



**Graduate Board
Room 57, Stodder Hall
Thursday, December 18, 2014
3:00-4:30 pm**

AGENDA

1. Approval of minutes
2. Short items:
 - a. CGS Meeting Update
 - b. AY 2015-16 Awards Process
 - c. GradExpo schedule – call for volunteer judges
3. Discussion of Graduate Coordinator’s Role in Assisting Students in Distress
4. Final Review of DRAFT Graduate School mission statement
5. Discussion of Strategic Planning Process
6. UGR 501 –Principles and Practices of Mentoring Research
7. Items arising

Graduate Board (GB)
Room 57, Stodder Hall
Thursday, November 20, 2014

Attending: S. Belknap, E. Blomberg, T. Bowden, S. Butler, V. Caccese, J. Daigle, M. Day, S. Delcourt, B. Frederick, S. Gardner, A. Olsen for A. Reeve, H. Hamlin, B. Robinson for C. Isenhour, C. Kim, A. Knightly, J. McClymer, A. Rosenwasser, J. Rubin, J. Settele, M. Shea, D. Skonberg, J. Smith, O. Smith, M. Socolow, C. Wallace, and Y. Zhu
Graduate School (GS): D. Poisson

1. Approval of October 16, 2014 Graduate Board minutes

Motion to approve, seconded, unanimously approved.

2. November 6, 2014 Curriculum Committee Report

S. Delcourt reported that the Curriculum Committee met on November 6th and recommends the following courses to the Graduate Board for approval.

New Courses:

GRN 504 Integrative Seminar in Gerontology
SMS 544 Oceanography and Natural History of the Gulf of Maine

Modifications:

EAD 690 Principal Internship
EAD 691 Internship in Educational Leadership
ERL 547 Seminar in Mentoring
ERL 548 Advanced Institute in Teacher Leadership

Motion to approve, seconded, unanimously approved.

3. Short items:

- a. Implementation of *Notification of Comprehensive Exam Results* form
Delcourt reported that the implementation date for the *Notification of Comprehensive Exam Results* form that was approved by the GB on Oct. 16, 2014 is Spring 2015. He said the new form is currently on the GS website and can be used this Fall, but does not impact fall students, however, it is required as of Spring 2015.
- b. Graduate School policy on minimum number of faculty on a doctoral student advisory committee
C. Kim addressed the Board regarding clarifying the policy that pertains to the minimum number of faculty required on a doctoral student's advisory committee. She explained that the policy currently states that the committee composition for the Comprehensive Exam shall consist of 3 to 5 members and the final exam at least 5. Susan Gardner added that because of the decrease in the number of graduate faculty, there is concern as to how it affects our ability to fill these committees for doctoral candidates. C. Kim suggested appointing more external faculty as one way to address this problem and asked if we should be more flexible and consider changing the minimum amount of faculty required to participate in Comprehensive and Final Examinations. She stressed that the policy is vague and the language needs to be tightened up and clarified and asked for comments/suggestions. After much discussion it was decided that we should research and collect data on what other universities have for policies governing minimum faculty for dissertation advisory committees. C. Kim also asked Board members to discuss this issue within their individual programs/units and requested their thoughts/suggestions. She said this issue would be revisited at the next GB meeting on December 18th.
- c. Update on Academic Portfolio Review and Integration Process (APRIP)
C. Kim explained that APRIP is being directed at the System level by Kathryn "Kate" Foster, President of the University of Maine at Farmington and Chair of the committee. She gave a brief overview and explained that the committee has identified an initial set of 9 programs across the system that could be shared, and 8 of these include graduate programs at UMaine. For this reason, UMaine has interest

