



**Graduate Board  
Room 57, Stodder Hall  
Thursday, May 21, 2015  
3:00-5:00 pm**

AGENDA

1. Approval of minutes
2. Approval of Curriculum Committee report
3. Quick items:
  - a. 2015-16 GB membership/introductions
  - b. Recap of Hooding Ceremony
  - c. Update on VPEM search
  - d. Posthumous Ph.D. Lisa Walton
  - e. Special event
4. Discussion item from the Graduate Student Government
5. Discussion of dissertation committee composition
6. Discussion of enforcing time limits for completion of doctoral degree requirements
7. Formation of sub-committees as recommended by the paperless form committee (thesis format template and paperless form routing)
8. Discussion of graduate strategic planning - reports from subcommittees
9. Items arising

## CURRICULUM COMMITTEE REPORT

The Curriculum Committee met on May 12<sup>th</sup> and recommends the following courses to the Graduate Board for approval at its May 21<sup>st</sup> meeting.

*New Courses:*

- BMS 630 Journal Club in Biomedical Science & Engineering
- BMS 635 Current Approaches in Biomedical Science & Engineering
- BMS 640 Experimental Methods in Cell & Molecular Biology
- BMS 645 Cell Biology Tissue Development & Function
- BMS 650 Grant Writing in Biomedical Science & Engineering
- BMS 660 Cell, Molecular and Developmental Neurobiology
- BMS 690 Special Topics in Biomedical Sciences

*Modifications:*

- BMS 625 Introduction to Biomedical Sciences
- FSN 524 Research Methods and Biostatistical Techniques
- PSY 603 Ethics and Professional Problems

**Graduate Board**  
**Room 57, Stodder Hall**  
**Thursday, April 23, 2015**

**Attending:** S. Belknap, E. Blomberg, D. Bousfield, R. Bushway, J. Daigle, M. Day, S. Delcourt, J. Ferland, B. Frederick, E. Groden (for A. Alyokhin), M. Hough, C. Isenhour, S. Jain, C. Kim, A. Knightly, S. Marrs, D. Neivandt, S. Ohno, E. Pandiscio, A. Reeve, A. Rosenwasser, J. Rubin, J. Settele, M. Shea, K. Slott (for J. Smith), M. Socolow

**Graduate School:** D. Poisson

**Guest:** Desiree Butterfield Nagy

1. Approval of **Feb 26, 2015** minutes  
Motion to approve, seconded, one abstained. Approved
  
2. Approval of **March 17 and April 14, 2015** Curriculum Committee report

S. Delcourt reported the Curriculum Committee met on March 17<sup>th</sup> and recommends the following courses to the Graduate Board for approval at its April 23<sup>rd</sup>, 2015 meeting.

*New Courses:*

BIO 593      Advanced Biometry  
SFR 507      Forest Ecology

*Modifications:*

CMJ 600      Introduction to Graduate Study in Communication  
CMJ 602      Teaching Communication in College  
GRN 502      Interventions for Older Adults in Diverse Settings  
KPE 580      Mechanical Analysis of Human Movement  
SEI 508      Assessment and Program Planning for Early Intervention  
SEI 510      Serving Infants and Toddlers in Natural Environments  
SEI 511      Planning Inclusive Early Childhood Programs and Environments  
SEI 513      Practicum in Early Intervention  
SEI 514      Administration and Public Policy for Early Childhood Programs  
SEI 516      Seminar and Practicum in Collaborative Consultation  
SEI 523      Home-based Practicum and Seminar in Early Intervention  
SEI 525      Center-based Practicum and Seminar in Early Intervention  
SEI 529      Language Development and Literacy for Diverse Young Learners  
SEI 650      Graduate Project in Early Intervention

S. Delcourt reported that the Curriculum Committee met on April 14<sup>th</sup> and recommends the following courses to the Graduate Board for approval at its April 23<sup>rd</sup>, 2015 meeting.

