



**Graduate Board
Room 57, Stodder Hall
Thursday, October 29, 2015
3:00- Refreshments
3:15 - Meeting**

AGENDA

1. Review/approval of September 2015 minutes
2. October 13 Graduate Curriculum Committee Report
3. Quick items:
 - a. Recap of Graduate School Open House – October 15
 - b. Open Forum on Research and Graduate Studies –November 30
 - c. Update on VPEM search
 - d. Study Group/International Study Center
 - e. Unified Online Draft report
(<http://thinkmissionexcellence.maine.edu/priority-initiatives/unified-online/>)
4. Report from the *ad hoc* ETD committee
5. Draft Proposals for dual degree programs (MBA/SPIA and MBA/MSIS)
6. Evaluating graduate student progress/satisfaction
7. Items arising

Graduate Board
Room 57, Stodder Hall
Thursday, September 17, 2015
3:00-5:00 pm

AGENDA

Attending: P. Agrawal, J. Ballinger, S. Belknap, S. Bennett-Armistead, D. Bousfield, M. Day, B. de los Reyes, S. Delcourt, J. Ferland, B. Frederick, H. Hamlin, G. Howard, C. Isenhour, C. Kim, D. Klimis-Zacas, A. Knightly, K. Kreutz, G. Markowsky, S. Marrs, J. McClymer, I. Mette, K. Miner, S. Ohno, E. Pandiscio, A. Reeve, A. Rosenwasser, O. Smith, M. Socolow, K. Vekasi, C. Villacorta Gonzales, T. Waring, Y. Zhu

Graduate School: L. Dupee

1. Welcome/Introductions
C. Kim welcomed all GB members and initiated introductions at the first Graduate Board (GB) meeting of the 2015-2016 academic year.
2. Approval of **May 21, 2015** GB minutes
Motion to approve, seconded, unanimously approved.
3. Quick items:
 - a. Communication of GB discussion/policy changes with program faculty
C. Kim explained importance of information dissemination to units from GB representatives. She asked GB members for input on how information is being disseminated within units and reminded the group that all GB minutes are posted on the Graduate School website for reference. GB discussed including separate section highlighting policy changes within GB meeting minutes.
 - b. Update on Graduate Strategic plan
S. Delcourt reported that subcommittees for the Graduate School strategic plan have submitted half of the reports with the rest soon to follow. These reports will be assembled and reviewed by S. Delcourt, C. Kim, and D. Neivandt who will write an introduction and bring back to GB. He reminded GB members of the 5 subcommittees which are: Enrollment Management, Financial Sustainability Student Life, Graduate Curriculum and Programs, and Interdisciplinary Initiatives.
 - c. Graduate School Picnic –September 30 (no rain date)
C. Kim reminded GB about the Graduate School picnic being held from 4:00-6:00pm on September 30, 2015 which will take place rain or shine. She stated that students, faculty, staff, and family members are invited and she encouraged members to remind all faculty members to attend.
 - d. Graduate School Open House – October 15
C. Kim reminded GB about the Graduate School Open House being held from 4:00-6:00pm on October 15, 2015 and will follow that of last year with some change to table placement due to Stodder construction.

- e. Open Forum on Research and Graduate Studies –November 30
C. Kim announced that on October 5, 2015 the Provost will be hosting an open forum discussing retention and graduation and on November 30, 2015 the Vice President for Research and Dean of the Graduate School will be hosting a forum on research and graduate studies. At both of these forums there will be an update on “one university” within UMS. C. Kim encouraged participation from faculty and students.

- f. Graduate Enrollment Update
S. Delcourt explained how UM hired an external vendor, Royall & Co., in AY 2014-15 to help with recruitment at both the undergraduate and graduate levels. The focus at the graduate level was on professional programs with capacity, mainly education and business with the later addition of global policy to the Royall campaign. He stated as a result of the Royall campaign that only 14 new graduate students were recruited with 6 or 7 ending up on assistantships or some sort of financial support, which led to the decision to recruit “in house” given the high cost to use Royall’s services and the fact that they did not deliver tuition-paying students as promised. He further explained that J. Ballinger has been hired as the Assistant Director of Graduate Enrollment Services and is working with individual program coordinators, first with programs who have lost a significant number of students in the past five years or programs that have room to grow. He discussed projects J. Ballinger is working on which include revamping the Graduate School website (launching Sunday, September 20) and moving forward with Customer Relations Management system (TargetX), and coordinating the October 15 Graduate School Open House. C. Kim mentioned that Joel Wincowski, *interim* VPEM, will be invited to speak to GB at an upcoming meeting.

