



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

[Join Zoom Meeting](#)

ID: 82686859002

Passcode: 098222

3:00-4:30 pm

AGENDA

1. Review/approval of December 2022 Graduate Board minutes
2. Review/approval of January 2023 Curriculum Committee report
3. Announcements/updates
 - Graduate School new staff member – Vincent Scott
 - Graduate School financial awards (Waldron, Chase and Hunter awards)
 - IEI Graduate writing class
 - Graduate assistantship template letter
 - Export control
 - Centennial planning
4. Draft PTO policy for Graduate Assistants (15.1.1 - redux)
5. Draft policy on minimum number of faculty on a doctoral committee (9.2.2)
6. Items arising



Graduate Board
Thursday, December 15, 2022
48 Stodder Hall
Or by Zoom:

[Join Zoom Meeting](#)

3:00-4:30 pm

Meeting Minutes

Attendance: E. Allan, P. Agrawal, J. Artesani, C. Beitzl, J. Bonnet, T. Bowden, M. Brichacek, S. Butler, M. Camire, J. Chiarell, S. Delcourt, R. Dewan, D. Dryer, S. Fraver, A. Goupee, H. Greig, N. Hall, K. Harding-Heber, K. Huguenard, R. Jarrett, S. Klein, A. Knowles, P. Libby, C. Murphy, E. Neumann, S. Nittel, E. Pandiscio, F. Peterson, L. Rickard, J. Romero Gomez, D. Saber, B. Peterson, S. Smith, J. Stoll, G. Van Walsum, R. Wheeler, T. Yoo, Y. Zhu.

Guests: Allyson Davis, Graduate Student Employment Manager, Crystal Burgess, Director of Graduate Communications, Aylah Ireland, Graduate Student Success Manager, and Erin-Kate Sousa, IEI Coordinator.

Meeting called to order: 3:04PM

1. Review/approval of September 2022 and October 2022 minutes
 - September Minutes – Patty Libby motion to approve, Yifeng Zhu 2nd – unanimous approval
 - October – Sharon Kline motion to approve, Erika Neumann 2nd – unanimous approval.

2. Review/approval of November 2022 and December 2022 Curriculum Committee reports

November , 2022 - New Courses:

BUA 681 Data Management and Analytics

CMJ 650 Media Psychology

COS 575 Machine Learning

SED 505 Infant and Toddler Development

Motion to approve November report – Terry Yoo, Anne Knowles – 2nd, unanimous approval.

December 2022 - New Courses:

- EET 597** Graduate Studies for Cross-Listed Courses
- EET 598** Selected Graduate Topics in Electrical Engineering Technology
- EET 599** Independent Graduate Studies in Electrical Engineering Technology
- KPE 500** Foundations of Athletic Training
- KPE 551** Research Methods for Allied Health Professionals

Modifications:

- BUA 684** Business Data Mining and Knowledge Discovery
- BUA 685** Problem Solving and Decision Analysis
- EEL 585** Reflective Practice in MPCL Coaching
- ERS 542** Atmosphere, Ocean, Ice, and Climate Change
- GEE 694** Professional Science Masters in Engineering and Business Internship
- SED 546** Interventions for Writing Difficulties
- SED 582** Response to Intervention: Targeted Interventions
- SPA 515** Seminar in Advanced Grammar

Motion to approve December report – Patty Libby, Mary Ellen Camire – 2nd, unanimous approval

3. Announcements/updates

- December 2022 CGS meeting
 - i. Program link: <https://cgsnet.org/wp-content/uploads/2022/12/AM-2022-Final-Program-v3.pdf>. Lots of discussion of ethics in graduate education. Many sessions focused on practical issues (program review, graduate student professional development, international admissions). S. Delcourt had a chance to speak with other graduate deans regarding the increase in international applications, especially from west Africa. Other schools are seeing the same application spike, although UMaine's seems to be bigger.
 - ii. *Liaison* is a graduate enrollment management-focused company and is working on a common app for graduate programs.
 - iii. *Liaison* also owns Target X as well
- Graduate School staffing
 - i. Fiona Libby – scaling back to part time role – 20 hours a week
 - ii. Grad School will be hiring a temporary recruiter to get through the season, and then a full time recruiter this spring
 - iii. Having trouble filling GA slots in the Graduate School to help with admissions/recruitment, so please send students looking for financial support to Kathleen.

