



**Graduate Board
Room 57, Stodder Hall
Thursday, November 20, 2014
3:00pm - refreshments
3:15pm - meeting**

AGENDA

1. Approval of October 16, 2014 Graduate Board minutes
2. November 6, 2014 Curriculum Committee Report
3. Short items:
 - a. Implementation of *Notification of Comprehensive Exam Results* form
 - b. Graduate School policy on minimum number of faculty on a doctoral student advisory committee
 - c. Update on Academic Portfolio Review and Integration Process (APRIP)
 - d. Update from GSG leadership on GradExpo
4. Review of revised policy 10.8 (ETD submission)
5. Review of DRAFT Graduate School mission statement
6. Items arising

Graduate Board (GB)
Room 57, Stodder Hall
Thursday, October 16, 2014

Attending: P. Agrrawal, A. Alyokhin, J. Beaupre, S. Belknap, C. Billitterri, E. Blomberg, T. Bowden, S. Butler, J. Daigle (for EES) and for M. Day, S. Delcourt, J. Ferland, B. Frederick, S. Gardner, H. Hamlin, P. Roscoe for C. Isenhour, A. Knightly, G. Markowsky, S. Marrs, D. Neivandt, S. Ohno, E. Pandiscio, A. Olsen for A. Reeve, J. Rubin, M. Shea, D. Skonberg, J. Smith, O. Smith, M. Socolow, C. Wallace

Graduate School: D. Poisson

Guests: Sharon Fitzgerald, Desiree Butterfield-Nagy

Meeting convened at 3:15 p.m.

D. Neivandt said that he and S. Delcourt would preside over the GB meeting because C. Kim had not yet returned from her business trip.

1. Approval of September 2014 meeting minutes

D. Neivandt asked if there were any corrections to the GB minutes, hearing none he asked for a vote to accept the minutes.

Motion to approve, seconded, minutes approved unanimously.

2. Short items:

a. Subcommittee on paperless form routing

D. Neivandt addressed the request made at the Sept. 18, 2014 GB meeting to streamline all Graduate School (GS) forms, accepting digital approval signatures, and to move to a paperless regime. The Executive Committee (EC) discussed this issue and agreed this should be pursued. Neivandt said he would like to establish a sub-committee to investigate and put forth a proposal to be presented to the GB for discussion. O. Smith asked "What is the function of the committee?" and Neivandt responded to identify options and make recommendations to the EC and present them to the GB for discussion and to research and evaluate the cost. The Board agreed this was a good idea. Susan Gardner and Owen Smith volunteered to serve on the committee. Neivandt asked S. Gardner to Chair the committee, she accepted. He then asked her to invite G. Markowsky to join the committee and announced that if anyone else was interested in serving on the committee they should contact S. Gardner.

b. *Draft* mission statement – update

Neivandt reported that the EC has a draft and is moving forward with the GS mission statement and that it will hopefully be presented to the GB for review on Nov. 20, 2014.

