



Graduate Board
Thursday, November 18, 2021
By Zoom and in 57 Stodder:

[Join Zoom Meeting](#)

ID: 83757786276

Passcode: 618616

3:00-4:30 pm

AGENDA

1. Review/approval of the October 28, 2021 Graduate Board minutes
2. Review/approval of the November 2, 2021 Curriculum Committee report
3. Announcements/updates
 - a. Reminder: Graduate assistantship and fellowship nominations due December 10
 - b. Student Success manager update
 - c. IT update
4. Graduate Certificate in Innovation Engineering – Jason Bolton
5. UMaine Arts Initiative – Sandra De Urioste-Stone
6. Postdoctoral Research Associate Survey – Sandra De Urioste-Stone
7. Draft language on outside work for GAs - *redux*
8. Items arising



Graduate Board
Thursday, October 28, 2021

By Zoom:

[Join Zoom Meeting](#)

ID: 84593608997

Passcode: 394892

3:00-4:30 pm

AGENDA

Meeting Called to Order: 3:05pm

Attendance: E. Allan, J. Artesani, J. Ballinger, T. Bowden, S. Butler, A. Cruz-Uribe, S. Delcourt, S. De Urioste–Stone, D. Dryer, S. Ell, S. Fraver, J. Gill, A. Goupee, W. Gramlich, V. Herbert, K. Huguenard, S. Klein, A. Knightly, Z. Ludington, J. McClymer, H. Onsrud, E. Pandiscio, P. Poirier, L. Rickard, J. Romero-Gomez, D. Rooks-Ellis, J. Stoll, G. (P.) Van Walsum, Z. Zhang, Y. Zhu.

Guests: Crystal Burgess, Graduate Communications Director, Fiona Libby Graduate Recruitment Director, Associate Provost Jessica Miller

1. Review/approval of the September 30, 2021 Graduate Board minutes
S. Klein motion to accept the minutes, J. Gill 2nd
Unanimous approval – Peter Van Walsum abstained
2. Review/approval of the October 5, 2021 Curriculum Committee report
Packet has been split into two links for ease of reading and locating information.
D. Rooks Ellis – motion to approve
S. Butler – 2nd
Unanimous approval

New Courses:

- **COS 542** Cloud Computing
- **COS 573** Computer Vision
- **MBA 637** Global Supply Chain Networks

Modifications:

- **BUA 601** Data Analysis for Business
- **ECE 515** Random Variables and Stochastic Processes
- **ECE 585** Fundamentals of Wireless Communication
- **MBA 609** Financial Statement Analysis
- **MBA 626** Management of Contemporary Organizations
- **MBA 649** Management Policy
- **MBA 651** Financial Management
- **MBA 670** Managerial Marketing
- **SED 505** Diversity of Development in Childhood

D. Rooks-Ellis mentioned that she appreciated the change to online forms for course proposals and modifications.

S. Delcourt mentioned that we know that Smartsheet is not a perfect solution. We would like to invest in Kauli Build, but it is a major investment that may require UMaine or UMS to invest in an enterprise license in order to make it happen.

Smartsheet– can be rejected at any point which will then allow the document to be edited. (Information is saved and can be edited once submitted by the use of “rejection” on any level of approval).

3. Announcements/updates

- a. We will be able to offer hybrid technology starting next month for anyone who wishes to attend the Graduate Board meeting in person. (Graduate School has purchased a “Meeting Owl” to help make this happen.)
- b. Final fall enrollment numbers - Census 10/15 – record numbers for graduate enrollment.
 - i. 2542 total graduate students (2414 previous record)
 - ii. 532 doctoral students (514 previous record)
 - iii. Undergrad enrollment was essentially flat. MBA has trended up, as well as grad programs in Education, Food science, and in SCIS.
 - iv. Z. Ludington asked about our trends vs. other Graduate Schools – Most graduate schools have experienced growth in online enrollment since the pandemic. Additionally, graduate enrollment is typically higher when economy is down.

S. Butler asked about withdrawal rates – They were higher for grad this fall. Delcourt mentioned that with high online enrollment, these programs seem to see more drops due to technology, workload, etc.

Pat Poirier – mentioned that the graduate nursing program is seeing

a lot of drops – working nurses struggling with balancing school work, as well as fewer applicants than usual.

