



**Graduate Board
Room 57, Stodder Hall
Thursday, January 26, 2017
3:00-4:30 pm**

AGENDA

1. Review/approval of the October 2016 Graduate Board minutes
2. December 2016/January 2017 Curriculum Committee Reports
3. Quick items:
 - a. Graduate Regional Scholarship Program
 - b. Scholarship/CDRA nominations due February 3
 - c. University of Maine Student Symposium 2017 –April 24
4. ETD recommendations
5. RCR policy – discussion of raising the credit threshold for 699 credits
6. Tracking 4+1 students – review of draft departmental application/GPA threshold
7. Review of pending 4+1 proposal in Human Development
8. UMS program Innovation Fund RFP
9. Items arising

Graduate Board
Room 57, Stodder Hall
Thursday, October 27, 2016
3:00pm – 5:00pm

AGENDA

Attending: D. Bousfield, X. Chen, S. Cushing, M. Day, S. Delcourt, J. Ferland, B. Frederick, H. Hamlin, N. Jacobs, J. Kelley, C. Kim, M. Kinnison, A. Knightly, K. Kreutz, G. Markowsky, S. Marrs, J. McClymer, I. Mette, K. Miner, D. Neivandt, S. Nelson, S. Ohno, E. Pandiscio, A. Reeve, J. Seale, M. Shea, O. Smith, M. Socolow, C. Sponarski, C. Villacorta Gonzales, G. Werrbach

Graduate School: L. Dupee, C. Burgess

1. Approval of September 2016 Graduate Board (GB) minutes
Motion to approve, seconded, unanimous approval.
2. October 2016 Curriculum Committee report
S. Delcourt presented the following courses which had been recommended by the Curriculum Committee at their October 4th meeting for approval by the GB.

New Courses:

ECE 584 - Estimation Theory

An amendment to the proposal to add ECE 515 as a requisite for this course was proposed.

Motion to approve with amendment, seconded, unanimously approved

3. Quick items:
 - a. Enrollment management update/Oct 18 Open House
S. Delcourt stated there were approximately 90 students inquiring about programs at the Open House. He explained a general positive consensus among both student and faculty participants. He discussed the changes from previous years with promoting the event did increase participation. S. Nelson stated most of students attendees were current undergraduate students interested in graduate programs and the application process. It was suggested for the Graduate School to provide a workshop or FAQ sheet with administrative processes or for the Graduate School to have a table at the event to answer these types of questions. S. Delcourt readdressed the potential for holding a similar event in the spring for rising students to promote admission to graduate school and enrollment.

S. Delcourt explained J. Ballinger has met with most Graduate Coordinators while he and C. Kim have been meeting with Deans and Department Chairs to encourage the development of 4+1 programs; to uncouple admissions

decisions from the financial awards decision process recognizing that best practices in admissions involve getting admissions decisions out as soon as possible, since early offers tend to make a difference in student attendance; and to develop non-thesis options in most programs to help fill seats in classes without having faculty take on additional thesis advising.

- b. Solicitation of nominations for Graduate School competitive assistantships and fellowships

S. Delcourt announced that an email with the link to all Graduate School award nominations was sent prior to the GB meeting. He stated the Executive Committee (EC) decided the deadlines needed to be moved forward to December 2nd to allow decisions to be made by December 23rd. A. Knightly explained first year master's students may not have enough time to put together an appropriate submission for the early December deadline. After agreement from other GB members, it was decided to change the Chase Distinguished Research Assistantship deadline to February 3rd.

- c. Discussion of min GPA requirement of 3.5 for admission to 4+1 programs
C. Kim stated there has been discussion about whether there should be an overall 3.5 minimum requirement for admission to a 4+1 program. S. Delcourt expressed students achieving a 3.5 GPA would probably not be applying to a non-thesis program. C. Kim explained that some minimum GPA requirement is necessary for the rigor of this program and to make sure students have the academic backgrounds to succeed, reminding the GB that the department of a 4+1 student who does not complete the program within the allotted timeframe would not receive 20% tuition incentive. After suggestions from GB members ranging from keeping the minimum GPA at 3.5 to dropping it down to 3.0 (the Graduate School minimum for admissions), C. Kim asked GB members to continue discussion within units with the hope of bringing this issue to a vote at the next GB meeting. She also clarified that the financial incentive is for 4+1 programs only, there is no financial incentive for 4+2 programs.

