



December 1, 2016

7:30 - 9:00 AM Winder Boardroom / 2:00 - 3:30 PM 115 CRCC

## Minutes

1. Welcome—Dave Kieda (Graduate School).
2. Reminder: Space still available in the Lassonde Studios—Katie Ullman (Graduate School)
  - a. DoGS are asked to remind their departments that graduate students can live in the Lassonde Studios. Applications are due January 11, 2017. Graduate students can also participate in many Lassonde events whether or not they live at the Studios. For more information, visit <http://lassonde.utah.edu/studios>.
3. Spring Semester CTLE Workshops—Katie Ullman (Graduate School)
  - a. DoGS are reminded to encourage students and faculty to attend CTLE Workshops where appropriate.
  - b. The upcoming January schedule for CTLE workshops is as follows.
    - i. Jan. 20 - How to Handle Difficult Conversations
    - ii. Jan. 27 - Thesis/Dissertation Formatting Workshop
  - c. The schedule for CTLE workshop classes will be posted soon at <http://ctle.utah.edu/tws>.
4. Graduate Fellowship Workshops—Katie Ullman (Graduate School)
  - a. The Graduate School is working with the Marriott Library to develop a monthly Graduate Fellowship Workshop for students to provide writing and research support, announce new fellowship opportunities, and allow students to network. More detailed information regarding these fellowship workshops will be available at the beginning of Spring Semester.
5. Mentor Award Deadline—Katie Ullman (Graduate School)
  - a. DoGS are reminded the Mentor Award deadline is January 4, 2017. For more information, visit <https://gradschool.utah.edu/mentor-award>.
6. Graduate School Core Competencies—Katie Ullman (Graduate School)
  - a. Core Competencies are a way of organizing skills that are central for graduate students. The Graduate School is working on creating an organizational structure for graduate student resources based on these competencies. To contribute to the development of this structure and the lists of resources, please contact Dean Katie Ullman at [associate.dean@gradschool.utah.edu](mailto:associate.dean@gradschool.utah.edu). A draft copy of this structure has been attached to this document.
7. FLSA Update for Faculty & Postdoctoral Fellows – Dave Kieda (Graduate School)
  - a. The Graduate School and the Office of Postdoctoral Affairs have been working with departments and postdoctoral workers to prepare for the Fair Labor Standards Act that was designed to take effect on December 1. Pursuant to the judicial stay upon this Act, departments are advised to follow the counsel of HR regarding whether to raise the pay of postdocs in their departments.

- b. If departments promised postdocs a pay raise without specifically indicating FLSA as the impetus, they may now be legally required to fulfill that pay raise, despite the stay. Departments in this situation should contact their HR representative to explore their options.
      - c. Due to this development, it is likely that postdoc morale will be impacted. Departments are urged to be sensitive to postdocs' needs and to increase mentorship as the situation progresses.
- 8. Handbooks —Dave Kieda (Graduate School)
  - a. The Graduate School has developed a list of important elements for departmental handbooks. Departments can use this resource to develop a handbook, or to develop an existing handbook to increase its efficacy. The DOGS Checklist for Graduate Handbooks can be found at the DoGS resource website, located at <http://gradschool.utah.edu/directors-of-graduate-studies/resources>.
- 9. Fellowships and Scholarships Deadlines—Dave Kieda (Graduate School)
  - a. Please note that the deadlines for some fellowships have moved from Monday to Friday of their respective weeks to give students greater opportunity to complete applications.
    - i. AAUW Selected Professions Fellowship due Jan 10, 2017
    - ii. DOE NNSA Stewardship Science Graduate Fellowship due Jan 11, 2017
    - iii. Marriner S Eccles Fellowship due Jan 13, 2017
    - iv. Steffensen Cannon Scholarship due Jan 13, 2017
    - v. DOE Computational Science Graduate Fellowship due Jan 18, 2017
    - vi. University of Utah GRF due Jan 20, 2017
    - vii. University of Utah TA due Jan 27, 2017
    - viii. Boren Graduate Fellowship due Jan 31, 2017
    - ix. NRS Research Associateship Program due Feb 1, 2017
    - x. L'Oreal-UNESCO's for Women in Science Program due Feb 3, 2017
    - xi. Hanna H Gray Fellows Program (postdocs) due Feb 15, 2017
  - b. There will be an information session for students interested in the Fulbright Scholars Program on January 18, 2017 from 3-4 pm at the Union Den.
  - c. Additional information about these opportunities can be obtained from <http://gradschool.utah.edu/tbp> or by emailing Jolyn Schleiffarth at [jolyn.s@utah.edu](mailto:jolyn.s@utah.edu).
- 10. Online Writing Support for Graduate Students—Danny Nelson (Graduate School)
  - a. The Writing Center has announced that it now will have online writing support for graduate students to access. Students can access the online editors at <http://writingcenter.utah.edu/graduate-services/e-tutoring.php>.
    - i. Please note that students must indicate that they are graduate students when signing in to the online resource; otherwise they are likely to get paired with an undergraduate writing tutor.
- 11. GSS Survey—Danny Nelson (Graduate School)
  - a. The Graduate School is working with the National Science Foundation to survey the status of graduate students and postdocs in the medical and science fields. This is largely an administrative action, but please be aware that your department staff will be

reporting on this information over the next few months, and support them as appropriate.

12. Graduate School Travel Award – Danny Nelson (Graduate School)
  - a. DoGS are reminded that the online procedure has been updated. All Travel Assistance Award applications should be delivered to the Graduate School, rather than the Travel Department. Any questions or concerns should be directed to Manuel Solis at [manuel.solis@gradschool.utah.edu](mailto:manuel.solis@gradschool.utah.edu).
13. SACNAS—Dave Kieda (Graduate School)
  - a. Departments that are interested in joining a group of departments coordinating recruitment efforts at the 2017 Conference of the Society for Advancement of Chicanos/Hispanics and Native Americans in Science should contact McKenzie Carlisle at [m.carlisle@utah.edu](mailto:m.carlisle@utah.edu).
14. Course Offering at Songdo—Dave Kieda (Graduate School) & Christy Prucznik (Public Health)
  - a. The Division of Public Health in the Family and Preventive Medicine department is offering a course to graduate students at the Songdo campus in South Korea. This five-week course falls during the Summer Semester, but students who attend are eligible for Tuition Benefits and Federal Aid. Interested departments should contact Christy Prucznik at [christy.porucznik@utah.edu](mailto:christy.porucznik@utah.edu).

## 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/>.