I. Meeting Welcome (Dean John Keller)

Dean Keller expressed his appreciation for the fantastic turn out and the work that graduate coordinators do for students, fellow staff, and faculty.

II. Commencement (Kathy Gerling)

Commencement is held in Hancher Auditorium for fall graduation (December). Students can participate in any commencement ceremony regardless of when their degree is actually conferred, e.g., summer grads can participate in either spring or fall graduation, whichever is most convenient. Often fall graduates will participate in spring graduation because it is the larger ceremony. Participants must register.

III. Graduate Assistantship Policy Updates (Donna Welter)

Every two years the University negotiates a contract with COGS, the collective bargaining representative for graduate assistants. The current contract is valid until June 2019. Due to changes made by state legislators, the current contract covers only salary (previously the contract included benefits, tuition scholarship, etc.). The University is invested in maintaining graduate assistant benefits; therefore, an Employee Agreement was created to address employment terms and benefits beyond salary. A committee, comprised of graduate student leadership and faculty, has been formed to advise the Employment agreement.

Update Summary

- The tuition scholarship includes 50% of mandatory fees.
- Effective June 2017 May graduates on academic year appointments no longer have healthcare over the summer months.
- Graduating student termination forms should have an effective end date and “EE code.”

IV. Academic Affairs Office (AAO) FAQ (Anne Sparks)

FAQ document attached and will be made available online.

V. Degree Audit Progress and Plans (Betsy Winter)

The Graduate College is working with Registrar’s to build degree audits for every program of study (POS) (MAUI terminology for degree objective). Degree audits will replace semesterly plan of study submission. We have made slow, but steady progress. To hasten our pace, the Graduate College has a graduate assistant (Betsy Winter) who is dedicated to the project. We have tackled some of the most prescriptive
master’s degree programs first, e.g., MPH and MHA. Betsy will reach out to coordinators when we are ready to develop your POS degree audits. Useful steps you can take now to prepare for degree audit include: confirm all of your POSs, including subprograms, in MAUI. Each unique curricular track will require an individual POS. Eventually all degree requirements will need to be listed in the General Catalog.

VI. AAO Updates (Anne Sparks and Heidi Arbisi-Kelm)

Handout provided, attached.

- **En Passant master’s degrees** – When PhD students get a master’s degree on the way to their PhD, it is called en passant. Please use the new change of status protocol when a student is interested in obtaining the en passant (until the new form is available, please email Heidi Arbisi-Kelm). Degrees requested after the graduate application deadline will incur a $20 late fee.

- **Maintaining accurate Program of Study (POS) records** – Inaccurate POS information in MAUI has implications for institutional data and student graduation. Much time and effort is spent correcting POS errors. The Registrar’s Office (Graduation Analysis) requests that every time you look-up a student, you check their POS for attributes such as thesis/non-thesis; degree objective; learning center; etc. to ensure accuracy and avoid the need for multiple administrative actions to correct errors.

- **Application for degree** – It’s free, please apply for graduation! Anne Sparks is responsible for cancelling degree applications for those who do not finish/graduate, but there is no longer a penalty for reapplying for degree, so help your students avoid the $20 late fee by encouraging them submit their application before the deadline. If they do not finish, the application does not roll forward to the next semester; students must reapply, but it’s FREE!

- **Medical Withdrawals** – The Office of the Registrar oversees tuition appeals. Medical withdrawals (withdrawing registration due to medical circumstances) will no longer be granted full tuition forgiveness. Even in the case of medical withdrawal, students may be held responsible for at least 10% of their tuition.

- **Final Exam policy update** – [Master’s degree students must graduate within three semesters of taking their final exam (includes summer, excludes winter).](#) Doctoral degree students must submit their final deposit within one semester of completing their final exam (excludes summer and winter).

- **Required Transcripts** – Graduate Admissions allows departments to admit students on unofficial transcripts. However, official transcripts must be received during the semester following admission. The question was asked, “Are official transcripts required for all previous institutions attended?” Kerry Yoder was consulted and the answer is “Yes, official transcripts are required from all previous institutions attended,” e.g., not just from places where the student obtained a degree.
• **Unofficial Documentation** – While admission on unofficial transcripts has been permitted, Graduate Admissions does not expect to allow departments to admit students on unofficial (e.g., self-reported) TOEFL and/or GRE exam scores.

**VII. Workflow form for Change of Status (Heidi Arbisi-Kelm)**

A new workflow form for processing change of status requests is in the testing stage. Until the form is put into production, please email Heidi Arbisi-Kelm with any change of status requests so she can test the form business cases and routing.

