors will normally be admitted on a provisional basis during their junior year. Provisional admittance requires an undergraduate cumulative grade point average of 3.5 or higher at the time of application. The designated point of contact in International Affairs – normally the program director – and the SPIA graduate coordinator will work with the student to create a plan of study that leads to graduation within 15 months after the B.A. degree has been received. Provisional admission and the program of study will be communicated to the University of Maine Graduate School.
3. During the period of provisional admittance IA students can take up to 3 classes split between designated IA courses and SPIA courses that will count towards their B.A. and Master's degrees (joint credits). See number 9 below for approved IA courses, and number 10 for recommended SPIA courses.
4. Upon graduation with a bachelor's degree, and with satisfactory performance in courses taken as an undergraduate (defined as a 3.5 cumulative grade point average and no grade below "B" in the courses that are to be transferred to the Master's degree), the student may formally matriculate into their Master's program.
5. In general, students who meet the requirements for admission must complete their Master's program within 15 months after receiving their B.A. degree in order to use the joint credits. An exception is the internship, which may be taken in the summer following the completion of all graduate coursework. Extenuating circumstances may allow a variance to this rule, and the student must provide an appeal to the Dean of the University of Maine Graduate School.
6. IA students in the 4+1 program, like all students in SPIA MA programs, must meet the graduate admissions requirements as specified by SPIA. These include the following prerequisite courses (completed with a grade of B or higher):
 - a. Introductory Microeconomic and Macroeconomic Theory
 - b. Competency in a foreign language at the intermediate level. For students in the IA/SPIA 4+1 program, SPIA will accept the IA language requirement.

Applicants are strongly encouraged to have these prerequisites completed as part of their undergraduate course of study (note that they only partially overlap with IA requirements); while SPIA may provisionally accept students

while they meet these prerequisites, the 15 month completion of the Master's cannot be assured, jeopardizing use of the joint credits if the prerequisites are not met before formal matriculation in the SPIA MA program (i.e., before completing the BA).

7. Students accepted provisionally into the 4+1 program (including submission of Graduate Record Examinations scores) must adhere to the application procedures as specified by SPIA.
8. Once formally matriculated into the SPIA Master's program all degree requirements must be met.
9. IA courses provisionally accepted into the SPIA Master's Program (as joint credits) can include:
 - a. POS 474 Conduct of Foreign Policy
 - b. POS 475 International Security
 - c. POS 476 Seminar in World Politics
 - d. POS 469 Politics of the Middle East
 - e. POS 470 International Law
 - f. POS 467 African Politics
 - g. ECO 443 Introduction to Modern Economic Growth
 - h. ECO 450 International Environmental Economics and Policy
 - i. ANT 458 Anthropology of War
 - j. ANT 464 Ecological Anthropology
 - k. ANT 465 Political Anthropology
 - l. ANT 466 Economic Anthropology
 - m. HTY 409 European Society and Culture in the Age of Total War
 - n. HTY 410 Twentieth Century Europe, Since 1945
 - o. HTY 437 History of Modern Japan
 - p. HTY 442 The U.S. and Vietnam: A History
 - q. HTY 446 History of Modern Middle East, 1800-Present
 - r. HTY 450 Rise and Fall of the British Empire
 - s. HTY 460 Modern Canada
 - t. HTY 473/4 History of US Foreign Relations I/II
 - u. HTY 480 Global Environmental History
 - v. HTY 487 The First World War
 - w. CHF 404 Topics in Family Studies: Cross-cultural Perspectives on Gender and Violence
 - x. WGS 410 Feminist and Queer Theory

Other 400+ level courses within the IA subfields may also be used if approved by the SPIA graduate coordinator.

10. SPIA courses recommended for students provisionally accepted (i.e., to be taken during the senior year and also applied to the BA degree):
 - a. SPI 501 Research Methods
 - b. SPI 502 The Global Economy
 - c. SPI 503 International Relations

Other SPIA classes may also be taken upon consultation with the graduate coordinator. These classes constitute our core requirements, and students

should anticipate taking at least 1-2 of them in order to successfully complete the Master's Degree within 15 months of undergraduate graduation.

11. For students pursuing the internship track, internships must be completed no later than the summer following their second year of Master's level coursework for summer graduation.

Length of Agreement

This agreement will continue in effect from year-to-year and will be automatically renewed annually unless terminated or amended.