- g. Update on VPEM search
S. Delcourt stated the search committee for the permanent VPEM has identified three potential candidates who will be on campus in late September to interview with the search committee. The search will be narrowed down to two-three finalists by mid-October, all of whom will be on campus for open interviews. He further mentioned that two of the three candidates have little graduate experience, while the other candidate does have some graduate admissions experience in professional programs.

- h. Research Reinvestment Fund Assistantships
C. Kim gave a brief overview of Research Reinvestment Funds (RRF) which are monies returned by the UM System from administrative costs savings to help stimulate cooperative research within Maine. The RRF advisory board, with representation from UMF, UMM, USM, UM and private sectors, has decided to distribute the monies for planning grants and/or seed grants as well as graduate assistantships. She explained that these funds have to relate to business and economic development. She further stated that collaboration with other campuses will increase the likelihood of attaining grant monies and stressed the opportunity to have graduate student lines in the budget. The planning grants are \$5,000 cap, rolling submissions and should be two pages while the seed grant are between \$50,000-\$100,000. Submissions are due October 1, 2015 with the potential to push the deadline November, and should be no more than three pages. There will be another call with a deadline in January. She explained there is additional information on the Research website or contact Jason Charland, the Director of Grants Development.

- i. UMS Unified Online discussion

S. Delcourt discussed a group meeting at UMA with representatives from all UMS campuses who were charged to provide input for a draft report aimed at better coordinating online resources within the UM System. UMA *interim* President Rebecca Wyke is charged with drafting the report which is due to the UM System by September 30. He explained this report will then be discussed by Chief Academic Officers and Presidents and then the final report with recommendations will be sent to the UMS Board of Trustees in November. He expressed concern about online program consolidation at a system level and commented that the new structure should leave autonomy for online courses and program development at a campus level since this the purview of faculty. GB will be kept informed on the progress.
4. Paperless Subcommittee Recommendations – establishing subcommittees

G. Markowsky presented an overview of other schools, including sister land grant universities, that accept theses and dissertations online. He suggested theses and dissertations may be submitted online with some variation on the requirement for paper submission by each department. C. Kim asked if the subcommittee’s recommendation is to eliminate the required paper copy for theses and dissertations. S. Belknap responded that the high cost to produce a paper copy, which is then scanned in as a PDF results in a duplication of effort and suggested procurement of a bound copy is up to the discretion of the student and the department. E. Pandiscio asked if there will still be a physical copy anywhere? S. Delcourt explained that last year, GB decided to require masters and doctoral students to submit an electronic copy of their work with the intention that the paper copy would eventually be phased out. He suggested the subcommittee (G. Markowsky, B. Frederick, S. Belknap, J. McClymer) review questions raised in GB about possible corruption of digital theses or dissertations, how final approval of committee members would be documented in the ETD submission process, and how the archival process will be addressed and report back to GB.
5. Evaluating graduate student progress towards thesis/dissertation completion

C. Kim stated that required evaluations would help track student progress throughout the process of their research and writing a thesis or dissertation. She suggested a yearly, short web-based evaluation to ensure both student and faculty satisfaction. It is brought up that Miami University uses a one question evaluation “Are you satisfied with your experience?” C. Kim explained that students in programs without a cohort, such as IPhD students, have limited mentor and peer contact and often do not realize what they are missing. Increasing interaction with faculty and other students will give these students an opportunity to tell someone if they are struggling. J. Ferland suggested graduate students have different work styles and various graduate programs have different norms and expectations which may lead to limited contact with mentors. C. Kim informed the GB that evaluation of student and mentor satisfaction will continue to be discussed at Graduate Executive Committee and recommendations will be brought back to GB.
6. Brainstorming for Graduate Board initiatives/speakers for the 2015-16 academic year

S. Delcourt requested suggestions for GB speakers for the upcoming academic year. He expressed shared interest in inviting *interim* VPEM, Joel Wincowski. President Susan Hunter and Provost Jeffrey Hecker were suggested to give an update on “One University” plan. S. Belknap recommended a speaker who might discuss nontraditional paths for students which would identify opportunities after graduation. J. McClymer suggested an employer who is known to employ UMS graduate students to discuss the soft or other skill set employers are looking for. IR Director Ted Coladarci who could provide data on UM

PhD retention and completion rates as well as metrics on post-graduation employment was suggested. S. Delcourt also asked GB if it would be useful for Kenda Scheele, Assistant Vice President and Senior Associate Dean of Students, to talk to GB and GSG about the Student Behavioral Review Committee that she chairs.