- c. **Graduate Hooding Ceremony/Commencement**
S. Delcourt reported that before President Ferguson left UMaine, he asked C. Kim if the GS would want to pursue having a full-scale GS Commencement where doctoral candidates would have their degrees conferred, be hooded and receive their diplomas, as well as conferring degrees to all Certificate of Advanced Studies and Master's degree students. He explained, if this were the case, graduate students would not attend the Saturday Commencement ceremony. Delcourt noted one advantage would be "open seating" for the GS Commencement held on Friday evening which would allow graduate students unlimited guests and it would also simplify the limited seating for the Saturday Commencement. He noted one disadvantage is that hooding doctoral candidates is unique to UMaine and would not be included as a highlight at the Saturday ceremony. Delcourt said it was not feasible to make changes for the May 2015 ceremonies but the GS is collecting data for the future. S. Belknap commented that the GSG is working with Senate members to survey graduate students regarding how they feel about this idea and so far the informal survey indicates that they don't have strong feelings either way. D. Neivandt requested any feedback on this issue be sent to C. Kim, S. Delcourt or himself.
- d. **Grad Open House – October 29**
S. Delcourt announced that the GS will be holding an Open House on Wednesday, Oct. 29, from 4:00 to 6:00 and the format would be the same as previous years. He urged graduate programs to send faculty and graduate student representatives and said they hope for 100% participation in this important event. He noted the event would be marketed to sophomores, juniors, seniors, as well as to the local colleges and other System campuses. Delcourt introduced Jamie Ballinger, a doctoral student in Higher Education at UM. He said she would be assisting with graduate student recruitment including the Royall and Co. effort, general graduate student recruitment, and the fall Open House.
- e. **Communication template**
S. Delcourt circulated a copy of the MODEL Communication Plan and explained that it is general in nature and intended to be tailored to individual programs' needs. He noted that the communications listed as Graduate School are already being done. He said this can be used as a tool to effectively communicate and follow-up with prospective students and the GS would be happy to work with individual programs to develop a communication template that reaches out to students and encourages as many as possible to apply. He reported that graduate student enrollment is down from 2009 about 15%, (250 degree seeking students and about 150 non-degree). G. Markowsky asked how that correlated with the amount of money available for TA's and assistantships. Delcourt said the number of TAs has not changed, and as the budget is made available we try to increase stipends. Delcourt stressed the drop in enrollment is not from programs that typically

award assistantships. He said approximately 95% of the drop can be attributed to Education, Business, Social Work, and Public Administration (which no longer exists). A member questioned "How does the decrease in graduate enrollment correlate with the drop in faculty numbers?" and Delcourt replied there are some faculty issues related to capacity, and as undergraduate enrollment has ramped up, departments are making more effort to try to handle the increase in undergraduate teaching. He also said that competition (other colleges around the state developing graduate programs in these areas); less state funding for schools, less professional development for K-12 teachers; as well as a variety of other factors all contribute to the decrease in graduate enrollment.

Delcourt reported the Provost has asked the GS to do as much as possible in terms of marketing. He emphasized the contract with Royall is specific to those programs that are under capacity and that could potentially grow. He reported that overall, other graduate programs have either stayed stable or fluctuated up and down by 10 students or less in each program. It was discussed that as faculty numbers have reduced, the breath for research in certain areas is not as widely available as it was years ago and that it could account for some of the declines. Delcourt reported that graduate student enrollment is the lowest it has been in 17 years. Delcourt reported that numbers are down nationally, but not as much as at UM. Delcourt noted that as the economy strengthens, some students choose employment instead of going to graduate school. Delcourt said he attends grad fairs and recruits at all of the local colleges (Farmington, Colby, Bowdoin Bates, UNH, UNE, Gordon College, etc.). It was questioned if it would be beneficial to have faculty participate in these fairs? Delcourt said possibly, but space is so limited that each school usually only gets one table. He said anyone interested in going to a specific grad fair should contact him. G. Markowsky noted that we could increase our international student population by allowing international students that are not supported on assistantships to pay the in-state rate. Delcourt said this is a hard argument to make to Senior Administration because it views the out-of-state rate as the "true cost of tuition" and the in-state rate as the subsidized Maine resident rate, but that this will be reviewed as part of the Graduate School's Strategic Plan. He commented there is also a plan to propose an e-tuition rate for on-line and other distance ed programs.

f. NAGS Awards

Delcourt circulated a sample of the Northeastern Association of Graduate Schools 2014-2015 awards. He said 6 awards are available, information regarding these awards will be sent forth soon, and programs are urged to nominate students/faculty that are qualified and meet the criteria. He said nomination materials are due in the Graduate School by Dec. 15, 2014 for screening and the NAGS deadline is Jan. 15, 2015.

g. ROQ Update

D. Neivandt announced that O. Smith asked what the process was for changing graduate appointment criteria at the last GB meeting. Neivandt reported that changes in criteria requires internal departmental approval and the Dean of the college that the program reports to, if it's a cross disciplinary program then it's the Dean the GS and after approval at this level it goes to the EC of the GB.

