



Graduate Executive Committee
October 11, 2019
Minutes

Attendees:

Voting Members: Brian McAllister, Melissa Benton, Kathy Liu, Andy Subudhi, David Moon, Cathy Simmons, Brandon Vogt, Karen Livesey, James Kovacs, Jeremy Bono, Kay Yoon, Leilani Feliciano, Jeff Montez de Oca, David Fenell, Linda Button, Sylvia Mendez

Non- Voting Members: Amy Reynolds, Janice Dowsett, David Dubois, Ron Koch, Wendy Clouse, Jessi Smith, Tina Ewald, Jenifer Furda, Sarah Elsey, Kelli Klebe, KrisAnn McBroom

- Jenifer Furda- Director of Partnerships and Governmental Affairs
 - Jenifer introduced herself and would love for you to connect with her if you have questions or ideas about partnerships.
 - She can be reached at 255-3185 or jfurda@uccs.edu
- Jessi Smith, AVC for Office of Sponsored Programs and Research Integrity
 - The Office of Sponsored Programs has a lot of new initiatives this semester.
 - The Center for Student Research is open. It is located in Main Hall 316. This center is for all students involved in research as well as faculty supervising research. The Center has resources for mentoring.
 - AVC Smith encouraged directors and faculty to look for ways that mentoring and supervising students in research is included in RPT and Annual Merit criteria as units spend the next 6 months rewriting those criteria.
 - A few events going on:
 - 14 day writing challenge (Oct. 28 - Nov. 10). Students and faculty are challenged to write for at least 30 minutes a day for 14 days. If graduate students complete the challenge they are entered in to a \$200.00 award from the Graduate School (see attached flyer)
 - Outstanding Research Mentorship Award- Nominations due November 1 by 5 pm (see attached flyer).
 - Part one of a responsible conduct of research (RCR) series: The Pitfalls and Promises of Publishing, featuring Provost Tom Christensen. October 30th 2019, 5:30 pm- 7:00 pm in UC 309 (see attached flyer)
- Discussion around policy for students switching programs and application fees (see attached policy sections C and D)
 - We know the current policy is not the current practice. Our goal is to update the policy so that we are doing what we have written; that is we either need to change the policy to match practices or change practices to match policy. We will be getting admissions and deans input as well
 - What are practices in your programs for when people want to switch within department or college?
 - Many departments allow a within department switch without application/fee. Some departments restrict within the college. Restriction across colleges should be upheld.
 - A few things for us to consider when rewriting the policy
 - Endorsements, tracks, and certificate programs
 - Length of gap in application and how far into the previous program they are
 - Admission criteria and application requirement differences
 - We will bring forward updated policy language to a future meeting.
- Policy on regular admission: Updated language, see policy below
 - This is a follow up from the discussion we had last month.
 - GEC voted to approve policy wording changes to Article III section A as written (14 yes, 0 no, 1 abstain).
- Policy on provisional admission- updated language, see policy below

- Need to add section in provisional admission as we cannot waive English Proficiency requirements. Impacts whether students can get a visa; cannot make a rule for just visa students as all students must be treated the same
- GEC voted to approve policy wording changes to Article III section B as written (15 yes, 0 no, 0 abstain).
- Scholarships/fellowships
 - See attached handout for general information on graduate school funding opportunities
 - Scholarships that students apply to themselves open Dec 1 and deadlines are March 1; students must be admitted to have access to portal; this is particularly important for Colorado Opportunity Scholarship which is only available to new students
 - Email about how much tuition matching funding you have available has been sent out; deadline to respond and be part of this program is November 8, 2019.
 - You will know before Spring semester about how much funding you will receive for Out of State scholarships and Tuition Matching grants. It is your responsibility to use these for recruitment.
- Feedback/questions for Alumni office
 - The GEC would like for the alumni office to return and had some general areas they hoped could be answered.
 - Sharing information between the departments and Alumni office. The data collected by the alumni office has not in the past been shared with departments.
 - Some departments are required to survey students for accreditation. Can Alumni office and department join forces to ensure the alumni survey has the required accreditation questions so alumni do not receive multiple surveys? And then the results be shared with departments
 - Clear communication from Alumni office to departments. If Alumni office is having an event that pertains to a certain group of alumni, please communicate with that department on campus so they know about the event as well.
- Reminder: If you are going to need GEC approval for program changes, new tracks, new programs etc, these need to be fully approved to go into catalog (deadline March) so plan for timing