This agreement may be terminated on June 30 of any calendar year by either institution via written notice one year in advance. All students admitted prior to termination notice will be permitted to continue in the program.

Digital Commons status:

CAMPUS ONLY: 210

OPEN ACCESS: 105

First tab with 332 results has exported file from Umaine's online catalog URSUS, SIERRA review file. Searched for item code "m" thesis + bib 502 has "ph.d." or "ed.d." + years 2013 to 2018

Second tab with 316 results has exported data from Umaine's Digital Commons. Searched advanced for all fields:"doctor of" + dates 2013-2018.

Deb changed the wording in Column D to be more clear.

We did not compare lists to see what titles might be different in the catalog vs. Digital Commons.

One reason some titles may be in the catalog, but not the Digital Commons, is in cases where the author has requested NO electronic full text access via Digital Commons.

210 of more than 300 are designated campus access only. Preferred status is open-access.

Options for Thesis Binding Starting in FY17

In FY17 the library has contracted with AcmeBinding, in Massachusetts, which purchased Bridgeport, the bindery we had been using. Costs have increased and minimum orders are required by the new bindery. Thus we felt it would be a good idea to review the options available for departments that wish to order bound copies of theses.

There are three possible options for departments for FY17.

1. University of Maine Printing Services

Many UMaine departments are already using Printing Services to bind student and department copies of theses.

Process:

Department sends Printing Services theses to be bound, noting specifications.

Timeline:

A couple days to a few weeks, depending on time of year, number of jobs, etc.

Cost:

\$25 per thesis, approximately. Varies by number of pages, special requirements, etc.

There is no minimum cost or number of volumes per order. There are no shipping fees.

Invoicing:

Printing Services invoices the department.

Binding style:

Glued. A variety of cover, lettering, and other options are available.

2. AcmeBinding

Department sends theses directly to AcmeBinding. Small Order service charges and shipping charges apply, if order is under 50 volumes.

Process:

Departments: Departments send AcmeBinding theses to be bound, noting specifications.

Timeline:

Four weeks estimated from date of shipping to AcmeBinding to receipt of bound materials.

Cost:

Varies per order depending on number of volumes

\$16.10 per thesis for basic binding and spine lettering; additional bindery options available for additional fees

\$45 shipping per order for fewer than 50 volumes

Small order service fees, which vary depending on number of volumes sent

Example: A bindery order for 10 theses would cost at a minimum \$356 (\$161 binding, \$45 shipping, \$150 small order service charge of \$15 per volume), or \$35.60 per volume.

Invoicing:

AcmeBinding invoices departments.

Binding style:

Glued. A variety of cover, lettering, and other options are available. See AcmeBinding Price List and web site, <http://acmebinding.com/thesis-binding/>

3. **AcmeBinding, via Fogler Library**

Library sends Departmental theses to AcmeBinding with library materials, when a 50-volume minimum order can be placed. A delay of two or more months is possible. Library bills departments for actual binding and shipping costs plus a per-volume service fee of \$20.

Process:

Department prepares theses and instructions for binding, and sends to Fogler Library.

Library ships department theses and its own materials to AcmeBinding when a 50-volume minimum shipment has been gathered.

Timeline:

Ship-out date will vary depending on how long it takes library to gather a minimum order of 50 volumes. Four weeks is estimated from date of shipping to AcmeBinding to return of bound materials.

Cost:

\$36.10 per thesis minimum (\$16.10 for basic binding and spine lettering; \$20 library service fee per volume; additional bindery options available for additional fees)

Invoicing:

Bindery invoices library for each shipment. Library then calculates departmental costs and bills out to departments via Mainstreet.

Binding style:

Glued. A variety of cover, lettering, and other options are available. See AcmeBinding Price List and web site, <http://acmebinding.com/thesis-binding/>

Draft Policy on Compensated Work Undertaken by Graduate Assistants

DRAFT GB Policy (15.2):

Graduate assistantships are available in most departments offering work leading to an advanced degree, and include teaching assistantships (TAs) and research assistantships (RAs). A number of assistantships that are funded through Federal financial aid are also available. The time spent performing the duties of an assistantship should generally not exceed an average of 20 hrs/week during the academic year. However, completion of a thesis requires a significant amount of degree-related work which will extend beyond the 20 hours per week of compensated time in order for the student to make satisfactory progress towards the degree. Students should consult with their advisors regarding an appropriate work schedule.