The Executive Committee will review the policy regarding GPA requirements for the 4+1 program and will bring a recommendation forward to GB in a subsequent meeting.

- 4. Proposed application to better track 4+1 students

S. Delcourt described a proposed 4+1 application, instructions, timeline, and sample letter from the department to ensure students have a full understanding of the program and application process. He explained these documents are templates which could be adjusted within each program. C. Kim stated that a standardized application process will aid in tracking 4+1 students and to ensure departments receive funds from the tuition incentive. S. Delcourt reported the Executive Committee is recommending that individual departments have discretion over whether students within the 4+1 track are required to submit all general graduate application

materials. He stated the 4+1 program application template will be available on the Graduate School website and there will be a box on the ImageNow web admission form to indicate a student who had been admitted to a 4+1 track. He clarified that students are able to take **UP TO 9 credits**, and if they complete the program within 15 months, the students will be able to use those 9 graduate credits towards both the undergraduate and graduate degrees, and the department will receive 20% of the student's graduate tuition taken during the graduate (+1) year. S. Delcourt noted that the language in the 4+1 application and template materials will be brought back to GB once the minimum GPA issue is resolved.

5. Proposed change in RCR policy

D. Neivandt addressed the issue of students being unable to register in INT 601 due to limits in course offerings and program structure. He explained the Executive Committee will work on increasing the number of INT 601 sections offered and the wording in the RCR policy will change to require students to take the RCR requirement before enrolling in their fourth thesis credit. M. Kinnison suggested changing the wording to “concurrently with the fourth thesis credit” . J. Ferland suggested changing RCR requirement to be altered for different disciplines. D. Neivandt encouraged departments which do not have a discipline specific RCR requirement to develop their own course which directly relates to the discipline. O. Smith suggested changing the policy wording so that the policy indicates commencing with the 4th 699 credit rather than registering for the 4th credit. D. Neivandt stated the EC will rework the current policy.

6. ETD recommendations - recommendations from Oct 19 implementation committee meeting

S. Delcourt noted that the ETD implementation committee met on October 19th, and after lengthy discussion the committee had worked out most of the details on a revised ETD submission process. Tentative ETDs will stay within the Graduate School (GS) from tentative thesis submission through submission of the final copy approved by the GS, thesis advisor, and the Graduate Coordinator. At this point the GS would forward the final copy to D. Nagy in Fogler Library for final posting on the UMaine Digital Commons. He further explained original ETD submission process recommendations #1, 2, 3, 4, and 9 would be addressed with this decision. He stated the ETD implementation committee will continue to explore recommendation #7 regarding submission to ProQuest and the technology needed to implement recommendation #8.

The ETD committee recommended items 1, 2, 3, 4, 9 be adopted in the proposed submission process. The committee recommended standards in formatting will be linked to discipline.

O. Smith recommended the following wording change in recommendation #2, proposing that the format be discipline-specific:

“any appropriate professional format accepted by the academic unit should be permitted. Final decisions on the formatting of the dissertation should rest with the student’s advisory committee.”

S. Delcourt stated the policy will be brought back to the EC to adjust the phrasing of the original recommendations and then presented at GB for approval.

7. Monitoring graduate student progress –*next steps?*

C. Kim suggested EC to draft forms to present to GB for review and approval. She encouraged GB members to submit additional recommendations directly to C. Kim, D. Neivandt, or S. Delcourt.

8. Items arising

S. Delcourt passed out the Northeastern Association of Graduate Schools (NAGS) call for award nominations and explained each award. He stated nominations must be provided to NAGS by February, therefore the GS deadline is January 6th. All nominations should be sent to Scott.

S. Delcourt introduced the CalTech Space Challenge, a five-day prestigious event for undergraduate and graduate students from around the world designing a space related mission, will take place March 26-31. He directed GB members to contact C. Kim, D. Neivandt or S. Delcourt for more information or see the folder in FirstClass.

S. Delcourt announced a US Department of Homeland Security 2017 HS Stem Summer Internships where undergraduate students receive a stipend of \$6,000 and graduate students receive a stipend of \$7,000 plus travel expenses. He further explained this internship is a 10-week research experience at a number of different sites associated with the Department of Homeland Security with more information on FirstClass.