7. Items arising

J. McClymer stated students with support do not get their first paycheck until the end of September. He asked if there is a mechanism to give money up front such as a signing bonus or percentage of the total. S. Delcourt responded that arranging payment for housing, meal plans, and insurance is easier for students who are living on campus and can set up payment plans from their stipend checks with the Bursar's office. He also noted that some programs do make a pro-rated August stipend payment for students who are required to arrive early for orientation program. He stated departments do have some latitude in the number of payments made to graduate students as long as the total stipend remains the same. Ultimately there would need to be a written agreement stating the payment terms, which could easily be incorporated into the GA appointment letter (see template on Graduate School website).

B. Frederick suggested increasing stipend levels is very necessary for recruitment. K. Miner said that she has spoken with the UMS Board of Trustees about funding.

Meeting adjourned at 4:45.

School	ETD	Paper
Harvard University	Required	Departmental Policy
Indiana University	Choice	Choice
Duke University	Permitted	??
University of Alabama	Permitted	??
University of Maryland	Permitted. 99% of TD are ETD	???
Michigan State University	Permitted	???
Stanford University	Permitted	Permitted
University of Kansas	Permitted	Permitted
Johns Hopkins	Required?	???
University of New Hampshire	Required	Departmental Policy
University of Vermont	Required	No
UMass Boston	Required	No
UConn	Permitted	???
URI	Required	Permitted
ETD is Electronic Thesis & Dissertation		
Summary of Report by George Markowsky		
School of Computing & Information Science		
17-Sep-15		

CURRICULUM COMMITTEE REPORT

The Curriculum Committee met on October 13, 2015 and recommends the following courses to the Graduate Board for approval at its October 29, 2015 meeting.

New Courses:

BIO 580 Cell Biology
BIO 583 Cell Biology (lab)

Modifications:

CMJ 693 Reading for Graduate Comprehensive Exams
SFR 521 Research Methods

Proposal and Justification for the Dual Master's Degree in Global Policy and Business Administration (MBA)

The proposed SPIA-MBA dual degree program is justified on the following grounds:

- In-depth training in the business disciplines is a major value added for individuals planning on an international career focused on public policy, international service, finance, trade, and development.
- Similarly, students envisioning a career in international business need to know more about the global environment.
- Dual degrees between business and international affairs are commonplace. A simple Google search indicated hundreds of such combinations, such as:
 - University of Chicago: MBA/MA in International Relations
 - George Washington University: Joint Master of Arts and Master of Business Administration
 - Boston University: MA in International Relations & MBA
 - Seton Hall: Masters of Business Administration/Masters in Diplomacy and International Relations
 - Columbia: International and Public Affairs and MBA (MBA and MIA)
 - Plus Yale, American, Pitt, Stanford, Georgetown, and on and on
- The popularity of this combination indicates a demand in the marketplace. In Maine we will be the leader.
- Dual degrees are a way for the two programs to costlessly leverage the expertise on campus to provide interested students with a rich experience.

We propose that two courses of each program be counted as electives in the other. There are several programs on campus double-counting four courses. In this case, MBA students are already taking SPIA courses as electives, and SPIA students are already taking MBA courses as electives.

Dual Master's Degree in Global Policy and Business (MBA)

The School of Policy and International Affairs (SPIA), along with the Maine Business School (MBS) proposes an interdisciplinary dual degree program in Global Policy and Business. The dual-degree program is intended for students interested in utilizing business skills in international careers focused on public policy, international service, finance, trade, and development, as well as students envisioning a career in international business and thus needing further knowledge of the global environment.

The course of study will normally take two to three years. It leads to two master's degrees: one in Global Policy (with a concentration in either *International Trade and Commerce* or *International Security and Foreign Policy*) and one in Business.

Students are required to complete the requirements for a master's degree in business and the requirements for either the Trade and Commerce or International Security and Foreign Policy concentrations within the Global Policy degree. Six hours of each degree can be counted as electives for the other (i.e., a total of 12 credits can be double counted); as a result a total of only 51 hours is required to complete both degrees (rather than the 63 usually required for two completely independent masters degrees).

Neither program requires a thesis. SPIA students must complete an internship.

The MBA program does have foundation or prerequisite requirements that can be met before matriculating or while a graduate student. This foundation consists of courses in accounting, economics, and statistics. Some applicants will already meet some or all of these requirements. For those who do not, the University of Maine offers accelerated online courses in accounting (BUA 400) and economics (ECO 410) for students without prior courses in these areas. If a student has not already had a statistics course in his or her undergraduate program, the student may take a statistics course from the University of Maine or elsewhere (online is a possibility). Once matriculated, the Business School offer non-credit tutorials in finance, marketing, and management for those who need these.