3. Review of DRAFT *Notification of Comprehensive Exam Results* form (redux)

D. Neivandt said the EC decided that this form is necessary, that signatures by the entire committee should be required because we are moving forward with paperless routing and it is relatively simple to acquire email/fax/electronic signatures, and that a set period for conditions to be satisfied should be determined and set by the committee because the provisions could vary dramatically.

S. Belknap said that he talked with numerous graduate students about the form and they were nearly unanimous in favor of the changes, and that they felt the documentation would be valuable and beneficial to them. It was questioned what date this form would become effective and D. Neivandt responded he would inform the Board of the effective date at the November meeting.

Motion to approve, seconded, 1 opposed. Approved.

4. Fogler Library presentation on Digital Commons and Electronic Thesis Submission

S. Delcourt introduced Sharon Fitzgerald, Head, Technical Services and Library Web Manager: Librarian III and Desiree Butterfield-Nagy, Archivist/Special Collections Librarian II and asked them to address the Board regarding the digital commons (specifically the ETD database), current practices of making theses available. He reported for the past 10 years students have had the ability to submit their thesis in electronic format to be placed in the ETD archive and that they could choose from the following access status:

1. Release the entire work immediately for access worldwide
2. Release the entire work for UMaine access only
3. Restrict the entire work for a maximum of: 1 Year/2Years/Other

Delcourt reported that the Computer Science and Spatial Information Science and Engineering programs have made ETD submission mandatory and that it is part of their degree requirements. He said the GS wanted to survey how programs felt about changing the GS policy to requiring ETD submission for all thesis programs.

S. Fitzgerald said the digital commons is supported by a number of the colleges, Provost's Office, Division of Lifelong Learning and that it holds faculty/student publications and theses. She demonstrated how to navigate it by clicking on links to resources, forms, .pdf options, and sharing information. She said the goal is to promote "open access" to the publications of the university, including theses and dissertations. It was questioned if a paper copy would be required to be held in the

Library, or if the electronic copy would be considered the “official copy”. Discussion followed, and it was decided that the EC should review this issue, propose a resolution and present it to the GB for approval. It was stressed that if the ETD copy is approved as the “official copy” then mandatory ETD submission would be required for all thesis programs.

5. Items arising

S. Belknap announced that this year’s Grad Expo will take place on April 2 & 3, 2015. He circulated an FYI copy of the GradExpo 2014 Event Schedule for those that were not familiar with this event. He said he wanted everyone to start thinking about the Expo, that he hopes to have high numbers of qualified candidates, that it is a great professional experience and opportunity for students, and that thousands of dollars are awarded to winners. He said that information regarding Expo 2015 will be forthcoming and that GSG will be needing faculty to volunteer as judges.

Meeting adjourned 4:32

CURRICULUM COMMITTEE REPORT

The Curriculum Committee met on November 6th and recommends the following courses to the Graduate Board for approval at its November 20, 2014 meeting.

New Courses:

GRN 504	Integrative Seminar in Gerontology
SMS 544	Oceanography and Natural History of the Gulf of Maine

Modifications:

EAD 690	Principal Internship
EAD 691	Internship in Educational Leadership
ERL 547	Seminar in Mentoring
ERL 548	Advanced Institute in Teacher Leadership

10.8 ETD Submission

Electronic thesis or dissertation submission is required for students in Computer Science and Spatial Information Science and Engineering. Students in other programs are strongly encouraged to submit an electronic version of their thesis. Submission procedures and required form are available at <http://www.umaine.edu/graduate/documents/file/ETD.pdf>.

10.8 ETD Submission

Electronic ~~thesis or dissertation~~ submission of a PDF file in addition to the hard copy of the thesis or dissertation is required for all master's and doctoral students in thesis programs. Computer Science and Spatial Information Science and Engineering. Students in other programs are strongly encouraged to submit an electronic version of their thesis. Submission procedures and required forms are available at <http://www.umaine.edu/graduate/documents/file/ETD.pdf>.

Graduate School
DRAFT Mission Statement
November 20, 2014

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, professional training and personal development in an accessible and adaptive learning environment through classroom teaching, research, and scholarship 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.