



# THE GRADUATE SCHOOL

## **GRADUATE COUNCIL Meeting Notes**

**Tuesday, November 17, 2020 from 9-10:30 via zoom**

Attendees: Fetter (chair), Cohen, DeMaria, Duncan, Gershun, Gold, Haring, Julin, Kim, Kirmani, Laffin, Lawley, Lay, May, Moser Jones, Qu, Sayer, Shae, Sheaff, Sprinkle, Vera, Waguespack, Washington, Xie

Ex Officio and GS Staff: Beise, Enriquez, Fisher Liu, Gittens, Roberts, Strausser

### **AGENDA**

1. Welcome
  - a. Dean Fetter welcomed everyone at 9:04.
2. Approve 10/13 meeting notes
  - a. Councilors were asked to give corrections or comments.
  - b. All councilors approved the minutes.
3. Updates and announcements
  - a. Extension of "W" deadline
    - Now extended to November 30th.
  - b. In-person and blended graduate courses after Thanksgiving
    - Please note that graduate classes are still being offered blended and in-person, even after Thanksgiving. We will be updating the FAQ on the Keep Learning site.
  - c. gradSERU
    - Reports.umd.edu
    - We will administer the survey again in Spring 2021. We will make these results available. We will try very hard to maximize response. We received feedback from students that the survey is too long, which might have affected the response rate. The survey will be shortened as we have dropped the optional rate.
    - We will be asking for councilors, DGS and CGS to help promote the survey to students.
  - d. Academic Analytics PhD alumni data
    - Another data gathering effort is to look at PhD alumni. The results have been made available to UMD (reports.umd.edu), but anyone can see these data to know what alumni have done.
    - Debating whether this can be extended to 20 years of data. We would like to gather more data to better track their career path from job to job. We are trying to promote alumni giving advice to younger students as an



# THE GRADUATE SCHOOL

effort to improve mentoring. We will keep you updated about this project.

- e. April 15 Resolution (draft DGS email)
  - This is the resolution that almost all Graduate students committed to. We do not require a response until April 15th. Students no longer need to sign a release if they choose to accept an offer from another institution. Now, students only need to notify us. The draft email includes what we will say to students.
- f. Confirmation of international student plans for Spring 2021
  - International students received an email inquiring about their plans for the Fall in August. This will be done again for the Spring 2021 semester. We are assuming that they will have at least one in-person course.
  - ISSS will again ask all programs to confirm the plans of their students
- g. Tuition fellowships for international students outside the US
  - For students who were offered assistantships, but could not arrive in the US to do their assistantship, they were offered an assistantship for any student who was offered a GA and the program began remotely.
  - We hope that many of the students that had to enroll in classes remotely for the spring, however, there are still many travel restrictions and issues with getting visas.
  - Any students who received a tuition fellowship in the fall and cannot arrive will be offered another fellowship. They do not need to reapply. We will automatically process them.
  - We want to be clear that there are NO duties and responsibilities associated with this fellowship.
  - ISSS will ask for responses by Dec 15 (for students who do not currently have an I20). Students can arrive as early as Dec 23.
  - Students who apply to graduate in May, but then are delayed due to the pandemic, then OES is willing to allow them to allow in one credit (at no charge) over the summer so they can graduate in August.
- h. Graduate student travel fellowships
  - We had previously ended Graduate school-related travel.
  - Students can seek approval for essential travel - essential for their research.
- i. Summary of orientation engagement and feedback
  - This is a brief report from the feedback from students. We created targeted orientations for doctoral, online masters and in-person masters students. We had a high rate of completion and satisfaction.
  - We encourage departments to promote this orientation. There might be things that we cover that you might not need to specifically cover in your department orientations.



# THE GRADUATE SCHOOL

- We will continue to promote orientations for each semester. If you have any questions or feedback, please email [astraus3@umd.edu](mailto:astraus3@umd.edu) or [scott@umd.edu](mailto:scott@umd.edu)
  - j. Support for secure doctoral exams (HonorLock)
    - How to proctor doctoral exams - one option is a service provided by IT called HonorLock
  - k. Additional employment policy
    - We have asked DGS CGS programs to provide references for this in order to avoid students on fellowships also having employment.
  - l. Clarifications on policies for graduate assistantships and course registration (link requires UMD login)
    - We wanted to provide more clarification on this policy. We revised the policy to say what the requirement is for a 20 hour a week GA. We have specified different criteria that a student must meet for a 20 hour a week GA.
4. Action items
- a. VOTE: [Guidance on involving current graduate students in recruitment, admissions, and retention efforts](#)
    - This addresses the concern about privacy concerns for prospective student applications.
    - We will clarify which data is considered private or protected under FERPA.
    - Applicant data is technically not protected under FERPA, but when they become UMD students, that data is protected. **We recommend that applicant data be protected like FERPA data.**
    - Since this is guidance, it is the best practice recommendation to process and review applications. We want to provide this guidance to inform all parties of the issues around sharing applicant data.
    - 23 Approve, 0 do not approve, 1 abstain. This guidance has been approved. We will share this guidance with DGS CGS.
5. Future Discussion
- a. Graduate Faculty appointment and renewal.
  - b. All tenure and tenure track are automatically full members of the graduate faculty. There is no renewal or approval. This appointment is indefinite.
  - c. We are considering new requirements for new faculty, such as a course on what faculty need to know about requirements of graduate faculty, guidance on supervising a defense, best practices for mentoring doctoral students, etc. We would like to highlight these additional topics because they are key in supporting graduate students.



## THE GRADUATE SCHOOL

- d. Graduate Faculty Mentoring Circles began this year. We may consider that participating in this program is an expectation for Graduate Faculty Membership
- e. We would like to have a white paper available for topics of discussion. We would also form a working group of councilors to consider what might be involved with this project. Dean Fetter wants to review the practice of peer institutions. Some other schools require review and reappointment of graduate faculty status. Other schools do it the way that we do it where it is automatic.
- f. If you are interested in joining this working group, please let Dean Fetter (sfetter@umd.edu).

The meeting adjourned at 9:54.

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

February 9: 10-11:30

March 8: 2:30-4

April 19: 1-2:30

***These minutes were unanimously approved at the 2/9/21 Graduate Council Meeting.***