



Graduate Board
Thursday, February 16, 2023
By Zoom:

[Join Zoom Meeting](#)

ID: 82686859002

Passcode: 098222

3:00-4:30 pm

AGENDA

1. Review/approval of January 26, 2023 Graduate Board minutes
2. Review/approval of February 7, 2023 Curriculum Committee report
3. Announcements/updates
 - Financial Awards (round 2)
 - [Assistantship award letter template](#) – Allyson
 - Centennial update on [website](#) and graphic mark - Crystal
 - [Graduate Commencement update](#) - Kathleen
 - Promoting 4+1 options to undergrads (see attachment)
 - VPEM candidates
4. Export Control restrictions – Amanda Ashe, Director of Research Compliance
5. Draft policy 15.1.1 (vacation/sick leave grad students)
6. Items arising



Graduate Board
Thursday, January 26, 2023
48 Stodder Hall
Or by Zoom:

[Join Zoom Meeting](#)

ID: 82686859002

Passcode: 098222

3:00-4:30 pm

Attendance: E. Allan, P. Agrawal, J. Artesani, K. Ashley, C. Beitzl, J. Bonnet, T. Bowden, M. Brichacek, S. Butler, M. Camire, J. Chiarelli, A. Cruz-Urbe, S. Delcourt, R. Dewan, S. Fraver, J. Gill, K. Glover, A. Goupee, H. Greig, N. Hall, K. Huguenard, R. Jarrett, S. Klein, A. Knowles, P. Libby, Z. Ludington, J. McClymer, C. Murphy, S. Nittel, B. Peterson, E. Pandiscio, L. Rickard, J. Romero Gomez, J. Settele, S. Smith, P. Stechlinski, G. Van Walsum, T. Yoo, Y. Zhu

Guests: Emily Kuhlmann, Academic Records Specialist, Guest Secretary
Crystal Burgess, Director of Communications, Graduate School
Daisy Singh, Dean, Fogler Library

Meeting called to order: 3:04 pm

AGENDA

1. Review/approval of December 2022 Graduate Board minutes
 - December Minutes – Sharon Klein motion to approve, Yifeng Zhu 2nd unanimous approval
2. Review/approval of January 2023 Curriculum Committee report

January, 2023 - New Courses:

EEL 570 An Exploration of Phonological Awareness, Phonics, and Word Study in PreK-6
EEL 590 Special Topics in Early Childhood Literacy
KPE 512 Ethics and Social Justice in Outdoor Leadership
KPE 550 Bringing the Classroom Outdoors

SWK 587 PTSD/Toxic Stress, Neuroplasticity, Anxiety/Depression and Clinical Interventions

Modifications:

EDT 515 Dynamic PK-12 Library Management

EDT 516 Reference and Research for Digital Age Teaching, Learning, and Libraries

ELL 585 Applied linguistics and Second Language Acquisition Principles for ESL/EFL

SED 529 Language Development and Literacy for Young Learners

SED 545 Intervention for Reading Difficulties

SED 581 Response to Intervention: Schoolwide Prevention

SED 583 Response to Intervention: Individualized Interventions

Motion to approve January report -- Sharon Klein, Sandy Butler 2nd – unanimous approval

3. Announcements/updates

- Graduate School new staff member – Vincent Scott, Temp Recruiter
- Graduate School financial awards (Waldron, Chase and Hunter awards)

Janet Waldron Doctoral Research Fellowship:

1. Serge Maalouf
2. Mackenzie Roeder
3. Ingalise Kindstedt

Alternate: Alessandro Mereghetti

Chase Distinguished Research Assistantship:

1. Avery Bond
2. Elizabeth Leclerc
3. Dylan O'Hara
4. Maja Kruse
5. Gabriela Dri

Alternates: Hanna Brooks and Greg LeClair

Susan J. Hunter Presidential Teaching Assistantship:

1. Liam Berigan
2. Amanda Gavin
3. Alice Hotopp

- Currently have one Hunter teaching award open
- <https://umaine.edu/graduate/facultystaff-resources/financial-awards-nominations/> - Closes on February 26
- IEI graduate writing class –class still has room for additional students

