



**Graduate Board
Room 57, Stodder Hall
Thursday, January 22, 2015
3:00-4:30 pm**

AGENDA

1. Approval of December 18 Graduate Board minutes
2. Quick items:
 - First round of award nominations due **February 6, 2015**
 - Responsible Conduct of Research Requirement for XXX699 – list of approved courses to be posted on student and faculty/staff sections of Graduate School website:
(<http://www.umaine.edu/graduate/responsible-conduct-research>)
 - Sexual violence training:
<https://mycampus.maine.edu/group/um/home>
3. Discussion of draft plan to award selected TAs through a competitive process
4. Discussion of graduate strategic planning -themes and subcommittees:
 - Charge Issue 1 – The University of Maine has primary responsibility for graduate research, education and scholarship in Maine
 - Charge Issue 2 – Enhancement and selective growth of our graduate programs
 - Charge Issue 3 – Development and maintenance of interdisciplinary programs
 - Charge Issue 4 – Balancing quality and quantity in graduate programs
 - Charge Issue 5 – Funding our graduate mission
 - Charge Issue 6 – Marketing our graduate mission
 - Charge Issue 7 – Attracting increasingly better graduate students
 - Charge Issue 8 – The appropriate size and function of our Graduate School
5. Items arising

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Attending: A. Pankaj, S. Belknap, C. Billiteri, E. Blomberg, J. Bolton, D. Bousfield, T. Bowden, S. Butler, J. Daigle, S. Delcourt, J. Ferland, B. Frederick, H. Hamlin, M. Hough, C. Kim, G. Markowsky, S. Marrs, D. Neivandt, S. Ohno, E. Pandiscio, J. Settele, M. Shea, D. Skonberg, J. Smith, and M. Socolow

Proxy: E. Groden for A. Alyokhin, J. Daigle for M. Day, A. Olson for A. Reeve,

Graduate School (GS): D. Poisson

1. Approval of minutes

Motion to approve, seconded, 2 abstained

2. Short items:

a. CGS Meeting Update

C. Kim reported that she, D. Neivandt and S. Delcourt attended the Council of Graduate Schools (CGS) Annual meeting in Washington, DC and that they would each give a summary of some of the workshops/sessions they attended. She said many of the things they learned and information gathered will be topics of discussion for future GB meetings.

Kim reported she attended the *Creating and Sustaining Successful Online Graduate Education Programs* workshop that examined the challenges and potential solutions universities face with online/distance programs. She added that she also attended the *Fundraising as a Critical Instrument for Improving Graduate Education* workshop that she believes will be useful in planning and developing the Strategic Plan.

D. Neivandt stated he attended an informative workshop on *Assessment and Review of Graduate Programs* and learned what programs in other universities do and the structures they put in place to make program assessment meaningful and manageable. He said he also attended the *Legal Issues* workshop that focused on good behaviors and best practices that should be followed to prevent problems as well as a session on Post Docs that focused on difficulties they encounter because they are not considered students or faculty and measures to be taken to avoid having them fall through the cracks.

S. Delcourt said he attended the *Addressing Challenging Graduate Student Situations* workshop targeting the broad scope of graduate student problems and how deans and staff can recognize and deal with difficult graduate student situations. He reported he also attended the *Supporting Students' Writing and Degree Completion* workshop that focused on thesis/dissertation boot camps and various models of writing support for students nearing degree completion. Delcourt reported that the last session of the meeting was on graduate enrollment management, a rapidly growing topic of interest among deans of graduate schools. Delcourt said that it was announced at the session that CGS is engaged in a relationship with Hobson's which runs the GRE to fund a comprehensive study on best practices on graduate enrollment management. He reported more information about this topic will be presented to the Board at future meetings.

b. AY 2015-16 Awards Process

S. Delcourt reported that, as in the past, the Graduate School awards will be sent out in 2 phases. Nominations for the first phase will be due in February and will include the teaching and research fellowships/assistantships which carry stipend, tuition and insurance. Nominations for the second phase will be due in early March and will include the tuition scholarships.

c. GradExpo schedule – call for volunteer judges

C. Kim reported the tentative schedule for the EXPO has been posted on the GSG website. Kim encouraged everyone to review the schedule and find a time that fits best for them and allows them to volunteer as a judge. She encouraged GB members and will encourage URC members, faculty senate members and departmental faculty to consider being judges. She requested that GB members return to the units they represent and ask for volunteers. She stressed the more judges we have the less time is required of them and, if there was a wide range of judges, each would be able to judge their specific area.

E. Sance addressed the Board regarding a recent discussion held on Sexual Assault, she said there will be a continuation to this discussion in the Spring.

C. Kim reported it was announced at the Faculty Senate meeting that faculty are obligated to report when a student or faculty member informs them of any possible violation to the policies governing sexual assault/harassment, or discrimination. She noted that faculty feared if confidentiality was not insured, students would not report the incidences, and it would inhibit them from being able to help students. Kim said that language would be added to all course syllabi that addresses this issue.

E. Sance reported that GSG reached out to the graduate students that were affected due to the elimination of the Applied Medical Sciences program at USM and that GSG has not received any responses from them yet.

