



DATE: Thursday, January 5<sup>th</sup>  
TIME: 9:00-11:00 a.m.  
LOCATION: 2520D UCC

## AGENDA:

### 1. Welcome (10 minutes) (Dean John Keller)

Dean Keller wants to thank Graduate Coordinators for their work as it makes a big difference.

## Introduction of new GC personnel

- Wendy Danger is Dean Keller's new assistant. She will help assist with Dean Keller's calendar as well as coordinate communications and projects on Dean Keller's behalf.
- Erin Barnes is a Program Coordinator in Graduate Development and Postdoctoral Affairs and has been developing CIRTl initiatives for the UI campus.
- Shelly Campo is now the Interim Associate Dean of Administrative Affairs. Her duties will include fellowship programs and postdoctoral affairs such as scholarly integrity and research.

## Announcements

- December 2016 Commencement was held in Hancher Auditorium, which was the perfect venue. Registration is available for [2017 Spring Commencement, which will remain at Carver.](#)
- The [Jakobsen Memorial Conference will be March 25, 2017 at IMU.](#)
- Former UI President Dr. [David Skorton will present at Hancher, a Celebration of Graduate Education, on March 30, 2017. The free public forum will begin at 7:30 PM.](#)
- Graduate College Review Report is complete. Look for the report to be posted on the Graduate College website soon in spring 2017.

### 2. Fellowship News/Updates (15 minutes) (Associate Dean Shelly Campo)

Close to 80 Ballard and Seashore and Post-Comp fellowships were awarded for spring 2017. The Graduate College was pleased with the applicant quality and quantity.

Spring fellowships will have a multitude of due dates to avoid administrative burden and provide quicker notification. A list of [comprehensive fellowship due dates is available on the GC website.](#) [Fellowship descriptions are also available on the GC website.](#)

Implementing fellowship awards via workflow continues. Workflow has allowed only complete applications to be submitted which increases efficiency. Workflow does have limitations: 1) a draft cannot be partially completed and submitted later and 2) all application materials must be initiated by a single individual. **The other new change is that all applications must be submitted through workflow even those where the student self-nominates (e.g., summer**

**fellowships, Cleary fellowships**). Faculty continue to prefer Letters of Reference be kept confidential and this change will allow that.

We encourage you to set internal deadlines so that you have what you need from the student in a timely matter. Our website information to students indicates that student need to get their information to departments at least at least one week before the Grad College deadline, but some departments may need more time.

URM (underrepresented student) applicants participation/nomination has been below expected rates. The Graduate College is now working on adding new opportunities, including a new pre-comp URM Summer Fellowship opportunities.

### **Helpful Reminders Provided:**

- Please note that summer fellowships must be faculty-mentored, but the research mentor can be any faculty member in the department or a related field (can be advisor too).
- Two fellowships, T. Anne Cleary and Recruitment, ask for additional and specific information. To aid in collecting this data for the Cleary fellowship, a fillable PDF form is available for students for you to upload to Workflow.
- Please note the Digital Studio Summer Fellowship is open to DMA and MFA students in addition to PhD students.
- Remind your nominators that Ballard and Seashore Fellowships are intended to encourage completion, thus deferment will only be approved in unexpected extenuating circumstances (i.e. extended illnesses or prestigious external fellowships).

### **Coordinator Feedback Collected:**

- Request to copy coordinators on award notice letters
- Coordinators can track award routing progress as workflow provides updates to everyone listed (Grad Coordinators is a field that must be populated on every form).

### **3. AAO (50 minutes)**

#### **MAUI Advisor Discussion (15 minutes) (Heidi Arbisi-Kelm (GC), Andy Jenkins (GC), Paula Kerezsi (AAC), Becky Tjelmeland (ITS))**

Graduate College has proposed recording advisor assignments (in MAUI) at the point of admission. Please contact the Graduate College ([heidi-arbisi-kelm@uiowa.edu](mailto:heidi-arbisi-kelm@uiowa.edu)) if you have additional questions and/or reservations about recording your student advisor assignments in MAUI.

### **Coordinator Feedback Collected:**

- Grad Admission “departmental recommendation form” has a text box for recording the advisor assignment. Request to create a drop-down list and create the option to select more than one advisor.
- Provide more information about the default advisor functionality.