- Graduate assistantship template letter (will discuss modifications at February GB meeting)
 - i. Available here: <https://umaine.edu/graduate/facultystaff-resources/faculty-forms/>
 - Export control –Amanda Ashe, Director of Research Compliance will present
 - Centennial planning
 - i. Logo will be available soon.
 - ii. Website coming soon
 - iii. List of events coming soon
4. Draft PTO policy for Graduate Assistants (15.1.1 - redux). There was substantial discussion and feedback offered by members of the Graduate Board:
- Hamish supports PTO for students and having conversations in the beginning of the semester, noting some supervisor flexibility is important for students
 - Time off for TA's within a semester may be difficult without advanced planning
 - Anne Knowles asked "How does the 12 day standard compare to other universities?" Scott replied he is looking into this on conjunction with Alyson Davis, graduate student employment manager.
 - Jim McClymer in chat: "academic year faculty do not accrue vacation, just sick leave."
 - Sharon Klein "Are weekends university time off and if they need to go to a conference over the weekend do they need to be paid overtime?" "Hours vs days?"
 - Patty Libby "Should be hours instead of days because if GA's take off 10 days a year and are only in the office 2 days a week, that is a lot of time off."
 - Yifeng Zhu suggested in chat: "Graduate assistants are eligible for personal time with pay for up to five (5) days per semester appointment. Each graduate assistant is credited with five (5) days at the beginning of each semester and must use personal time in one (1) day increments. For example, an employee scheduled to work six (6) hours on Monday and three (3) hours on Tuesday, who is unable to perform assigned duties on these days for any of the reasons described above, would be charged with two (2) days of personal time regardless of FTE appointment or number of work hours scheduled." <https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/current-employees-status-changes/graduate-assistant-leave-of-absence-process/> - from the University of Florida
 - Jacquelyn Gill – Will students be paid for the days off that they do not use during their appointment?
 - Terry Yoo in chat: "In our current world, there are also questions about work-from-home or requirements about coming to the lab?"

- Jim McClymer: What to do if RA's lab time is flexible and TA/GA is not because they staff a desk or teach classes?
- Sharon Klein: Need some language in the policy to prevent advisors from taking advantage of students in GA position that are not as flexible
- Laura Rickard: How should we handle TA's subbing for each other and keeping hours fair?
- Anne Knowles in chat: Specifying hours of PTO would be more flexible than the days approach. I disagree with the Florida approach, which sounds more convenient for the employer than for employees.
- Terry Yoo: Need specific coverage in some labs or specific times so flexibility is important, but not always possible.
- Jacquelyn Gill: Don't have resources for floating TA in department and TAs are already overwhelmed. The department can't be flexible for positions.
- Jim McClymer: Difficult for TAs to skip their responsibilities unless it is an emergency or professional opportunity. During break periods, departments can grant them more flexibility to choose their schedule. However, there needs to be things written in for people in labs to take care of animals/humans.
- Juan Romero: What about workers who have to work during specific seasons? In the growing season, they have to work, but can be flexible at other times.
- Jacquelyn Gill in chat: "We've run into this with students who work in the Southern Hemisphere; some faculty have given students pushback on needing to be out of town during winter."
- Scott to Katie Ashley, has there been any conversation in Graduate Student Government? Katie and Robert Jarrett responded, not recently, but would like to add it to agenda.
- Sharon Klein suggested a possible revision in chat: "Supervisors are expected to provide graduate assistants a minimum of 40 hours of personal time off (PTO) over the course of a nine-month appointment, not including university holidays. Graduate assistants on 12-month appointments should receive a minimum of 48 hours PTO. Except for emergency situations (e.g., sickness, death in family), students must submit requests for PTO at least 2 weeks prior to the start of the semester or summer. As long as the PTO does not interfere with critical assistantship duties (e.g., teaching or helping with a class, maintaining the health and vitality of animals, meeting research deadlines, etc.), supervisors are expected to grant the PTO."
- Anne Knowles: Likes Sharon's idea, but noticed that the language being talked about today places a lot of responsibility on students and not much on supervisors.

Scott said he would take all the GB feedback back to the next Executive Committee meeting and came back to the February Grad Board meeting with a new draft.

5. Draft policy on minimum number of faculty on a doctoral committee (9.2.2)
 - No less than 3 (instead of 5), but programs may still require up to 5 faculty members to serve on doctoral committees.
 - Need unanimous approval of committee if 3 and approval of 4/5 if 5 members are on the committee.
 - Silvia Nittel: their program requires 1 person from outside the department and if only 3 are required, it would be difficult to include an outside member in that small committee. Is having an external member a Grad School policy or a policy in specific programs? Scott replied that the policies and regs only describe the minimum number of graduate faculty on a committee, and not its faculty composition. However, it is common to have at least one external member who is not a regular faculty member in the program (either external to the department or external to the university).
 - Jim Artesani: CoEHD will stick with 5 on PhD committees, but Ed Leadership might move to three if this revised policy passes.
 - Anne Knowles: one solution would be having 3 committee members to get the student through comps and then have 5 for dissertation defense (with the additional 2 being external to the department).

