



**Graduate Board
Room 57, Stodder Hall
Thursday, December 17, 2015
3:00- Refreshments
3:15 - Meeting**

AGENDA

1. Review/approval of October 2015 minutes
2. December 2015 Graduate Curriculum Committee Report
3. Quick items:
 - a. CGS Meeting recap
 - b. Speaker list for Graduate Hooding Ceremony
 - c. Research video
4. Joel Wincowski, *interim* Vice President for Enrollment Management
5. Discussion of recommendations from the *ad hoc* ETD committee
6. Evaluating graduate student progress/satisfaction
7. Items arising

Graduate Board
Room 57, Stodder Hall
Thursday, October 29, 2015
3:00-5:00 pm

AGENDA

Attending: P. Agrawal, J. Ballinger, S. Belknap, S. Bennett-Armistead, D. Bousfield, S. Butler, V. Caccese, S. Coughlan, B. de los Reyes, Sandra De Urioste-Stone (for M. Day), S. Delcourt, J. Ferland, B. Frederick, N. Hall, H. Hamlin, M. Hough, C. Isenhour, S. Jain, A. Knightly, K. Kreutz, G. Markowsky, S. Marrs, J. McClymer, S. McKay, K. Miner, S. Ohno, B. Olsen, E. Pandiscio, D. Rooks-Ellis, J. Settele (for K. Vekasi), M. Shea, O. Smith, M. Socolow, C. Villacorta Gonzales

Graduate School: L. Dupee

1. Review/approval of September 2015 minutes
Motion to approve, seconded, unanimously approved.
2. October 13 Graduate Curriculum Committee Report
S. Delcourt presented the following courses which had been recommended by the Curriculum Committee at their September 17th meeting for approval by the Graduate Board (GB).

New Courses:

BIO 580 - Cell Biology
BIO 583 - Cell Biology (lab)

Modifications:

CMJ 693 - Reading for Graduate Comprehensive Exams
SFR 521 - Research Methods

Motion to approve, seconded, unanimously approved.

3. Quick items:
 - a. Recap of Graduate School Open House – October 15
S. Delcourt explained the Graduate School Open House held on October 15 was successful with some minor rearranging due to construction. There were 75 students who filled out information cards from both on campus and from other schools, and each will be built into MaineStreet as a prospective applicant and shared with graduate coordinators. He further explained there will be more direct marketing to target UMS students in who are in undergraduate majors related to UMaine’s graduate programs.
 - b. Open Forum on Research and Graduate Studies –November 30
S. Delcourt reminded GB that C. Kim will provide updated information from the previous faculty forum on research and graduate education in Spring 2014.
 - c. Update on VPEN search
S. Delcourt explained how the search committee is continuing to interview candidates identified by Brill-Neuman the executive search firm. Open campus

interviews had not been scheduled. He further explained that there may be a possibility for Joel Wincowski, current *interim* VP EM to stay on for an additional period of time. He stated that the plan for this year has been mapped out and is being carried out under Jamie Ballinger's direction.

d. Study Group/International Study Center

S. Delcourt stated that the University of Maine System's relationship with Study Group, will be discontinued at the end of Summer 2016. The last group of students will be admitted in Spring 2016 with the expectation of achieving English proficiency by the end of the spring semester. Those who have not successfully achieved English proficiency will be referred to the Intensive English Institute. He explained the reasons for discontinuing the contract with Study Group related to low numbers of graduate students and decreased quality of students than those typically attracted to UM programs. He further explained that Study Group will be replaced with selected agents who will comprise a significant part of international recruitment efforts over the next year, potentially leading to exclusive contracts with agents based on their performance. Much like Study Group, the agents would receive a small portion of first year graduate tuition for referring self-supported graduate students to enroll at UMaine.

e. Unified Online Draft report (<http://thinkmissionexcellence.maine.edu/priority-initiatives/unified-online/>)