in this process, and we want ensure that we have representation at the graduate level. She said that this work is a way to reimagine the academic portfolios of the seven campuses in a way that is beneficial to everyone. She said the Provost has called for volunteers to serve on committees for each one of the degree programs, and they are being populated by faculty, undergrads and graduate students. She reported that the Graduate Student Government (GSG) has been asked to add representatives and that we have good representation of graduate students and faculty. S. Delcourt noted that Charles Rodda, the Board of Trustees (BOT) representative, reported at the recent GSG meeting that there are still 3 sub-teams that did not have a graduate student representative (Engineering, Marine Sciences and Nursing). He then said that a representative for Marine Sciences has since been appointed, and he asked M. Shea if she knew anyone in Nursing that would be willing to serve. C. Kim asked if there were any comments, and J. Smith said she was interested in C. Kim's perspective of this process because of what happened to the French program at the University of Southern Maine (USM). C. Kim said she did not want to speculate but thought that Kate Foster is trying in good faith to coordinate this process of shared programs and the committee's #1 charge is to make it better for the students, find programs that will fit for them, and accommodate their needs. She then stressed that the presentation was not focused on "cost savings" but rather on finding ways to take advantage of the resources at each of the universities. She did, however, note there has to be some economic drive behind these discussions. O. Smith, noted that we need to be concerned about losing faculty control of academic programs and structure. He specified as undergraduate student credit hours are shifted from this university to other universities, UM might lose graduate support money (teaching assistantships) for these courses and that we should not assume that these changes will all be good. C. Kim said there are a number of issues that have arisen such as how to count student credit hours, the tuition structure across the 7 campuses, would students choose to go to one of the smaller campuses when they have more classes in a given major on this campus because the tuition will be cheaper? She concluded saying that we want to be engaged with the process and help them move forward, but be aware of the challenges. S. Belknap said that we need to be involved because this is "Ground 1/first year" and it is probable that programs will be affected next year. C. Kim said implementation is not likely to happen this Fall and that the committee hopes to have a plan by the end of May.

C. Kim then discussed the proposal that came from discussions with the Alford Foundation regarding having a Graduate Study Center in Portland that would both UMaine and USM's business schools as well as the Maine Law School. She explained that she had asked what would happen to UMaine's School of Business, and she was assured that there is no move to eliminate the business program at UMaine, adding that there are a lot of things in play that affect the Graduate School, and we must be watchful to see how things progress in these areas.

A discussion was then held regarding the recent elimination of USM programs which include the graduate program in Applied Medical Sciences. She reported that five faculty are affected, one has chosen to retire, but the other four will lose their jobs by December 31st. Kim reported that of the four, two faculty members are associated with seven graduate students in a cooperative Ph.D. program with the University of Maine (1 in the Graduate School of Biomedical Sciences and Engineering program that is likely to finish this academic year, and 6 in the Molecular and Biomedical Sciences program that are midstream). She stressed that they are in a very bad situation because the students and advisors have very little information. C. Kim explained that the USM College Dean is trying to work out a "teach-out plan" but he has no knowledge or understanding of graduate programs and the faculty have been very resistant to cooperate and help. Sam Belknap asked

for the names of the students, so GSG could reach out to them personally. C. Kim reported the Applied Medical Sciences program is solely a graduate program with no corresponding undergraduate program, and when these cuts were made USM did not consider the ramifications to graduate students. C. Kim said the “teach-out” plans can be applied for undergraduate students, but M.S and Ph.D. students often can’t move mid-stream because they would need to start their programs all over again. C. Kim added, if these students choose to transfer to UMaine, the GS will waive their application fees. C. Kim thanked GSG for reaching out to these unfortunate students.

d. Update from GSG leadership on GradExpo

S. Belknap reminded the Board that they will receive continuous progress reports on the GradExpo until the event is held. He said that GSG would like to see an increase in the number of students and diversities participating this year. He introduced Elisa Sance, Vice President of the GSG, who is in charge of GradExpo 2015.

