



Graduate Board
Room 57, Stodder Hall
Thursday, October 27, 2016
3:00pm -snacks
3:15pm - meeting

AGENDA

1. Approval of September 2016 Graduate Board minutes
2. October 2016 Curriculum Committee report
3. Quick items:
 - a. Enrollment management update/Oct 18 Open House
 - b. Solicitation of nominations for Graduate School competitive assistantships and fellowships
 - c. Discussion of min GPA requirement of 3.5 for admission to 4+1 programs
4. Proposed application to better track 4+1 students
5. Proposed change in RCR policy
6. ETD recommendations - recommendations from Oct 19 implementation committee meeting
7. Monitoring graduate student progress –*next steps?*
8. Items arising

Graduate Board
Room 57, Stodder Hall
Thursday, September 22, 2016
3:00pm - 5:00pm

AGENDA

Attending: P. Agrawal, J. Artesani, J. Ballinger, D. Bousfield, X. Chen, S. Cushing, S. Delcourt, J. Ferland, B. Frederick, G. Howard, C. Isenhour, N. Jacobs, J. Kelley, C. Kim, M. Kinnison, D. Klimis-Zacas, A. Knightly, K. Kreutz, G. Markowsky, S. Marrs, J. McClymer, I. Mette, K. Miner, R. Moratz, D. Neivandt, S. Ohno, E. Pandiscio, A. Reeve, D. Sandweiss, J. Seale, M. Shea, M. Socolow, C. Sponarski, C. Villacorta Gonzales, G. Werrbach

Graduate School: L. Dupee

Guest: Kreg Ettenger

1. Welcome/introductions
C. Kim welcomed Graduate Board (GB) members and initiated introductions at the first GB meeting of the 2016-2017 academic year.
2. Approval of the May 2016 minutes
Motion to approve, seconded, one abstention, approved.
3. September 2016 Curriculum Committee report
S. Delcourt presented the following courses which had been recommended by the Curriculum Committee at their September 22nd meeting for approval by the GB.

Modifications:

BIO 555 - Biological Invasions

Motion to approve, seconded, unanimously approved.

4. Quick items:
 - a. Graduate Picnic (September 20, 2016) – recap
C. Kim thanked GB members who came to the Graduate School picnic on September 20th and recognized administrators, faculty and students who came as well. She relayed that the event was a great success.
 - b. Graduate Strategic Plan
S. Delcourt explained the Graduate Strategic planning process that had been initiated earlier and involved all members of the Graduate Executive Committee. He explained that each Graduate Executive Committee member had chaired a subcommittee that worked on one of the component sections within the overall plan. He reported all sections were received over the summer, and the GS will be editing these sections with the intention of bringing each edited section to GB for review before the entire document is approved.

- c. Graduate School Open House – October 18, 2016
J. Ballinger urged GB members to ensure a representative from each department is present at the Open House on October 18th from 4:00-6:00pm. GB members suggested holding an additional event/s, such as merging with the Expo in the spring or having a Spring Open House to target rising juniors as well as undecided seniors. C. Kim added that suggestions for further community outreach and recruitment are being discussed.
- d. ETD Implementation Committee
S. Delcourt stated the ETD committee met in the spring and will be meeting soon to begin considering recommendations which were suggested during the previous academic year. He stated that Joyce Rumery had relayed Bridgeport bindery has been acquired by ACME binding, and as a result the new price structure is considerably higher than in the past. He explained Joyce will look into binding pricing at UM Printing Services; however he stressed the importance of a moving toward electronic thesis submission as the GB had begun last year to help alleviate binding costs.
- e. Removal of the On Leave Request Fee
S. Delcourt stated the \$5 On-Leave Request fee has been eliminated after recommendation by the GS staff and approval by the EC.
- f. RCR requirement (<https://umaine.edu/graduate/current-students/rcr/>)
D. Neivandt reminded GB members that students in thesis (masters or doctoral) programs must complete the Responsible Conduct of Research requirement before or simultaneously with the third thesis credit (XXX 699). B. Frederick expressed students' difficulty in enrolling in INT 699 due to full courses. There was a suggestion to change the requirement to before or concurrent with the fourth thesis credit, which would enable students to enroll in full course loads in their first semester. D. Neivandt stated this will be discussed at EC.
- g. Student Financial Responsibility Statement (FRS)
C. Kim explained the requirement for all students to verify they are responsible for the costs associated with their student accounts. S. Delcourt confirmed the FRS is a system requirement which appears on each student's MaineStreet "To Do" list after OSR completes a batch run. He confirmed that each student is required to complete this item at the beginning of every semester, both fall and spring. GB members expressed concern with the requirement and its impact on student registration. Delcourt stated he would keep the GB informed of future developments.
- h. Suspension of the Graduate Certificate in Advanced Engineered Wood Composites
S. Delcourt informed the GB of the suspension of the Graduate Certificate in Advanced Engineered Wood Composites due to low enrollment. The suspension was decided upon by the College of Engineering and College of

