



January 26, 2017

7:30 - 9:00 AM / 2:00 - 3:30 PM Winder Boardroom

Minutes

1. Welcome—Dave Kieda (Graduate School).
2. Title IX—Sherrie Hayashi (Office of Equal Opportunity and Affirmative Action)
 - a. The OEO has several resources for faculty, staff, and administrators to help navigate crisis situations and accusations surrounding harassment and other Title IX infractions. Resource cards are available via the OEO at <https://oeo.utah.edu>. DoGS are asked to remind all those who may interact with students that any discussion of Title IX discussions must be reported by University employees, except in very select cases by individuals cleared for religious or medical reasons. A list of those entities covered by confidentiality agreements is available from the OEO.
3. April 15 Resolution Reminder—Dave Kieda (Graduate School)
 - a. DoGS are reminded that any funds offered to students as an incentive for enrollment with the University must be available to the student up to April 15. Funds may continue to be available after that date, but they cannot be withdrawn or be contingent upon student action that occurs before that date.
 - b. If DoGS or departmental admissions teams notice other Universities offering financial incentives that expire before April 15, they should contact Dean Kieda as soon as possible at dean@gradschool.utah.edu.
4. Parental Leave Policies
 - a. DoGS are reminded that departments should develop parental leave policies and include them in their handbooks. Examples of parental leave can be found at <https://gradschool.utah.edu/directors-of-graduate-studies/resources>.
5. Unofficial Withdrawal Policy Reminder—Dave Kieda (Graduate School)
 - a. Faculty must submit all student grades by the semester deadline to avoid triggering the Unofficial Withdrawal process. Failure to do so causes costly delays in processing student graduation. Information on due dates for grades can be found at <http://registrar.utah.edu/academic-calendars/egrade-calendar2016-17.php>.
6. Committee Needs for Awards & Fellowships—Dave Kieda (Graduate School)
 - a. The Graduate School requires DoGS and other faculty members to serve on committees for Graduate School awards including the GRF and UTA awards. Interested members should contact Dave Kieda at info@gradschool.utah.edu.
7. Diversity Office Reminders—Dave Kieda (Graduate School)
 - a. Graduate Preparation Institute applications due February 15
 - b. Diversity Fellowships applications due March 14

- c. DoGS are reminded to encourage underrepresented potential students to apply for the Graduate School's University Visit Program. More information can be found here: <https://gradschool.utah.edu/diversity/university-visit-program-uvp>.
8. Fellowship/Grant/Awards deadlines—Dave Kieda (Graduate School)
 - a. Boren Fellowships applications due January 31
 - b. Rosenblatt Prize applications due February 10
 - c. Distinguished Mentor Award applications due March 1. This is a change from the original due date.
9. Graduate Funding Success Workshops—Katie Ullman (Graduate School)
 - a. Departments are encouraged to spread the word regarding the Graduate School's upcoming GFS Workshops on February 8, March 8, and April 12. More information can be found here: <https://gradschool.utah.edu/graduate-funding-success-workshops>.
10. Upcoming CTLE Workshops —Katie Ullman (Graduate School)
 - a. Thesis Formatting on January 27th
 - b. Teaching Dossier on February 3rd
 - c. Canvas Tools on February 17th
 - d. 3MT Review on February 24th

Announcements

1. DoGS meeting minutes along with any supplemental materials will be posted by the Monday following the meeting. <http://gradschool.utah.edu/dogs-meeting-minutes/>.
2. Please update DoGS contact information. There is a link to a form that allows for edits at the top of the page. <http://gradschool.utah.edu/directors-of-graduate-studies/dogs-contacts-by-department/>.