Meeting adjourned 4:43.

Recommendations of the University of Maine ETD Implementation Committee

1. The University of Maine Graduate School should only require PDF submission of any thesis or dissertation (ETD). Individual graduate programs or units may add any additional requirements that they choose, however it is strongly recommended that graduate programs seek to minimize the burden on graduate students and keep additional requirements to a minimum. ETD submissions must be in PDF/A format, which is designed for long-term preservation of electronic documents.
2. Although elements required in the *Thesis and Dissertation Guidelines* (i.e. title page, abstract, etc.) must still be included in the ETD, more flexibility should be allowed for theses and dissertations, and any appropriate professional format accepted by the academic unit should be permitted. Final decisions on the formatting of the dissertation should rest with the student's advisory committee.
3. At the time the student submits the tentative copy of his/her thesis or dissertation to the Graduate School, s/he should establish an electronic record on the University of Maine Digital Commons and indicate the level of access afforded to the ETD. As soon as the software is available, the Fogler Library will begin assigning an ORCID to the ETD which the student may use on other publications.
4. Verification of final, approved copies of electronic theses and dissertations should be managed by the Graduate School in conjunction with the student's advisor and the Graduate Program Coordinator. Upon receiving the signed final thesis acceptance form and accompanying final electronic copy of the thesis or dissertation, ETDs will be submitted by the Graduate School to Fogler Library to ensure that the final approved copy of the thesis or dissertation is uploaded to the University of Maine Digital Commons.
5. The Graduate School will notify the student and his/her advisor once the ETD has been uploaded to the Digital Commons so that the faculty advisor may inform the remaining members of the student's committee in order that they may review the ETD.
6. University of Maine Printing Services is able to print bound copies of the thesis or dissertation if required by the graduate program, or if the student or advisor would like a bound copy. If a printed copy is necessary, then students should allow for a margin of 1 1/2" on left for binding purposes.
7. Fogler Library via the University of Maine Digital Commons is designated as the official repository for ETDs. Both master's theses and doctoral dissertations that are designated for open access will also be made available to Proquest to publish at no additional cost to the student.

Current Policy:

4.7 Responsible Conduct of Research (RCR) Training

All students enrolled in graduate research masters (thesis) or doctoral programs must receive one credit of RCR training prior to completing the degree, preferably prior to commencing the research. At the advisory committee's or Graduate Coordinator's discretion, this credit may be substituted for one of the 6 required thesis/dissertation credits (XXX699). Students must take the RCR training before the completion of 3 credits of XXX699. The Graduate School will provide a list of acceptable options for fulfilling the RCR training requirement.

Proposed Revised Policy:

4.7 Responsible Conduct of Research (RCR) Training

All students enrolled in graduate research masters (thesis) or doctoral programs must receive one credit of RCR training prior to completing the degree, preferably prior to commencing the research. At the advisory committee's or Graduate Coordinator's discretion, this credit may be substituted for one of the 6 required thesis/dissertation credits (XXX699). Students **must complete** RCR training before **the commencement of the 4th credit** of XXX699. The Graduate School will provide a list of acceptable options for fulfilling the RCR training requirement.

APPLICATION OF INTENT TO APPLY TO THE **FOUR PLUS ONE PROGRAM** IN <<**INSERT PROGRAM NAME**>> AT THE UNIVERSITY OF MAINE

INSERT Contact: Graduate Program Coordinator, address email, phone
Return the completed digital application to: ??

NOTICE: This form is an internal departmental application to be considered for admission to an accelerated Four Plus One (4+1) option at the University of Maine . **A listing of all accelerated programs is available at umaine.edu/graduate/programs/accelerated-programs/.**

The form must be submitted to the << name >> program and NOT to the Graduate School. Students must apply to the 4+1 track in their junior year and to the Graduate School during their senior year (see Accelerated Program Timeline). Once accepted into this track, students may take up to 9 credits of graduate coursework beginning in their senior year. The credits will be transferred to the student's graduate record upon formal admission to the Graduate School and successful completion of the 4+1 curriculum.