Natural Sciences, Forestry and Agriculture. The certificate has been removed from the graduate application, from the web site, and from the Graduate Catalog.

i. NAGS Faculty and Student Awards

S. Delcourt stated NAGS will be awarding faculty awards (master's, doctoral, mentor) and student awards (doctoral dissertation in arts and humanities, master's in agricultural life and biological sciences). He will share the nomination guidelines form with GB during the October meeting.

j. Additional Quick Item

S. Delcourt announced a call for nominations for the Lindau Nobel Laureate Symposium in the Chemical Sciences which was sent to selected faculty on campus. He explained the symposium is a worldwide meeting for undergraduate, graduate, and postdoctoral students studying in the chemical sciences, and is attended by a number of Nobel laureates. He further discussed how each institution is encouraged to nominate up to two students to participate and asked programs to inform the GS about the intention to nominate students by September 26th.

5. Kreg Ettenger – Maine Studies program

K. Ettenger discussed his role as the new director of the Maine Studies program and the Maine Folklife Center, and expressed interest in cross-listing courses across the University of Maine that have a theme involving Maine studies. He explained the need to draw upon vast number of courses offered at UM exploring Maine and beyond or any faculty who have case studies and/or research in ME. He described the program being comprised of both on campus and distance students, and stated he would like to encourage further development of online courses to increase the student enrollment in the program. C. Kim explained that one criterion for selection of the signature and emerging (SIG/EM) programs was a “fit to place,” and as such, all SIG/EM programs should be relevant to the Maine Studies program.

6. Graduate Enrollment Management (EM) update

S. Delcourt gave GB an EM update with graduate enrollment at 1806 with 1547 student in degree programs and 259 enrolled as non-degree students. He explained these numbers are up significantly from last year but down from the all-time high of 2300+ grad students. He and C. Kim are scheduling meetings with college deans and department chairs to brainstorm ideas for graduate EM. C. Kim encouraged departments to move accepted students forward as soon as possible in the admissions process to help capture interested students, even though student decisions do not need to be made until April 15th. J. Ferland stressed expediency should not put pressure on the admissions process and faculty consultations for accepting students. S. Delcourt suggested uncoupling the admissions process from financial award decisions, so that the first communication acknowledges program interest in the student and offers admission to all students meeting minimum admission standards, and future communication might offer financial support to the most highly qualified students.

C. Kim reminded GB about the revenue incentive for departments offering 4+1 programs. If an undergraduate student takes one more year to complete a non-thesis master's, 20% of the "plus one" year revenue will go back to the department. S. Marrs expressed concern as accreditors in performing arts/music discourage undergraduate students from taking graduate courses simultaneously, making the 4+1 not possible for that program.

S. Delcourt mentioned that the Graduate School was developing a 4+1 application form to better track students in these programs.

7. Discussion of May 2017 Hooding Ceremony Speaker candidates

C. Kim asked GB members to send potential Hooding Ceremony speaker recommendations to Lauren Dupee and her in order to generate a list. She stated the candidate should have an advanced degree and some connection to Maine is strongly encouraged, but not required.

8. Tracking graduate student progress *-redux*

C. Kim revisited the discussion for tracking graduate student progress, especially for IPhD students. She explained most programs support graduate students through interactions with faculty and staff, as well as a by having a student peer cohort; however IPhD students do not have a cohort, which can be problematic and isolating. The Graduate School has made concerted efforts to communicate with these students and aid in developing a community; however most are working full time which makes it difficult to coordinate appropriate interaction time. She further discussed problems being expressed from students about difficulty communicating with their advisor/mentors along with advising on the general processes for degree completion, making the need for the development of tools for tracking student progress and for encouraging student feedback paramount. She recognized a previous idea of developing a survey through Qualtrics on student satisfaction and clarified that the purpose of this measurement is to help ensure a positive student experience.

D. Neivandt stated there are approximately 40 IPhD students and shared the GSBSE model of periodic check-ins and student/mentor annual reports. C. Sponarski suggested developing an anonymous Google form for evaluating student satisfaction. N. Jacobs stressed the importance of a document/handbook defining expectations for mentors and graduate students. D. Klimis-Zacas suggested an orientation specifically for IPhD students with their mentors. J. Kelley mentioned the importance of defining the hierarchy of support in the event of problems with communication. J. Ferland encouraged better evaluation of thesis credit assessment, possibly shifting from a pass-fail model to a letter grade which would provide incentive for feedback from mentors and students. S. Marrs suggested IPhD students including all dissertation committee members when communicating about their program.