*New Courses:*

ANT 564      Ecological Anthropology  
ANT 566      Economic Anthropology  
SFR 504      Rural Communities: Theory and Practice  
SIE 558      Real-time Sensor Data Streams  
SIE 559      Geosensor Networks

*Modifications:*

ERS 544      Glaciology  
ERS 552      Geomorphology  
GRN 503      Health Policy Issues of an Aging Population  
SFR 690      Master of Forestry Project

*Elimination:*

GRN 504      Integrative Seminar in Gerontology

Motion to approve, seconded, unanimously approved.

### 3. Quick items:

#### a. Recap of GradExpo

S. Belknap said the GradExpo final report would be available in about a month but, as he recalled, there were 119 exceptional presentations spread over the colleges and \$12,000 of awards that students competed for. He said the social following the Expo was very well attended. He reported that the GSG and the GS will be working together to ensure continued success and growth of this important event. He also reported that elections for GSG leadership for the 2015-2016 academic year were held and that he would be serving as President of the GSG again next year. C. Kim reported she attended some of the events and that the GSG Executive Committee did a great job. Members stated they were very impressed by the presentations. J. Ferland noted that students were not present at a number of posters, and Belknap said that the GSG is aware of this issue and aims to improve this matter for future Expos. Belknap asked Board members to pass along appreciation from GSG to all who volunteered and were involved with the Expo and especially to those who served as judges.

#### b. Hooding Ceremony (most outstanding students)

S. Delcourt reminded members that the Hooding Ceremony is Friday, May 8<sup>th</sup> and that typically the GS announces the program's most outstanding graduating student. Delcourt said the GS would appreciate being informed of any department's "most outstanding graduate student". He requested the names be sent to D. Poisson so the outstanding student information could be added to the cards and announced as the student is being hooded. C. Kim encouraged everyone to participate and confirmed the ceremony is May 8, 4:00 to 6:00 p.m. at the Alford Arena. She stressed that the reception immediately following in Wells is very impressive. She asked members to encourage student and faculty participation. D. Poisson reported that, as in the past, faculty should report to the ground level of the Alford Arena for the faculty line of march at 3:30 p.m.

#### c. Graduate School financial awards

S. Delcourt informed the Board that the Executive Committee reviewed the second round of nominations for the scholarship awards (Trustee, Atlantic Provinces, Thurgood Marshall, and International). Delcourt stated the names of award recipients have been posted on the GS website, and all of the nominees have been notified. Delcourt informed the Board that the GS did not offer any new international tuition scholarships this year because the international tuition account is still in deficit per Associate Provost Jeff St. John. Delcourt explained this is due to the commitments made by the former Vice President for Enrollment Management (VPEM). Delcourt said that the EC did rank the international tuition scholarship nominations received, and will make awards to the highest ranked candidates as soon as this account has funds. He apologized for the inconvenience this has caused and also for any disappointments realized by nominees hoping to receive financial assistance.

#### d. Update on VPEM search

C. Kim informed the Board that the VPEM search was not successful. She explained an offer was made, but it was not accepted, therefore, the search was re-opened. She said that optimistically they would like to have a candidate begin by fall 2015. She also stressed that it is crucial that this position be filled as soon as possible because Jeff St. John has shouldered the responsibilities of the VPEM this past academic year along with his other duties, and it's been very difficult to manage.

C. Kim also said that the GS is planning to initiate an enrollment management plan on its own by working collaboratively with the VPEM on graduate enrollment. Delcourt added

that he was asked to chair the search for the new Financial Aid Director and when Assoc. Provost St. John delivered the charge to the committee, he said they were looking at the possibility of finding an interim VPDM to be in place from June until the end of summer until a permanent VPDM could be hired.

e. **May 21, 2015** – Final Graduate Board meeting

C. Kim reminded the Board that the last meeting of the GB is May 21<sup>st</sup> and that she hoped to have as much participation as possible. Kim also said that end of the year honors are presented at this meeting. Delcourt announced if any programs elect new GB representatives before May 21<sup>st</sup>, they should bring that person to the meeting. He also explained that the last GB meeting of the year is an open meeting attended by the GSG, and they are invited to submit an agenda item for discussion.