Admission and Advising

Students will apply on the Graduate School website for the SPIA/MBA Dual Degree by a single application. The directors (graduate coordinators) of the two programs will jointly review applications and degree progress. The two units agree to require only one standardized admissions test—either the GMAT (usually taken by MBA applicants) or the GRE (usually taken by SPIA applicants).

Because the student will receive two degrees, a program of study for each degree must be developed and approved by the respective graduate coordinator or unit committee. Thus students in the dual-degree program will have two advisors, one from SPIA and one from Business.

Programs of study

Each student's program of study will be designed to meet the requirements of both degrees in which they are enrolled. However the dual degree program gives the student, and his or her advisor or advisory committee, some latitude to devise a program that supports the needs of the student. Sample programs of study are listed here for illustration:

1. For a student enrolled in the dual degree program in **MBA and M.A. Global Policy: International Trade and Commerce concentration** (courses are 3 credits unless noted). Total dual degree credits are 51. Required courses are:

SPIA (27 credits total)	MBA (24 credits total)
SPI 501 Methods of Inquiry and Research	BUA 601 Statistical Analysis & Modeling for Organizational Operations
SPI 502 Contemporary Issues in World Economy	BUA 605 Creating & Capturing Value in the Digital Economy
SPI 503 Contemporary International Relations	BUA 609 Financial Statement Analysis
SPI 504 Global Justice	BUA 620 Law, Business and Society
SPI 510 Public Service Seminar (1 cr.)	BUA 626 Management of Contemporary Organizations
SPI 595 Internship (2 cr.) and four courses from list below, or pre-approved by grad coordinator or SPI 595 Internship (5 cr.) and three courses from list below or pre-approved by grad coordinator	BUA 649 Management Policy
	BUA 651 Financial Management
	One BUA elective*
Two BUA required courses will count toward the SPIA degree	Two SPIA required courses will count toward the MBA degree

*Note that the business school core will increase from 21 to 24 credits within a year or so. At that time there will be 8 MBA core classes and no MBA elective in the dual degree.

SPIA electives within 27 SPIA credits (courses SPIA will allow as program electives)

A. SPIA

SPI 574 Conduct of Foreign Policy

SPI 590 Advanced Topics in Policy and International Affairs

Politics of Development

Research Methods and Methodology

International Development in Practice

The Next 30 years

B. Business

SPIA students in the dual degree program with Business will be limited in taking additional business courses beyond the MBA core (courses listed above). Additional courses must be approved by the SPIA Director.

BUA 445 International Management

BUA 455 International Corporate Finance

BUA 596 International Field Study (trip)
BUA 630 Industrial Relations and Personnel Management
BUA 639 Contemporary Issues in International Business
BUA 645 Selected Advanced Topics in Business Administration
BUA 652 Management of Financial Institutions
BUA 668 Electronic Commerce

C. Economics

ECO 443 Introduction to Modern Economic Growth
ECO 524 Advanced International Finance
ECO 545 Advanced Regional Economics
ECO 515 Game Theory
ECO 597 Independent Studies

MBA electives (courses the MBA program will allow as program elective within 24 MBA credits)

A. Business

BUA 454 -- Derivatives
BUA 455 – International Corporate Finance
BUA 460 – Leadership (with permission)
BUA 561 -- Knowledge Management and Decision Support Systems (3 credits)
BUA 596 -- International trip
BUA 645 -- Special Topics (e.g., Climate Change, leadership, negotiations)
BUA 652 – Financial Institutions
BUA 653 -- Investments
BUA 664 – Databases and Data Mining in Industry (3 credits)
BUA 668 – Electronic Commerce (3 credits)
BUA 695 -- MBA internship
BUA 698 – Independent Study

B. English

ENG 516 -- Perspectives on Technical Editing and Information Design
ENG 518 -- Communication about Innovation
ENG 515 -- Approaches to Reports, Proposals, and Grants in Academic and Workplace Settings

C. Economics

ECO 405 Sustainable Energy Economics & Policy
ECO 422 Rural Economic Development
ECO 450 International Environmental Economics and Policy
ECO 488 Quantitative Analysis and Forecasting

2. For a student enrolled in the dual degree program in **MBA and M.A. Global Policy: International Security and Foreign Policy concentration** (courses are 3 credits unless noted)

