



**Executive Committee of the Graduate Board  
Room 57, Stodder Hall  
Thursday, September 22, 2016  
3:00pm -Refreshments  
3:15pm -Meeting**

AGENDA

1. Welcome/introductions
2. Approval of the May 2016 minutes
3. September 2016 Curriculum Committee report
4. Quick items:
  - a. Graduate Picnic (Sep 20) – recap
  - b. Graduate Strategic Plan
  - c. Open House –Oct 18
  - d. ETD Implementation Committee
  - e. Removal of the On Leave Request Fee
  - f. RCR requirement (<https://umaine.edu/graduate/current-students/rcr/>)
  - g. Student Financial Responsibility Statement
  - h. Suspension of the Graduate Certificate in Advanced Engineered Wood Composites
  - i. NAGS Faculty and Student Awards
5. Kreg Ettenger – Maine Studies program
6. Graduate Enrollment Management update
7. Discussion of May 2017 Hooding Ceremony Speaker candidates
8. Tracking graduate student progress -*redux*
9. Items arising

**Graduate Board**  
**Room 57, Stodder Hall**  
**Thursday, May 19, 2016**

**Attending:** P. Agrawal, J. Ballinger, K. Beard, S. Belknap, S. Bennett-Armistead, D. Bousfield, S. Butler, V. Caccese, M. Day, S. Delcourt, B. Frederick, H. Hamlin, G. Howard, C. Isenhour, S. Jain, C. Kim, A. Knightly, G. Markowsky, S. Marrs, J. McClymer, I. Mette, K. Miner, S. Ohno, S. Oliver, E. Pandiscio, A. Reeve, M. Shea, O. Smith, M. Socolow, K. Vekasi, C. Villacorta Gonzales, T. Waring, Y. Zhu

**New/Current GSG Members:** S. Cushing, S. Heller

**Graduate School:** L. Dupee

1. Review/approval of April 2016 minutes  
Motion to approve, seconded, one abstention, approved
2. May 2016 Graduate Curriculum Committee Report  
S. Delcourt presented the following courses which had been recommended by the Curriculum Committee at their May 3<sup>rd</sup> meeting for approval by the Graduate Board (GB).

*New Courses:*

EDT 542 - Supporting Technology Integration through Professional Development and Training  
EES 598 - Special Seminar in Ecology and Environmental Sciences  
INV 597 - Independent Study in Innovation Engineering  
SVT 512 - Advanced Survey Law

*Modifications:*

EDT 560 - Assessment in the 21<sup>st</sup> Century Classroom  
INV 510 - Innovation Engineering Accelerated I: Create and Communicate  
INV 511 - Innovation Engineering Accelerated II: Commercialize and Systems  
SMS 544 - Oceanography and Natural History of the Gulf of Maine

Motion to accept, seconded, unanimously approved.

3. Quick items:
  - a. Introduction of new Graduate Board members  
S. Delcourt expressed a warm welcome to the new Graduate School Government President Shane Cushing. He asked GB members to update their terms, or if applicable, provide the name of the new GB representative on the attendance sheet.
  - b. Election of AY 16-17 Executive Committee (EC)  
C. Kim stated A. Knightly has indicated he will be stepping down from the EC. S. Delcourt introduced C. Isenhour as a candidate for the vacant EC position pending approval from GB. GB unanimously approved C. Isenhour to join EC.

- c. Change in credit structure in Education doctoral programs  
S. Delcourt explained a proposal from the College of Education and Human Development (CoEHD) toward a common credit structural requirement of 57 credits for Literacy, Educational Leadership, and Prevention and Intervention Studies doctoral programs. He stated the decision has been made internally by CoEHD.
- d. Graduate School (GS) orientation program  
S. Delcourt let GB members know that third year MA English candidate, Diana Meakem would once again help coordinate the GS orientation program and informed GB members that graduate program coordinators should expect an email requesting information about TAs who should be included in the orientation program. He reminded GB members that the comprehensive TA list aids in confirming which students are eligible for the GA health insurance coverage. S. Delcourt explained that both the general graduate student and GA health insurance plans will both begin on August 1, 2016, so the Graduate School should receive the names of all TAs by July 1 to help ensure coverage in the GA policy. He clarified there will be a one-time, double coverage through July for students currently enrolled in health insurance.
- e. GA health insurance  
S. Delcourt detailed a meeting with Mike Parkin and Dick Young, head of Auxiliary Services, with discussion about the insurance coverage losses over the past two years through the graduate student health insurance. As a result, Nationwide's new insurance proposal had raised the premium of the health insurance policy by 40%, while cutting dental and vision coverage. He then explained the alternatives which were considered: 1) all students sign onto the Student Health Insurance Plan (SHIP) with a relatively low premium at \$1644 (\$822 for students to cover), however students who incur more than \$2500 in medical costs would be responsible for the next \$4500, or 2) a more comprehensive plan with a slightly reduced premium from \$2700 to \$2232 (\$1116 cost for GAs), still without dental and vision benefits, in which students would be expected to pay a \$500 deductible, as well as a 25% co-pay; the maximum out of pocket expense for this policy is \$5000/policy year. With this plan, medical costs at Cutler Health Center are covered 100% with no deductible. He explained GSG approved the new insurance.
- f. Special event  
C. Kim expressed gratitude and recognition for the effort put forth by GB and EC members over the past year. She recognized Andrew Knightly for his many years of services as a GB and EC member; Sam Belknap who served for two years as the GSG President; Sky Heller who served for two years as the GSG Treasurer; Jack McLaughlin as the GSG Vice President; Erin Carter as the GSG Grants Officer; Stacy Black as GSG Secretary; and Nora Theodore and Megan Leach as GSG Outreach and Professional Development Officers. She also recognized K. Miner as the Board of Trustees representative who will continue to serve for

