



**Graduate Board
Room 57, Stodder Hall
Thursday, October 16, 2014
3:00 -Refreshments
3:15 -Meeting**

AGENDA

1. Approval of September 2014 meeting minutes
2. Short items:
 - a. Subcommittee on paperless form routing
 - b. *Draft* mission statement – update
 - c. Graduate Hooding Ceremony/Commencement
 - d. Grad Open House – October 29
 - e. Communication template
3. Review of DRAFT *Notification of Comprehensive Exam Results* form (redux)
4. Fogler Library presentation on Digital Commons and Electronic Thesis Submission – Sharon Fitzgerald and Desiree Butterfield-Nagy
5. Items arising

GRADUATE BOARD (GB)
Stodder Hall, Room 57
September 18, 2014

Attending: A. Alyokhin, J. Beaupre, S. Belknap, C. Billiteri, E. Blomberg, J. Bolton, D. Bousfield, T. Bowden, S. Butler, J. Daigle, S. Delcourt, B. Frederick, S. Gardner, N. Hall, H. Hamlin, J. Ferland, S. Jain, C. Kim, A. Knightly, K. Kreutz, G. Markowsky, S. Marrs, D. Neivandt, E. Pandiscio, A. Rosenwasser, J. Rubin, J. Settele, M. Shea, D. Skonberg, J. Smith, O. Smith, M. Socolow, C. Wallace, and Y. Zhu,

Proxy: J. Daigle for M. Day, C. Beitzl for C. Isenhour, and C. Gerbi for A. Reeve

Graduate School (GS): D. Poisson

Meeting convened at 3:18 p.m.

1. Welcome/Introductions

Carol Kim began by welcoming members and said she was looking forward to working with everyone during the upcoming academic year. She had Board members introduce themselves and state their affiliations. S. Delcourt requested members notify D. Poisson at the end of the meeting if the GB packet was sent to the wrong individual so she could update the GB contact list.

2. Approval of May 2014 minutes

C. Kim asked if there were any corrections/omissions to the May GB minutes. Hearing none she asked for a motion to approve them.

Motion to approve, seconded, 1 abstained. Approved.

3. CURRICULUM COMMITTEE REPORT - DEFERRED UNTIL LATER IN AGENDA

Due to policy changes, S. Delcourt explained that proposed changes in the RCR policy to be considered later in the GB agenda would impact the content of some of the courses to be considered. Therefore, the Curriculum Committee report will be presented after the discussion on RCR policy.

4. Short items:

a. Picnic – September 23, 2014

C. Kim inquired if everyone received the notification that the annual GS Picnic was rescheduled to TUESDAY, Sept. 23 in observance of the Jewish holiday *Rosh Hashana*. She requested that members remind students, faculty, and support staff of the upcoming picnic and that family members are welcome.

b. Changes in ROQ approval form

D. Neivandt proposed minor changes to the Record of Qualification (ROQ) Appointment Form. He explained that the revisions were needed because the information provided on the CV's is not always consistent with what the GS has on file as required criteria for that unit. The Board was informed that the revised form provides the ability to add supplemental information in addition to the CV and includes a section that requires the Graduate Coordinator (GC) and the Unit Head to sign and attest that all the criteria have been met. He added that departments and programs can update graduate faculty criteria as needed and this may be an opportune time to review and revise their requirements if necessary. A member questioned if the GS had to approve any changes to graduate faculty criteria and D. Neivandt said he believed it was a departmental decision, but was not certain. He said if he found out otherwise, he would inform the members at the October GB meeting.

5. Review of DRAFT *Responsible Conduct of Research* Graduate Course approval process
S. Delcourt addressed the Board regarding the Responsible Conduct of Research (RCR) training policy that the GB previously passed. He said at that time the only course meeting RCR training requirement based on CITI standards was INT 601. However, when the RCR policy was approved, D. Sandweiss said that the option to develop other individual RCR courses would be possible as long as they met the same CITI standards, and that the GS would develop a policy for approving alternate courses that would need RCR training. Delcourt asked D. Neivandt to provide an update on this issue.

D. Neivandt referred to the Procedure for Approval of Departmental Graduate-Level RCR Courses in the GB packet. He explained that he worked with the Office of Research and Sponsored Programs and together they developed this procedure which was reviewed by the Executive Committee (EC) and is being presented to the GB for discussion and approval. He briefly reviewed the procedure and approval process. He reminded the Board that students matriculated prior to summer 2014 are not required to take RCR training unless they are on a federally funded project, but all students enrolled in graduate research masters (thesis) or doctoral programs are. A question was raised if a 3 credit course was modified to meet CITI standards, would the student still be required to enroll in the 1 credit RCR course. S. Delcourt and D. Neivandt said that if the course included RCR training the requirement could be waived. Another question as to how many hours the course requirement is and D. Neivandt said the requirements are based on content and not hours.

C. Kim asked for a vote to approve.

Motion to approve, seconded, unanimously approved.

6. Amendment to Graduate School policy on *Responsible Conduct of Research*
S. Delcourt said the EC reviewed the current policy, and it was decided that more flexibility was needed because of the timing that students register for their first thesis credit. After presenting the revised version below to the Board, a request was made to add the highlighted text.

4.7 Responsible Conduct of Research (RCR) Training

All students **matriculating into** graduate research masters (thesis) or doctoral programs in summer 2014 or later 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 **or concurrently with** the completion of 3 credits of XXX699. The Graduate School will provide a list of acceptable options for fulfilling the RCR training requirement.

After a brief discussion, it was decided that any exceptions for unusual circumstances, conflicts, problems and potential waivers to this policy would be reviewed and approved by C. Kim, Vice President for Research and Dean of the Graduate School.