Name _____ MaineStreet ID _____
(Family Name) (First) (Middle)

Maiden name or other names under which records may be filed _____

Mailing Address _____
(Street) (City, State) (Zip Code) (Country)

Phone Number _____ E-mail _____

Date of Birth _____ Gender _____

Semester you expect to take first graduate course? _____

Current undergraduate degree you are seeking: **<<degree options>>**

Proposed graduate program of study: **<<4+1 graduate program>>**

List in chronological order all institutions of collegiate standing, and location, that you have attended. Include dates of entering and leaving degrees received or for which you are a candidate. The department will access transcripts from the University of Maine. Transcripts from other colleges and universities must be sent **directly** from these institutions to:
INSERT CONTACT INFO OF PROGRAM COORDINATOR

Name of Institution	Dates Attended	Major	Name of Degree or Diploma	Date Degree Received or Expected

Cumulative undergraduate average on a 4.0 scale (A=4): _____.

List any honors, prizes or scholarships previously awarded to you on the basis of academic achievement, or any honor societies to which you have been elected.

List any employment or other activities related to your current undergraduate program or the proposed graduate program of study. If you have taught, name subjects.

Optional

Provide the date you have taken or intend to take the **Graduate Record Examination** (Not required until senior year)

Date of Exam _____

GRE scores: Verbal _____ Quantitative _____ Analytical Writing _____ Subject _____

Please have the official scores from the GRE exams sent directly to the University of Maine Graduate School from the testing institution. The institution code for UMaine (ORONO) is 3916.

Note: You may examine test review materials and register for the GRE Computer-based General Test at <http://www.ets.org>

List names and addresses of three people whom you are asking to send letters of recommendation. Letters of recommendation must be recent and must be written by people qualified, through personal experience with your academic work, to judge your capacity for advanced study. Current university instructors would be highly appropriate. Applicants should request the named people to send their recommendations directly to the Four Plus One Coordinator listed at the top of this application. Hard copy and/or electronic letters are acceptable.

Name	Address (include physical address, email and phone)
1.	
2.	
3.	

In the space below, compose a brief essay (300-500 words) to be read by the **Graduate Faculty Admissions Committee** that describes your academic and personal intentions and objectives. Identify any special interest you would like to pursue now or in the future.

REQUIRED SIGNATURE OF ALL APPLICANTS

Signature _____ Date _____

IMPORTANT NOTIFICATIONS:

Admission decisions for the *Four Plus One Track* cannot be made until the complete application is received. All application materials become part of the permanent records of the University of Maine and are not returned. It is your responsibility to keep copies and be sure your application materials are complete and have all been received by the **Graduate Program Coordinator**.

In complying with the letter and spirit of applicable laws and in pursuing its own goals of pluralism, the University of Maine shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veterans status in employment, education, and other areas if the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the University should be directed to the Director of equal Opportunity, 101 N. Stevens, 207-581-1226. Inquiries about discrimination may also be referred to the Maine Human Rights Commission, U.S. Equal Employment Opportunity Commission, Office for Civil Rights for U.S. Department of Education or other appropriate federal or state agencies.

Accelerated (4 + 1) Program Timeline

Junior Year:

Student will submit an internal application signifying their intention to pursue a 4+1 accelerated graduate program at the University of Maine.

Program will review application and send student a letter informing him/her of admission status (copying Graduate School).

Once accepted by the program, the student will be considered to be in a 4+1 track and will take the prescribed curriculum specified in the original 4+1 program proposal.

Senior Year:

Student completes up to nine credits of prescribed graduate level coursework.

Student submits formal application to the Graduate School.

Note: Programs may waive standard admission requirements for 4+1 students such as GRE scores and letters of recommendation at the program's discretion.

Graduate program and Graduate School review application. Graduate School sends admission letter in consultation with graduate program coordinator. Acceptance by the Graduate School constitutes admission to the Graduate School and to the 4+1 program for students who had been previously admitted to a 4+1 track and had satisfied all conditions of admission.

Graduate (Plus One) Year:

Student completes graduate course work within 15 months of acceptance to Graduate School.

Upon successful completion in the 15 month timeframe, up to 9 graduate credits taken as an undergraduate will be applied to the student's graduate program.

Template Admission Letter

Dear <student name>,

Upon the recommendation of the graduate admissions committee for the (name) program, it is my pleasure to inform you that you have been admitted to the accelerated (4+1) track leading to a Master of (Arts/Science, etc) in (program name).