- Graduate School financial awards
 - i. Last Friday (December 9) was the deadline for nominations for continuing students and the first round of shared TA's.

Nominations have gone to the Executive Committee, and we are hoping to be able to make announcements early in the Spring semester.
 - ii. Second round of scholarship and shared TA nominations will be due in early February (Feb 3).
 - iii. Mary Ellen Camire asked: "How many total shared TA positions will be available? We have some new applicants who might be suitable for chemistry or biology."

Ally replied: "At least three per unit in biology, chemistry, math, and physics"

More info here:
<https://umaine.edu/graduate/wp-content/uploads/sites/551/2022/11/Shared-TA-Info-2023-2024.pdf>

- Centennial planning in progress

The working committee is currently working on a logo and undertaking historical research for a Centennial website and information campaign. The Centennial will be featured in President Ferrini-Mundy's State of the University remarks.

- May 2023 Commencement Speaker to be announced soon

- Low residency doctoral program (status)
 - i. Draft survey was started
 - ii. Initiative has been tabled until UMS President's Council can discuss further. Issues – instruction, advising capacity, UMS cooperation.

- Upcoming program assessment workshops
 - i. Email from Ryan Weatherbee – contact for further information
 - ii. Workshops upcoming:

<https://docs.google.com/document/d/1mRHskB3bExRRCyNCJk7FvOWaWHwudmf8fCiPjVDAwx4/edit>

- International Admits – any admission decisions should be about 2 months in advance of academic term to allow for immigration processing and issue of a student visa. Graduate School is receiving many admission deferral requests because students cannot get an embassy appointment in a short time frame.

Recommend:

 - i. Nov 1 for Spring admits and July 1 for Fall admits
 - ii. Exception would be students coming from Canada & other SEVIS transfers

- iii. Questions regarding visa information can be sent to Debbi Clements
- iv. <https://umaine.edu/graduate/apply/faq/#international>

4. Guest: Erin-Kate Sousa (IEI) – course in academic writing for ESL students in GB packet)
- Advanced grammar instruction and writing coaching.
 - Syllabus indicates that the course would meet for ½ year – 3 hours a week
 - Could be run as a flex course – starting early February.
 - Would want at least 4 to enroll / cap should be around 8-9 due the level of individual attention.
 - Laura Rickard asked: “How many credits? Would it be covered for students on TA/RA-ships?” - no credits – but the course is can be paid by a GA waiver.
 - Anne Knowles asked: could it be made available to an advanced undergraduate student? - Yes – it could be made available. The discussion happened to start with the Grad School
 - Dylan Dryer pointed out that there would still be some work needed on the end of the department to support students in disciplinary writing conventions.
 - Erin-Kate suggested that students have had to pass an English proficiency exam to get begin their graduate study – so this would be more advanced writing instruction.
 - Any possibility of offering the course as hybrid or remote?
 - i. We do have a hyflex model for students working on trying to get their visa – so this is a possibility.
 - Can it be offered during the summer?
 - i. Summer section is possible – we do offer IEI courses in the summer
 - IEI courses are now covered by tuition waivers (as of 12/15/22)
 - Christina Murphy – asked about the possibility of advisors being involved – especially relating the learning to specific projects – and Erin-Kate said that this is a definite possibility.
 - When would it be offered first? We could start offering in Spring 2023 – flex enrollment starting in February.
 - Contact Erin-Kate Sousa with any questions or to get students enrolled.
5. Discussion regarding policies on [Graduate Assistantships](#) (Graduate School Policies, and Regs, Sec 15.2) - Allyson Davis, Graduate Student Employment Manager
- Graduate School student exit survey comments related to graduate assistantships indicate some issues:
<https://docs.google.com/document/d/1nKj2IA6mE1L2Wbn4QfcxGjv1SFbrGWdzM2LSKNRyhE/edit?usp=sharing>
 - Disputes or grievances between student employee and supervisor – how to handle?
 - Stipends - how do we measure up vs other land grant universities?
 - Balancing the needs of students vs our capacity to effect change
 - Ally would like to establish a committee to begin a discussion on these issues – put your info in the chat, email, or call Ally.
 - Link to the documents Ally shared:

https://docs.google.com/document/d/1zNgXaZ9Of1QtReDPLhfgNg9cSDKwCiBD4w_q3gSZrw/edit?usp=sharing