another year.

- g. Additional quick item - Applications with no decision should be reviewed.  
S. Delcourt asked GB members to review completed graduate applications which had not yet been processed and forward them to the Graduate School's WebNow queue with an admissions decision. He also described a new table which will be implemented on the Graduate School's website with "easy to access" admissions and contact information for each program. He requested GB members to update the list with current information and stated the spreadsheet will also be sent out to ensure the correct information is updated.
4. Suspension of Graduate Certificate in Education Technology Coordinator  
S. Delcourt reviewed the suspension of the Education Technology Coordinator for approval from the Graduate Board.

Motion to approve, seconded, unanimously approved.

5. Item from the Graduate Student Government –Sam Belknap  
S. Belknap noted that the GSG had received requests from nonthesis students for financial support of their capstone research projects through the GSG grants program. These grants have traditionally funded the research of only graduate students in thesis programs. He also expressed concern, with hopes of continued dialogue with GB members, about the number of hours TAs are being asked to work, which had been brought to his attention by both students and faculty. K. Miner relayed the following upcoming BOT projects, 1) presenting data on financial success of graduate students to generate more enthusiasm and support for graduate students in research and 2) collaborating with C. Kim to help facilitate more open communication between faculty advisors and students. S. Belknap asked GB members for feedback from faculty about GSG projects and initiatives.
6. Continued discussion on tracking graduate student progress  
C. Kim reviewed ideas from previous GB meetings about student progress and evaluation of the program, mentor, and student through one degree of separation to increase comfortability for giving feedback. She stressed student progress tracking is not a formal rating, but rather a check-in to provide support and guide students through degree completion. M. Shea explained for students off-site, a formal evaluation to legitimize the site is administered. C. Isenhour explained receiving a 100% response rate using Qualtrics with qualitative and quantitative questions which was well received by students. She suggested administering an evaluation directly from the Graduate School or GSG as an impartial body. S. Belknap echoed the importance of a third party administering an evaluation. C. Isenhour encouraged sharing results with students and faculty campus wide using the pre-populated Qualtrics report. She recommended asking general satisfaction questions to avoid individual identification and addressing the issue once a problem is identified. C. Kim encouraged suggestions for ideas on helping IPHD students stay connected with advisors and their programs. She confirmed evaluations could be for both master's and doctoral students; however this may vary by department, perhaps

divided by thesis and non-thesis students. S. Marrs suggested encouraging IPhD students to participate in social media groups to connect with other current students. He also suggested an online location for the student and committee to directly communicate with each other which could parallel an annual committee meeting. E. Pandiscio recommended an individualized approach for evaluating IPhD student progress which could initially be honed for doctoral students and then applied to master's students. C. Kim encouraged GB members to get department feedback to bring to fall meetings and asked C. Isenhour to share the Qualtrics evaluation and data with GB members as an example.

7. Items arising

C. Kim wished GB Members a wonderful summer.

Meeting adjourned 4:14pm.

**University of Maine System**  
**Financial Responsibility Statement**

***\*A full text of the financial responsibility statement can be found below.***

Frequently Asked Questions

- 1) Why do I need to agree to the Financial Responsibility Statement (FRS)?
  - a. The FRS is a legal agreement between the student/University of Maine System explaining the financial obligation of the student. Ensuring that students understand the financial commitment they are making when they register for courses is an important component of a student's financial literacy and is also required by the Federal Bureau of Consumer Protection.
  
