Directors of Graduate Studies Meeting Minutes  
Wednesday, March 7, 2018  
3:30 p.m.-5:00 p.m., W401 PBB

Meeting was called to order at 3:32 p.m. by Senior Associate Dean Sarah Larsen.

**Announcements and Updates**

The gradSERU survey is scheduled to be sent to students after Spring Break (3/20/18). The scheduled messaging strategy is to ask DGSs to send reminders after the student message is sent. We will be in touch with instructions as the time draws closer. Also, to not overburden students with surveys, the Graduate College has chosen to not send out the doctoral exit survey this session.

The 20th Annual [Jakobsen Memorial Conference](#) will be held March 24, 2018, at the Iowa Memorial Union. This year’s theme is Mosaics: Inspiring Interdisciplinarity.

In conjunction with the College of Liberal Arts and Sciences, the Graduate College will be building a two week program focused on external grants and fellowships for students in Humanities and the Social Sciences.

**International Programs**

Associate Provost and Dean Downing Thomas shared a list of collaborating institutions for faculty and graduate students traveling out of country. More information can be found in the Linkages Database.

When faculty deem international student from a scholarship program qualified to participate in the program, remember these students do not require teaching or research assistantships for financial support. These students are supported by their home country or institution.

Maureen Burke, Director of English as a Second Language (ESL), discussed the international students who will be need university funding must pass English proficiency exams. For programs who would like guidance during the admissions process, ESL can assist by either attending an interview or reviewing a taped interview. A large proportion of admits are certified at program level of English proficiency within the first year. If students ask about pre-arrival preparation for teaching, view resources on Teaching Assistant Preparation in English (TAPE) page on the ESL website including a sample exam. To keep ESL testing materials related to the discipline fresh, Maureen requests programs donate old editions of textbooks to ESL. Once on campus students who meet proficiency levels but still seek practice with English can participate in the Speaking Center or the Conversation Center in Rhetoric.

**Thesis - Single Deposit (NEW Fall 2018)**

Assistant Dean Heidi Arbisi-Kelm presented context and rationale for the new single-deposit model for thesis and dissertation submission. The change is effective for Fall 2018. Slides attached.

Next week the Graduate College in conjunction with University Libraries will host 25 practitioners, librarians and administrators for a regional mini-conference entitled “Beyond the PDF: Planning for the Future of the Dissertation.” ProQuest is sponsoring the event. The conference agenda is focused on the ways thesis deposit may change as students complete scholarship in new forms (e.g digital humanities, mapping, animated graphs and modeling).
**Spring Professional Development Opportunities**

Assistant Dean Jen Teitle is preparing for Open Doors, a broad-range career conference. During the half-day conference (4/14/18) at the Main Library guest panelists will represent careers from nonprofits, 4-year liberal arts colleges, industry, community colleges, and government. Registration is available online: [https://www.grad.uiowa.edu/open-doors-conference/2018](https://www.grad.uiowa.edu/open-doors-conference/2018).

Some departments would like the opportunity for students to begin preparing for fall external fellowship applications in late spring. Please request a workshop if your program is amongst the early planners. Admitted students can also schedule a ½ hour Zoom appointment with Graduate College Professional Development office to discuss pre-doctoral fellowships.

This year the Graduate College has partnered with Graduate Student Senate and the Carver College of Medicine to offer events for [Graduate and Professional Student Appreciation Week](#) (April 2-6, 2018).

**Fellowship and Commencement**

Interim Associate Dean Shelly Campo reports fellowship application processing is in high gear. Awards for the Digital Studio applications are markedly increased. Due to Studio space and staffing only thirteen awards will be made (4 MFA, 9 PhD), no department will receive more than two awards. Awards for post-comprehensive exam, Ballard and Seashore, and URM pre-comp are being made with a few pending. The Graduate College has already seen 100 applications for Summer Fellowships and expects to see 200 by Friday, March 9, 2018 (application deadline). The goal is to have summer fellowship awards made by the end of March. ACT applications are under review, awards are forthcoming. Recruitment award (Iowa Arts, LuLu Merle Johnson, Capote, and Recruitment) decisions are underway.