## Helpful Reminders Provided:

- In MAUI there is not a limit to the number of advisors that can be assigned to each student; however, a principal advisor must be assigned before additional advisors can be assigned.
- To begin recording advisor assignments in MAUI, the first step is to create an advisor list associated with your department. The Registrar's Office does this. See attached email from Beck Tjelmeland for more info and instructions.
- Advisors can access Advising Notes, which program coordinators find valuable.
- The MAUI advisor type of Program Coordinator is only available to programs of study (POSs) in the Graduate College (program college 'G').

## En Passant requests (15 minutes) (Anne Sparks)

An en passant masters is what we call it when students pursuing a PhD obtain a Master's degree 'along the way'. We've changed the way we record these. We used to simply confer the degree in the current session, without much thought for the institutional data implications.

When we add the Master's degree in SP17 for a SP17 conferral, the "time to degree" appears to be one semester.

The Current Solution: When you need to request an en passant master's degree, email Anne Sparks the following information: 1) the start semester, usually the session the student first started the PhD program, but not always; 2) the semester the master's degree was completed. This could be the current session, but is often an earlier semester. The way to tell when the master's degree was completed is to identify the session in which the degree course requirements and final exam were satisfied; 3) the diploma mailing address. Anne Sparks will add the master's POS. Please do not use a change of status form for this. En passant degree applicants (retro) will be assessed the \$20 late fee, if applying after the deadline.

## Petitions (10 minutes) (Sparks)

Three online workflow processes will be available soon, with one already live. 1) committee member approval requests (live), 2) post-comp extension requests, and 3) old hours requests.

[Workflow forms for petitions will be available in the same location as the other academic forms.](#)

## Degree clearance (10 minutes) (Arbisi-Kelm/Sparks)

Academic Affairs has been piloting (internally) a degree clearance database for us to use until MAUI degree audits are complete for all our programs. The database has revealed the need for departments to update Programs of Study (POS) prior to the degree completion semester, including thesis/non-thesis and subprogram information. Please check your students' POSs regularly for accuracy and updates.

## 4. Professional Development (30 minutes)

Last year the Professional Development Office touched 850 students through group programming and 500 students individually. Most programming came at the request of students or departments. This office wishes to complement the professional training being done within departments.

An example of PD program includes, Academic Job Search Flip. This offering provided students the opportunity to role-play being interviewers at different types of institutions such as research institutions, teaching institutions and community colleges.

Another example is fellowships communities, which focus on nationally competitive award preparation. The GC partners interested students with previous awardees and knowledgeable faculty. A \$500 incentive resulted in an increase of completed applications.

### PD Calendar of Events (Assistant Dean Jen Teitle)

[The GC PD Calendar is integrated with the UI Events Calendar.](#) If you would like to post an event for graduate students, log into the UI Events Calendar submissions; tag your event with “Graduate Professional Development” if you want to flag it an appropriate “Event Type” for graduate students.

“Careers” is another recommended event-type tag you may wish to use. If you are not familiar with UI Event Calendar submissions, please contact Jen Teitle ([jennifer-teitle@uiowa.edu](mailto:jennifer-teitle@uiowa.edu)).

### Upcoming Special Events (Teitle)

[Please encourage your students to use the “Sign up to GC Announcements via email” feature on the Grad College Professional Development webpage.](#)

SIGN UP TO RECEIVE  
GRADUATE COLLEGE  
ANNOUNCEMENTS VIA EMAIL

Email address \*

First name \*

Last name \*

Sign Up

This listserv has unsubscribe capabilities. If you’d like to develop a PD offering, please email Jen Teitle ([jennifer-teitle@uiowa.edu](mailto:jennifer-teitle@uiowa.edu)) your topic of interest.

### Teaching (Erin Barnes)

The national Center Integration of Research Teaching and Learning (CIRTL) has a new initiative on campus being led by Erin Barnes. She is developing workshops that will help students build their teaching skills in areas like comprehensive lesson plan, grading efficiently, addressing academic dishonesty, conducting office hours, aligning teaching methods with learning objectives, creating group project comradery, and more. A certificate of completion will be available for participants.

Additionally, several national learning are available, including [MOOCs \(massive open online courses\)](#) and cross-network courses. Erin Barnes ([erin-barnes@uiowa.edu](mailto:erin-barnes@uiowa.edu)) is happy to assist students sign-up for national trainings. [Students can sign up for CIRTL information at the Iowa facebook page](#)