



February 23, 2017

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

Minutes

1. Welcome—Dave Kieda (Graduate School).
2. Supervisory Committee Timetable – Dave Kieda (Graduate School)
 - a. DoGS are advised to remind their departments that PhD committees should be formed by the end of a students' third year (first year for master's students), when qualifying exams should be taken as well. Departments need to avoid the situation wherein qualifying exams and dissertation writing happen too close together. The purpose of the qualifying exams is to make sure the students is on track in their studies to tackle the rigors of the dissertation and final defense. The Graduate School will be monitoring departments to make sure that qualifying exams happen in a timely manner.
3. ITAP Updates—Dave Kieda (Graduate School)
 - a. DoGS are requested to remind admissions committees to look for 25+ on TOEFL Speaking score (not composite score) and 7.0 + on IELTS Speaking band (not composite score) when admitting second-language students. Students with the required score will be cleared after completion of ITA training; students without the required score have the opportunity to take the SEE (Spoken English Evaluation). Results of SEE determine whether ongoing ITA training is required in order to be cleared for TA positions.
 - b. When offering funding in offer letters that could include TA work, please include this statement: "The Graduate School requires all graduate students who are non-native speakers of North American English to be cleared by the International Teaching Assistant Program (ITAP) in order to be eligible for a tuition benefit for teaching assistant work. The department will register you for the ITAP should you accept this offer of funding."
 - c. When conveying the requirement, please do not use the terminology "you are required to take the ITA Workshop" but rather "you are required to obtain ITA Clearance" as this more clearly conveys the two requirements for clearance, namely the ITAP Spoken English, and the ITA Training. In some instances, students can be exempt from the ITA Training, but all must meet the English requirement, including students whose TOEFL or IELTS score requirement was waived by University Admissions.
 - d. We were accepting registration of currently matriculated students who have not yet been in the ITAP. This early registration allows us to set up SEEs for those who have not yet met the English requirement. Deadline is February 24 and testing will be in late March. Registration for new students will open in early May. Those dates and deadlines will be posted on the Grad School calendar and sent via email. DoGS or departments

with questions or concerns regarding these guidelines are invited to get in touch with Diane Cotsonas at diane.cotsonas@utah.edu or 801.585.6659.

4. Thesis Office Updates—Dave Kieda (Graduate School)
 - a. DoGS are requested to alert students and faculty to the release of the new beta Word document for dissertations on the Thesis Office website. Please note that the new template does not work with older versions of Word.
 - b. Deadlines for theses and dissertations for Spring 2017: March 10 (200+ manuscripts) and March 17 (199- manuscripts). Manuscripts must have completed the review process by April 24 to be considered for graduation.
5. Alternatives to Undergraduate Level Courses Update—Dave Kieda (Graduate School)
 - a. Certain graduate students may require undergraduate-level training to gain expertise in their subject of study or related disciplines. Taking 2000-level courses as a graduate student contradicts state law which requires graduate level training only count toward graduate degrees. It is possible for graduate students to register these hours as faculty consultation, but where available departments should craft a 5000-level course that meets in tandem with undergraduate-level courses. Departments pursuing this option must make sure that registration in these special courses is limited to those students who require it, and not generally available to other graduate students.
6. External Chinese Scholarships—Dave Kieda (Graduate School)
 - a. Typically the Chinese government awards select students with a \$19,000 stipend a year for their degree, which can affect funds provided by the University. Currently the institution's knowledge of the number of Chinese students in departments is vague: further knowledge is needed to understand how this scholarship program might affect tuition benefits. Departments may have to provide additional funds to students so that Chinese students are afforded the same level of payment as other graduate students.
7. Title IX Updates—Katie Ullman (Graduate School)
 - a. DoGS are encouraged to disseminate and make use of the Title IX action cards made available by the Office of Equal Opportunity.
 - i. DoGS should remind faculty and staff that transgressions of Title IX that are reported to them must be communicated to authorities. Students must be clearly informed that faculty and staff are under this obligation.
8. Graduate Funding Success Workshops—Katie Ullman (Graduate School)
 - a. The first Graduate Funding Success Workshop was successful, generating large student participation and setting the groundwork for an effective series. The next GFS Workshop will be held on March 8.
9. WAGS 3MT Competition—Katie Ullman (Graduate School)
 - a. The Graduate School is pleased to announce that the campus winner of the 3MT Competition, Erica Larson of Pharmacotherapy, will be representing the University at the regional competition at the Western Association of Graduate School 2017 conference in Seattle.
10. DoGS Database Update—Danny Nelson (Graduate School)

- a. The Graduate School has implemented a new system for keeping track of DoGS and advisors for graduate degrees. This new program will greatly help streamline graduate processes, especially in tracking student performance and making committee assignments. DoGS are asked to view their entries at <https://gradschool.utah.edu/directors-of-graduate-studies/dogs-contacts-by-department/> and check that their information is correct.
11. Report on Academics United Rally – Dave Kieda (Graduate School)
 - a. The Academics United Rally was held on February 9, 2017. Dean David Kieda of the Graduate School made a statement on behalf of University Administration expressing solidarity with students affected by the recent government action regarding travel bans and limitations. A transcript of Dean Kieda’s speech can be found here: <http://gradschool.utah.edu/wp-content/uploads/2013/04/DBKInternationalStudentCommitmentFeb2017.pdf>
12. New Business
 - a. SVPAA Ruth Watkins has requested a special committee be formed to look at Graduate School policies, goals, and direction, with the purpose of creating a strategic plan. DoGS, students, postdocs, and faculty will be invited to the town hall-style meetings which will be held to gather information and discuss relevant issues. Bill Johnson and Lisa Aspinwall have been selected to lead the committee.
 - b. The Admissions Leadership Team leader Mary Parker reports that undergraduate applications for the coming year stands at 19,000 applicants, which is growth from 11,500 who applied last year. Incoming students are also reporting higher average ACT/SAT/GPA scores.
13. Open Forum
 - a. This year a cohort of students will be the first to graduate after having the entirety of their training at the Songdo Asia Center. If students have difficulty entering the country because of travel bans, Public Health does have some openings at Songdo Campus that may serve as an intermediary placement.

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/>.