SPIA (27 credits total)	MBA (24 credits total)
SPI 501 Methods of Inquiry and Research	BUA 601 Statistical Analysis & Modeling for Organizational Operations
SPI 502 Contemporary Issues in World Economy	BUA 605 Creating & Capturing Value in the Digital Economy
SPI 503 Contemporary International Relations	BUA 609 Financial Statement Analysis
SPI 504 Global Justice	BUA 620 Law, Business and Society
SPI 510 Public Service Seminar (1 cr.)	BUA 626 Management of Contemporary Organizations
SPI574/POS 474 – Conduct of Foreign Policy	BUA 649 Management Policy
SPI575/POS 475 – International Security	BUA 651 Financial Management
SPI 595 Internship (2 cr.) and two courses from list below, or pre-approved by grad coordinator or SPI 595 Internship (5 cr.) and one courses from list below or pre-approved by grad coordinator	One BUA elective*
Two BUA required courses will count toward the SPIA degree	Two SPIA required courses will count toward the MBA degree

*Note that the business school core will increase from 21 to 24 credits within a year or so. At that time there will be 8 MBA core classes and no MBA elective in the dual degree.

SPIA electives for International Security and Foreign Policy concentration within 27 SPIA credits (courses SPIA will allow as program electives)

ANT 454 Cultures and Societies of the Middle East
 ANT 458 Anthropology of War
 ANT 461 Islamic Fundamentalism
 ANT 464 Ecological Anthropology
 ANT 465 Political Anthropology
 ANT 466 Economic Anthropology
 ANT 467 Peasant Studies
 ANT 469 Theories of Religion
 ANT 470 Religion and Politics
 ANT 491 Intercultural Understanding
 ECO 443 Introduction to Modern Economic Growth
 ECO 449 International Trade
 ECO 511 Macroeconomic Theory
 ECO 581 Sustainable Resource Systems and Public Policy
 ECO 590 Advanced Topics: Game Theory (2 Credits)
 ECO 599 Special Topics: Energy Policy
 ECO 599 Special Topics: Global Warming Policy
 HTY 405 Early Modern Europe: Renaissance, Reformation and the Foundation of the Modern World-System
 HTY 408 19th Century Europe, 1815-1914
 HTY 409 Twentieth Century Europe I, 1914-1945
 HTY 410 20th Century Europe II, Since 1945

HTY 473 History of U.S. Foreign Relations I
HTY 474 History of U.S. Foreign Relations II
HTY 501 History of U.S. Foreign Relations
HTY 521 Canada and the United States, 1783 to the Present
HTY 607 Seminar in American Foreign Relations
INT 486 China Experience
INT 586 China Travel and Study
POS 476 Seminar in World Politics
POS 596 Directed Research in Political Science
SPI 590 Special Topics: Directed Reading in US Foreign Policy
SPI 590 Special Topics: Directed Reading in Security Studies and Conflict

MBA electives (courses the MBA program will allow as program elective within 24 MBA credits)

A. Business

BUA 454 -- Derivatives
BUA 455 – International Corporate Finance
BUA 460 – Leadership (with permission)
BUA 561 -- Knowledge Management and Decision Support Systems (3 credits)
BUA 596 -- International trip
BUA 645 -- Special Topics (e.g., Climate Change, leadership, negotiations)
BUA 652 – Financial Institutions
BUA 653 -- Investments
BUA 664 – Databases and Data Mining in Industry (3 credits)
BUA 668 – Electronic Commerce (3 credits)
BUA 695 -- MBA internship
BUA 698 – Independent Study

B. English

ENG 516 -- Perspectives on Technical Editing and Information Design
ENG 518 -- Communication about Innovation
ENG 515 -- Approaches to Reports, Proposals, and Grants in Academic and Workplace Settings

C. Economics

ECO 405 Sustainable Energy Economics & Policy
ECO 422 Rural Economic Development
ECO 450 International Environmental Economics and Policy
ECO 488 Quantitative Analysis and Forecasting

Graduate Business Administration and Graduate Information Systems

A Strategy for Cooperation

The combination of business skills and information system skills is very attractive in the market at this time. Technically skilled MBAs are in high demand, as are information system specialists with business knowledge.

With this in mind, the graduate program in Information Systems and the Maine Business School's MBA program have formulated a strategy to allow students to combine these skills in a variety of ways suiting the student's career choice.

1. Master's degree in Information Systems and MBS Graduate Business Certificate. 45 credit hours total.

The master's degree in Information Systems is a 30 credit graduate degree consisting of 15 required credits and 15 credits of electives. The MSIS can be taken live or via distance technology.

The Graduate Business Certificate is a 15 credit certificate consisting of two 400 level courses (which are prerequisites for the MBA program) and three graduate business courses. The Graduate Business Certificate can be taken live or via distance technology.

The certificate is constructed as an introduction to business and a pathway to the MBA.

Thus this combination is for the student most interested in information systems but who believes some business knowledge will be beneficial.