**VIII. Embargo Update (Erin Kaufman)**

An ‘embargo’ delays the release of a student’s thesis or dissertation. It can be requested as part of manuscript submission. The most common reason students request an embargo is either patent or publication pending. The Graduate College has modified its approach to filing embargos. As a result, the advisor support letter is no longer required.

**IX. Placement Database (Sarah Larsen and Wendy Danger)**

Presentation slides attached. Questions or recommendations for the placement database can be sent to wendy-danger@uiowa.edu.

**X. 3MT Competition (Joe Cannella)**

The three-minute thesis (3MT) competition encourages graduate students to practice communicating their research to a non-specialist audience. Both master’s and PhD students at any stage of study are eligible to participate, but students may only present original research. The registration deadline is October 2nd and the preliminary competition is October 13th. The final competition will be November 10th. New this year. A second competition will be held alongside 3MT called “Thesis in Focus.” Modeled after a similar competition at the University of Illinois, Thesis in Focus TIF encourages students to enter a photo representative of their work.

**XI. Fellowship Updates (Shelly Campo)**

Last year the Graduate College distributed over 500 fellowship awards through 17 different fellowship mechanisms. Self-nominations (students) are no longer allowed. The Graduate College will accept nominations from program coordinators or departmental faculty.

**Update Summary**

• T. Anne Cleary (overseas travel) and Kenneth Keith (Taiwanese nationals) are now rolling fellowships.
• Fall deadlines have been shifted earlier at the request of programs.
• Graduate College is working to increase URM student fellowships: 1) we implemented a URM summer fellowship; 2) we plan to offer a URM master’s
student completion fellowship (thesis); and we are examining ways to strengthen URM recruitment fellowships.

- Students who receive a summer fellowship MUST be registered for summer (minimum 1 sh).
- Summer Digital Humanities fellows are blogging on The Studio webpages.

XII. Professional Development Opportunities (Jen Teitle)

Update Summary

- Professional development offers “workshops by request.”
- Graduate students who successfully submit an application for a nationally competitive (‘external’) fellowship are eligible to receive a $500 incentive award.
- Imagine PhD is a forthcoming effort led by the Graduate Careers Consortium. Science disciplines have been using a career and PD planning tool for students called, MyIDP. Imagine PhD is the Humanities and Social Sciences equivalent. The site will go live in October. Features will include (drag and drop) skills assessments which will help students match transferrable skills to job titles.

XIII. External Relations/Communications Updates (Kim Chickering)

A redesigned Graduate College website will launch by Orientation. List of updates include, mobile-friendly interface and improved (student-centered) navigation. Please send pictures for website display to Kim Chickering.

For instructions on how to tag events in the UI Calendar for display on the Graduate College website, contact Kim Chickering.
AGENDA

9:30 a.m. Welcome (15 min) (Dean Keller)
  • GC staff and attendee introductions

9:45 – 10:00 a.m. Graduate Assistantship Policy Updates (15 min) (Donna Welter)

10:00-11:00 a.m. AAO Updates (60 minutes)
  • Academic Affairs Office (AAO) FAQs (Anne Sparks) (10 min)
  • Degree Audit Progress and Plans (Betsy Winter) (20 min)
  • AAO Updates (Handout) (Anne Sparks and Heidi Arbisi-Kelm) (10 min)
    o En Passant degrees
    o Accurate POSs
    o Change in Graduation Application Deadline (earlier in fall 2017)
    o Grad App Policy – all transcripts required
    o Online drops; end of grace period
    o Medical Withdrawals – tuition appeal update
    o Final exam policy update
    o Higher rate of tuition policy enacted

  • New Change of Status form (Heidi Arbisi-Kelm) (10 min)
  • Embargo Policy/Approach Update (Erin Kaufman) (10 min)

BREAK (10 min)

11:10 – 11:35 a.m. Placement Database (25 min) (Sarah Larsen and Wendy Danger)
  • How these data tell an important story
  • Survey feedback and resulting updates

11:35 – 11:50 a.m. UI 3MT Competition (15 min) (Joe Cannella)

11:50 a.m. – 12:30 p.m. Lunch and networking

12:30 – 1:00 p.m.
  • Fellowships Update (15 min) (Shelly Campo)
  • Professional Development opportunities for students (15 min) (Jen Teitle)

1:00 – 1:15 p.m. GC Communications Updates (15 mins) (Kim Chickering)
  • New website
  • Social Media
  • DGS Digest

1:15-1:30 p.m. Questions and conclusion
**COMMITTEES**

**What if a committee member can’t make it to a defense, last-minute?**
The Grad College would strongly prefer a committee have 5 members, but if someone cannot make it at the last minute, the exam may still take place. The odds are stacked more heavily against the student, however, as *every* member must vote “satisfactory” for the student to pass.