Sance informed the Board that GSG has received 4 submissions for the Grad EXPO. She reported that Jan. 23 is the deadline and said a reminder will be sent out about a week before school starts. She said she is sending information to Administrative Specialists and Graduate Coordinators.

S. Delcourt reported that Denise Skonberg would be stepping down from the Executive Committee to go on sabbatical. He presented her with a gift set in thanks for all her service and announced that John Daigle has agreed to serve out the remainder of D. Skonberg's term.

3. S. Delcourt reported he participated in a workshop at CGS that dealt with providing assistance and support for students in distress. He circulated a sample of the scenario and said he wanted to remind Graduate Coordinators that the Graduate School would like to be alerted of students that are encountering physical or mental problems to insure they are getting the appropriate support as soon as possible. He said if a concerned parent contacts the Graduate Coordinator, he would appreciate an alert, and that the Graduate Coordinator should direct the parent to the Graduate School for graduate students or the College Associate Dean for undergraduates. He stressed the Graduate School needs to partner with the

Graduate Coordinator before making institutional decisions that might contain academic ramifications for the student. C. Kim noted S. Delcourt is a member of the Student Behavioral Review Team Committee through the Dean of Students office.

4. Final Review of DRAFT Graduate School mission statement

C. Kim announced that the Executive Committee (EC) presented the Graduate Board with several versions of a revised mission statement. The EC took the comments, applied them to the current version and presents the following to the Graduate Board for approval:

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.

Motion to approve, unanimously approved.

5. Discussion of Strategic Planning Process

C. Kim reported the strategy she would like to take with Strategic Planning is to have the EC come up with an outline of areas to be addressed in our strategic plan, that each EC member will act as Chair and form a subcommittee around an identified issue by reaching out to GB as well as to faculty members across the campus. After this initial work of the subcommittees is completed, D. Neivandt, S. Delcourt & C. Kim will write an executive summary to be submitted to the GB in May for review and comment over the summer and presented to the GB in the Fall for approval. C. Kim said, if anyone has ideas of what should be included in the outline, they should email them to her for consideration.

6. UGR 501 –Principles and Practices of Mentoring Research

D. Neivandt addressed the Board on the Graduate Seminar UGR 501 *“Principles and Practices of Mentoring Research”*. He said the course is getting great reviews, is being offered again in the Spring, is interdisciplinary and he would like to see it populated with graduate students across campus. S. Delcourt explained that full-time thesis students in their final semester or doctoral candidates could take UGR 501 instead of a thesis credit as long as they had already satisfied the requirement of 6 thesis credits.

7. Items arising

- G. Markowsky reported that the committee on streamlining paperwork met and have recommendations that they will be presenting to the Board in the near future. C. Kim thanked him and said she is looking forward to seeing their report.
- J. Ferland requested the rationale of limiting 1 nominee per unit for the 10 CHASE awards. S. Delcourt responded that the CHASE awards draw more nominees than any of the other fellowship and assistantship awards, and for equity purposes, it is limited to one nominee per unit.
- D. Skonberg questioned if a student completing a certificate program could put a credential after their name. S. Delcourt explained that this is not

possible because it is not a degree, but stressed they would receive a branded UMaine certificate that could be framed.

Draft Plan for Sharing TAs

Purpose: To pilot a process for sharing graduate student financial support between programs with high undergraduate teaching needs and programs that have the research capacity to enroll more graduate students, but limited E&G support for graduate students. In this first year, the Graduate School will pilot the sharing of 6 TAs (3 in Chemistry and 3 in Biology) which have been offered in the past on an *ad hoc* basis to meet increased undergraduate teaching needs and funded either through college resources or through resources provided centrally by the office of Academic Affairs. The Graduate School will provide tuition and insurance support for these one year positions to create an assistantship package comparable to the authorized positions held by the Graduate School.

Process: “Shared TAs” will be awarded through a process similar to other competitive Graduate School fellowships and assistantships. Specifically:

- Initial nominations are made by the Graduate Coordinator of individual units to the Graduate School. Nominated students may be new applicants or students in their first year of graduate study.

- The nomination materials shall consist of:
 - the resume of the student including academic transcripts
 - the resume of the advisor including funding, publication and graduate advising history
 - A statement from the potential research mentor regarding:
 - The research project that the student would be undertaking
 - The research duties expected of the student and associated weekly hours
 - The student’s research qualifications
 - Why the student is particularly well suited to the research project
 - Means by which the student will be supported after TA support ends

- The Graduate School will perform an initial screening for competitiveness and completeness of the application and subsequently forward suitable nomination materials to the unit with the teaching obligation. Units with teaching obligations shall develop a brief description of the TA position including job duties and expected academic qualifications of the TA.

- The unit with the teaching obligation shall review all nominees and shall make a recommendation to the Graduate School regarding each nominee and the classes that s/he is qualified to teach.

- Nomination materials of qualified nominees shall be reviewed and assessed by the Executive Committee of the Graduate Board on the following criteria:
 - Academic qualifications of the student
 - Research qualifications of the faculty mentor
 - Capacity of the unit to support the student following the one year TA

Teaching assistantship awards will be made for the following academic year. TAs selected through this process will be obligated to fulfill all duties normally expected of TAs in the teaching unit.

Timeline:

Mid January: Awards Announcement

Early February: Nominations Due at the Graduate School

Early March: Decisions made