C. Kim discussed the 3 Minute Thesis (3MT) competition at the NAGS meeting in April 2016. Students from a broad range of disciplines had three minutes to present their thesis. She explained the competition started at the University of Queensland in

Australia, and she would like to start it at UM to be a part of a 3MT competition in the northeast. She shared that links to sample videos will be distributed to GB members, and she asked members to encourage students nearing the end of their program to join the competition.

9. Items arising

M. Shea voiced frustration with IT being inaccessible after 5:00pm. C. Kim asked others to let her know about additional IT issues.

Meeting adjourned at 4:46pm.

APPLICATION OF INTENT TO APPLY TO THE **FOUR PLUS ONE PROGRAM** IN <<**INSERT PROGRAM NAME**>> AT THE UNIVERSITY OF MAINE

INSERT Contact: Graduate Program Coordinator, address email, phone
Return the completed digital application to: ??

NOTICE: This form is an internal application to be considered for an accelerated Four Plus One (4+1) graduate degree program at the University of Maine upon meeting all admission conditions. **A listing of all accelerated programs is available at umaine.edu/graduate/programs/accelerated-programs/.**

The form must be submitted to the program and NOT to the Graduate School. Students must apply to the 4+1 track in their junior year. Once accepted into this track, students may take up to 9 credits of graduate coursework beginning in their senior year. The credits will be transferred to the student's graduate record upon application and formal admission to the Graduate School in the 4+1 program (see attached timeline).

Name _____ MaineStreet ID _____
(Family Name) (First) (Middle)

Maiden name or other names under which records may be filed _____

Mailing Address _____
(Street) (City, State) (Zip Code) (Country)

Phone Number _____ E-mail _____

Date of Birth _____ Gender _____

Semester you expect to take first course in the Four Plus One Program _____

Current undergraduate degree you are seeking: **<<degree options>>**

Proposed graduate program of study: **Department**

List in chronological order all institutions of collegiate standing, and location, that you have attended. Include dates of entering and leaving degrees received or for which you are a candidate. The department will access transcripts from the University of Maine. Transcripts from other colleges and universities must be sent **directly** from these institutions to:
INSERT CONTACT INFO OF PROGRAM COORDINATOR

Name of Institution	Dates Attended	Major	Name of Degree or Diploma	Date Degree Received or Expected

Cumulative undergraduate average from the university granting your bachelor's degree on a 4.0 scale (A=4): _____.

List any honors, prizes or scholarships previously awarded to you on the basis of academic achievement, or any honor societies to which you have been elected.

List any employment or other activities related to your current undergraduate program or the proposed graduate program of study. If you have taught, name subjects.

Optional

Provide the date you have taken or intend to take the **Graduate Record Examination** (Not required until senior year)
 Date of Exam _____
 GRE scores: Verbal _____ Quantitative _____ Analytical Writing _____ Subject _____
 Please have the official scores from the GRE exams sent directly to the University of Maine Graduate School from the testing institution. The institution code for UMaine (ORONO) is 3916.

Note: You may examine test review materials and register for the GRE Computer-based General Test at <http://www.ets.org>

List names and addresses of three people whom you are asking to send letters of recommendation. Letters of recommendation must be recent and must be written by people qualified, through personal experience with your academic work, to judge your capacity for advanced study. Current university instructors would be highly appropriate. Applicants should request the named people to send their recommendations directly to the Four Plus One Coordinator listed at the top of this application. Hard copy and/or electronic letters are acceptable.

Name	Address (include physical address, email and phone)
1.	
2.	
3.	

In the space below, compose a brief essay (300-500 words) to be read by the **Graduate Faculty Admissions Committee** that describes your academic and personal intentions and objectives. Identify any special interest you would like to pursue now or in the future.

REQUIRED SIGNATURE OF ALL APPLICANTS

Signature _____ Date _____

IMPORTANT NOTIFICATIONS:

Admission decisions for the *Four Plus One Track* cannot be made until the complete application is received. All application materials become part of the permanent records of the University of Maine and are not returned. It is your responsibility to keep copies and be sure your application materials are complete and have all been received by the **Graduate Program Coordinator**.

In complying with the letter and spirit of applicable laws and in pursuing its own goals of pluralism, the University of Maine shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veterans status in employment, education, and other areas if the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the University should be directed to the Director of equal Opportunity, 101 N. Stevens, 207-581-1226. Inquiries about discrimination may also be referred to the Maine Human Rights Commission, U.S. Equal Employment Opportunity Commission, Office for Civil Rights for U.S. Department of Education or other appropriate federal or state agencies.

Accelerated (4 + 1) Program Timeline

Junior Year:

Student will submit an internal application signifying their intention to pursue a 4+1 accelerated graduate program at the University of Maine.

Program will review application and send student a letter informing him/her of admission status (copying Graduate School).