- Shawn Fraver asked about minimum stipends – MAFES stipends are about \$6000 higher / due to 12 month appointments
- Hamish Greig – would like to explore whether there is a need to differentiate Masters vs PhD stipends as many have only a Bachelor’s Degree coming into a PhD programs.
- Christina Murphy – asked about unionization as a possibility
- Kim Huguenard suggested that the grad students are in the process of unionizing.
- Robert Jarrett confirmed that some grad students have discussed unionizing.
- Other land grant universities have additional benefits including maternity leave, PTO, and full health insurance.
- Trying to get ahead of some of the issues if we can so that we can continue to support as many students as possible.
- Anne Knowles – has experienced student hardships in trying to pay their portion of health insurance. What are the limits on TA, GA, RA workload and what are the stipend levels? S. Delcourt noted there are wide-ranging disparities:
- Juan Romero – MAFES and grant-paid student stipends are higher than the Graduate School minimums.
- Laura Rickard stated that “NSF-NRT trainees make about \$34K for 12 months”
- Kim Huguenard stated that “MS students at the ASCC make \$2600/month and PhD make \$3200/month. We have TAs in the department making about half that.”
- Susan Smith stated that “she found it interesting that some TAs are making more than the adjuncts with whom they work”
- Shawn Fraver – Chase & Janet Waldron are also offering the minimum stipend now and perhaps should be reviewed.
- Tim Bowden stated: “Personally, I am appalled that I am directing grad students to the on-campus food bank.”

6. PTO policy for Graduate Assistants (draft revised policy)

- Current policy only mentions time off near the holidays
- Establishing an optimum time for students to take time off – a minimum of 10 days of PTO, not including holidays. This is comparable to PTO for UMaine professional employees prorated to a half-time work schedule.
- Robert Wheeler – asked for clarity surrounding TA appointments and how it would work with teaching assignments. Would they be allowed to take off a week during the semester? (There is language in the second paragraph of the proposed revision that specifies that arrangements should be made to cover the work.)
- Mary Ellen Camire suggested that “we have had TAs plan vacations when they are supposed to be teaching”
- Scott suggested that we could make an edit to the TA section that would define that PTO would take place when classes are not in session unless there

was a specific arrangement in place to cover TA's work assignment.

- Sharon Klein suggested that Economics has their own handbook & does specify when the PTO should be taken. Economics specifies that students work an average of 20 hours per week.
- Dylan Dryer suggested that "Maybe the unit of measure of "day" is the problem" in the suggested revision as TAs don't have a daily work schedule.
- Pank Agrawal suggested that many students don't have the funds to travel home for the break, etc...due to the costs of flying out of Maine, etc...

7. The need for 5 faculty to serve on PhD committees has become an issue in some programs. Anne Knowles mentioned the shrinking number of faculty in the History department has created an issue in finding 5 faculty who are qualified to serve on a students committee. History would like to propose to lower the minimum number to 3 or 4 faculty.

- Jim Artesani suggested that this issue has also been raised in the EdD program in Ed Leadership. Research tends to be based on practice-based problems.
- Scott suggested that the minimum number could be lowered with an allowance that programs could stick to a 5 member dissertation committee if desired.
- Mary Ellen Camire – Food Science and Nutrition uses 3 from the program – and 2 additional members from other departments or outside the university.
- Would reducing the number to 3 create additional hardships on any of the programs? The vote of a 3 member committee would need to be unanimous as it is for a master's thesis committee.
- Silvia Nittel spoke against the proposed change due to the possibility of reducing the quality of the dissertation work.
- Anne Knowles suggested that professional organizations have studied the 3-5 committee member structure and not found anything significant in support of not reducing the size.
- Further discussion will take place in the Executive Committee, and a proposed draft policy will be brought back to the Grad Board for review.

