



GRADUATE COUNCIL Meeting Notes

Wednesday, March 11, 2020 from 10-11:30 in the Maryland Room, Marie Mount Hall

Attendees: Fetter (chair), Sayer (co-chair), Carpenter, Cohen, Duncan, Enriquez (phone), Fernandez, Green, Jarzynski, Kirmani, Klauda, Kleman, Lawley, Liu, Lewis, Lu, Moser Jones, Qu, Rabenhorst, Roberts, Shea, Slater, Sprinkle, Strausser (phone), Tambe, Waguespeck, Xie, Zhu

1. Welcome and announcements

The meeting began at 10:05

- a. Approve the minutes of the February 2020 Graduate Council
 - i. The minutes have been approved with no changes.
- b. COVID-19 update: current students, applicants, Fall 2020 admits
 - i. Currently, classes are not going to be held in person from Monday, March 16 through April 10th. Campus will remain open even when classes are being delivered online. You can still hold in person defenses because campus is open. Faculty and staff are reporting for duty. Please consider a normal, in person defense using social distancing and precautions. If the student and the advisor agree that it can happen in person, then please have it in person. However, if the student and advisor agree that it is best to hold a remote defense, then please submit a request for a remote defense. Please do not forget to have a public portion of the defense. It varies from program to program on how you organize your defenses. Please try to come as close as possible to replicate the normal process in your program. This is a major event in the life of a doctoral student and we want to be sure that they have a full experience. Any remote defense for a dissertation or thesis is required to get approval from The Graduate School (<https://gradschool.umd.edu/coronavirus/remote-defense-during-public-health-emergency-policy-and-form>)
 - ii. This policy is not applicable to any other time except in a public health emergency like we are experiencing with COVID-19.
 - iii. This situation is ever evolving. Dean Fetter will be in touch in early April to provide updates. We are hoping to return to a normal schedule by April 13. All dissertations need to be filed by April 21st. We do not want to delay any students from finishing their degree.
 - iv. UMD now has Zoom. Jeff Hollingsworth said that UMD has enough licenses for Zoom, Google hangouts and Webex and any member of the community can be on those platforms can be simultaneously logged in. DivIT should be able to give technical assistance. Please note that the advisor is responsible for making any

arrangements for the remote defense. It is not up to the student or dean's representative.

v. If you have any questions, please contact the Graduate School at gradschool@umd.edu or astraus3@umd.edu.

c. Graduate Assistants: They will be getting an email from Dean Fetter today or tomorrow. The email will outline expectations and will let them know that they will be getting paid.

TAs: They will be responsible for assisting the online platforms to support the classes during this time.

RAs: Please consult with your PI or supervisor about the arrangement to see if it can be done off campus.

AAs: They will still be coming in to work since the University is open for business.

Hourly employees: If hourly employees cannot perform their duties, then they will not be paid.

vii. Councilors asked if seminars will still be held for graduate courses. If graduate students want to meet and the class is small, then can they be held? Dean Fetter is looking into this and will get back to everyone as soon as possible.

d. Events

i. Below is the list of events for the Graduate School for spring 2020. These will be moving, cancelled or changed. Please stay tuned. We will update everyone as soon as possible.

Event	Date	Time	Location
GradTerp Exchange	April 15* May 5	5-7pm 5-7pm	The Hall CP T.B.D.
3MT – College Competitions	Mar 6, 12, 13	-	-
3MT – University Competition	Apr 8	10am-1 2pm	Charles Carroll Room
Mental-health first-aid training (Ph.D. and postdocs)	Feb 28, Mar 28	8am-5p m	Health Center
Ph.D. Career Pathways Conference	May 1	9am-2p m	Stamp

Candidacy Reception	May 4	4-5:30 pm	University House
Fellowship and Award Celebration	May 13	3-5 pm	Grand Ballroom Lng
Ph.D. Graduates Reception (keynote: Jim Gates)	May 18	4-6 pm	Stamp Atrium
Graduate School New Student Orientation	Aug 24	9am-12 pm	The Hotel

2. Action - Guidelines for Remote Thesis and Dissertation Defense in a Public Health Emergency (attached)
 - a. Passed by Graduate Council via email from Dean Fetter on 3/10/2020-3/11/2020.
 - b. All faculty, DGS, CGS and doctoral students will be sent the email about the policy with a link to the form. Please encourage the folks in your department to complete the form for ALL dissertation and thesis defenses.
3. Action - Graduate Credit for Undergraduates Policy (attached)
 - a. We revisited this policy from the last meeting. We cleared up the policy to reflect the ways undergraduates take credits at UMD as graduate students.
 - b. We have revised the policy to allow for the undergraduate to petition to include more than 9 credits.
 - c. The councilors discussed the policy and voted. The policy was approved.
4. Action - Dual Master's Policy (attached)
 - a. There is currently no policy guidance for dual master's degrees. We currently have about 26 dual master's programs that have been approved by the Graduate and Senate PCC committees. This new policy provides PCC committee members with guidance and structure to review future proposed dual master's programs.
 - b. We discussed the details of the policy, which was distributed ahead of time. The first iteration of the policy was reviewed by the CADGE group, and was revised based on some of the group's recommendations.
 - c. This policy will also provide guidance for students who wish to combine any two masters programs. We have seen a rise in the demand for these dual degrees and guidance is necessary to ensure the requirements of both degrees are met. An Individual Dual Master's Plan of Study must be reviewed and approved by the directors of graduate study for both graduate programs. This will then be submitted to The Graduate School via petition for final approval.

- d. We believe that these guidelines are consistent with what is being done on campus. All currently approved dual master's programs will be grandfathered into this policy.
- e. Dean Fetter opened it up for discussion with all councilors.
- f. The councilors voted 13 in favor, 2 opposed, 1 abstain.

5. Action - Appointments of Graduate Students as Instructional and Research Faculty (attached)

- a. There was variability in how graduate programs and departments are hiring graduate students. Some are hired as assistants, some lectures and some research faculty. The point of this policy is to provide more flexibility about their employment during their last semester.
- b. Current students who are taking any classes, should not be hired as sole lectures or research faculty. If a student wants an exception, they can petition the Graduate School.
- c. This policy does not apply to staff who go back to school for a graduate degree.
- d. This would take effect in the fall since all courses are already staffed.
- e. Councilors discussed this policy and voted. The councilors passed this policy.

6. Discussion - Proposed policy on Change of Advisors (attached)^[AS2]

- a. This is to address any concerns with graduate students and their advisors.
- b. We would like to support faculty with appropriate mentoring and how they can support their graduate students. This policy provides guidance when there is a situation that a student has gone to their department and/or college and they need additional support.
- c. We would like to start a working group to draft this policy.
- d. We are hoping to do this by the end of the spring 2020 or early fall 2020. We are planning on meeting remotely. Please let us know if you are interested.
- e. Once the working group draft a policy, then the Graduate Council will discuss and vote on this policy.
- f. Councilors discussed any ideas and concerns about the policy. We will continue to keep you updated.
- g. Volunteers: Katy Lawley, Tom Cohen, Jessica Fernandez, Ashwini Tambe, Brooke Liu.

The meeting concluded at 11:15.

The next meeting is on April 15 from 9-10:30am. If classes are not being held in person, then we will move the meeting to remote. If classes are being held in session, then we will have the meeting in person.