This offer is contingent upon your maintaining an overall **3.0 GPA** through the remainder of your undergraduate program, and your satisfactorily completing the required graduate level courses (up to 9 credits) which may be applied towards both your undergraduate and graduate degrees, if you earn grades of B or higher in these courses.

During your senior year, you must submit a formal application to the University of Maine Graduate School (umaine.edu/graduate/apply/). The \$65 application fee will be waived. In addition to the graduate application, we require that the following items be submitted to the Graduate School in order for you to be formally admitted:

LIST ITEMS, IF ANY

Upon successful completion of your master's degree program in 15 months or less, you will receive transfer credit for up to three graduate courses (nine credits) taken as an undergraduate student after you were admitted to the 4+1 track.

Please feel free to contact me with any questions. Congratulations again on your admission to the accelerated program track! We look forward to your continued study at the University of Maine.

Sincerely,
Graduate Coordinator

pc: Graduate School



RECEIVED

JAN 04 2017

Roxanne Lee <rmlee@maine.edu>

GRADUATE SCHOOL

HUD 4+1 proposal

1 message

Julie DellaMattera <julie.dellamattera@maine.edu>

Wed, Dec 21, 2016 at 2:15 PM

To: Timothy Reagan <timothy.reagan@maine.edu>, Roxanne Lee <rmlee@maine.edu>

Tim, Sandy was doing a follow up on this proposal with Scott Delcourt. Apparently he never received it. If you could sign it then send a copy to Jo-Ellen for our college records and to Scott that would be appreciated. Thank you.

Dr. Julie DellaMattera
Chair, Department of Educational Leadership, Higher Education, & Human Development
Associate Professor Early Childhood Development & Education

Merrill Hall, Rm 118B
University of Maine
Orono, ME 04469-5749

-Original sent to Dr. Ken F/signature then to Provost Hecker 1/3/17.

HUD 4+1 proposal.pdf
194K

PROPOSED HUMAN DEVELOPMENT 5-YEAR COMBINED B.S./M.S. PROGRAM

Submitted October 13, 2016

Why a combined degree program?

The 4+1 Masters degree program will allow students in our B.S. in Child Development & Family Relations program to earn their undergraduate *and* graduate degree in just 5 years. Our undergraduate program currently has nearly 200 majors and exceptional students may find this 4+1 program a distinct advantage. The 4+1 program is ideal for students who are confident in their pursuit of a career in Human Development and who choose the non-thesis option. Our graduate program is designed for those interested in working in such leadership positions as center director, director of services, program coordinator, case manager or project manager. Many of these professional positions require a graduate degree. Graduate tuition is considerably more expensive than undergraduate tuition rates. The opportunity to earn nine credits of graduate credit while paying the lower undergraduate tuition charges represents a significant cost savings for students. Over the past 20 years, our graduate program has typically enrolled 8-12 students and yet it can accommodate up to 20 students. Benefits to the College of Education and Human Development and to our program include retention of exceptional students for graduate study, the filling of seats with the increased enrollment, and recruitment of students, including those outside Maine, since few U.S. or Canadian universities currently offer this opportunity. The closest university to offer such a unique 4+1 program in Human Development is the University of Delaware.

Program Policies

After earning 60 credits towards a B.S. degree in Child Development & Family Relations, students in their junior year can apply to the 4+1 program to start integrating graduate coursework into their senior year. This will allow qualified students to earn the Masters degree within 15 months rather than the traditional two years. Interested students complete an application for "early admission" directly to the program rather than the Graduate School. Applications will not be accepted after the senior year has commenced or if 100 credit hours have been earned toward the B.S. in Child Development & Family Relations.

To be admitted, students must have a GPA of 3.5 or higher in order to double-count graduate courses towards both the undergraduate and graduate degree. The HUD graduate coordinator will work with the student to create a plan of study that leads to graduation within 15 months after matriculation in the Master's program. The program of study and the conditional admission is communicated to the Graduate School, and the student must make a formal application through the Graduate School during the senior year for admission to the Masters program.

Our non-thesis graduate program in Human Development is 30 credits and is designed as a two-year sequence of courses. It includes nine credits of core courses in the first year, nine credits of core courses in the second year, as well as two electives, and a six-credit internship.