8. Stipends/housing support for graduate students

- Stipend amounts are not keeping up with the rising costs of living due to inflation.
- Stodder is almost completely filled with graduate students. (Undergrads over 22 have been able to live in Stodder in past years with prior approval of the Graduate School to fill the vacant rooms.)
- Sandy Butler asked about temp housing option and the feasibility of it returning. Since OIP moved upstairs, housing lost approximately 30 rooms – so a return to overnight guest housing is unlikely since the guest rooms do not provide campus housing with a steady revenue stream like a permanent resident would, and there is a shortage of residence hall space. We have been able to retain the prospective student room and can make it available in an emergency. Contact Trish Perry in the Graduate School to find out if it is available if you have an urgent need.

9. Use of AI in admissions and retention of graduate students –Yifeng Zhu (see linked example from [Liaison \(Othot\)](#).)

- *Liaison* does have a search service to help shape the applicant pool through the use of AI
- Terry Yoo suggested that funding and instructor match is what is what is more important here at UMaine. We're not managing large numbers of applications.
- Erika Neumann asked: "Similar to that point - did *Liaison* share what the level of demand is ideal for this AI and what the acceptance rates are like for their typical clients?" We don't have that information at this time – but, could reach out to *Liaison* to see what they could offer for information.
- Another suggestion is the use of AI in graduate student retention.
- The most needed area is in managing inquiries.
- Terry Yoo suggested: "AI is not needed for responding to inquiries. The issue may be *automation* of some kind, but AI may not be a useful tool."
- Could AI somehow play a role in increasing DEI if we were to determine qualities that help students become successful in our programs?
- Yifeng Zhu cautioned us that the information is only as good as the input data. Some information may be helpful.
- Erika Neumann suggested that: "We know our applicants would like an admission decision within 4 hours so AI that speeds the review process would be useful.
- S. Delcourt said he could invite *Liaison* in to do a demo on the product in the spring semester if we wanted to learn more about it.

10. Managing international graduate applicants (continued discussion on how to efficiently respond to rapidly increasing international student inquiries)

See [Graduate School FAQs](#)

- Have each program review their FAQ's to help answer common questions from prospective international students (funding, application fees, admission criteria an prerequisites, time to complete degree, etc.)
- One suggestion might be a Google form pre-application for the departments to use to pre-qualify students and discourage applications from unqualified students.

11. Items arising – Happy Holidays to everyone! Have a restful break!

Meeting adjourned at 5:02PM

CURRICULUM COMMITTEE REPORT

The Curriculum Committee met on January 17th, 2023 and is recommending the following courses to the Graduate Board for approval at its January 26th meeting.

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

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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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.** 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.

Proposed revision to Graduate School policy 9.2.2

9.2.2 Final Examinations

After the doctoral thesis has been accepted by the candidate's advisory committee, the required copy of the thesis shall be presented to the Graduate School. The candidate must then present himself/herself for the final examination to an examining committee of no less than five (5) members appointed by the Dean of the Graduate School or his/her designee upon the recommendation of the chairperson of the institutional unit graduate committee. Other members of the faculty may be invited to attend and participate in the questioning but only members of the committee may vote in determining the outcome.

The committee vote need not be unanimous for a doctoral candidate to pass the final oral examination; however, only one (1) negative vote will be permitted.

If the membership of the examining committee is not the same as the student's dissertation committee, the Graduate School must be notified in advance of the final examination.

9.2.2 Final Examinations

After the doctoral thesis has been accepted by the candidate's advisory committee, the required copy of the thesis shall be presented to the Graduate School. The candidate must then present himself/herself for the final examination to an examining committee of no less than **three (3)** members appointed by the Dean of the Graduate School or his/her designee upon the recommendation of the chairperson of the institutional unit graduate committee. **Individual graduate programs may require up to 5 voting members on the committee depending on the program and the nature of the dissertation.** Other members of the faculty may be invited to attend and participate in the questioning, but only members of the committee may vote in determining the outcome.

The committee vote **must be** unanimous for a doctoral candidate to pass the final oral examination **in committees with less than 5 members. A doctoral student is considered to pass the exam with a 4-1 vote from a 5 member committee.** If the membership of the examining committee is not the same as the student's dissertation committee, the Graduate School must be notified in advance of the final examination.