E. Sance informed the Board that the Expo would be held on April 2nd & 3rd. She then navigated to the GSG website and gave a small demonstration of where to find Expo information (call for submissions, deadline, details, contact information, links). She explained that they are still working on the awards information. She stressed this is a great opportunity for students to practice and gain experience before presenting at conferences, as well as an excellent way to interact and form collaborations with colleagues from other departments. She said it’s a great way to show the UM System that UMaine students are doing great work adding GSG wants to reach out to the Board of Trustees and the Board of Visitors, so they realize the importance of graduate education. E. Sance asked members to encourage participation and to consider volunteering to be a judge. S. Belknap said that the official call for submission would be sent on Friday, Nov. 21st to students and Graduate Coordinators. S. Delcourt noted that the early submission deadline of Jan. 23 will allow more time to fill in the judging blocks and E. Sance added it will give them more time to appropriately advertise the event.

4. Review of revised policy 10.8 (ETD submission)

S. Delcourt informed the Board that this item was discussed at the October GB meeting after Sharon Fitzgerald and Desiree Butterfield-Nagy from the Fogler Library did a presentation on Digital Commons. He explained that currently students are submitting a hard copy of their thesis/dissertation with a signed Library Rights Statement (LRS). This signed statement allows the Library to produce a PDF version of the thesis/dissertation and upload it to UMaine Digital Commons. He said the GB agreed to consider requiring ETD submission for all thesis students as part of degree requirements like the Computer Science and Spatial Information Science and Engineering programs had done several years ago. To address this change, the EC proposes the following amendment to policy **10.8 ETD Submission**:

10.8 ETD Submission

Electronic submission of a PDF file in addition to the hard copy of the thesis or dissertation is required for all master’s and doctoral students in thesis programs. Submission procedures and required forms are available at <http://www.umaine.edu/graduate/documents/file/ETD.pdf>.

He said that the GB also agreed to explore the possibility of not requiring a hard copy and accepting the electronic copy as the “official copy”. Delcourt said that there are a variety of issues (sudden increase in volume, archiving, format, trouble shooting, uploading, tech. support, etc.) that need to be studied before we can move exclusively to an ETD copy. Delcourt reported that he, Dave Neivandt and C. Kim will be going to the Council of Graduate Schools Annual meeting in December, and they will inquire of the pros and cons of solely ETD submission from institutions that have transitioned to this process. He said the representative from ProQuest Digital Dissertations will also be in attendance, and they will ask for her input. Delcourt also noted that the language on the

Library Rights Statement would likely need to be updated to reflect “digital copy”.

It was questioned if the embargo policy would change at all, and C. Kim said that this issue is currently under review to determine what is best for the student, advisor and to what extent the research can be shared. Delcourt said that there are instances when an embargo is necessary (students who have or intend to file for a patent, students that intend to publish the thesis as a book, etc.). He said, because each case is unique, we will need to implement an approval process that sets guidelines for which theses need to be embargoed and which don't. He also said it would be necessary to update the Thesis Guidelines because they are based on submitting a paper copy. He concluded saying that implementation of ETD submission as the “official copy” would only be possible after the above concerns/issues are addressed.

Motion to approve, seconded, unanimously approved.

5. Review of DRAFT Graduate School mission statement

C. Kim asked if the Board had any suggestions or concerns regarding the proposed changes to the Graduate School mission statement. There was some discussion and the following suggestions were made: to change classroom teaching to coursework; to innovative teaching; to teaching; and to leave it as classroom teaching. Other suggestions were to replace scholarship with mentorship, to add language to include creative activity, to add ethics and professional training. C. Kim thanked the Board for their suggestions and said the EC would present another draft to the Board in December for final approval. She also said if any members wanted to serve on the Strategic Plan committee to inform S. Delcourt or D. Neivandt.

6. Items arising

A question was raised if a student transferred from an accredited institution and had already taken RCR training would it transfer into the student's UMaine program. C. Kim responded it will as long as the student provides documentation that it is equivalent to UMaine requirements, and it is reviewed and approved for transfer by the Office of Research and Sponsored programs. S. Delcourt reported that Wendy Eckert said that the Collaborative Institutional Training Initiative's (CITI) general RCR course is acceptable, but she preferred that students take INT 601 or a comparable course to meet the ORSP requirement.