- c. Call for applications for Flagship Doctoral Fellowships – as was the case last year non-STEM programs are being given a priority for selection based on fewer funded students in these programs. However, STEM doctoral programs may apply also. Due Friday, December 10, 2021. Nomination email will be sent out soon to Graduate Program Coordinators, Grad Board, and Administrative Staff soon.

The Graduate School is in the process of finalizing the other awards: Chase, Hunter, Waldron and the shared TA's – will all have a December 10 deadline for submission.

W. Gramlich – question regarding shared TA's – new students vs. current students. Delcourt replied that there is an early nomination deadline for current students but funding decisions may be deferred to the second deadline (first Friday in February), if early offers are not made.

- d. GB meeting time – further discussion – if we could consider having meetings during the regular public school hours (S.Klein suggestion)
 - i. A. Cruz-Uribe & J. Gill both have planned faculty requirements for next fall based on the current meeting time.
 - ii. A. Cruz-Uribe appreciated Scott's bringing up the childcare issue and openness to change
- e. GSG grants – GAG annual audit found that any awards over \$6000 must be reported for taxation. Grad School has been working with GSG to find the best way to award these funds while avoiding the tax reporting issue.
 - i. Juan Romero – University of Florida all travel funds go to the department for the student's use. Similarly, because the UMS uses Concur, travel is arranged for students at the departmental level.
 - ii. Josh Stoll, SMS – administrative burden may be an issue with departments receiving funds. S. Butler & J. Gill shared the opinion that it may be too much burden. S. Delcourt replied that the Graduate School would work with the college financial coordinators and departments to reduce the administrative burden.

4. NCFDD – Associate Provost Jessica Miller

- a. National Center for Faculty Development and Diversity
Facultydiversity.org
University of Maine joined this organization to offer support for faculty at all levels, including graduate students. Initially started to support minority faculty but has expanded its scope. It is free for the individual– just subscribe through the website (you are a member through University of Maine.) Access to a series of live webinars on a variety of topics of interest to faculty and graduate students, including:

- Building a publishing pipeline
- Supporting faculty after the pandemic
- How to overcome writing blocks

About 90 grad students have already registered for a free account, so are participating at a higher rate than UMaine faculty.

Provost's office with support from the college deans is sending 10 faculty to NCFDD boot camp – a 12 week intensive program. UMaine faculty members will be selected across a variety of disciplines. Hope to send a new group of faculty 1-2 times per year.

Jessica is happy to help with any questions – reach out directly.

5. Review of 2020-21 Graduate Admissions Cycle and Goal Setting for 2021-22 – Fiona Libby, Director of Graduate Recruitment
 - a. See talking points in the October Graduate Board packet
 - i. Students of color – admissions from students of color 16%+
 - ii. Applications from students of color 55%+
 - iii. Overall still a lot of room for improvement
 - iv. Fee waiver helped with the increase in diversity
 - v. Research experience can be an obstacle
 - vi. When applicants reach out to faculty – Caucasian males are +26% more likely to receive a response nationally.
 - vii. How can we help remove barriers for underrepresented minority graduate applicants?
 - b. D. Dryer – question – data is based on fall 20- fall 21, but low minority participation goes back prior to those years. How much of the disparity is explainable by the more diverse pool? Applications certainly increased. Heightened disparity due to an increase in application pool – and timing of the fee waiver.
 - c. J. Gill – international inquiries – fee waiver question – students took advantage of the fee waiver, and we are holding for the upcoming cycle. Any possibility of a fee waiver based on financial need?
F. Libby mentioned that we did discuss that issue with legal and were challenged a bit on it – (determining fairness, true financial need, etc...)
 - d. P. Libby – workshop on DEI recently attended.
 - i. IPEDS categories are being used.
 - ii. Fiona & Crystal will look into how it is being worded, etc...
 - iii. S. Klein – echoed J. Gill's comments about many international applicants received during the fee waiver period. Is a pre-review happening now in the Graduate School? Can we participate? We had a lot of unqualified applicants in the process. Fiona offered her help to Sharon.
 - e. Fee waivers – should they be based upon merit? Should they be based on a quota by program? Grad School can help with application reviews based on those who reach out to Fiona.
 - f. We are here to help – marketing, strategies, admissions, fee waivers, etc....reach out to Fiona.

