



THE GRADUATE SCHOOL

GRADUATE COUNCIL Meeting Notes

Tuesday, September, 15, 2020 from 9:00am-10:30am via Zoom

Attendees:

Fetter (chair), Cohen, Dasgupta, Demaria, Enriquez, Gao, Gold, Haring, Jarzynski, Julin, Kim, Kirmani, Laffin, Lawley, Lay, Liu, Marin, May, Moser Jones, Qu, Robertson, Sayer, Shea, Sheaff, Sprinkle, Turner, Vera, Waguespack, Washington, Xie

Ex Officio and GS Staff: Ambrosi, Beise, Enekew, Gittens, Kotzker, Martin, Roberts, Strausser, Tan, Thompson (Office of Faculty Affairs), Warrick-Bell

AGENDA

1. Welcome and introductions - We started at 9:02 via Zoom
 - a. Council Members were instructed to use the links to Google documents and PDFs as we progress through the meeting
 - b. All council members introduced themselves. We welcomed new members to their three year terms
2. Approval of minutes from April 15, 2020
 - a. Councilors were asked to review the notes and provide any updates.
3. Updates and announcements
 - a. Enrollment RX
 - We launched a new graduate admissions system. This is a Salesforce Application called Enrollment RX. Salesforce implementation at UMD will be called TerpEngage and it will be used for many applications. The first application that will be part of TerpEngage is GS graduate admissions application- Enrollment RX.
 - We are holding training for the application system. Please stay tuned for more information. Email us at gradschool@umd.edu if you need assistance.
 - b. Health insurance
 - We began to require health insurance starting in Fall 2020.
 - Dean Fetter reviewed enrollment numbers - About 5000 students have either enrolled in the State plan, SHIP, external plan, or requested temp exemption. An update will be provided next month.
 - c. [Health and safety guidance for GAs](#)
 - Please review this guidance on the Graduate School website.
 - d. [Revised SME template](#) and email remind Statement of Mutual Expectation
Reminder email was sent out. It is not a required form, but highly encouraged.



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- Documenting agreements is important so that everyone is clear about what the expectations are for the year.
 - We revised the current SME as one word file. Please review that document and feel free to customize it for your GA. The goal is to improve communication between faculty and students so everyone is clear on what the expectations are for the year.
- e. Student newsletters - [3 editions](#)
- There are three editions of the newsletter- one addition for doctoral, masters and online masters students.
 - This will help take some burden off of the DGS and CGS from informing students about Grad School information. The Newsletter directly communicates with students about important matters.
 - To subscribe to any of our newsletters, please go here:
go.umd.edu/gsnewslettersubscribe
- f. Orientation
- The Graduate School launched an online orientation this year. There were separate orientations for doctoral, in person masters and online masters. The orientation was designed as mini courses offered asynchronously. The orientation is lined up with our Graduate Pathways. You can find videos, links and resources in each orientation.
 - Information about the orientations can still be found here (gradschool.umd.edu/orientation). On that page you will find specific information about each of the orientations and how to enroll. Please encourage students to enroll, especially as new students are arriving in the spring.
- g. Remote defense signature process
- We have moved this online to assist faculty in approving thesis and dissertation defenses. There will be no more PDFs emailed around. We are making the process even more efficient by moving to Adobe Sign.
 - You can find more information here:
gradschool.umd.edu/coronavirus/remote-defense-during-public-health-emergency-policy-and-form.
- h. Graduate Faculty Mentoring Circles
- Last spring, we began conversations about this with the Big Ten about the importance of mentoring. As a result of that conversation, we have developed 9 -10 mentoring circles - with 60 new faculty members participating. This is a partnership with the GS and the Office of Faculty Affairs. Blessing Enekwe (blessing@umd.edu) in the Graduate School is taking the lead on this. Please contact her with any questions.
 - If the process of tenure and promotion is changed, participating in this program may be incorporated into the process.