T. Bowden asked of the possibility of offering an entirely research based master's program at UMaine. C. Kim responded that it would probably depend on how it is proposed and how it would be evaluated. T. Bowden said he knows that such programs exist, but they are not very common. He said this would benefit students that do not perform well in academic situations but do very well in purely research environments. C. Kim said she is not familiar with such a program and would need more information to determine if this is something that we should pursue. S. Delcourt said the only program of this kind he was familiar with was the Human Ecology program at the College of the Atlantic, and he would check what the program requirements are.

Meeting adjourned 4:25 p.m.

TIME	EXHIBITS Several locations	ORAL PRESENTATIONS Classroom		ORAL PRESENTATIONS Black box space		POSTERS Hallways		
WEDNESDAY								
6pm - 9pm	SET-UP							
THURSDAY								
	SET-UP							
8:00	Breakfast, hand out judge packets							
8:30	INTERMEDIA 1 Some Intermedia in alternate locations		Natural Science Oral Session 1		Physical Sciences and Technology Oral Session 1		Humanities Posters Session 1	Social Science Posters Session 1
9:00								
9:30								
10:00								
10:30			Break		Break			
11:00			Natural Science Oral Session 2		Physical Sciences and Technology Oral Session 2			
11:30								
12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:30	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
13:00	INTERMEDIA 2 Some Intermedia in alternate locations		Natural Science Oral Session 3		Physical Sciences and Technology Oral Session 3		Natural Science Posters Session 1	
13:30								
14:00								
14:30								
15:00			Break		Break			
15:30			Natural Science Oral Session 4		Physical Sciences and Technology Oral Session 4			
16:00								
16:30	Set-up for the social							
17:00								
17:30					Social (food and drink) Story slam competiton			
18:00								
18:30								
19:00								
19:30								
8-10pm	Clean-up/Set-up for tomorrow							

FRIDAY

	SET-UP						
8:00	Breakfast, hand out judge packets						
8:30	INTERMEDIA 3 Some Intermedia in alternate locations		Humanities Oral Session 1		Social Science Oral Session 1		Physical Sciences & Technology Poster Session 1
9:00							
9:30							
10:00							
10:30							
11:00			Humanities Oral Session 2		Social Science Oral Session 2		
11:30							
12:00	LUNCH		LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:30	LUNCH		LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
13:00	INTERMEDIA 4 Some Intermedia in alternate locations			PechaKucha (judged by the public)		Physical Sciences & Technology Poster Session 2	
13:30							
14:00							
14:30							
15:00							
15:30							
16:00							
16:30	Set-up for Gala						
17:00							
17:30							
18:00							
18:30	Gala: food and drinks + Posters, Intermedia exhibits up.						
19:00							
19:30					AWARDS		
20:00					AWARDS		
20:30					AWARDS		
21:00	Clean-up						

**Graduate School
Mission Statement
Final Draft
December 18, 2014**

The mission of the Graduate School of the University of Maine is to produce engaged scholars and professionals by promoting excellence in all aspects of the graduate student experience. The School provides advanced education and professional training through innovative teaching, mentorship, research, and creative activity in established and emerging areas. This rigorous education prepares students to contribute meaningfully to the advancement of the state of Maine, the nation and the global community.

GRADUATE SEMINAR

Principles and Practices of

Mentoring Research

(UGR501 – Spring 2015)



This seminar draws on personal experience, group discussions and guided exercises to develop skills to successfully supervise and train junior investigators within a research and innovation environment.

Take for Credit or Certificate of Completion

CRN: 9498 Section 0001

Instructor: Michael Kinnison (mkinnison@maine.edu ; 581-2575)

Format: 8 meetings with discussion and guided exercises

Meeting time: A 1.5 hour period to be arranged with participants

Credit Option: 1 credit P/F (substitutes for thesis credit in some cases*)

Prerequisites: Permission of instructor and concurrent or recent supervision of extensive student research experience.

*May substitute for single thesis credit required per semester for students that have already met the minimum thesis credit hour requirement of six credits. Requires approval of the Graduate School.