**Can committee members attend remotely (Skype, Zoom, etc.)?**
One member may participate remotely—but the Grad College should be made aware of this plan, as it changes how voting takes place. If more than 1 member must be remote, the department should seek approval from the Grad College.

**How does a remote member vote or sign the exam report?**
Remote members should email the chair of the committee, as well as Anne Sparks, with their vote. The chair will then sign for them on the report document.

**What if a faculty member has left the university, but is on a student committee?**
When faculty leave, or retire from the University, they are given a 1-year grace period wherein they retain all of their previous status. During that year, they count as tenured and do not need approval to serve on committees. If the member served on a student’s comp exam while tenured and active at Iowa, they may be “grandfathered” onto the final exam. However, if the final exam occurs after their 1yr grace period, they do not count as tenured for the final, even if approved to serve.

**Is there a limit to how many members can be on a committee?**
No.

**Which professors count as tenured?**
The following titles are tenured: Assistant Professor, Associate Professor, or Professor. Titles like Clinical, Research, Adjunct, Visiting, Lecturer, Emeritus, etc. do not count as tenured.

**EXAMS**

**What is the last date a student can take comps each semester?**
The last day of the semester (the day degrees are conferred) is the last day for a comp exam to count as being in that particular semester. For exams that are held during gaps between semesters (August and January), the student can choose with which semester the comp is associated.

**What if a student fails their comprehensive exam, or final exam/defense?**
If a student fails, the department may choose to allow the student to retake the exam during the following semester. If the student fails a second time, they must be dismissed from the program.

**GRADUATION**

**What could prevent a student from graduating?**
--If the student has an Incomplete grade anywhere on their record, whether it’s required for the degree or not
--Having an insufficient credit amount for the degree (total)
--Not passing a final exam, project, or paper
--Not having the correct paperwork turned into the Grad College office (request for exam, report, plan of study)
--Not having applied for degree
--Missing required curriculum elements
--Missing a departmental requirement (foreign language, internship)
--Missing a deposit deadline
--A cum GPA below 2.75 for non-doctoral students, and 3.0 for doctoral students

When should a student apply for degree?
As soon as they have an inkling that they might graduate. It is free to apply, and free to cancel, but it costs at least $20 (and some hair pulling) to apply late. It is always easier to apply and cancel than to apply late.

Can a student still walk in the commencement ceremony if they aren’t graduating?
Yes. We are quite flexible on commencement ceremonies. Students can walk in the ceremony preceding their graduation, or following it.

REGISTRATION
During which semesters are students required to register?
Students are required to register...
  1) the semester they graduate
  2) the semester they take their comprehensive exam (PhD)
  3) for all fall and spring semesters AFTER passing their comp exam

What is the minimum number of hours a student needs to be registered?
According to Grad College rules, students must only be enrolled in 1sh to count as “enrolled.” The minimum to be considered full-time is 9sh, and 5sh for half-time enrollment. Financial aid, assistantships, fellowships, etc. may require different minimum enrollments, so students should check on those requirements. If a student is working on a thesis or some other project, but are minimally enrolled, the department can complete a Short Hours Form to meet financial aid requirements. This form is turned into the Registrar’s Office.

What is the maximum number of hours a graduate student can enroll?
15sh in the fall/spring and 12sh in the summer is the maximum. We typically do not consider appeals for students to go over this limit.

How long can a student ‘take a break from’ their program?
A non-doctoral student, or a doctoral student that has not taken a comp exam, can be unenrolled at any point. However, after 3 consecutive semesters of un-enrollment, their student account is deactivated, and they would need to reapply to gain admission when they return. If a student is post-comprehensive exam, then they must receive special permission from the Graduate College to be unenrolled in the fall or spring. Additionally, if given permission for a leave of absence, that does not stop the clock on their 5yr post-comp time limit.
Can a student come back to the program, after being unenrolled, post-comp exam?
Yes, they can. But, to do so, they need to A) retake the comprehensive exam, or B) pay all back tuition from previous semesters, as well as get an extension to continue studying.

What happens if a student reaches their 5-year post-comprehensive exam time limit?
The student must either A) get an approved extension to continue their studies, or B) retake the comprehensive exam and earn a new set of 5yrs. Extension requests should be completed by the advisor, in the form of a letter, and sent to the Grad College for consideration. The letter should include details about how the student plans to finish, including steps and timelines.