DEGREE REQUIREMENTS	CREDITS
HUD CORE CURRICULUM (18 credits)	
1. HUD 551 Fundamentals of Human Development	3
2. HUD 552 Professional Practices in Human Development	3
3. HUD 553 Program Planning and Evaluation in Human Dev	3
4. HUD 554 Legislation and Policy in Human Development	3
5. HUD 555 Grant Development in Human Development	3
6. HUD 556 Research Methods	3
HUD ELECTIVES/SEMINARS (6 credits):	
7. HUD XXX Seminar course in human development	3
8. HUD XXX Seminar course in human development	3
HUD INTERNSHIP (6 credits)	
9. HUD 601: Agency or research internship, as well as professional portfolio and final presentation at symposium.	6
MINIMUM HOURS TOWARD M.S. DEGREE	30

Our Masters program of study fits very well into a 4+1 program, where seniors admitted to the program would take the nine credits of core courses as part of their senior year, and then enroll in the other nine credits of core courses, as well as two electives in their fifth year as a graduate student in our program. The six-credit internship can be done in the summer between their senior year and graduate school, across their fall and spring semesters of graduate school, or in the summer after they complete the graduate coursework. Note: Grades of B- or lower in graduate courses will not be accepted for graduate credit.

The two year sequence of courses currently offered by the HUD program include:

Year 1	
<u>Fall</u>	
Core Course: HUD 551: Fundamentals of Human Development	
Core Course: HUD 552: Professional Practices in Human Development	
<u>Spring</u>	
Core Course: HUD 554: Legislation and Policy in Human Development	
Elective/Seminar: HUD XXX	
Year 2	
<u>Fall</u>	
Core Course: HUD 553: Program Planning and Evaluation in Human Dev	
Core Course: HUD 556: Research Methods	
<u>Spring</u>	
Core Course: HUD 555: Grant Development in Human Development	
Elective/Seminar: HUD XXX	
Plus HUD 601: Internship in Human Development	


Upon graduation with a bachelors degree, and with satisfactory performance (defined as 3.5 cumulative GPA and no grade below "B" in the courses to be double-counted for the masters degree) in courses taken as an undergraduate, the student may be formally matriculated into the Master of Science in Human Development program. Students who meet this requirement must matriculate within three months after receiving their bachelor's degree in order to use the joint credits.

Program Timeline

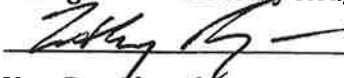
Student's third year	Students with 3.5 GPA express interest in 4+1 HUD graduate program; faculty identify potential students for 4+1 program
Jan 31 of third year	Application due to HUD Graduate Coordinator
June 1 of third year	Students conditionally admitted to the graduate program
Fourth year	Formal Application submitted to Graduate School Completion of three core graduate level HUD courses with grades of at least "B" (two in fall, one in spring)
May of fourth year	B.S. in Child Development & Family Relations awarded
Fifth year	Enroll in three remaining core courses and two electives
Nov 1 of fifth year	Graduate Program of Study submitted to Graduate Program
Summer before or Fall/ Spring/Summer fifth year	Six credit internship completed
May or August of fifth year	M.S. in Human Development awarded

Signatures of Approval:

Department Chair: Julie DellaMattera



College Dean: Timothy Reagan



Vice President for Research and Dean of the Graduate School: Carol Kim

Executive Vice President and Provost: Jeffrey Hecker

Request for Proposals

Support for Program Innovation

Program Innovation Fund

Application Guidelines

I. PURPOSE

Recognizing both the challenges and changing expectations facing higher education today, the University of Maine System (UMS) is establishing a pilot fund to support and foster innovative program development essential to the success of the System, specific academic disciplines and their faculty, and the State of Maine. The intent of this fund is to allow faculty and partnering academic units to apply for funding to explore or expand compelling, collaborative program opportunities. This newly-created pilot fund, i.e., the “*Program Innovation Fund*,” will be distributed on a competitive basis through an internal proposal submission and evaluation process. If this process is successful, the intent is to establish an annual competition for program innovation funding.

In an ideal world, any innovative programmatic idea would be ripe for consideration; however, in the financially-constrained world of higher education, the UMS is requesting proposals in 2017 that address the two following requirements:

1. *Collaboration*: engagement of two or more disciplines or campuses among the seven UMS campuses; collaboration may include requests for new programs or expansion of existing collaborative programs;
2. *Enrollment*: consideration of the capacity of the program to grow enrollment within the UMS through enhanced student recruitment or retention.