The Grad Board arrived at a consensus that the five faculty member composition of a doctoral committee could be met by including external faculty members as needed (keeping a minimum of three from the program). Revision is being tabled and next meeting will focus on graduate assistantship PTO.

6. Items arising - none.

Scott thanked everyone for today's rich discussion.

Meeting Adjourned: 4:10

CURRICULUM COMMITTEE REPORT

The Curriculum Committee met on February 7th, 2023 and is recommending the following courses to the Graduate Board for approval at its February 16th meeting.

New Courses:

LMS 520 Digital Age Methods of Teaching In Library and Media Studies

LMS 560 Assessment in Library and Media Studies

LMS 598 Library and Media Studies: Special Topics

Modifications:

EHD 501 Social Context of Education

SED 511 Planning Inclusive Early Childhood Programs and Environments

SED 552 Working with Families of Students with Disabilities

To: Administrative Staff, Graduate Coordinators, and Graduate Board

Re: Updates from the Graduate School

Date: DATE

Colleagues,

As promised, the Graduate School Centennial's marketing subcommittee is pleased to provide materials for use in celebrating the past 100 years of graduate education at the University of Maine.

- You will find at this link, instructions on how to use the graphic mark in your promotional materials. Additional questions regarding use of the graphic mark may be directed to Tilan Copson, tilan.copson@maine.edu.
- The Centennial website (umaine.edu/gradcentennial) is the University's central site for announcing celebrations and sharing the impact of graduate education at UMaine. Questions regarding the website can be directed to Amanda Quiring, amanda.quiring@maine.edu.

On a separate note, the Graduate School has new and updated information to aid academic units in creating and maintaining graduate assistantships. Questions regarding assistantships can be directed to Ally Davis, allyson.davis@maine.edu.

- For a step by step breakdown of the graduate assistantship process, including budgeting, performance concerns, and how to submit the appropriate forms, [visit the new webpage](#) for faculty and staff within your academic unit.
- In tandem, the graduate assistantship award template letter has been updated and is available for units to [download here](#). Please be sure to update your records with this most recent template letter as you issue new assistantship offers for the 2023-2024 academic year.

Best,
Crystal

Crystal Burgess...

The Graduate School centennial graphic mark:



How to use the mark:

This is a graphic mark and should only be used as an art element that compliments the University of Maine official logos. In print materials, this graphic would appear below the full crest UMaine logo. In an email signature, this graphic would be used beside or below University of Maine wording (see following example).

Email signature example

Employee name
Title
University of Maine



Where to find the graphic mark:

Go to umaine.edu/gradcentennial to download the graphic mark for your purposes.

For all questions regarding the centennial graphic mark, please email Tilan Copson, tilan.copson@maine.edu



Declaration and/or Dropping of Accelerated Graduate Pathway

Student Name (Please print): _____ MaineStreet ID#: _____
 Last, First

Student Email Address: _____@maine.edu Current Major: _____

This form is used to add or drop an accelerated graduate pathway from your USM student academic record. Please check which action (Add or Drop) you want taken next to the appropriate pathway below. Approved undergraduate majors are listed beneath each graduate program. If you drop a pathway, you may still apply to the graduate program via the graduate admission process in the future.

<input type="checkbox"/>	<input type="checkbox"/>	Athletic Training, M.S. (MSAT) <i>Health Sciences</i>	<input type="checkbox"/>	<input type="checkbox"/>	Leadership Studies, M.A. <i>All Majors</i>
<input type="checkbox"/>	<input type="checkbox"/>	Business Administration, M.B.A. (Maine MBA through UMaine) <i>All Majors</i>	<input type="checkbox"/>	<input type="checkbox"/>	Occupational Therapy, M.O.T. <i>Health Sciences, Social and Behavioral Sciences</i>
<input type="checkbox"/>	<input type="checkbox"/>	Counseling, M.S. <i>Social and Behavioral Sciences</i>	<input type="checkbox"/>	<input type="checkbox"/>	Policy, Planning, and Management, M.P.P.M. <i>Environmental Planning & Policy, Economics (BA or BS), Geography-Anthropology, Leadership & Organizational Studies, Political Science (Political Science Track only)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Cybersecurity, M.S. <i>Cybersecurity</i>	<input type="checkbox"/>	<input type="checkbox"/>	Social Work, M.S.W. <i>Sociology, Social and Behavioral Sciences</i>
<input type="checkbox"/>	<input type="checkbox"/>	Teaching and Learning (MTL), Extended Teacher Education Program (ETEP), M.S.Ed. <i>All Majors</i>	<input type="checkbox"/>	<input type="checkbox"/>	Special Education, M.S. <i>All Majors</i>
<input type="checkbox"/>	<input type="checkbox"/>	History, M.A. (through UMaine) <i>History</i>	<input type="checkbox"/>	<input type="checkbox"/>	Statistics, M.S. <i>Mathematics, Engineering, Sciences</i>
<input type="checkbox"/>	<input type="checkbox"/>	Law, J.D. (through Maine Law) <i>Criminology, Economics (BA or BS), English, Environmental Planning and Policy, Geography-Anthropology, History, Liberal Studies-Humanities, Linguistics, Music, Philosophy, Political Science (Political Science Track), Psychology, Social & Behavioral Sciences, Sociology, Women & Gender Studies</i>			

