



Thursday, September 7th

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 – Dave Kieda (Graduate School)
2. Introduction of DoGS Responsibilities – Dave Kieda (Graduate School)
 - a. Dean David Kieda of the Graduate School reviewed DoGS responsibilities, including oversight of student issues, creation and update of departmental handbooks, enforcement of University policy, and representation of the department at monthly DoGS meetings. DoGS responsibilities are listed in full at <http://gradschool.utah.edu/dogs-responsibilities>.
3. Update on Thesis Deadlines – Dave Kieda (Graduate School)
 - a. The Thesis Office will be piloting a procedure for accepting manuscripts to increase the efficiency and reading time of Thesis Office Editors. Beginning Fall 2017, a due date for Preliminary Format Reviews will be set before the manuscript deadlines for the semester. Students are energetically encouraged to participate in the Preliminary Review process, as it will give them greater assurance that their Manuscripts will not be rejected for formatting issues, a major barrier to graduation. For questions and concerns, contact the Thesis Office at thesis@gradschool.utah.edu.
4. International Student Fees – Dave Kieda (Graduate School)
 - a. DoGS are informed that the International Student Fee has been increased from \$75 per semester to \$150 after many years of remaining flat.
5. Changes to Graduate Student Subsidized Insurance – Dave Kieda (Graduate School)
 - a. Medical insurance for students subsidized by the University has been increased, and students now have dental and vision coverage. As there was a small downturn in subsidized insurance costs in 2017, the new coverage will result in only a small increase in subsidized students' insurance costs. As before, non-subsidized students and students with dependents can pay for the University coverage plan out of pocket. For more information, visit <http://gradschool.utah.edu/tbp/insurance-information>.
6. Administrative Reminders – Dave Kieda (Graduate School)
 - a. DoGS are requested to make sure departments are communicating deadlines for graduation, including deadlines for graduation registration, thesis/dissertation submission, language proficiency, and other exams.
 - b. The Graduate Records Office continues to see late submissions of important graduation documentation from departments. DoGS are requested to encourage their department

staff to conform to deadlines in resolving EU grades and submitting Report of Credit and Exception to Policy forms.

7. NSF-GRFP Deadlines – Dave Kieda (Graduate School)
 - a. NSF-GRFP deadlines are approaching in October, and DoGS should encourage their first- and second-year graduate students to apply. Deadlines differ by discipline. More information can be found at <http://nsf-grfp.utah.edu>.
 - i. Deadlines
 1. October 23: Life Sciences, Geosciences
 2. October 24: Computer & Information Science & Engineering, Engineering, Materials Research
 3. October 26: Psychology, Social Sciences, and STEM Education & Learning
 4. October 27: Chemistry, Mathematical Sciences, Physics & Astronomy
8. Graduate School Website – Danny Nelson (Graduate School)
 - a. The Graduate School has updated its website (<http://gradschool.utah.edu>), and hopes that the changes create a more fluid and intuitive experience. Issues with and concerns about the website can be directed to danny.nelson@gradschool.utah.edu.
9. Update to Graduate Student Travel Assistance Award process – Danny Nelson (Graduate School)
 - a. The beta version of the GSTAA app has had a successful roll-out, with minimal reported technical problems. DoGS and departments are encouraged to register on the site and maintain oversight of pending GSTAA applications. The GSTAA process will migrate completely online on October 1, 2017. After that date, paper submissions will no longer be accepted.
10. Graduate Student Advising Hours – Danny Nelson (Graduate School)
 - a. General student advising on matters related to graduate studies will be available for students at the Marriott Library, Room 1738 G. Advising hours are Monday 10 am – 11 am, and Wednesday 3:30 pm – 4:30 pm. Students and groups are also able to sign up for meetings on Fridays. More information at <http://gradschool.utah.edu/advisement-hours>.
11. Dissertation Boot Camp – Danny Nelson (Graduate School)
 - a. The Marriott Library has made some changes to the Dissertation Boot Camp based on student feedback, including reducing the number of workshops and shortening the Camp so that it runs Monday – Thursday, with more emphasis on time for writing. DoGS are asked to encourage appropriate students to register for the Camp. Registration can be found here: <http://gradschool.utah.edu/thesis/dissertation-writing-boot-camps>.
12. Three Minute Thesis – Danny Nelson (Graduate School)
 - a. DoGS are reminded that the cut-off for registration for 3MT is September 11, 2017. Registration for 3MT can be found here: <http://gradschool.utah.edu/3MT/registration>.
13. Postdoc Appreciation Week – Katie Ullman (Graduate School)
 - a. Postdoc Appreciation Week is September 18-22, and will include poster sessions, a special “Postdoc Pitches” sharing of research, social and networking activities, and a keynote speech on Imposter Syndrome from Dr. Suzann Lawry of Georgia State. More

information found at the Postdoctoral Association's website:

<http://upda.utah.edu/national-postdoc-appreciation-week>.

14. Upcoming Workshops – Katie Ullman

a. DoGS are informed of upcoming workshops offered from the Graduate School and the Center for Teaching & Learning Excellence.

- i. September 7 – Graduate Funding Success Fall Symposium
- ii. September 22 – “Promoting an Interactive Class Environment”
- iii. October 5 – “Effective Writing Routines & Peer Writing Groups”
- iv. October 27 – “Making Research Relevant”
- v. November 2 – “Making the Most of Mentorship”
- vi. November 17 – “Social Media and a Professional Digital Presence”

1. Workshop descriptions and schedules can be found at <http://ctle.utah.edu/tws> and on the Graduate School Calendar, <http://gradschool.utah.edu/upcoming-events>.

Announcements

1. Please update DoGS contact information. Updates can be sent to info@gradschool.utah.edu.