2. Master of Business Administration and Graduate Certificate in Information Systems. 45 credit hours total.

The MBA is a 30 credit graduate degree consisting of 21 required credits and 9 credits of electives (soon to be 24 required credits and six credits of electives). The MBA can be taken live or via distance technology.

The Graduate Certificate in Information Systems consists of the fifteen required credits from the MS in Information Systems graduate degree program. The certificate can be taken live or via distance technology.

Similar to the business certificate, the information systems certificate is a gateway to the full MSIS program.

Thus this combination is for the student most interested in a graduate business degree but wants some information systems skills and knowledge.

3. Dual Master's degree in Information Systems and the MBA. 45 credit hours total.

This combination, described in the proposal following, is for the student who wants to be highly skilled in both business and information systems, one who wants a flexible career path. The dual degree represents a reduction in total credits versus obtaining the two degrees separately.

Proposal and Justification for the Dual Master's Degree in Information Systems and Business Administration (MBA)

The marketplace for graduate students is demanding students with both business skills and tech skills. From *Bloomberg Businessweek*, July 11, 2014:

Companies want to hire technically skilled MBAs, and business schools are finally starting to get it.

The proposed MSIS-MBA dual degree program meets this demand:

- We believe in-depth training in the business disciplines adds value for a student seeking a career in information systems.
- Similarly, students envisioning a career in business clearly need to be “technically skilled.”
- Dual degrees between business and information systems are commonplace. A simple Google search indicated hundreds of such combinations, such as:

UNLV. Dual Degree: Master of Business Administration & Master of Science - Management Information Systems

University of Delaware. Dual Degree: MBA / MS Information Systems & Technology Management

Kennesaw State University. Dual degree program leading to both the Masters of Business Administration and Masters of Science in Information Systems

George Washington. MBA/Master of Science in Information Systems Technology

Fordham. Fordham's combination MBA plus Master of Science in Information Systems (MSIS) provides the combination of management and tech skills needed to rise to the top of the field.

Boston University. A traditional MBA with a concentration, and a Master of Science in Information Systems.

And many others.

- The popularity of this combination indicates a demand in the marketplace. In Maine we will be the leader.
- Dual degrees are a way for the two programs to costlessly leverage the expertise on campus to provide interested students with a rich experience.

We propose that the dual degree program consist of 45 credit hours, a reduction from the 60 credits the two degrees would require if taken separately. The student's program of study would consist of the core classes in each program plus electives as explained following.

Cooperative Agreement: Dual Master's Degree in Information Systems (MSIS) and Business (MBA)

The Master of Science in Information System (MSIS) program, along with the Maine Business School (MBS) propose an interdisciplinary dual degree program in Information Systems and Business. The dual-degree program is intended for students interested in combining business skills with technological skills in order to meet the demands of the workplace.

The course of study will normally take two years. It leads to two master's degrees: one in Information Systems and one in Business.

Students are required to complete the requirements for a master's degree in both programs. Six hours of MSIS courses can be counted as MBA electives and nine MBA credits can be counted as MSIS electives (i.e., a total of 15 credits can be double counted); as a result a total of only 45 hours is required to complete both degrees (rather than the 60 usually required for two completely independent masters degrees).

Neither program requires a thesis.

The MBA program does have foundation or prerequisite requirements that can be met before matriculating or while a graduate student. This foundation consists of courses in accounting, economics, and statistics. Some applicants will already meet some or all of these requirements. For those who do not, the University of Maine offers accelerated online courses in accounting (BUA 400) and economics (ECO 410) for students without prior courses in these areas. The business school requires a statistics course, but will accept a statistics course taken in the student's undergraduate major. If a student has not already had a statistics course in his or her undergraduate program, the student may take a statistics course from the University of Maine or elsewhere (online is a possibility). Once matriculated, the Business School offers non-credit tutorials in finance, marketing, and management for those who need this background knowledge.

Admission and Advising

Students will apply on the UMaine Graduate School website for the MSIS/MBA Dual Degree by a single application. The directors (graduate coordinators) of the two programs will jointly review applications and degree progress. The two units agree to require only one standardized admissions test—either the GMAT (usually taken by MBA applicants) or the GRE (usually taken by MSIS applicants).

Because the student will receive two degrees, a program of study for each degree must be developed and approved by the respective graduate coordinator or unit committee. Thus students in the dual-degree program will have two advisors, one from information systems and one from Business.

Programs of study

Each student's program of study will be designed to meet the requirements of both degrees in which they are enrolled. However the dual degree program gives the student, and his or her advisor or advisory committee, some latitude to devise a program that supports the needs of the student. Sample programs of study are listed here for illustration.