Once accepted by the program, the student will be considered to be in a 4+1 track and will take the prescribed curriculum specified in the original 4+1 program proposal.

Senior Year:

Student completes up to nine credits of prescribed graduate level coursework.

Student submits formal application to the Graduate School.

Note: Programs may waive standard admission requirements for 4+1 students such as GRE scores and letters of recommendation at the program's discretion.

Graduate program and Graduate School review application. Graduate School sends admission letter in consultation with graduate program coordinator. Acceptance by the Graduate School constitutes admission to a 4+1 program for students who had been previously admitted to a 4+1 track and had satisfied all conditions of admission.

Graduate (Plus One) Year:

Student completes graduate course work within 15 months of acceptance to Graduate School.

Upon successful completion in the 15 month timeframe, the 9 credits taken as an undergraduate will be applied to the student's graduate program.

Template Admission Letter

Dear <student name>,

Upon the recommendation of the graduate admissions committee for the (name) program, it is my pleasure to inform you that you have been admitted to the accelerated (4+1) track leading to a Master of (Arts/Science, etc) in (program name).

This offer is contingent upon your maintaining a 3.5 GPA through the remainder of your undergraduate program, and completing three graduate level courses (9 credits) which may be applied towards both your undergraduate and graduate degrees, if you earn grades of B or higher in these courses.

During your senior year, you must submit a formal application to the University of Maine Graduate School (). The \$65 application fee will be waived. ***Programs may also waive other requirements (test scores, letters).***

Upon successful completion of your master's degree program in 15 months or less, you will receive transfer credit for the three graduate courses taken as an undergraduate student after you were admitted to the 4+1 track.

Please feel free to contact me with any questions. Congratulations again on your admission to the accelerated program track! We look forward to your continued study at the University of Maine.

Sincerely,
Graduate Coordinator

pc: Graduate School

Current Policy:

4.7 Responsible Conduct of Research (RCR) Training

All students enrolled in graduate research masters (thesis) or doctoral programs 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 the completion of 3 credits of XXX699. The Graduate School will provide a list of acceptable options for fulfilling the RCR training requirement.

Proposed Revised Policy:

4.7 Responsible Conduct of Research (RCR) Training

All students enrolled in graduate research masters (thesis) or doctoral programs 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 **complete** RCR training before **registering for the 4th credit** of XXX699. The Graduate School will provide a list of acceptable options for fulfilling the RCR training requirement.

E-Thesis & E-Dissertation Committee

October 29, 2015

This committee consists of Sam Belknap, Desiree Butterfield, Brian Frederick, George Markowsky, and Jim McClymer. It met on Thursday October 22, 2015, at 4 PM in Room 218 East Annex. After some discussion the committee makes the following recommendations.

1. The University of Maine Graduate School should only require a single PDF submission of any thesis or dissertation. Departments should be free to have any additional requirements that they choose. The Committee hopes that departments will seek to minimize the burden on graduate students and keep additional requirements to a minimum. The Committee recommends that submissions be required to be in PDF/A format, which is designed for long-term preservation of electronic documents. Many word processing programs, including Microsoft Word, can produce PDF/A documents and there are also free tools that can create PDF/A documents.
2. The Committee recommends that more flexibility be allowed for theses and dissertations, and that any reasonable format be permitted. The Committee sees little reason to require rigid formatting of dissertations. Final decisions on the formatting of the dissertation should rest with the Advisory Committee.
3. Final, approved copies of electronic theses and dissertations should be managed by Fogler Library and a mechanism should be set up so that if corrections are needed to a thesis or dissertation, a corrected version of the thesis or dissertation also be uploaded and available to interested parties. There should be a correction “trail” or record available so that dates and details of corrections can be checked.
4. There needs to be a check available so that it can be verified by the advisor that the version of the thesis or dissertation being stored by the Library is indeed the final approved version of the thesis or dissertation.
5. There should be a notification procedure so that when the final version of the thesis or dissertation is submitted the student’s committee is notified of the fact and is able to check the submission.
6. The University of Maine Print Shop is eager to cooperate in the process and make it easy for interested people to get a hardcopy of any thesis or dissertation. We have attached a price list. To print a 200 page dissertation would cost \$10 for single-sided pages and \$9 for double-sided pages plus the cost of whatever binding is selected. This process can be automated and printed copies could be delivered by campus mail promptly. Every semester faculty receive some printing funds on their Maine cards. It should be possible to have those funds available for buying printed copies of a thesis or dissertation.
7. The Committee recommends that the Library and Digital Commons be selected for depositing the theses and dissertations. It did not seem to the Committee that the extra expense of using ProQuest was worth it.
8. The Committee would like the electronic depository to have links to published works derived from the theses and dissertations. The Committee feels that the publications should be focus of this effort.
9. The Committee feels that the authors of the theses and dissertations should have some reasonable control over the distribution of their documents.