When should an extension request be submitted to the Grad College?
Students are prohibited from registering after their 5yr expiration mark, so it’s best to allow time for an extension to be submitted and approved before a registration hold becomes an issue.

PROGRAMS OF STUDY
What do I need to add an “en passant” Master’s degree for a student?
Please send Anne Sparks (via email, or campus mail):
--The non-doctoral paperwork: plan of study, and request/report for exam (if needed)
--The name of the master’s degree, including subprograms, and whether it is non-thesis/thesis
--A letter stating that the PhD comp exam serves as the final exam (if this is the case)
--The semester the degree was completed, including curriculum and exam
--Also, have the student apply for degree, once the POS has been added

THESIS / DISSERTATION
Do students need to submit paper copies of their dissertation?
No, only MFA students submit paper copies. Students should submit their dissertation online through ETD Proquest. See this link for other deposit guidelines:
https://www.grad.uiowa.edu/sites/gc/files/Submission%20Information.pdf

Where is the Certificate of Approval, and how do students turn it in?
The Certificate of approval can be found on the 2nd or 3rd page of the thesis template. The blank copy stays in the thesis for submission. Students should also turn in a signed version of the form to the Grad College via scan/email or hard copy, but not via campus mail.

How do I obtain all faculty/staff signatures on the Certificate of Approval?
Each faculty member must sign the certificate of approval after they have cleared the student’s thesis as complete and satisfactory. Signatures can be obtained via emailing/printing/scanning, or in person on the paper form itself. This is something to pay close attention to, as a late Certificate of Approval will mean the student graduates in the next semester.
Placement Database

Graduate Coordinator’s Meeting
August 3, 2017
UI Placement Database

• Collaborative effort between the Graduate College and all graduate programs to collect employment information for our degree recipients
• A major objective is to better understand career pathways for UI recipients of graduate degrees
  – Are career outcomes and graduate programs (training and curricula) well-aligned?
Other Uses for Placement Data

• Build an alumni network and to engage alumni in career exploration and mentoring activities

• Examine employment trends with respect to gender, ethnicity, geographic location

• Identify top employers within specific job categories
Data Collection

- Graduate students who earned doctoral and masters degrees from 2006-2016
- Placement categories:
  - Unreported
  - Non-Tenure Track Academic
  - Postdoctoral
  - Unemployed
  - Government or Non-Profit
  - Industry or Business
  - Tenure Track Academic
  - Out of Field
  - K-12 Teacher or Principal
Outputs (pie charts)

History PHD recipients by INITIAL placement category (N = 77)

- Non-Tenure Track Academic (44.2%)
- Tenure Track Academic (28.6%)
- Postdoctoral or Additional Training (6.5%)
- Unreported (6.5%)
- Government or Non-Profit (5.2%)
- Not Seeking Employment, Unemployed, or Deceased (2.6%)
- Industry or Business (2.6%)
- K-12 Teacher or Principal (2.6%)
- Self Employed (1.3%)
Disciplinary Snapshot- Humanities

Initial placement

- Tenure Track Academic: 32%
- Non-Tenure Track Academic: 11%
- Unreported: 4%
- Postdoctoral or Additional Training: 10%
- Other: 4%

Current Placement

- Tenure Track Academic: 46%
- Non-Tenure Track Academic: 13%
- Unreported: 9%
- Postdoctoral or Additional Training: 28%
- Other: 4%

75% Total Academic

74%
Beyond the Pie Chart: Career Pathways

Initial Placement

N=614

Current Placement

N=614
Mapping Current Placements (History)
Best Practices and Updates

Data Source for Placement - Use LinkedIn

(https://www.linkedin.com)
Best Practices

Prefer personal Email Address
(not uiowa.edu)
Best Practices

Current Name = Post Graduation Name Change

FYI – this will be useful for search
Recent Updates

Program Overview Pie chart – now a downloadable .png image “Printable version”
Recent Updates

Changed “Session(s)” to display session (Spring 2006) instead of code (20058)
Recent Updates

Added Initial Placement and Current Placement

“Category definitions”