For a student enrolled in the dual degree program in MBA and Master of Science in Information Systems (MSIS), required courses are (courses are 3 credits):

MSIS (21 credits total)	MBA (24 credits total)
SIE 505 – Formal Foundations for Information Systems	BUA 601 Statistical Analysis & Modeling for Organizational Operations
SIE 507 – Information Systems Software Engineering	BUA 605 Creating & Capturing Value in the Digital Economy
SIE 515 – Human Computer Interaction	BUA 609 Financial Statement Analysis
SIE 525 – Information Systems Law	BUA 620 Law, Business and Society
SIE 550 – Engineering Databases and Information Systems	BUA 626 Management of Contemporary Organizations
Two MSIS elective courses from the list below	BUA 649 Management Policy
	BUA 651 Financial Management
	One BUA elective*
<i>Three BUA required courses will count toward the SIE degree</i>	<i>Two SIE required courses will count toward the MBA degree</i>

*Note that the business school core will increase from 21 to 24 credits within a year or so. At that time there will be 8 MBA core classes and no MBA elective in the dual degree.

MSIS electives (courses the SIE program will allow as program electives)

Business

- BUA 561 – Knowledge Management and Decision Support Systems (3 credits)
- BUA 664 – Databases and Data Mining in Industry (3 credits)
- BUA 668 – Electronic Commerce (3 credits)

Communication

- CMJ 480 – Media Theories and Research Methods (3 credits)

Computer Science

- Any formally approved 400 level COS courses and above

Education

- EDT 520 – Methods of Teaching with Computer Technology (3 credits)
- EDT 537 – Foundations of Distance Education (3 credits)
- EDT 545 – Information Security in the Educational Environment (3 credits)

Electrical and Computer Engineering

- Any formally approved 400 level ECE courses and above

Interdisciplinary

INT 400 – Pop! Tech: The Impact of Technology on Society (3 credits)
INT 601 – Responsible Conduct of Research (1 credit)

Intermedia

Any formally approved regular 500 and 600 level courses.

Public Administration

PAA 516 – Information Technology and Public Policy (3 credits)

Spatial Information Science and Engineering

SIE 506 – Formal Foundations for Geographic Information Systems (1 credit)
SIE 509 – Principles of Geographic Information Systems (3 credits)
SIE 510 – Geographic Information Systems Applications (3 credits)
SIE 512 – Spatial Analysis (3 credits)
SIE 555 – Spatial Database Systems (3 credits)
SIE 557 – Database System Applications (3 credits)
SIE 565 – Reasoning With Uncertainty in Spatial Information Systems (3 credits)
SIE 570 – Spatial Cognition and Computing (3 credits)
SIE 590 – Information Systems Internship (3 credits)

MBA electives (courses the MBA program will allow as program electives)

Business

BUA 454 -- Derivatives
BUA 455 – International Corporate Finance
BUA 460 – Leadership (with permission)
BUA 561 -- Knowledge Management and Decision Support Systems (3 credits)
BUA 596 -- International trip
BUA 645 -- Special Topics (e.g., Climate Change, leadership, negotiations)
BUA 652 – Financial Institutions
BUA 653 -- Investments
BUA 664 – Databases and Data Mining in Industry (3 credits)
BUA 668 – Electronic Commerce (3 credits)
BUA 695 -- MBA internship
BUA 698 – Independent Study

English

ENG 516 -- Perspectives on Technical Editing and Information Design
ENG 518 -- Communication about Innovation
ENG 515 -- Approaches to Reports, Proposals, and Grants in Academic and Workplace Settings

SPIA

SPI 503 International relations
SPI 573 Global Politics
SPI 590 Conflict and Extremism
SPI 590 Politics of Development
SPI 590 Research Methods and Methodology
SPI 590 International Development in Practice

Economics

ECO 405 Sustainable Energy Economics & Policy

ECO 422 Rural Economic Development

ECO 450 International Environmental Economics and Policy

ECO 488 Quantitative Analysis and Forecasting



NEST Annual Graduate Student Report

Please note: This form is intended to be filled out jointly by graduate students and their faculty mentors

Student Name: _____

Mentor Name: _____

Committee members: _____

Date: _____

Start date in program: _____

Degree being pursued: _____

Has a Program of Study been signed? _____

For Ph.D. students:

Tentative Date of Prospectus Defense or Date Completed: _____

Tentative Date of Comprehensive Exam or Date Completed: _____

For master's students:

Tentative Date of Prospectus or Thesis Defense or Date Completed: _____

Dissertation or Thesis title:



New England Sustainability Consortium



Please provide a brief update of the student's research achievements on NEST for the past year (or for whatever portion of the year for which the student was funded, please define the period). Specifically describe how the student's research is contributing to the Safe Beaches and Shellfish Project and NEST Consortium.