6. Draft language on additional work for GA's
 - a. Need to clarify the policy due to confusion about what is permitted. Making progress in a graduate program is a major goal of assistantship support. Taking outside employment generally runs contrary to that goal, especially in a thesis / dissertation program where it limits research productivity.
 - b. Goal is to establish a process to review additional work, but be flexible, recognizing the possibility that other income may be needed, or might complement GA's graduate study.
 - c. J. Ballinger – has 7 GA's in MBA program and at least 3 have other employment which is not as much of a factor in a non-thesis, professional program.
 - d. J. McClymer - tutoring can be helpful for the student professionally and financially for students – how could we include this. S.Delcourt replied that flexibility is important in making these decisions.
 - e. Z. Ludington – what do we do if we find out that a student HAS outside employment? This is not easy to address because often there is no way of knowing; however, expectations should still be made clear should an issue arise. Employment within UMaine is much easier to track.
 - f. J. Settele–can we put the responsibility on the departments to make the call?
 - g. S. Klein suggestion: Maybe at the start it could read, “Unless otherwise specified in departmental policy documents, Graduate Assistants may not be employed in any capacity...” The only students that would require permission would be in cases where there is not a departmental policy in place. Z. Zhang added: Perhaps preceding, "Any requests for additional employment..."
 - h. T. Yoo suggested that DEI could be impacted by our instituting a policy on employment. The other side of this issue is the potential negative impact of too much additional work on student progress and success.
 - i. S. Klein – should the approval flow be considered? Department could approve routine cases, Graduate School should be involved in more extreme cases. KH – suggestion: Would specifying that "full time employment" outside of the assistantship would require Graduate School approval be helpful?
 - j. Z. Zhang: “We've focused on negatives, but also, some of our students in GSBSE are employed additional in ways that benefit their programs - we don't want to restrict that.”
 - k. S. Delcourt thanked everyone for a productive discussion, and said he will take the DRAFT policy back to Graduate Executive Committee and incorporate feedback from Grad Board.
7. Pursuing best practices in graduate mentoring
 - a. Draft charge – no additional feedback.
 - b. Committee membership – still need a College of Engineering faculty representative and 1-2 graduate student representatives.
8. Items arising -none

Meeting adjourned 4:45pm

CURRICULUM COMMITTEE REPORT

The Curriculum Committee met on November 2nd, 2021 and is recommending the following courses to the Graduate Board for approval at its November 18th meeting.

New Courses:

SFR 556 - Physical and Mechanical Properties of Sustainable Materials

Modifications:

BIO 504 - Advanced Developmental Biology

FSN 501 - Advanced Human Nutrition

FSN 506 - Nutritional Assessment

FSN 508 - Nutrition and Aging

FSN 530 - Integrative and Functional Nutrition

15.2 Assistantships

Current:

Graduate assistantships are available in most departments offering work leading to an advanced degree, and include teaching assistantships (TAs) and research assistantships (RAs). A number of assistantships that are funded through Federal financial aid are also available. The awarding of assistantships is contingent upon admission of the applicant to graduate study. Visiting graduate students in good standing in an approved program of study may be awarded assistantships. Graduate Assistants, although appointed through the professional payroll system of the University, do not accrue vacation or sick leave. To avoid misunderstandings, duties during the semester, any assignments during student holidays, and any other expectations should be defined by the faculty member, or the department to whom the graduate assistant reports. Graduate Assistants may not normally be employed in any other capacity by their department or by other units of the University.

Proposed:

Although assistantships are part-time positions, it is expected students are working full-time on the combined primary workload of their assistantship, coursework, and/or thesis or dissertation. Moreover, some funding sources (e.g., federal grants) do not permit outside employment, and similarly, international students must follow federal visa requirements regarding maximum employment hours. For these reasons, the default Graduate School policy is that Graduate Assistants may not normally be employed in any capacity other than their assistantship, inside or outside the University during the academic year. However, individual departments/units may have policies that allow exceptions to this rule, as long as they do not violate the maximum 30 hrs/week (i.e., 10 hrs/wk beyond a half-time assistantship) for any Graduate Assistant, specific grant policies, or federal visa requirements governing student employment during the academic year.

Graduate Assistants should consult their departmental student handbook or Graduate Program Coordinator to find out if there are departmental policies related to outside employment. In the absence of such policies, any requests for additional employment or changes in employment should be discussed first with the student's faculty advisor and/or assistantship supervisor/project Principal Investigator (PI). If approved by the advisor/supervisor/PI, the request also must be reviewed and approved by the graduate program coordinator and the Graduate School, and must adhere to all University and any other applicable policies (e.g. funding agencies) that are relevant to the additional employment.