



August 25, 2016

7:30 - 9:00 AM Winder Boardroom

or

2:00 - 3:30 PM Winder Boardroom

Minutes

1. Introduction and Welcome—Dave Kieda (Graduate School).
2. DoGS Responsibility—Dave Kieda (Graduate School). DoGS are encouraged to review the handout on DoGS responsibility and oversight. In brief, DoGS act as emissaries of the Graduate School: clarifying policy, attending to student complaints, tracking student performance, and maintaining graduate handbooks for degree programs. In some cases, especially in small departments, DoGS also attend public defense meetings. DoGS are reminded to utilize department and university policies in attending to student complaints. Change to or adaptation of university policies can be suggested by submitting a proposal to the Graduate Council. If DoGS have difficulty negotiating DoGS responsibilities with their regular faculty duties, they are encouraged to contact Dean Dave Kieda.
3. Diversity Recruitment—Araceli Frias (Graduate School).
 - a. Directories of underrepresented students seeking graduate school admission. The Diversity Office has directories which can aid departments in recruiting historically underrepresented students to their discipline. Among these directories are the McNair Scholar's Program and the National Name Exchange, which allows departments to search by name and by GRE score. These directories are available electronically in the DoGS' link "Department Recruitment Initiatives" at <http://gradschool.utah.edu/diversity>.
 - b. Diversity Enhancement Grant. There are limited funds available from the Diversity Office to go toward any initiative that promotes the professional development and/or retention of underrepresented students. The deadline for applying for the Diversity Enhancement Grant is September 30th, 2016. More details can be found here: <https://gradschool.utah.edu/diversity/graduate-diversity-enhancement-grants>.
4. Graduate Student Policy Changes—Dave Kieda (Graduate School). There is a new travel application that is coming available in the next months. Changes have been made to the travel funding schedule to make the travel award more fair, as the Graduate School has discovered that some departments have seen a large number of students get the travel award while other departments' students have been disproportionately rejected for the award. The Graduate School is piloting a program wherein 10% of the budget is held back from the general fund, to be awarded to students from programs who have not yet received travel awards during the school year. Because the funding operates largely on a first-come, first-serve basis, departments are

encouraged to submit their travel applications as soon as they have all the relevant documents. Students must have their abstracts accepted by the conference before they apply.

5. NSF-GRFP Policies—Dave Kieda (Graduate School).
 - a. New website. The Graduate School is happy to report we currently have 25 students on an NSF GRFP in 2016-2017. To help students prepare for next year's GRFP, the Graduate School has set up a resource and information website at <http://nsf-grfp.utah.edu>. In addition to information and links, the site also has sample applications from Utah students who have won in years past (application names have been redacted).
 - b. NSF GRFP eligibility. DoGS should be aware that the application eligibility for the NSF GRFP has changed; students may now apply only as a senior undergraduate, and once in the first two years of their graduate studies. DoGS are encouraged to work with students and departments to determine how best to provide students with experience in the "broader impact" category of the NSF GRFP application, as this category is often weakest in NSF GRFP applications. Due date for NSF GRFP applications for 2017-2018 are between October 24-28, 2016. Check the NSF GRFP website for the specific due date for different disciplines: <https://www.fastlane.nsf.gov/grfp/Login.do>
 - c. Tuition reimbursement for NSF GRFP students has changed to include use of the NSF-GRFP COE funds. The Graduate School will no longer directly give COE to students, but will route these funds through the department. Departments will be forwarded \$2,500 of the student grant funds for student expenditures; other funds will be retained for tuition and benefits payment. This change will streamline the NSF GRFP grant process and help the University and departments avoid breaking tax laws.
6. Committee participation—Dave Kieda (Graduate School). DoGS are expected to serve on Graduate School committees during the school year as part of their duties. A sign-up sheet with committee information will be distributed electronically.
7. Tuition Benefit Committee report—Dave Kieda (Graduate School). RA's and Summer Tuition Benefit students will be covered for 11 credits in the Fall and Spring, with 3 hours allowable in Summer if student is on a grant. All others remain at 12 hours for Fall and Spring, with 0 Summer hours allotted. The Committee is considering changing to a model in which credit hours are awarded cumulatively, giving students the opportunity to choose their own credit hour arrangement. The Committee will continue to meet and report.
8. CTLE Workshops—Katie Ullman (Graduate School). DoGS are asked to encourage their faculty and students to attend CTLE workshops, especially those focused on graduate school experience and training. An important upcoming workshop is the NSF-GRFP application workshop taking place on September 9th. More information can be found here: <http://ctle.utah.edu/tws>
9. Distinguished Mentor Award —Katie Ullman (Graduate School). DoGS are reminded to prepare their faculty early for application to the Postdoctoral Distinguished Mentor Award. Applications are due January 4th, 2017. More information can be found here: <https://gradschool.utah.edu/mentor-award>.
10. 3 Minute Thesis—Danny Nelson (Graduate School). DoGS are asked to encourage their students to consider signing up for the 3 Minute Thesis competition, and to spread the word through

faculty members and staff. Deadline for the 2016 3MT competition is September 9th. More information here: <http://gradschool.utah.edu/3MT>

11. GradNews—Danny Nelson (Graduate School). DoGS are informed that the Graduate School Newsletter will be sent out shortly, and are encouraged to forward it to students, staff, and faculty. The Graduate School is interested in increasing its engagement with students and departments, so any suggestions on how that might be achieved are welcome. Please send suggestions or observations to danny.nelson@gradschool.utah.edu.

12. International Teaching Assistant Program report—Dave Kieda (Graduate School).

a. ITA Training description

ITA Training took place on Tuesday, August 16 and Wednesday, August 17. All students participated in the all-day session on Tuesday, learning about the undergraduates they will work with, the higher education system in the United States, and topics relating to spoken English and intercultural communication.

On Wednesday, students who have fully cleared the ITAP spoken English requirement did short video recordings, giving peer feedback. They will have one-on-one consultations during the first part of the fall semester.

Students who have not yet met the ITAP spoken English requirement will take Spoken English for Graduate Students (3 credit hours) or the ITA Skills Seminar Series (non-credit through ITAP). These students receive a limited clearance for TA work, but are eligible for full benefits. Those in the spoken English class are recommended to have minimal student contact. Those in the seminar series are considered fine for any TA work except full classroom responsibility. Contact Diane Cotsonas, ITAP Manager with any questions or concerns at diane.cotsonas@utah.edu.

b. ITAP Numbers

- i. Registered for August ITA Training: 126 students
- ii. Students given Spoken English Evaluation: 116
- iii. Students fully cleared for TA assignments: 63
- iv. Students conditionally cleared for TA assignments: 50
- v. Exemptions from ITA Training: 21
- vi. Spoken English Classes Fall 2016: 23 students
- vii. ITA Skills Seminar Series Fall 2016: 31 students

13. Information Item: GFI/ARUP Matching Funds still available—Dave Kieda (Graduate School). For more information, contact your department chair.

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/>.