

APPROVED Minutes

Graduate Programs Committee

Date: November 3, 2017

Time: 2 – 3pm

Room: Kirby Student Center 268

Approval date: November 17, 2017

Attendees: Peter Willemsen (*Chair*; Computer Science), Yongcheng Qi (A/C Math), Al Roline (MBA), Mike Rother (Chem E, M Eng), Paul Kiprof (Chem), Carlos Carranza-Torres (Civ Eng), Julia Williams (M Ed), Charles Rick (Ed S), Terri Jones for Julie Ernst (Ed D), Bob Feyen (MEHS, MSEM), Jennifer Liang (IBS), Alec Habig (Physics), Sandy Modin for Lake Dziengel (MSW), Tadd Johnson (MTAG), Erik Brown (AVCGER), Phil Peper (Student Representative), Amber White (Student Representative)

Absent: Faith Loven (CSD), Jing Bai (MSEE), Debao Zhou (MSME), Craig Stroupe (English), Julie Ernst (MEEEd), Nigel Wattrus (Geology), David Beard (MLS), Mark Whitlock (Music), Jon Rumbley (PharmD, AHC), Lara LaCaille (Psych), Randall Hicks (WRS), Carmel Petersson (Student Representative)

The meeting was called to order at 2:00pm.

- I. Approval of the minutes of the October 20, 2017 meeting – Approved as read.
- II. Reports of Officers, Boards, Standing Committees
 - a. Faculty Senate – Bob Feyen

The Faculty Senate is seeking feedback from campus governance committees on a proposal by the Student Association to require that all work due prior to the eighth week be graded by the eighth week. The proposal arises from student concerns that they don't know where they stand at week 8. This proposal would apply to graduate students as well as undergrads. Discussion of the proposal included the following:

- Proposal could include language to exclude graduate students – some other policies do.
- This requirement may not be meaningful for heavily project-based courses.
- How would this policy apply to mixed undergrad/grad courses if grads are excluded?
- It's important to structure courses so that something significant is graded by week 8.

Further feedback and comments can be sent to Bob.

- b. Research, Scholarship & Creative Activities – Carlos Carranza-Torres

A report will be submitted to the EVCAA by November 14 to provide information on the proposal to seek R2 classification for UMD. Other topics under discussion included:

- Seeking funds to bring international speakers to campus
- Sending UMD faculty to Washington, DC to meet with a lobbying firm hired by the U of M to help researchers identify potential sources of funding

- Seeking ways to find support for researchers as they seek funding from other sources

c. IT & Library – Nigel Wattrus

In Nigel's absence, the SCSE rep to the IT & L Subcommittee, Alec, provided an update. Jason Davis, Director of ITSS, presented an annual report of ITSS's plans for the coming year. This information will be distributed widely to the campus community.

d. Teaching & Learning – Pete Willemsen

No meeting since the last GC meeting, so nothing to report.

III. Special Orders – none

IV. Unfinished Business and General Orders

a. QMA/GAGE update – There will be \$5000 less in funding effective July 1, 2018.

b. Election of Vice Chair

A MOTION to elect Julia Williams as Vice Chair for this academic year was made, seconded, and carried by unanimous vote.

V. New Business

a. Announcements

i. GRAD Talk – November 14 in Library Rotunda. Civil Engineering MS candidate will talk about research on using recycled materials as a binder for concrete.

ii. “Appy Hour” – November 9 gathering for graduate students hosted by GC student representatives to promote community among grad students and to give them an opportunity to meet their reps.

iii. Claudia Neuhauser, Associate VP for Research and Director, Research Computing – Visiting UMD on November 30th to present on the services provided by the units within Research Computing. The presentation is recommended to anyone who deals with datasets, big or small, in their scholarship. She will also be available for individual meetings.

b. Graduate student recruitment – Jennifer Liang suggested holding a Grad Fair at UMD if funds are available from the Grad School. For now, tabling in Kirby could be a way to raise awareness among undergraduates that there are graduate programs at UMD. The Grad Office could coordinate the sign-ups. It may also be useful to reach out to the Career Services Offices at local undergraduate institutions – UMD, UWS, and CSS. It was asked whether tabling would happen in time to make application deadlines for our programs. One of the earliest deadlines is Jan 15, so tabling in December would work.

c. DGS survey – results

Responses to the survey indicated a wide range in the time requirements for DGS duties, compensation (e.g., course release). Having consistent and well-trained administrative support was deemed important. Erik asked members if a group should be formed to draft a statement on DGS compensation. Bob volunteered to lead a group, commenting that a statement may help educate other faculty and administrators about the role of the DGS, and be an aid to recruiting future DGSs. Julia and Al also volunteered. Erik will join the discussion. The charge is to define the role of the DGS and share this with the wider campus community.

- d. Ad hoc committees – membership (volunteers) and charge
 - i. Plan B requirements – The wide variety of Plan B projects may have implications for faculty workload and student expectations. Pete and Paul are willing to serve.
 - ii. Recruitment tools – The aim is to review use of available tools – GCTF, GSSF, NR tuition waiver – by looking at past processes, and discussing ways to improve. Jennifer and Mike volunteered to serve; Erik will check with Nigel. A member from another college is also desired.

VI. Meeting adjourned at 2:53pm.