S. Delcourt explained as part of the "One University" initiative, a committee was established, chaired by Dr. Rebecca Wyke (Interim President at UMA), and charged with drafting a report for unifying UMS online resources. He stated the current draft report makes a number of recommendations that may extend into the purview of faculty to decide how they choose to teach. The report also recommends coordinating marketing through a single entity which may impede individual campus marketing. The time to provide feedback was extended to November 2, 2015. GB members expressed concern in standardizing online education because of issues related to academic freedom. S. Delcourt explained this was a main point addressed at the stakeholders' meeting on September 11 at UM-Augusta that he attended along with Richard Borgman, Monique LaRocque, Jeff St. John, and others from UMaine. R. Borgman reminded GB that most courses use some sort of technology in classes so that this makes the online recommendations very far reaching. S. Delcourt added that the majority of graduate programs are at UM or USM. He encouraged GB member feedback on the report, particularly from the graduate perspective and the responsibility for developing pedagogy.

4. Report from the *ad hoc* ETD committee

S. Delcourt informed GB members that the *ad hoc* ETD committee met on October 22nd and included Desiree Butterfield-Nagy from Fogler Library. G. Markowsky distributed a recommendations report (see attached document).

G. Markowski explained how creating links in the thesis/dissertation description to related works would not be difficult using Digital Commons. He further stated that D. Butterfield is open and committed to regulating the disseminating of theses and dissertations. S. Delcourt reiterated the responsibility of tracking would need to be through the library or continued access could be given to the student in order to link the

dissertation. P. Agrawal described a wiki project called PhDtree.org, which should pull PhD name, advisor, year awarded, and published papers. G. Markowsky suggested other websites that exist to link papers – ResearchGate – and further suggested bringing additional resources to the table. P. Agrawal stated consideration of the potential for copyright issues using an outside program. G. Markowsky responded to a question regarding the proposed format(s) students should follow and explained the need for more discussion on the specific formatting needed as well as a mechanism to make a format available for alternatively styled theses and dissertations. O. Smith suggested posting a true template to the Graduate School website. There was general consensus to increase the flexibility of the format for theses and dissertations. S. Delcourt asked for examples from other schools regarding precedence for templates and making submission through ProQuest optional. S. Belknap explained Digital Commons is easily searchable and ProQuest has limitations to the search function. S. Delcourt asked GB members to take the ETD submission proposal back to their individual programs for further discussion with a more thorough discussion to take place at GB in December. In addition, he recommended identifying “best practices” for managing ETDs at other universities to be presented at the following meeting.

5. Draft Proposals for dual degree programs (MBA/SPIA and MBA/MSIS)
S. Delcourt introduced R. Borgman to discuss proposals for two dual degree programs – Master of Business Administration with a Master of Arts in Global Policy, and Master of Business Administration with a Master of Science in Information Systems – which had both been approved by the Executive Committee (EC). He reminded the GB that an advantage of a dual degree program is to allow students who are interested in two programs with overlapping curricula to complete two master’s degrees with less credit hours than completing the degrees separately. He mentioned the current dual degree programs (SPIA/ECO and Marine Policy/Marine Science) and the Graduate School’s priority to develop more dual degree programs and 4+1 programs that may also tie into other campuses. R. Borgman explained the MBA changed to 30 credits which limited the concentration possibilities, but dual degrees programs could provide more depth of knowledge for interested students. He described the current dual degree programs: the first providing an international concentration in MBA/SPIA which may be achieved separately in 63 credits, but 51 credits if conjoined. He further described the MBA/MSIS program which would take 60 credit hours if completed separately, but only 45 credits as a single program. R. Borgman explained that the dual degree will potentially increase hiring of UMaine graduate students at large companies, as well as the need for technical skills to go with an MBA according to *Business Week*. He further discussed how MBA students have expressed an interest in an internationally concentrated program. He stressed the importance of combined admission for the dual degree programs. S. Delcourt stated that the Graduate School would explore creating the dual program as a single combined major in MaineStreet to ease the application review process. He did ask R. Borgman to amend the proposals slightly to note that with the online MBA there is a potential for a completely online dual program. He also expressed credit hour concerns discussed in EC pertaining to students applying to the dual program and then deciding to drop one program, as well as the issue of sequencing courses within the dual degree. R. Borgman stated that he would forward revised proposals to the Graduate School.

Motion to approve, seconded, MBA/SPIA unanimous approval and MBA/MSIS unanimous approval.