4. Report of the subcommittee on paperless forms

C. Kim announced that she would give a brief summary for the subcommittee on paperless forms comprised of G. Markowsky, S. Gardner and O. Smith because the committee members were not in attendance. She said the committee concluded that access/submission of electronic forms and general paperwork on the Graduate School's website could be improved. The committee suggested forming subcommittees to address the issues for each of the three areas listed:

1. Thesis/Dissertation

- An electronic template to assist students in formatting their dissertations/theses in terms of figures, how to include alternative materials (multimedia, etc.), and general format
- Formation of a subcommittee focused on this area that includes a survey of current graduate faculty regarding any issues or concerns with such a change

2. Paperwork

- All paperwork should be available in electronic format (preferably in .pdf)
- Electronic signatures (e.g. PARS-type routing)
- If a PARS-type routing occurred, how to handle off-campus committee members

3. Website

- Improving the website to find forms easily
- Reordering the files on the website by the timeline needed
- Checklist with links to each form

A faculty member asked if the "Submit Form" on the Completion of Requirements actually submits the form to D. Poisson. D. Poisson reported that she would check with C. Burgess to verify if this feature is functional.

C. Kim asked if there were any volunteers to serve on the sub-committees. S. Belknap volunteered to serve on any sub-committee and B. Frederick volunteered for the thesis/dissertation sub-committee.

5. Demonstration of new ETD submission site – Desiree Butterfield-Nagy

C. Kim introduced D. Butterfield-Nagy to the Board. D. Butterfield-Nagy updated the Board on the progress of ETD submission via Digital Commons. She demonstrated how to create an account and pointed out where the tutorial and instructions of how to upload a thesis in Digital Commons can be found. She reported the ability to upload "unrelated" files is a new feature that has been recently added to the website. She then displayed the text of the "Submission Agreement" and stressed this page should be reviewed carefully. She discussed the levels of access that can be chosen and how simple and searchable the new site is. She then explained that master's theses would be available through inter-library loan in .pdf format but the Board had concerns regarding the inability to protect a master's student research if it were made immediately available through inter-library loan. It was noted that students may encounter

difficulties publishing their research because publishers would have no interest in doing so if the thesis was already widely available on-line. S. Delcourt interjected that he was under the impression that, if students chose the option to *release the entire work for UMaine access only*, the thesis was only available to individuals with a UMaine IP address and was unaware that it was also available through inter-library loans. He said the policy that the Graduate Board passed last fall was that students who chose limited access would only have their work available on-line to the UMaine. After a long discussion, it was agreed that the issues of “open access” and “limited access” should be revisited. It was decided that adding an embargo period to the drop down menu in the upload form is needed. Delcourt explained that embargos will need to be approved by the Graduate School, and a rationale of why the embargo is needed must be submitted with the request, before it is approved by the Graduate School.

The Board also expressed concern regarding corrections and edits that are required before uploading of the final thesis and how this would be monitored. S. Delcourt said that the Final Thesis Acceptance Form has been modified to address these issues and will require that the committee chair sign off before the thesis may be uploaded.

6. Data security for TAs without a personal laptop

S. Delcourt informed the Board that the question of student personal data security on laptops shared by multiple TAs was raised at a student leadership meeting with the President. Delcourt wanted to know how many departments have TAs sharing a laptop. He explained that personal student data saved on a laptop should be protected by passwords or encrypted in some way to avoid being in violation of FERPA. C. Kim said that shared computers and desktops should be discouraged whenever possible. S. Delcourt stressed that personal student information is confidential, and it is the University’s responsibility to make certain that all data stored on electronic devices or printed is 100% secure. On a related topic, he said he is aware that some departments save a pdf copy of the graduate applications from WebNow to their computers and in order to protect the students’ identity, the Graduate School is looking into redacting the social security numbers from the department’s copies. C. Kim said this is an important issue that everyone needs to be aware of, and it will be revisited in the future.