Announcements

- Travel awards
 - Opened October 7th. Make sure to pass along this opportunity to your students. They will fill out an online application to be considered.
- Ad Astra Training 10/23 in EPC 239 for directors and chairs
 - Two sessions on from 9:00-11:00 and a second from 12:00-2:00. The second session will have some focus on how to pull information for graduate level courses, but if you attend the first, you can ask questions to have the trainers show how to get this information.
- New student welcome reception Spring
 - Friday January 24th at 5:00 location TBD
- Fall 2019 GEC Meetings (10:00-11:30; location Dwire 204)
 - Nov 8, Dec 13
- Spring 2020 GEC Meetings (10:00-11:30; location Dwire 204)
 - Feb 14, Mar 13, April 10, May 8 (UC Brooks 126, May only)



Looking for
support to
help you meet
your writing
goals?

Feeling
frustrated by
your lack of
dedicated
writing time?

Join Us For The Next...

14-DAY WRITING CHALLENGE

OCTOBER 28 - NOVEMBER 10

Open to Faculty and Grad Students!

(Grad Students will be entered to WIN \$200 for participating!)

Registration closes October 24

Visit the NCFDD website to register for free:

<https://www.facultydiversity.org/sessions/14dayfall2019>

For questions please visit uccs.edu/facultydiversity or email us at oor@uccs.edu



Office of Research

UNIVERSITY OF COLORADO
COLORADO SPRINGS

Outstanding Research Mentorship Award

*Recognizing the extraordinary
research mentoring efforts by a
faculty or staff member to anyone on
campus.*

*The winner will receive a certificate
and \$1500 presented at Mountain
Lion Research Day!*

<https://www.uccs.edu/research/research-mentor-award>

**WANT TO
NOMINATE
SOMEONE?**

DON'T WAIT!

Nomination
Deadline:
November 1, 2019
at 5pm



Contact us:
oor@uccs.edu
719-255-4027

YOU'RE INVITED TO:

PART ONE OF A RESEARCH SERIES:

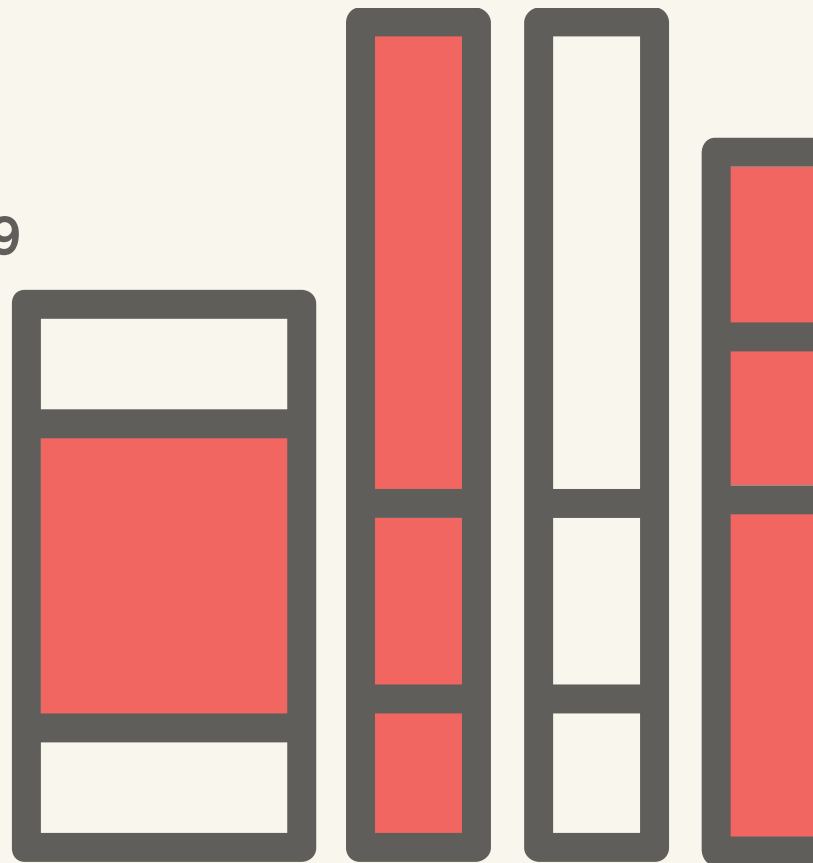
THE PITFALLS AND PROMISES OF PUBLISHING:

**FEATURING PROVOST
TOM CHRISTENSEN**

**October 30th 2019
5:30pm - 7:00pm
University Center, Room 309**

**Faculty and Students:
Start earning your RCR
Completion Certificate!**

**For more
information about
Responsible Conduct of
Research, please visit:
www.uccs.edu/rcr**



Article III, Section C and D (discussion on policy around students switching programs)

Section C: New Applications

Applications for admission to an advanced degree program should be made online through the University of Colorado Colorado Springs Office of Admissions' graduate application. The complete application must include:

1. The graduate application
2. Official transcripts from degree-granting institutions must be submitted. Additional transcripts may be required to verify prerequisites or major coursework. A final official transcript from degree-granting institution must be verified.
3. A nonrefundable application processing fee.
4. Test scores, letters of reference, and other materials as required by specific department/program/school/college.
5. For international applicants, a score on the Test of English as a Foreign Language (TOEFL), IELTS, or an equivalent if the program/department/school/college agrees to use an alternative proof of language proficiency (e.g., participation in ESL program), and proof of financial support.

See specific program/department/school/college for admission deadlines as well as any other requirements they may have.

A student who wishes to change the major field of study after acceptance in to a program must submit a new graduate application through the online admission application to the new program/department/school/college. The new program/department/school/college faculty will evaluate the student for admission. No additional graduate application fee will be required.

At times, departments/schools/colleges may accept partial applications for a student's regular or provisional admission as long as the applicant submits all material by the deadline date determined by the graduate director.

Section D: Applications by Former Students

A student who was previously admitted to a graduate program, did not complete the degree, is no longer eligible to register at the University, and now wishes to return to school must do the following:

1. Clarify status with the program to determine eligibility to return and pursue the same degree.
2. After receiving program approval to continue working on the degree, the student must submit a new application to the admissions office before deadlines have passed for the semester of expected return.
3. Student may be held responsible for any curricular changes that have occurred in the program since they were last enrolled.

A former student will not be charged the graduate school application fee unless any coursework to be applied to the degree was taken more than six years prior to the student's return. Any coursework that is more than 6 years old for master's work and 7 years old for PhD work will need to be validated to be used towards the degree.

A student applying to a doctoral program from a master's program in the same department, with no break in attendance, will not be charged an application fee.

Article III, Section A and B of Policy Manual (Discussion on Provisional and Regular Admission)

Section A: Regular Admission

1. Minimum requirements for admission as a regular degree student:

- a. Hold a baccalaureate degree or a master's degree from an accredited college or university, or demonstrate completion of work equivalent to the baccalaureate or master's degree ~~given at~~ from an accredited this institution University.
- b. Have an undergraduate grade point average of 2.75 or better ('A' is equal to 4.0).
OR
Have a combined undergraduate grade point average and score on a national standardized admissions test that meet criteria determined by the department
OR
Have completed 9 semester hours of relevant graduate course work at an accredited university with a grade point average of 3.0 or better. Note that units completed before admission may not all be transferable to a graduate degree program.
- c. Have adequate preparation to enter graduate study in the chosen program, and meet the requirements for admission, as determined by the program faculty.
- d. English proficiency must be established for all students. A student who is noticeably deficient in the written and/or oral use of the English language cannot obtain an advanced degree from University of Colorado Colorado Springs. Each program judges the qualifications of its students in the use of English.

Section B: Provisional Admission

An applicant not meeting the criteria for admission in Article III, Section A1 criteria a, b, or c as a regular degree student may be recommended by the faculty for admission as a *provisional* student. The recommendation for admission as a provisional student must include a letter from the program/department/school stating the conditions which the student must meet in order to become a regular degree student. When the conditions for regular status are met, the program director must reclassify the student's status to fully admitted, and inform the student in writing.

Provisional students are subject to the same standards of performance required of regular degree students, in addition to other requirements as specified by program faculty, imposed as conditions of the provisional admission status.