Thus, applicants for funding are expected to address: (a) how they plan to collaborate and (b) how the proposed program can grow enrollment. Priorities for funding in 2017 to support collaboration and enrollment growth within the UMS include proposed programs that address one or more of the following:

1. *Innovation*: consideration of novel ways to recruit students, engage disciplines, promote partnerships, and deliver content in the regional, national and international marketplace of higher education;
2. *Graduate programming*; Doctoral and master’s degrees are encouraged; however, the national trend for well-enrolled graduate programs has primarily been in master’s programs, more specifically professional master’s programs (see Appendix A);
3. *Technology*: expansion of online, hybrid, or other technological modalities for instruction;

4. *External Constituencies*: engagement with organizations outside the UMS to identify and consult on programs to address a state need, e.g., economic, workforce, service, etc.

II. EVALUATION METHODOLOGY

All submissions for the *Program Innovation Fund* will be evaluated by the UMS Council of Chief Academic Officers (CCAO) or their designees. The criteria for evaluation of proposed programs will tie to the criteria described above, as well as any relevant financial considerations.

III. SPECIFIC PROPOSAL GUIDELINES

Eligibility and Requirements:

Faculty applying for funding to develop or implement a new program must include UMS faculty who are tenured or in a tenure-track position. Academic administrators may certainly collaborate with faculty on proposing specific programs.

For proposals listing multiple collaborators, particularly across academic units and/or universities, the primary applicant(s) must ensure that all individuals to be involved in a new program are fully committed to the program as described in the proposal. Appropriate school, department or college-level academic administrators must approve the proposal, and are encouraged to offer a memo of support. Thus, it is strongly recommended that applicants work with their department/school administrators, their College Deans, and the Dean of the Graduate School, as appropriate, to obtain prior endorsement for their submissions.

Essential Proposal Elements: Within a limit of 12 pages, not including the application form or relevant appendices (**brevity is strongly encouraged and fewer pages will be particularly appreciated**) provide brief, but sufficient, detail to allow evaluators to determine the feasibility and likely impact of a proposed program. Required elements of a proposal are:

1. Completed Application Form (attached) with proposed program name (not included in page limit).
2. Brief Proposed Program Description - such as: manner of collaboration, intended student/disciplinary audience, distinguishing elements of the program to grow enrollment (in particular, as related to one or more of four priorities of Innovation, Graduate Programming, External Constituencies, Technology), linkage to other UMS programs, linkage to UMS mission, disciplinary or interdisciplinary facets of the program, unique student experiences, delivery format, etc.
3. Enrollment Demand/Enrollment Projections - provide short- and long-term evidence as appropriate of program need, e.g., demand for graduates, connection to Maine workforce/economic needs, connection to new directions in a discipline, collaboration

with the public sector in program development, demand for master's level preparation, etc.

4. Curriculum Overview or Outline – briefly identify the course framework (i.e., any anticipated required courses and/or electives – including notations of existing versus new courses) and intended learning outcomes of the program.
5. Faculty/personnel – describe both the number of faculty and other personnel needed for the program, as well as faculty on any campus in the UMS system who would participate in the program.
6. Program Assessment – briefly describe the evaluation process and metrics to be used to examine the effectiveness of a program pilot, as well as the anticipated assessment methodology if the program is fully implemented.
7. Proposal Budgets – budgets may be submitted as appendices beyond the 12-page limit:
 - (a) Include a budget for any pilot activities (\$200K maximum – smaller requests encouraged) to assess long-term potential of a proposed program (e.g., experimental course offerings, reassigned time, interaction with external constituencies, further market studies, etc.). Matching funds will be considered in proposal evaluation; thus, if such funds are available, please outline any other matching contributions that will be used to fund the proposed work.
 - (b) Include an anticipated, but preliminary, budget for a full implementation of the proposed program (e.g., eventual faculty lines, support needs, marketing materials, etc.). Again, matching funds, long-term in this case, will be considered in proposal evaluation; thus, if such funds are available, please outline any other matching contributions that will be used to fund eventually full implementation of a program.

