



NORTHEASTERN ASSOCIATION OF GRADUATE SCHOOLS

**Executive Committee Meeting
Sheraton Harborside Hotel
Portsmouth, NH
October 31, 2005**

Present: Gwendolyn Davies, Scott Delcourt, Susan Guma, Julia Halevy, Dale Kinney, Martin Kreiswirth, Mary Martin, Cari Moorhead, Harry Richards, Mick Thompson

Regrets: Sandra Holley, Jim Shaefer, Richard Sleight

President Richards called the meeting to order at 8:35 a.m.

Julia Halevy and Mary Martin were welcomed to the Board.

The minutes of the April 8, 2005 were unanimously.

Graduate School Issues:

Harry began the meeting by asking Executive Committee members about the most pressing issues they were facing. Issues identified included graduate program reviews, graduate student support, graduate student health insurance, student information system implementation, graduate dean's leadership in accreditation review, development of interdisciplinary programs, financing masters-level education, collective bargaining and faculty workload, strategic planning, assessing graduate student outcomes, supporting doctoral students through entire period of study, and budgeting using responsibility centered management.

Membership Report:

Secretary-Treasurer Scott Delcourt reported that the NAGS membership mailing had recently been mailed. A membership report will be given at the December NAGS Executive Committee meeting. There was a discussion about various ways to increase membership including having a NAGS reception at the CGS conference, better publicizing NAGS award winners on the website, and contacting NAGS institutions via e-mail to obtain feedback on the conference agenda. Gwen and Marty will also promote the NAGS conference at the CAGS annual meeting.

Treasurer's Report:

Scott Delcourt distributed a financial report on the 2005 annual meeting. Revenues for the annual meeting were \$17,060.00; expenses were \$18,581.65 for a small loss of \$1,521.65. Scott noted that this has usually been the case, but that there was a possibility of getting as many as 5 conference sponsors for the 2006 annual meeting, which would improve the revenue.

Awards Committees:

The Executive Committee reviewed the guidelines for the four awards and discussed the committee selection process. Jake Kilmarx who had served several times on the master's thesis committee was nominated to chair the committee this year. After confirming his willingness to serve, the Committee approved Dr. Kilmarx as the chair.

The complete list of awards committee chairs is as follows:

Dissertation Award (Agricultural, Biological, and Health Sciences): Richard Sleight
Teaching Award: Mick Thompson
Geoffrey Marshall Mentoring Award: Julia Halevy
Master's Thesis Award (Physical Sciences, Mathematics, and Engineering): Jake Kilmarx

Nomination materials will be sent out electronically and in hard copy in mid-November. The deadline for submission of materials for all awards will be February 1. All nomination submissions must be done electronically.

Discussion of the Meeting Program:

The Board brainstormed regarding potential topics for the 2006 annual meeting. Those topics identified included:

- Changes in the TOEFL and GRE Exams
- Dissertation and Copyright Issues
- The University Research Library
- Responsible Conduct of Research
- Graduate Advising and Diversity Issues
- Best Practices in the Use of Technology
- Legal Issues Involving Graduate Students
- Graduate Student Services

There was also some discussion of changing the length and days in which the annual meeting is held and altering the scheduled times for plenary sessions in order to add a couple brief sessions, including an update from the CGS staff. Harry announced that he would ask UNH President Ann Hart to be the keynote speaker.

The Board decided upon a nautical conference theme for Portsmouth: "New Wine in Old Bottles: Navigating Advances in Graduate School".

An evaluation form will be included in the conference folders to collect feedback from participants.

The tentative program for the 2006 meeting is as follows:

**ANNUAL MEETING
NORTHEASTERN ASSOCIATION OF GRADUATE SCHOOLS
Sheraton Harborside Hotel, Portsmouth, NH
Theme: **New Wine in Old Bottles: Navigating Advances in Graduate School****

Thursday, April 6, 2006

11:30 a.m. - 1:00 p.m.	Registration Scott G. Delcourt, Associate Dean, University of Maine
1:00 p.m.	Welcome Harry Richards, Dean, University of New Hampshire
1:15 p.m. - 2:30 p.m.	Plenary Session I: (Meeting the Needs of the University's Research Library) Presenters: Moderator: Gwen Davies and Dale Kinney

- 2:30 p.m. - 3:00 p.m. Add Session on UMI/Open Access with Cathleen May?
- 3:00 p.m. – 3:15 p.m. Break
- 3:15 p.m. - 4:30 p.m. Plenary Session II: (CGS Update)
Presenters: Deborah Stewart (?)
Moderator:
- 4:30 p.m. - 5:30 p.m. Keynote Address: “ ”
Presenter: Ann W. Hart, President, University of New Hampshire
Moderator: Harry Richards
- 6:00 p.m. - 7:00 p.m. Reception
- 7:00 p.m. Opening Banquet (Harry/Cari looking into a New England Clambake)

Friday, April 7, 2006

- 8:00 a.m. - 9:00 a.m. Executive Committee Breakfast
- 9:00 a.m. - 10:15 a.m. Plenary Session III: (Legal Issues Facing Graduate Deans)
Presenters:
Moderator: Jim Schaefer
- 10:15 a.m. - 10:30 a.m. Break
- 10:30 a.m. - 11:45 a.m. Plenary Session IV: (Responsible Conduct of Research by Graduate Students)
Presenters:
Moderator: Harry Richards
- 12:00 p.m. – 1:30 p.m. Awards Luncheon
- Graduate Teaching Award Recipient:
Presented by: Mick Thompson
- Geoffrey Marshall Mentoring Award Recipient:
Presented by: Julia Halevy
- Dissertation Award Recipient:
Presented by: Richard Sleight
- Master’s Award Recipient:
Presented by: Jake Kilmarx
- 2:00 p.m. – 3:30 p.m. Plenary Session V: (Graduate Student Services: What’s Needed?)
Presenters:
Moderator: Susan Guma and Marty Kreiswirth
- 3:30 p.m. – 3:45 p.m. Break

- 3:45 p.m. – 5:00 p.m. Plenary Session VI: (Advising Graduate Students from Diverse Backgrounds)
Presenters:
Moderator: Julia Halevy and Cari Moorhead
- 5:15 p.m. – 5:45 p.m. NAGS Business Meeting
- 6:00 p.m. - 7:00 p.m. Reception
- 7:00 p.m. Evening on the Town

Saturday, April 8, 2006

- 9:00 a.m. - 10:15 a.m. Plenary Session VII: (Update on Changes in TOEFL and GRE Exams)
Presenters: David Payne ?
Moderator: Mick Thompson
- 10:15 a.m. - 10:30 a.m. Break
- 10:30 a.m. – 11:45 p.m. Plenary Session VIII: (Effective Use of Technology in the Graduate School Office)
Presenters:
Moderator: Mary Martin
- 12:00 p.m. - 12:15 p.m. Closing Remarks
James Schaefer, Jr., Associate Dean, Georgetown University

Additional topics that could be added to the program or used in future conferences include:

Scott will e-mail the NAGS membership asking for specific questions surrounding these general topical areas. Sessions will be refined at the December Executive Committee meeting. Each moderator should begin to consider possible speakers as well as a working title.

Gwen Davies, Susan Guma, and Marty Kreiswirth all noted that they would not be attending the CGS meeting.

The meeting adjourned at 1:15 p.m. and was followed by a tour of the hotel facilities.

Respectfully submitted,

Scott G. Delcourt

Next meeting: Friday December 9, 2005 (7:30 am in Palm Springs at CGS)