Please briefly outline the student's research goals for the coming year on NEST.

Please indicate whether the student's progress has been more than satisfactory, satisfactory or unsatisfactory. Also, please provide specific recommendations for improvement or continued success during the next year:



New England Sustainability Consortium



Additional Comments:

Mentor: _____

Print name

Signature

Student: _____

Print name

Signature

Note: This form must be completed by March 15, 2015



NEST Mentor Report on Student Progress

Note: This form is intended to be filled out by you as the graduate student mentor. Please complete the other form, "NEST Annual Graduate Student Report," together with your graduate student(s) as well.

Student Name: _____

How long has this student been funded by NEST? _____

Has your student participated in NEST coursework this year? If no, please explain why.

Fall Semester 2014: yes no

Spring Semester 2015: yes no

Explanation:

How much funding is NEST providing for this student (for example, full funding including tuition and 50% RAship; partial funding throughout the year; temporary funding)?

I. Research Accomplishments

Please describe briefly (1-2 paragraphs) the student's research project on NEST and provide a statement of achievements for the past year:



II. Mentor Evaluation

Do you believe this student has made reasonable progress? If not, please explain why. If the student's progress was unsatisfactory, please recommend corrective action, such as additional course work, self study, etc.

Overall, how would you rate this student's contributions to NEST relative to the amount of funding s(he) is receiving:

1 (lowest) 2 3 4 5 (highest)

Literacy Doctoral Student Progress Report

Part of professionalism is monitoring our own progress and receiving feedback on the progress from our professional community. To that end, and to ensure a high level of support for each of our doctoral students as they move through the literacy doctoral program, we, the literacy doctoral coordinators, request an annual review of student progress. In the attached document, please thoughtfully respond to the following questions regarding your goals, activities and progress for the 2011-2012 academic year:

- 1) Outline significant progress made toward your program plan this year.
- 2) Outline significant progress made toward non-program professional development this year (This might include conference presentations, courses taught, workshops facilitated, program consultations, papers submitted/published or some other professional endeavor.)
- 3) What academic challenges have you encountered this year? How did or have you responded to these challenges?
- 4) In looking ahead to next year, what goals do you have for your progress? What support might you require for those goals?

Upon completion, forward a copy to your program advisor and arrange to discuss it either by phone or in person. When you are in agreement on its accuracy and completion, please sign and attach the included coversheet and send a copy to Dr. Susan Bennett-Armistead, 225 Merrill Hall. Signed and completed forms should arrive no later than July 15, 2012.

Dr. Susan Bennett-Armistead

Coordinators, Ph.D. in Literacy Education

Literacy Doctoral Student Progress Report

We have met and discussed the progress of _____, a
literacy doctoral student, on _____ 2012.

_____ Student Signature

_____ Advising Faculty Signature

_____ Additional advisor signature (if needed)

Literacy Coordinator's Use

Report received on _____

Action taken:

_____ Letter of support sent (copy attached)

_____ Review meeting requested (copy attached)

GSBSE PI Rotation Report

Student Name:	
Rotation Start Date:	
Rotation End Date:	
Faculty Advisor of Rotation Laboratory:	
Number of Rotations Completed (including this one):	

I. Research Accomplishments

I.A. Describe the objectives of the rotation research project:

I.B. Provide a summary of the research project and your achievements during the rotation.

II. PI Evaluation of the Laboratory Rotation

II.A. Did the student make reasonable progress on the project? If not, why not? (If the student's progress was unsatisfactory, please recommend corrective action, such as additional course work, self study, etc.).

II.B. Briefly describe your assessment of the student's potential as a future independent investigator and overall evaluation.

Student Signature	Date
PI Signature	Date

GSBSE Student Rotation Report

Student Name:	
Rotation Start Date:	
Rotation End Date:	
Faculty Advisor of Rotation Laboratory:	
Number of Rotations Completed (including this one):	

I. Research Accomplishments

I.A. Describe the objectives of the rotation research project:

I.B. Provide a summary of the research project and your achievements during the rotation.

II. Student Evaluation of the Rotation Experience

II.A. Was this rotation a valuable learning experience?

II.B. Were your expectations for the rotation met?

II.C. Were you provided ample resources to carry out and complete your rotation project?

II.D. Evaluate the direction and guidance you were given by the faculty and laboratory personnel.

Student Signature

Date

PI Signature

Date