The Graduate College is holding two separate ceremonies on Friday, May 11, 2018. Please remind doctoral and master’s candidates that they are **required** to register to participate. **We would like students to register as soon as possible. This is vital for doctoral students since Hancher Auditorium has limited seating and, therefore, the event is ticketed.**

**Doctoral Commencement** – *(Friday, May 11, 2018 @ 9:00 AM in Hancher)* This ticketing allows each doctoral candidate six tickets (not including the candidate or their faculty hooder). Additional tickets *may be* available, but not guaranteed.

**Master’s Commencement** *(Friday, May 11, 2018 @ 7:00 PM in Carver Hawkeye)* Candidates must register to participate, however, it is not a ticketed event. Any student interested in “walking early” is welcome to attend, but must register to participate. In an effort to personalize the master’s ceremony, the Graduate College will be creating a student showcase slideshow. We invite programs to send one or two good-quality photos (300 DPI) for inclusion in the slideshow to john-riehl@uiowa.edu by **Wednesday, April 18, 2018**. The Graduate College encourages photos of students (or groups of students) that include a meaningful aspect of the student experience at the University of Iowa (i.e. labs, mentors, projects, study groups, presentation, research/leadership). Please include a brief description of the photo that includes: 1) what the student is doing, 2) where they are, 3) with whom they are pictured. Be sure to also include names (as they would like it to appear), degree, and program of study. Of note, the Graduate College will assume you received consent from all individuals in the photos to submit the photos for the public slideshow.

Meeting adjourned at 4:38 p.m.
Single Deposit Model for Theses and Dissertations
## Deposit Schedule

<table>
<thead>
<tr>
<th></th>
<th>First Deposit</th>
<th>Final Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
<td><strong>Summer</strong></td>
</tr>
<tr>
<td>Early Nov</td>
<td>Late March</td>
<td>Early July</td>
</tr>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
<td><strong>Summer</strong></td>
</tr>
<tr>
<td>Early Dec</td>
<td>Early May</td>
<td>Late July</td>
</tr>
</tbody>
</table>
## Completion Misalignment

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Deposit</strong></td>
<td>Early Nov</td>
<td>Late March</td>
<td>Early July</td>
</tr>
<tr>
<td><strong>Final Exam</strong></td>
<td>Nov 28th</td>
<td>April 24th</td>
<td>July 17th</td>
</tr>
<tr>
<td><strong>Final Deposit</strong></td>
<td>Early Dec</td>
<td>Early May</td>
<td>Late July</td>
</tr>
</tbody>
</table>
Single Deposit Model

“Defend then Deposit”
Pros

• Better alignment of completion requirements
  ➢ Defend then Deposit

• Faculty committee defines theses completion
  ➢ Student scholarship, not formatting checks, determine whether the work is finished

• Defense becomes the qualifying step toward graduation
  ➢ Limits examination to graduating students

• Most BTAA peers have already moved to a single deposit
Concerns

• Institutionalized benefit of first deposit deadline

• The timing of the final exam (defense) deadline

• One-shot to get *EVERYTHING* right
A New Target:
How SCHEDULED MESSAGING can proxy for First Deposit
Deadline Formula

Final Exam (Defense) – 2 weeks = Committee DUE Date

April 10th – 2 weeks = March 27th
Single Deposit Schedule

Summer
No Change
Fall
No Change
Spring
Proposal
<table>
<thead>
<tr>
<th></th>
<th>1st Deposit</th>
<th>Defense</th>
<th>Final Deposit</th>
<th>Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current</strong></td>
<td>Wk10</td>
<td>Wk14</td>
<td>Wk15</td>
<td>Wk16</td>
</tr>
<tr>
<td><strong>Considering</strong></td>
<td>N/A</td>
<td>Wk 12 - 13</td>
<td>Wk 13 - 14</td>
<td>Wk16</td>
</tr>
<tr>
<td><strong>Proposed</strong></td>
<td>N/A</td>
<td>Wk 13</td>
<td>Wk14</td>
<td>Wk16</td>
</tr>
</tbody>
</table>
Completion
• Tells us you passed your defense.

• Due 48 hrs after exam/defense
• Required for thesis review.

• Signed version due at final deposit deadline.

• Submit hard copy (205 Gilmore Hall) or scan and email.

• Do not put signed copy in PDF.
Questions
BEYOND THE PDF: PLANNING FOR THE FUTURE OF THE DISSERTATION
End