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- i. International students who are in the US need to have an in-person experience. ISSS has interpreted this as enrolling in a course. When we realized that many international students would not be able to get a VISA in time for the Fall semester, we worked with programs to see if they could continue in their program online. General Counsel determined that we could not employ students residing outside the US due to legal risk. We created a tuition fellowship for international students who were offered a GA, but could not arrive in the US for the Fall. We plan to continue this fellowship offer for students who cannot arrive.
 - j. Student funding
 - CARES Act [statistics & survey results](#)
 1. We were able to help about 2000 graduate students. We were able to help students with food and rent and other expenses.
 - Status of relief bill (HEROES/HEALS)
 1. We were hoping that the HEROS/HEALS would get passed, but there has been no information about this. If these acts would get passed, there would be even more money available for higher education. We are still hopeful, but it seems unlikely that a bill will get passed.
 - Fall 2021 Ph.D. admission
 1. This admission cycle is open.
 2. We have a new admission system- see note above.
 3. We have been asked if there are any restrictions for this cycle- many of our Big10 peers have made restrictions to who they are admitting to accommodate all deferrals.
 4. At this time, all programs are accepting applications for Fall 21
 - We are monitoring student funding closely to see if GAship are being reduced. At this time, we do not see a significant reduction in funding. Please note that the hiring freeze does not affect GAships.
4. Action Items
- a. [Co-authorship Guidance](#) (with Melissa Thompson, OFA)
 - This was a collaboration with the Office of Faculty Affairs. Melissa joined us to discuss this guidance.
 - The purpose of this guidance is to discuss when coauthorship is appropriate or inappropriate. This document goes through the guidance thoroughly.
 - This is guidance (not a policy) and there is language used (such as “generally”) in the document that will account for disciplines that operate differently than the norm.
 - A councilor asked if there is a grievance policy. Dean Fetter discussed these grievance policies.



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- This guidance will be in the Graduate Catalog, the Student newsletter, the OPS update, and on the Office of Student Affairs website.
- Councilors voted at 9:51 (26 approve, 0 do not approve, 2 abstain)
- b. [Co-chair Policy](#)
 - Currently, if a student wants to add a co chair, they would have to email the Associate Dean of the Graduate School. It would then get emailed to the Registrar.
 - Now students can indicate their co-chair on their nomination of committee form. This will then go to the Registrar for approval. If there are any other changes with the committee, the student will be asked to submit a new nomination of committee forms to indicate the updates.
 - Please remember that one of the co-chairs must be a full member of the graduate faculty. The other co-chair cannot be special members. Special members are those faculty that have no appointment at UMD. This has been the previous policy, but we highlighted it in this new policy. We have many members of committees that are affiliated with other offices (NIH, NIST) and they can be special members. If there is a committee member that is doing a substantial amount of the work, then we ask that they nominate the committee member as a zero FTE faculty appointment and they can then be associate members.
 - Councilor asked if an exception can be made so that a special member can be a co-chair. The policy currently allows for exceptions by the dean. Please email us if you have this concern.
 - Councilor asked about the possibility of having more than 2 co-chairs. It is not common, but it comes up occasionally. The policy allows for this. Generally we are promoting the idea of multiple faculty mentors.
 - Councilors voted at 10:04 (26 approved, 0 not approved, 0 abstain)
- c. [Transfer Credit Policy](#)
 - Our policy allows master's students to transfer credit for UMD courses that have been taken within 5 years, but non-UMD courses can transfer credit if taken within 7 years. We propose aligning all courses so that they can be transferred if taken within 5 years.
 - This will be applied to students starting in fall 2020. For students already enrolled that were granted the credit previously, that credit will remain.
 - Councilor vote (26 approved, 0 not approved, 0 abstain)
- 5. Future Discussion- We will discuss these items more in depth in future meetings.
 - a. Post-Baccalaureate Certificate Policy
 - b. Change of Degree Objective Policy
 - c. Year Two of the Graduate Outcome Assessment Pilot Program
 - d. Dean Fetter invited council members to suggest agenda items. Please send them to Dean Fetter and Assistant Dean Roberts.**



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The meeting adjourned at 10:14 am.

As a reminder, the Graduate Council will meet at the following days and times for AY 20-21.

October 13: 9-10:30

November 17: 9-10:30

February 9: 10-11:30

March 8: 2:30-4

April 19: 1-2:30

The October and November meetings will be held via zoom. We will send a calendar invite with the agenda and zoom details ahead of the event.

These minutes were unanimously approved at the 10/13/2020 Graduate Council Meeting.