<table>
<thead>
<tr>
<th>Category</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postdoctoral or Additional Training</td>
<td>Includes students pursuing additional degrees, other training positions, postdoctoral fellows, scholars, or associates. This may be in an academic institution, government, business, or industry setting.</td>
</tr>
<tr>
<td>Tenure Track Academic</td>
<td>Includes tenure track or tenured teaching, research and/or administrative positions at a university or college, such as Assistant Professor, Associate Professor, or Full Professor.</td>
</tr>
<tr>
<td>Non-Tenure Track Academic</td>
<td>Includes non-tenured teaching, research, and/or administrative positions at a university or college, such as Instructor, Lecturer, Visiting Professor, Research Associate, Editor, etc.</td>
</tr>
<tr>
<td>Government or Non-Profit</td>
<td>Includes positions in local, state, and federal government organizations, and in non-profit organizations. Examples include nurse at state hospital, employed in school district or county extension office; staff scientist, non-profit museum director or staff, non-profit city orchestra, etc.</td>
</tr>
<tr>
<td>Industry or Business</td>
<td>Includes creative, technical, research, leadership, and professional positions at private industries and businesses.</td>
</tr>
<tr>
<td>K-12 Teacher or Principal</td>
<td>Self-explanatory, however, if not a teacher or principal, but working in a school district or county extension office, then include under government or non-profit.</td>
</tr>
<tr>
<td>Self-employed</td>
<td>Free-lance or business owner</td>
</tr>
<tr>
<td>Still seeking employment or not seeking employment or deceased</td>
<td>Includes stay-at-home parent</td>
</tr>
<tr>
<td>Out of field</td>
<td>Self-explanatory. Example—graduate in art history currently employed as a web designer in a nursing school</td>
</tr>
<tr>
<td>Unreported</td>
<td>Graduates for whom no information or inadequate information was provided to determine an appropriate placement category</td>
</tr>
</tbody>
</table>

Placement categories are consistent with the Survey of Earned Doctorates (sponsored by NIH, NSF, NEH, etc) and other institutional reporting mechanisms.
Upcoming Updates

• Strengthen security – assure program students not seen by other programs
• Add birthday, gender, sex, ethnicity data (target date September 30\textsuperscript{th})
• Improve search and sort functionality “Keyword Search” (target date October 31\textsuperscript{st})
• Allow multiple job listings (currently 2 - initial and current)
Discussion

Suggestions for changes/updates?

Common challenges?
Internal Fellowship Updates

Shelly Campo
Interim Associate Dean
August 3, 2017
Overview

- Continuing data-driven review of all fellowships
- Workflow submission
  - No direct student submission
- Deadline/eligibility changes
  - Earlier deadlines for fall competitions
  - 6 month eligibility intervals for Post-Comp and Ballard and Seashore fellowship
  - Rolling deadlines for T. Anne Cleary and Kenneth Key Scholarships
Areas of need

• Underrepresented students
• Fellowships to support innovation
Supporting under-represented minority students

• Pre-comp URM summer mentored research fellowships (began summer 2017)
• URM master’s thesis completion fellowship (first call Fall 2017)
• Current discussion regarding enhancing minority recruitment fellowship packages
Supporting innovation: Pilot programs

- Summer digital humanities fellowship for PhD students at any stage (began summer 2017)
<table>
<thead>
<tr>
<th>Graduate Fellowships</th>
<th># Awarded 2016-2017</th>
<th># Awarded 2017-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presidential Fellows</td>
<td>40</td>
<td>26 (phasing out)</td>
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<tr>
<td>Dean’s Fellows</td>
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<td>8 (phasing out)</td>
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<td>Recruitment Fellowships</td>
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<td>Iowa Arts (MFA recruitment)</td>
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<tr>
<td>Capote Fellowship (Creative writing recruitment)</td>
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<tr>
<td>Diversity Scholarships (current student)</td>
<td>40</td>
<td>20 (summer only)</td>
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<tr>
<td>URM Masters’ thesis</td>
<td></td>
<td>Opening fall</td>
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<td>Graduate Fellowships</td>
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<td># Awarded 2017-2018</td>
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<td>Diversity Scholarship</td>
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<td>ACT</td>
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<tr>
<td>Kenneth Key</td>
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<td>Winifred Scott</td>
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<td>Iowa Performance (DMA)</td>
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<tr>
<td>Pelzer Fellowship</td>
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<td>Ballard and Seashore</td>
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<tr>
<td>Post-Comp Fellowships</td>
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<td>38 (fall only)</td>
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<tr>
<td>T. Anne Cleary</td>
<td>20</td>
<td>6 (rolling)</td>
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<td>Graduate Fellowships</td>
<td>2016-2017</td>
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<tr>
<td>Summer</td>
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<td>Digital Studio Fellowship Summer</td>
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<tr>
<td>URM Pre-Comp Summer</td>
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