Note: Students in accelerated graduate pathways are limited to take only the approved graduate classes as an undergraduate. Also, students may not remain in their undergrad degree only to complete pathway prerequisites or graduate courses. If all undergraduate major, minor, core, and elective credit has been completed, the student must graduate.

Signature of student: _____ Date: _____

Signature of student: _____ Date: _____

Appropriate signature required to (see below):

- Add or drop Special Ed, ETEP, or Counseling: Mike Katz michael.katz@maine.edu
- Add Athletic Training: Dominique Ross dominique.ross@maine.edu
- Add all other pathways: Lynsey Thibeault lynsey.thibeault@maine.edu
- Drop all other pathways: None- after student signs, form can be sent directly to Registration & Scheduling Services registerusm@maine.edu

Draft revision to Graduate School policy 15.1.1

15.1.1 Graduate Assistant

A Graduate Assistant is a graduate student who receives compensation (regardless of source) in return for required services in connection with research, instruction or instructional duties (including grading papers, assistance with laboratory sections, etc.), or administrative duties. Graduate Assistants on standard appointments are expected to work 20 hours a week and to perform their duties each week throughout the term of their appointment, unless otherwise arranged with the faculty supervisor. Supervisors are expected to release their assistants for the 10 days around Christmas to New Year's Day, but may otherwise expect the assistant to perform all assigned duties throughout the term of appointment.

Students and their supervisors should craft a work agreement at the start of the assistantship term. Graduate thesis research (i.e., work specific to the assistant's project, not necessarily related to the source of funding) may require additional time beyond 20 hours per week; such work should be described in the work agreement and should be reflected by student enrollment for graduate thesis research credits. Either students or faculty may appeal to the Graduate Board Executive Committee if a mutually satisfactory work schedule cannot be achieved. Individuals considering an appeal should contact the Dean or Associate Dean of the Graduate School to discuss their case before submitting a written appeal.

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Supervisors are expected to provide graduate assistants a minimum of 60 hours of vacation time over the course of a nine-month appointment, not including university holidays. Graduate assistants on 12-month appointments should receive a minimum of 80 hours vacation. Vacation time for appointments of less than 9 months would be prorated based on the length of the appointment. Except for emergency situations (see excused absences below), students must submit requests for vacation time at least 2 weeks prior to the start of the semester or summer. Vacation time used is applied against the expected number of hours the GA is assigned to work each week. Students and their supervisors should craft a work agreement at the start of the assistantship term which should include anticipated time off and plans for covering work duties if necessary. As long as the requested time does not interfere with critical assistantship duties (e.g., teaching or helping with a class, maintaining the health and vitality of animals, meeting critical research deadlines, etc.), supervisors are expected to grant the time off.

Graduate assistants are allowed a minimum of 3 excused absences each semester for sick leave, bereavement leave and other emergencies. This time is not required to be requested in advance, but the GA must work with their supervisor to develop a plan to cover the assigned work. Vacation and sick time may not be rolled over beyond the term of appointment nor paid out as salary.

Graduate thesis research (i.e., work specific to the assistant's project, not necessarily related to the source of funding) may require additional time beyond 20 hours per week; such work should be described in the work agreement and should be reflected by student enrollment for graduate thesis research credits. Either students or faculty may appeal to the Graduate Board Executive Committee if a mutually satisfactory work schedule cannot be achieved. Individuals considering an appeal should contact the Dean or Associate Dean of the Graduate School to discuss their case before submitting a written appeal.