7. Discussion of graduate strategic planning - reports from subcommittees

D. Neivandt reported that 3 committee chairs were not present; he then asked A. Knightly to report on the Enhancement and Selected Growth of Graduate Programs sub-committee. Knightly reported the subcommittee met a couple of times and will be meeting again final weeks to draft up some ideas. He said they intend to contact a few GB members and should have a 3 page report for review in mid-May. Neivandt then asked S. Jain to report on the Financial Sustainability sub-committee. Jain informed the Board that the committee will be meeting in the next couple of weeks for the first time and will update the Board after it has met. Neivandt then asked S. Belknap to recruit graduate students to serve on the subcommittees also. Belknap asked if Neivandt could send him a reminder email to that effect.

8. Items arising

S. Belknap announced that GSG annual end of the year BBQ is scheduled for April 24, on the patio of Stodder Hall. He said all are welcome and to please encourage families to attend.

C. Kim said the next meeting of the Graduate Board is May 21<sup>st</sup> and she urged everyone to attend.

Meeting adjourned at 4:45.

## GRADUATE BOARD May 21, 2015

NAME	TERM	DEPT.	GB MEMBER SIGNATURE	PROXY
Agrawal, Pankaj	2016	BUA*		
Alyokhin, Andrei	2015	SBE		
Beaupre, James	2015	Innov. & Eco. Dev.		
Belknap, Sam		GSG - President		
Bennett-Armistead, Victoria		EDU / HUD*		
Billitteri, Carla		ENG		
Blomberg, Erik		WLE		
Bolton, Jason	2015	Coop. Ext.		
Bousfield, Doug		CHE/BLE		
Bowden, Timothy	2015	MBR		
Bushway, Rodney		FSN		
Butler, Sandy	2015	SWK		
Caccese, Vincent	2015	MEE		
Da Cunha, Mauricio		Faculty Senate	Co-chair	
Daigle, John		EES		
Day, Mike	2016	SFR		
Delcourt, Scott		GS*		
Ferland, Jacques		HTY		

NAME	TERM	DEPT.	GB MEMBER SIGNATURE	PROXY
Frederick, Brian		CHY		
Gardner, Susan		COEHD		
Hall, Nancy		CSD		
Hamlin, Heather	2015	SMS		
Hough, Mazie		WST		
Isenhour, Cindy		ANT		
Jain, Shaleen		CIE		
Johnson, Scott		Faculty Senate	Co-chair	
Kim, Carol		DEAN*		
Knightly, Andrew	2015	MAT*		
Kreutz, Karl	2016	QCS		
Markowsky, George		COS		
Marrs, Stuart		MUI / MUP		
McClymer, James	2015	PHY		
McKay, Susan	2013	MST		
Neivandt, David		GSBSE/PSM Bioinfo.		
Ohno, Stom	2015	PSE		
Onsrud, Harlan	2015	SCIS		
Pandiscio, Eric	2015	EDU		
Poisson, Dottie		GS		



NAME	TERM	DEPT.	GB MEMBER SIGNATURE	PROXY
Reeve, Andrew		ECS, School		
Rosenwasser, Alan	2015	PSY		
Rubin, Jonathan	2016	SOE		
Settele, James	2015	SPIA		
Shea, Mary	2015	NUR		
Sher, Roger		BMMB		
Slott, Kathryn (for Smith, Jane)		MLC		
Smith, Owen	2015	Intermedia*		
Socolow, Michael		COM		
Wallace, Charles	2015	AVS		
Weaver, Vince	2016	ECE		
Zhu, Yifeng	2015	ECE		
<b>SPEAKERS/GUESTS</b>				
<b>NAME</b>		<b>TITLE</b>		