6. Evaluating graduate student progress/satisfaction

S. Delcourt proposed holding this topic until the next GB meeting so C. Kim could lead the discussion. He explained the documents in the GB packet contain examples of student/advisor evaluation procedures which are currently in place in various departments. He mentioned that the EC felt that each program should design their own evaluation instrument within certain guidelines: check-ins between the student and committee (or advisor) should happen yearly, the evaluation should be reciprocal so that both committee (or advisor) and student may provide input, the instruments being used should have questions that are both qualitative and quantitative, and graduate coordinators should monitor the process to make sure evaluations take place yearly. S. Delcourt asked GB members to share other examples of evaluations which are already in place in programs. S. Belknap expressed concern for the applicability of current course evaluations in graduate coursework and suggested designing graduate study/program specific evaluations. He also stated that currently the ability to provide meaningful input is limited. J. McClymer explained the review process for evaluations which need to be approved by the Provost in order to be usable.

7. Items arising

J. McClymer stated that students who attempt to register for thesis credits are blocked until they have taken INT601. S. Delcourt explained that because other courses now satisfy the Responsible Conduct for Research (RCR) requirement in addition to INT 601, it has created a need for obtaining permission to register for thesis credits. He further explained that Student Records has provided permission numbers to authorize online registration for thesis credits, but these would still need to be distributed by the department. Student Records will be invited to a future GB meeting for further discussion and problem solving.

K. Scheele will be invited to discuss the Student Behavioral Review Team (SBRT).

J. Wincowski is scheduled for GB meeting December 17th.

Meeting adjourned 4:36.

E-Thesis & E-Dissertation Committee

October 29, 2015

This committee consists of Sam Belknap, Desiree Butterfield, Brian Frederick, George Markowsky, and Jim McClymer. It met on Thursday October 22, 2015, at 4 PM in Room 218 East Annex. After some discussion the committee makes the following recommendations.

1. The University of Maine Graduate School should only require a single PDF submission of any thesis or dissertation. Departments should be free to have any additional requirements that they choose. The Committee hopes that departments will seek to minimize the burden on graduate students and keep additional requirements to a minimum. The Committee recommends that submissions be required to be in PDF/A format, which is designed for long-term preservation of electronic documents. Many word processing programs, including Microsoft Word, can produce PDF/A documents and there are also free tools that can create PDF/A documents.
2. The Committee recommends that more flexibility be allowed for theses and dissertations, and that any reasonable format be permitted. The Committee sees little reason to require rigid formatting of dissertations. Final decisions on the formatting of the dissertation should rest with the Advisory Committee.
3. Final, approved copies of electronic theses and dissertations should be managed by Fogler Library and a mechanism should be set up so that if corrections are needed to a thesis or dissertation, a corrected version of the thesis or dissertation also be uploaded and available to interested parties. There should be a correction “trail” or record available so that dates and details of corrections can be checked.
4. There needs to be a check available so that it can be verified by the advisor that the version of the thesis or dissertation being stored by the Library is indeed the final approved version of the thesis or dissertation.
5. There should be a notification procedure so that when the final version of the thesis or dissertation is submitted the student’s committee is notified of the fact and is able to check the submission.
6. The University of Maine Print Shop is eager to cooperate in the process and make it easy for interested people to get a hardcopy of any thesis or dissertation. We have attached a price list. To print a 200 page dissertation would cost \$10 for single-sided pages and \$9 for double-sided pages plus the cost of whatever binding is selected. This process can be automated and printed copies could be delivered by campus mail promptly. Every semester faculty receive some printing funds on their Maine cards. It should be possible to have those funds available for buying printed copies of a thesis or dissertation.
7. The Committee recommends that the Library and Digital Commons be selected for depositing the theses and dissertations. It did not seem to the Committee that the extra expense of using ProQuest was worth it.
8. The Committee would like the electronic depository to have links to published works derived from the theses and dissertations. The Committee feels that the publications should be focus of this effort.
9. The Committee feels that the authors of the theses and dissertations should have some reasonable control over the distribution of their documents.

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For information, pricing and view template samples for standard University of Maine letterhead, #10 business envelopes (2 color), and #9 commercial reply envelopes, [visit our product listing page for letterhead](#).

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