- 2) How often do I need to complete the FRS?
  - a. The FRS will need to be completed prior to registration each fall/spring term.
  
- 3) When will the hold be removed from my account?
  - a. The registration hold will be removed from your account immediately when the FRS is complete (e.g., you have indicated acceptance and finished the online process – see FAQ#5 below for the process).
  
- 4) If I am enrolled at multiple UMS campuses, will I need to complete this agreement at each campus?
  - a. No, the FRS only needs to be completed once each term; it will apply across all campuses.
  
- 5) How do I complete the FRS?
  - a. Please log into your MaineStreet Student Center and view your To-Do List located on the right side of the screen. Select the *Financial Responsibilities Statement*; you will be taken to the statement. After reading the statement, select the *accept* box and hit yellow *save* in the lower left corner. Then, back at the top of the page select the yellow *next* button. On the next page, select the yellow *Finish* button, followed by the yellow *Exit* button at the top of the page. You will then be returned to the Student Center and the hold will be removed from your account.
  
- 6) Can I complete the FRS with a staff member on a hard copy?
  - a. No, all FRS must be completed online through your Student Center To-Do List.
  
- 7) I believe that I completed the FRS, however the hold is still on my account. What next?
  - a. Once the FRS is completed, the hold will immediately be removed from your account and the item will be removed from your To Do List. If the FRS is still on your To Do List,

please select the link and finish the process (you may have forgotten to *save* it and then click *Finish* to complete the process)

- 8) What happens if I do not complete the FRS?
  - a. If you do not complete or agree to the terms listed within the FRS, you will be barred from registering for courses within the University of Maine System until you do so.
- 9) Who should I contact with questions pertaining to the FRS?
  - a. If you have questions regarding the FRS, please contact the Student Financial Services/Student Accounts office on your campus.
- 10) Who should I call if I click on the FRS link and it does not work?
  - a. Contact the Student Financial Services/Student Accounts office on your campus.
- 11) If I would like to learn more about financial literacy and how to make better decisions about spending, saving and borrowing money, are there any resources available to me?
  - a. Yes there are – all UMS institutions have joined [SALT](#), a program that supports you as you finance higher education and manage student loans, as well as handle the many financial decisions you face after school. All UMS students can join SALT for **FREE**. For more information about [SALT](#), **including how to join**, please contact your campus Financial Aid/Student Financial Services office.

## Student Financial Responsibility Statement - Fall 2016

Please review your financial responsibilities below. After your review, please select the **Accept** checkbox and **Save** to confirm your agreement.

Enrolling within the University of Maine System creates a financial obligation. The following information is provided to assist you with an understanding of this obligation. Questions regarding the information presented here should be directed to the billing office at your campus. All students must acknowledge receipt of this statement for each term. Please note that this statement applies to the **Fall 2016** semester and the **Summer 2016** term immediately preceding.

- I understand that by enrolling within the University of Maine System (UMS), I am incurring a legal obligation to pay all charges assessed to my MaineStreet account by the established due date(s).
  - If payment in full is not received by the established due dates, late payment fee(s) will be charged.
  - If a paper or electronic check that is posted to my account is returned from the bank, I will be charged a \$25 returned item fee on my account.
  - If I have an outstanding balance with UMS, a hold will be placed on my account that will prevent me from enrolling in future semesters and obtaining my official transcripts and/or diplomas.
  - If I have a past due balance with UMS and do not make satisfactory payment arrangements, my account may be placed with an external collection agency.
    - I may then be assessed a collection fee (up to 33% of the original debt) and any other legal costs or attorney fees.
    - My account will be subject to being reported to credit bureaus.
    - Any past due balance on my account may be reported to Maine Revenue Services. Any tax refund from the state that may be due will be subject to being paid to UMS and applied to my outstanding balance.
- I am solely responsible and obligated for the timely payment of my account, regardless of any expected reliance on third-party resources, including but not limited to financial aid, family gifts, employer reimbursement or any other external resource.
  - After all my financial aid is applied toward my account, I will be responsible for all remaining charges as well as any subsequent additional charges.
  - If my eligibility for financial aid changes or in the event that I have not met the specified requirements for receiving such aid, I will be responsible for the full balance of outstanding charges, which may include repayment of refunds issued to me.
  - If payment, whether from financial aid, scholarships or third party, has not posted to my account or if I lose my eligibility, I will be responsible for paying my outstanding balance.
- It is my responsibility to drop or withdraw myself from classes that I am enrolled in, and my failure to do so in a timely manner will not relieve me of my financial responsibility for my account.
  - If I enroll or am enrolled by UMS personnel and do not attend class, I will still be responsible for paying all tuition and fees associated with the class if I do not properly drop within the refundable period.
  - It is my responsibility to know the University's deadlines and policies for dropping/withdrawing from classes.
- The University of Maine System corresponds electronically with all students through the UMS assigned email address.
  - I am responsible for monitoring that e-mail account and for taking action on correspondence sent to that account.
  - Statements of my account are provided to me only and are available through my MaineStreet portal and I am responsible for reviewing my account.
  - It is my responsibility to keep my information (mailing address, phone number, email address) up to date with UMS.
- I understand that the UMS is required by the Internal Revenue Service (IRS) to request my taxpayer identification number (TIN) for the purpose of providing IRS Form 1098-T, *Tuition Statement*, to me. The 1098-T will help me determine if I am eligible for various education tax benefits. I also understand that I can be subject to an IRS penalty if I do not provide my TIN upon request.
- I understand that information regarding my account can only be released to me. If I want others to have access, it is my responsibility to grant them access by establishing TouchNet Bill + Payment Authorized User access through my MaineStreet portal and/or completing the Student Consent to Release Information form.
- I may be contacted regarding my outstanding obligation at any personal telephone number provided to the University of Maine System. Communication may be made by UMS or its agents to home or mobile telephone.

