



Thursday, March 30th

7:30 - 9:00 AM Winder Board Room, 300 Park Building
or

2:00 - 3:30 PM Winder Board Room, 300 Park Building

Agenda

1. Welcome – Katie Ullman (Graduate School)
2. Payroll Terminations for Tuition Benefit Students – Jolyn Schleiffarth (Graduate School)
 - a. Departments are asked to wait to terminate Tuition Benefit students until the end of the academic year in which the student is appointed benefits. Early termination can lead to cancellation of a student’s benefits.
3. Update on Graduate School Fellowship awards/notifications – Jolyn Schleiffarth (Graduate School)
 - a. NSF-GRFP Award announced 3/16/17: 7 U of U awards, 4 honorable mentions
 - b. Fulbright awards announced. The University of Utah has two students awarded, with two students listed as alternates.
4. Reminders: End of Semester – Katie Ullman (Graduate School)
 - a. Petitions and Report of Credit forms need to be submitted to the Registrar’s Office by April 25th
 - b. Graduate students should be graded before undergraduate students. Departments should have all student files in CIS completed by May 19.
 - c. To clear students for Graduation, departments must check CIS under the “Graduate” tab, and then under “Graduate Tracking Faculty Approvals” to make sure they have approved everything marked “Needs Approval.”
5. Graduate Funding Success Workshops Report – Katie Ullman (Graduate School)
 - a. The final GFS Workshop for Spring Semester will be held April 12th, 4:30 – 6:00 pm, and will feature a panel on “What Reviewers Look For” and an applied skills section on Research Statements.
6. Upcoming CTLE Workshops – Katie Ullman (Graduate School)
 - a. April 7 – Bullying in Higher Education: Causes, Consequences, and Dialogue
 - b. April 14 – Learning to Develop Effective Outreach (K-12 Audiences)
 - c. Students interested in signing up for CTLE workshops should register at <https://ctle.utah.edu/tws>.
7. Thesis Manuscript Tracking Software: Danny Nelson (Graduate School)
 - a. DoGS should be conversant in the online Thesis Tracking Tool operated by the Graduate School. DoGS and students can use this tool to determine the location in the Thesis Office queue of graduating students’ manuscript submissions. The tool is found at

<https://thesis.gradschool.utah.edu>. DoGS who do not have access to the Thesis Tracking Tool should contact Jason Stidd at jason.stidd@gradschool.utah.edu.

8. Reminder: Thesis Office Templates – Danny Nelson (Graduate School)
 - a. A Word Template for dissertations and thesis is now available online. This is the most up-to-date version of the template, and will be updated as frequently as possible. Students and advisors should be aware that not all formatting issues can be addressed by a template, and should use the templates as a tool to determine format compliance.
 - b. LaTeX students should only use the template found on the Thesis Office website: <http://gradschool.utah.edu/thesis/thesis-templates>
9. Graduate School Dashboard for Program Evaluation – Danny Nelson (Graduate School)

The Office of Budget and Institutional Analysis offers various data-driven reports about graduate studies at the University of Utah. DoGS are encouraged to access these reports when making predictions or developing strategies regarding enrollment, time to degree, and other data-contingent deliberations. The Graduate School Dashboard can be found at <https://www.dashboard.utah.edu/grad>.
10. Travel Update – Danny Nelson (Graduate School)
 - a. Travel Funds for 2016-2017 are no longer available. Applications are not being accepted for 2017-2018 until next year's budget is finalized. DoGS will be informed when applications will again be accepted.
11. Thesis/Dissertation Awards – Danny Nelson (Graduate School)
 - a. During the summer, the Graduate School will nominate writers of excellent dissertations and theses for three national awards. DoGS should encourage their eligible students to apply. More information available at <http://gradschool.utah.edu/current-students/awards>.
12. Graduate School Calendar – Danny Nelson (Graduate School)
 - a. The Graduate School has developed a calendar for upcoming events of graduate student and postdoc interest. This calendar can be found at <http://gradschool.utah.edu/events-calendar>.
13. DoGS and Advisors Database – Danny Nelson (Graduate School)
 - a. DoGS and graduate advisors are requested to check their departmental information on the Graduate School website: <https://gradschool.utah.edu/directors-of-graduate-studies/dogs-contacts-by-department>. Changes to the information listed online should be requested of Danny Nelson at danny.nelson@gradschool.utah.edu.
14. Graduate Student Visas and the ISSS Office – Stephen Smith (Global Engagement)
 - a. DoGS should be aware that the ISSS office exists to help international students navigate visa difficulties, especially as these relate to students and visiting scholars. ISSS services can be found at <http://internationalcenter.utah.edu>.
15. Changes to H-1B Visas – Michele Ballantyne & Katie Carreau (General Counsel)
 - a. Recent changes to H-1B Visas may have an effect on graduating international students. As of March 24th, the option to expedite H-1B visa is no longer an option provided by the government. Departments are asked to refer affected students to International Student and Scholar Services.

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/>.