Motion to approve with friendly amendment, seconded, 3 abstained. Approved.

S. Delcourt reported that the Curriculum Committee met on September 11th and recommends the following courses to the Graduate Board for approval.

New Courses:

BMS 525	Molecular Genetics
SMS 567	Knowledge and Participation in the Science Policy Process

Modifications:

CMJ 600	Introduction to Graduate Study in Communication
LIB 500	Graduate Seminar in Liberal Studies
LIB 697	Independent Study
LIB 698	Independent Study
LIB 699	Master Project in Liberal Studies
XXX 699	Graduate Thesis/Research

Motion to approve, seconded, unanimously approved.

7. Review of DRAFT *Notification of Comprehensive Exam Results* form
D. Neivandt addressed the Board regarding the proposed revision of the Notification of Comprehensive Exam Results Form included in the GB packet. He explained that recently an Advisory Committee submitted the current Notification of Comprehensive Exam Results form indicating the student had passed the comprehensive exam and should be admitted to candidacy. He explained the committee agreed to “**conditionally**” sign the form because the student agreed to provisions that needed to be satisfied. The student was admitted to candidacy, but the candidate never satisfied these provisions. To prevent this from reoccurring, the GS proposes changing the form to include a list of conditions that would need to be satisfied **before** the candidate could be admitted to candidacy.

A member stressed that he would like to have all GS forms streamlined and placed on-line, S. Delcourt said that all of the GS forms are on the website in fillable form but it was noted that it was still a form that needed to be filled out and submitted and should be done away with entirely. C. Kim agreed that streamlining things is very important but it should be an agenda item addressed at a future GB meeting.

There were concerns and issues raised regarding passing a student provisionally. It was questioned if it should be an automatic fail as opposed to a provisional pass, a 6 month time limit may be suitable for one department and not for another, and who would be responsible for monitoring the 6 month requirement and tracking these students? One member argued that students might welcome more clarity, but questioned the need to have signatures from the entire committee because obtaining signatures can be very difficult and stressful. After a long discussion, it was determined that this draft form should be brought back to the EC for further review and discussion and placed on the October 16, GB meeting agenda. C. Kim said this information was very helpful, and she appreciated all the feed-back.

8. Discussion of Graduate School priorities for AY 2014-15 - Carol
 - a. Updating mission and vision statements
C. Kim stressed that D. Sandweiss did a fabulous job of bringing visibility and credibility to the GS, and she wanted to continue to do the same. She said that she wants to pursue a strategic plan for the GS and plans to update the current mission statement. She reported that the EC would be meeting in October to develop a mission statement and then bring it to GB for comment.

b. Strategic Plan

C. Kim said that there are two previous Strategic Plans that can be made available to everyone, and she would like to move forward with a new Strategic Plan for 2015. She stated that the committee will consist of a few members of the EC, volunteers from the GB, as well as a graduate student. She said anyone interested in participating should contact her and once the mission statement is approved, the strategic planning committee will be formed.

c. Other priorities?

C. Kim asked if there were any items that the GB would like to discuss this academic year regarding graduate education. The following comments/suggestions were made

- Paperwork should be streamlined.
- Circulate GB minutes for approval as quickly as possible.
- Samuel Belknap, GSG President, reported that the GSG is undertaking an initiative to better understand what brings UMaine grad students to UMaine as told from the students' perspectives. He asked GB members to inform their constituents that GSG is looking for stories about graduate students and what brought them here.
- Assistance with the ongoing issues of **recruitment**. Ideas discussed:
 - C Kim said the GS would like to support individual units with recruitment strategies. S. Delcourt reported that GradSchools.com changed their financial model and because of the uncertainty of what the final cost of advertising would be, the GS terminated using their services. A short discussion regarding Google bidding followed, and C. Kim said that GSBSE doubled their applications when they utilized this tool. D. Neivandt noted that pre-applications also made a big difference for GSBSE.
 - Websites are important, and if departments were allowed to be more creative, they might be more effective.
 - Offer competitive stipends to recruit nationally.
 - S. Delcourt said that the UMS has purchased a Customer Relations Management (CRM) tool (TargetX) that can help with managing the communications with prospective applicants. (Recall the *Communication Template* posted on the Graduate School web site).
- Resources for Signature and Emerging programs

d. Potential GB speakers?

C. Kim said if anyone has any thoughts on who they would like to present or address the Board this year should contact her, D. Neivandt and S. Delcourt.

9. Items arising

S. Delcourt said that Brian Doore, Director of Assessment, would be contacting individual colleges to talk about their assessment plans, and developing specific outcomes for graduate courses. He said they should be contacted soon because it is part of the NEASC accreditation expectations.

Meeting adjourned at 4:45 p.m.



**NOTIFICATION OF RESULTS OF THE PH.D.
COMPREHENSIVE EXAMINATION**

**(To be returned to The Graduate School no later than
ONE WEEK after the examination)**

_____ Date

TO: The Graduate School

This is to notify you that _____
Student Name MaineStreet ID (7 Digit)

in the field of _____ on _____
Field Date

- has successfully passed the comprehensive examination
- has provisionally passed the comprehensive exam, subject to the following conditions:
 - _____
 - _____
 - _____
 - _____
 - _____

Successful completion of all conditions must be achieved by _____ (date) or the provisional pass will convert to a fail. Upon successful completion of the conditions; resubmit this form with the non-provisional box checked and signatures of the advisory committee (the candidate will subsequently be admitted to candidacy).

- has not passed the comprehensive examination

**ADVISORY COMMITTEE:
(Signatures)**

_____ Graduate Coordinator