**Please be aware that beginning with the Fall 2016 term, future registration will be held each semester, until the student financial responsibilities activity is completed.**

After reviewing the above, click the **Accept** checkbox below and **Save** to confirm your agreement. Then click the **Next** button at the top of the page to advance to the next page.

Signed:

Date:

03/04/2016



**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)



## 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*

## **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)

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Literacy Coordinator's Use

Report received on \_\_\_\_\_

Action taken:

\_\_\_\_\_ Letter of support sent (copy attached)

\_\_\_\_\_ Review meeting requested (copy attached)

## GSBSE Student Rotation Report

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

### I. Research Accomplishments

<b>I.A. Describe the objectives of the rotation research project:</b>

<b>I.B. Provide a summary of the research project and your achievements during the rotation.</b>

### II. Student Evaluation of the Rotation Experience

<b>II.A. Was this rotation a valuable learning experience?</b>

<b>II.B. Were your expectations for the rotation met?</b>

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

<b>II.D. Evaluate the direction and guidance you were given by the faculty and laboratory personnel.</b>

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PI Signature

\_\_\_\_\_  
Date

## GSBSE PI Rotation Report

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

### I. Research Accomplishments

<b>I.A. Describe the objectives of the rotation research project:</b>

<b>I.B. Provide a summary of the research project and your achievements during the rotation.</b>

### II. PI Evaluation of the Laboratory Rotation

<b>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.).</b>

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

<b>Student Signature</b>	<b>Date</b>
<b>PI Signature</b>	<b>Date</b>

# Graduate Student Progress Report Form

## Section 1 - To be filled out by student before Committee Meeting

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Degree Program** (circle): PhD                      M.S.  
ME – Thesis                      ME – Non-Thesis

**Assigned Period** (circle): 1                      2                      3

**Date Degree Expected:** \_\_\_\_\_

**Written Exam** (P/F): \_\_\_\_\_

**Attempts Taken:** Free Try (Fall Admission Only) 1                      2

(PhD Students) **Oral Exam Date:** \_\_\_\_\_

**Oral Candidacy Exam Outcome** (P/F): \_\_\_\_\_

(Set by Committee in consultation with student, no later than start/end of 7<sup>th</sup> semester. [May enter month and year if exact date isn't yet known])

**2<sup>nd</sup> Exam Date** (if needed): \_\_\_\_\_

**2<sup>nd</sup> Oral Candidacy Exam Outcome** (P/F): \_\_\_\_\_

**Anticipated External Reader** (PhD Students): \_\_\_\_\_

**Thesis Title:** \_\_\_\_\_

**Courses completed since last meeting (with grade)**

**Current Semester Courses and anticipated grade**



**Research papers/Talks, etc.**

**Next Semester Plans (papers, talks, support, classes, etc.)**



## Section 2 – To be filled out by Committee

**Research Progress:** (1) Poor

(2) Satisfactory

(3) Very Good

**Comments:** \_\_\_\_\_

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**If poor, what must student do and by when?** (Failure to have oral exam/hold committee meeting is an automatic Poor. Two consecutive "poor" ratings may result in loss/reduction of financial support.) \_\_\_\_\_

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**Committee Members Signatures** (PhD committee requires 5 members, Master's 3 members)

Chair:	

Return form to Graduate Coordinator (Dr. McClymer). Retain a copy for your records.

Revised 11/14