As with any curricular proposal, ultimate approval of a proposed academic program for official implementation must be vetted according to campus procedures and UMS Board of Trustees' policy. Nonetheless, special consideration will be given to those proposals that include pilot activities designed to evaluate the potential success of any new program, e.g., experimental offerings, special topics courses, use of existing courses with new, innovative direction, etc. Consultation with the College and/or Graduate Dean on the front-end is highly encouraged.

IV. SUBMISSION INSTRUCTIONS

- Program proposals that address some combination of the priorities listed above should be submitted to the VCAA Office, 261 Estabrooke Hall, University of Maine – Orono, in care of Christina Pelletier (cpelletier@maine.edu) no later than March 16, 2017. Proposals may be submitted in electronic or hardcopy format. Questions related to proposal preparation can be sent to Dr. Bob Neely (robert.neely@maine.edu), 261 Estabrooke Hall, who will determine the individual best able to answer specific questions. Signatures of support must be obtained from the appropriate academic administrative leaders on the application form.

UMS Collaborative Program Support Fund

Application Form

1. **Proposed Program Title**

2. **Funding requested in which of the following areas?**

(check all that apply)

- 1. Innovation _____
- 2. External Constituencies/State Need _____
- 3. Use of Technology _____
- 4. Graduate Programming _____

3. **Amount Requested:**

\$ _____

4. **Primary Applicant -**

Name:

Position Title:

Campus Address

Contact Number:

Email:

Signature/Date

5. Co-Applicant(s) Information					
	Name	Email	Academic or Admin. Office(s)	Role in Proposed Work or Program	Initials
1.					
2.					
3.					
4.					
5.					

NOTE: Each co-applicant must initial to certify their commitment to the proposal content. If more than five co-applicants are participating, please duplicate this table as needed with the remaining individuals included.

6. Required Signatures:

Department/School Chair or Director: _____

Date: _____

College Dean: _____

Date: _____

Additional Signatures as needed: _____

- 8. Attach Proposal Narrative:** In 12 pages or less, address the proposal elements as outlined in Section II of the guidelines, including the requested budget and any information regarding other sources of matching funds.

Appendix A

Professional Master's Programs: Applicants considering submission of a proposal to develop a professional master's degree may wish to consult the Council of Graduate Schools (CGS) description of Professional Master's Degrees (<http://www.cgsnet.org/professional-masters-degree>). Additionally, the Education Advisory Board has produced a report entitled *Understanding the Changing Market for Professional Master's Programs* (Appendix B), which provides important insights and example directions for professional master's programs.

Appendix B

Understanding the Changing Market for Professional Master's Programs

Education Advisory Board, 2015



Vice Chancellor for
Academic Affairs
15 Estabrooke Drive
Orono, ME 04469

Tel: 207-973-3211
Fax: 207-581-9212
www.maine.edu

Date: November 16, 2016

To: Chief Academic Officers, University of Maine System (UMS)

From: 
Robert Neely, VCAA
UMS

Regarding: Announcement and Call for Proposals to the Program Innovation Fund

The University of Maine

University of Maine
at Augusta

University of Maine
at Farmington

University of Maine
at Fort Kent

University of Maine
at Machias

University of Maine
at Presque isle

University of
Southern Maine

Colleagues,

I am delighted to announce the creation of the Program Innovation Fund to provide you with a new mechanism by which to support the UMS faculty on your campuses in continuing to find ways to grow UMS enrollments through collaboration. Please find attached a description of this new fund, including requirements, guidelines for proposal development, timeline, and other application materials.

In the first year of the Program Innovation Fund, the UMS is hoping to complement the work of the Round 1 & 2 Program Integration (PI) teams by use of a competitive proposal process to provide a funding pathway for exploration of ideas that have been under discussion over the last two years. While being mindful of the critical work accomplished by the PI teams, we also need to be open to new programmatic possibilities; thus, subject to your discretion, please feel free to encourage submission of proposals in disciplinary areas where you believe strong potential exists to enhance collaboration and enrollment growth, as well as to support one of the four priority areas (innovation, graduate programming, engagement of external constituencies and/or use of technology). Consequently, each CAO is free to include other steps in the approval process for this funding as long as:

- this year's requirements and priorities remain intact;
- proposals are submitted in the outlined format;
- the March 16, 2017 timeline is maintained.

Please share this memo and information as appropriate. In particular, I hope you will use the stature of your office within the UMS academic community to encourage submissions of proposals. Please let me know how I can be of help.