MINUTES

November 18, 2010

Discussion Items

1. Social Networking: Guidance for Faculty
    Donna White, Associate Dean

    These guidelines inform how social networking should be used, what to do and what not to do. There is no official policy concerning this matter, however, caution is warranted. These are important for graduate students entering their profession. Departments are encouraged to distribute these guidelines to faculty as well.

2. Five Percent Rule for Graduate Admissions
    Donna White, Associate Dean

    Donna presented a current draft proposal that is being considered by the admissions committee. This is currently being used at the undergraduate level. This rule would allow for 5% of your admitting class that do not meet the graduate school's minimum requirements, specifically gpa, to be reviewed by the Associate Dean for an expedited approval process. Departments should use this as an opportunity to advocate for a student whom they feel will be successful within their program, even though their undergraduate career may show otherwise. Programs that admit a smaller number of students may submit one student for the expedited process. After the 5% limit has been reached, departments may submit more, but the process will be longer. Some concerns include departments being responsible for students' future; students may be treated and evaluated unfairly.

3. Common Online Graduate Admissions Application
    Chuck Wight, Dean

    The University is working on securing Apply Yourself from Hobson's. The application will be available for students entering in Fall 2012. Dean Wight will be requesting information for specifics departments would like to see. Functions that departments will be able to use include sharing comments about students, seeing students who have started an application but not yet submitted and view pdf's submitted by the students. Departments currently using Apply Yourself will not lose their functionality. Once departments and the graduate admissions have OK'd a student, an email is

automatically sent to the student. Departments that require a special exam or timed essay will have to administer that requirement separately.

4. International TA Admissions
   Chuck Wight, Dean

   Students who score a 25 or greater on their TOEFL speaking component and complete the ITA Workshop successful as Graduate TA's and may be funded through TA Tuition benefit. Students who score 17-24 will need additional screening, attend one graduate level ESL class and complete the workshop.

5. Dissertation Boot Camp
   Dissertation Boot Camp will be held over spring break 2011. The applications process will open again in January. Please keep this in mind for your dissertating doctoral students. For more information, contact Laura.Demarse@gradschool.utah.edu
   The fall's boot camp was a great success. Many dissertations were submitted to the Thesis office after the boot camp was completed. This coming spring break, we will be accepting up to 80 students.

6. OBIA Faculty Update
   Faculty members are encouraged to visit the Office of Budget and Institutional Analysis website and update their education information.

7. Seat Deposits
   Departments are having some problems with students not showing up once they have been accepted to a program. Suggestions include departments setting a deadline for students to respond or they forfeit their spot. Other departments have seat fees. Students must pay a fee of $50-200 in order to keep their place in the program and then the fee is put towards the student's tuition.

The next meeting will be held January 27 in the Winder Board Room from 7:30 am – 9:00 am and again from 2:00 pm – 3:30 pm. Happy Holidays!!

Guidelines for Use of Social Media

Use of social media is prevalent among students. Students should be aware that unwise or inappropriate use of social media can negatively impact educational and career opportunities. To avoid these negative impacts, students should consider the following:

- Post content that reflects positively on you and the University. Be aware not only of the content that you post, but of any content that you host (e.g., comments posted by others on your site). Content you host can have the same effect as content you post.

- Though you may only intend a small group to see what you post, a much larger group may actually see your post. Be aware that your statements may be offensive to others, including classmates or faculty members who may read what you post.

- Employers and others may use social media to evaluate applicants. Choosing to post distasteful, immature, or offensive content may eliminate job or other opportunities.

- Once you have posted something via social media, it is out of your control. Others may see it, repost it, save it, forward it to others, etc. Retracting content after you have posted it is practically impossible.

- If you post content concerning the University, make it clear that you do not represent the University and that the content you are posting does not represent the views of the University.

- Make sure the content you post is in harmony with the ethical or other codes of your program and field. **In certain circumstances, your program may have made these codes binding on you, and violations may result in action against you.**

- If you are in a program that involves confidential information, do not disclose this information. **The University may take action against you for disclosures of confidential information.**

- **Realize that you may be subject to action by the University for posting or promoting content that substantially disrupts or materially interferes with University activities or that might lead University authorities to reasonably foresee substantial disruption or material interference with University activities. This action may be taken based on behavioral misconduct, academic performance, academic misconduct, or professional misconduct, and may range from a reprimand or failing grade to dismissal from a program or the University.**

General Statement Regarding Social Media

Many students use various forms of social media, including but not limited to wikis, blogs, listserves, fora, websites, and social networking sites. Facebook, MySpace, and Twitter are specific and frequently-used examples of these media. When using social media, students are expected to act with courtesy and respect toward others.

Regardless of where or when they make use of these media, students are responsible for the content they post or promote. Students may be subject to action by the University for posting or promoting content that substantially disrupts or materially interferes with University activities or that might lead University authorities to reasonably foresee substantial disruption or material interference with University activities. This action may be taken based on behavioral misconduct, academic performance, academic misconduct, or professional misconduct, and may range from a reprimand or failing grade to dismissal from a program or the University.

Prior to taking any action against a student based on this policy, departments are asked to consult with the Office of General Counsel (801.585.7002).

International Teaching Assistant Clearance Policy
http://www.gradschool.utah.edu/ita/clearancepolicy.php

International students whose first language is not English and who have been awarded financial assistance in the form of teaching assistantships by their academic department are required to be certified by the ITA Program prior to beginning their teaching assignment. This program is offered through The Graduate School and begins with an evaluation of spoken English for admission to an ITA workshop. The workshop is designed to facilitate ITAs' acquisition of skills in oral English and cultural awareness of higher education in the United States. Students who are not cleared before the semester begins are not eligible to receive a tuition benefit as a teaching assistant. Graduate students whose first language is not North American English must be cleared by the ITA Program before receiving a teaching assistantship.

- As you make your admission decisions, remember to utilize the **speaking score of the internet-based TOEFL (iBT)** to determine clearance possibilities for teaching assistant assignments.

- The iBT has 4 subscores, one of which is a speaking component. Individuals **with a minimum speaking score of 25 will be cleared for a TA tuition benefit after completing the ITA Workshop in August**.

- Those with **17-24 are given additional screening and must attend one of the graduate-level ESL classes coordinated by the ITA Program during Fall semester**. A few of these students may be cleared on a conditional basis provided they attend classes concurrently with their teaching assignments.

- Formerly, the ITA Program used an oral skills test called the **Versant English Test**, or VET, since the TOEFL did not have a speaking component. The VET is still used to screen students who did not take the iBT (those who took the paperbased TOEFL, or the computer-based TOEFL, or for whom the TOEFL was waived.

- I would be happy to consult with you, your department admissions committee, etc. to help you plan for your incoming international graduate students. I also have access to speech samples from the iBT and we can listen together in order to gain a better understanding of your incoming candidates' oral English proficiency. In addition, I am coordinating graduate-level oral English classes for all grad students whose first language is other than English.

- Please write or call to discuss these options or with any questions about your international graduate students. diane.cotsonas@gradschool.utah.edu 5-6659

OBIA Faculty Information Update

The Graduate School would like to encourage all faculty to visit the Office of Budget and Institutional Analysis (OBIA) website to make sure all their education listed is up to date. The Graduate School uses this information to make sure faculty members are qualified when approving supervisory committee requests.

1. **On the homepage of the OBIA website, click on the heading "Institutional Analysis" and then click on "Faculty Information" .**

2. **Please enter your name and review the information listed. If education is missing please contact OBIA.**