Graduate School Funding Opportunities

These are brief summaries of funding available from the graduate school. Please read specific details for each opportunity to understand application processes. Information for students at <https://www.uccs.edu/graduateschool/uccs-finance/finance-resources>

Graduate Research Fellowship (\$5,000/year; 10-15 given per year)

A competitive award sponsored by the Graduate School and the Research Office given to outstanding students from any graduate program. Students must be engaged in research/scholarship with a faculty member. These can be for incoming graduate students or returning graduate students. International students are eligible. Students are nominated by the program. Nomination packets are **due February 24** to graduate school and awards made by March 20 for the following academic year. Awardees are part of the Graduate Research Academy and also receive a travel award.

Graduate Opportunity Scholarship (\$5,000-\$25,000/year; 1-6 given per year)

A competitive need-based scholarship given to incoming graduate students who bring diverse perspectives to UCCS. Students must have a minimum 3.0 undergraduate GPA and demonstrate financial need by completing the FAFSA no later than **March 1**. Students apply directly through the UCCS scholarship webpage and must complete an essay as part of the application (see Financial Aid page for deadline). Students must have been admitted to the program to be able to access the UCCS Scholarship page (contact the Graduate School if there are issues). International students are not eligible. Awards will be announced in early April for the following academic year.

Graduate Out-of-State Scholarship (for recruitment of new students) (\$4,000/year; 30 given per year)

This is a merit-based scholarship for first year out-of-state graduate students. Students must be paying full nonresident tuition, have a minimum undergraduate GPA of 3.33, and be enrolled full time. International students are eligible. These are recruitment scholarships and are given to programs directly to award to students. Qualified students are considered by their program and there is no separate application process (except if department sets additional criteria or process). Awards must be given **by May 15** or funds return to graduate school to be dispersed.

Graduate School Mentored Doctoral Fellowship (\$20,000-\$25,000/year awards; 4-5 given yearly)

A competitive award sponsored by the Graduate School that supports the professional development of doctoral students. Awards are for outstanding advanced doctoral students who are engaged in mentored professional development activities beyond coursework and dissertation research (e.g., additional research, teaching, clinic work; practicum, etc.). International students are eligible. Students apply directly through the UCCS scholarship webpage. Applications are due by **March 1** for awards in the following academic year.

Graduate School Tuition Matching Grant (up to \$8,000 per year; number depends on requests—approximately 50-100)

Program must provide matching funds (i.e., teaching assistantship, research assistantship, or funding related to service/internship directly related to educational program). Colleges/departments/programs will be told how many awards they can give. Colleges/departments/programs select and notify to students about awards as part of the recruitment/retention process. The program must inform the graduate school of their awardees by the **first Monday in May** (May 4). Tuition matching grants are awarded through financial aid; departmental matching funds are paid through normal departmental processes. Students must have GPA of 3.0 or higher and be enrolled in 6 or more credit hours. Program must respond to graduate school email by Nov 8 about how much matching funds they have available to use for this program. Programs will be told how many awards they will have to allocate by December 15.

Travel Awards for GSA Members (\$400/student; 40-50 given yearly)

These are allocated to help offset travel expenses for graduate students that travel to conferences that will further their research efforts, and the research efforts of the University. It can also be used for students who wish to travel to trainings and workshops that will contribute to their professional development. Only currently enrolled graduate students in degree seeking programs who are members of the Graduate Student Association are eligible to apply. **Travel award application opens twice a year.**

Other awards offered through financial aid:

All available institutional awards for graduate students can be found on the graduate school webpage: <http://www.uccs.edu/graduateschool/uccs-finances/finance-resources.html>

Colorado Graduate Grant: need based, Colorado residents in STEM fields. Must complete FAFSA by March 1. Awards made by financial aid in Fall.

UCCS Tuition Grant: need based, Colorado residents in STEM fields. Must complete FAFSA by March 1. Awards made by financial aid in Fall.

Lind Scholarship: need based; all US domestic graduate students eligible. Must complete FAFSA by March 1 and student completes and application with an essay through UCCS Scholarship application by March 1.

UCCS Family Development Center Scholarship: Child care scholarship.

Scholarship portal opens December 1. Students must be admitted to review and apply for scholarships. Most institutional aid requires that students are admitted by March 1 or they cannot complete applications or money is gone by the time late admit students are admitted.