

Meet and Confer 2020

Annual Meeting of GSC and Administration

12 June 2020

Attendees: L. Rehn, L. Ross, A. Griffin, C. Goethel, L. Sanford, J. Bostic, C. Nemes, I. Sanchez Viruet, C. Knauss, K. Ramarui, P. Liau

1. Graduate Assistantship Policies- updates, revisions, stipends, what we are following, what we are not following, etc.
 - a. Stipend issue was first brought to light at CBL by the students and this started a review of other assistantship policies, including annual reviews.
 - b. If you are a GRA, then your annual meeting with mutual expectations could be the same meeting as the performance review;
 - c. It is important that there is a guarantee in policy that students get some amount of time off. Because students are paid on stipend, there is no “official” timekeeping. Sanford and Rehn do think its important to have it written into policy that students are entitled to leave.
 - d. There may be some inconsistency across labs about how the GA policy is utilized.
 - e. UMCES does not have the authority to admit and enroll, so academically we fall under UMCP
 - f. Action Item: we need to clearly point out which items we follow at UMCP and which items we follow at UMCES
 - g. Action Item: A. Griffin and L. Sanford, along with the GSC, to review the GA policy to ensure that it is getting followed by labs properly
2. Collective Bargaining
 - a. Waylaid this year; did not reach the legislature due to the covid-19 pandemic. Christina was not upset.
3. Mutual Expectation Documents/Performance Reviews/Annual Reviews -
 - a. Annual Committee Form – focused primarily on student research progress to make sure you are on the right track for your thesis or dissertation. Currently being revised by the Learning Outcomes Assessment Committee
 - b. Mutual Expectations- came from UMCP, to get students, their advisors, and the committee on the same page in terms of lab conduct, goals, etc.
 - c. Performance Reviews- currently no form for this for students
 - i. How much do we want to formalize it?
 - ii. Develop a consistent template for this that isn't too rigid, but has the same questions for all students to ensure they are evaluated fairly
 - iii. Benefit to completing performance review: HR can keep these on file and provide to student's future employers as part of background check
 - iv. Look over FRA/Staff performance review for a jumping off point

- v. L. Rhen provided the following resources to A. Griffin and C. Goethel as a starting point from other institutions
https://hort.ifas.ufl.edu/media/hortifasufledu/pdfs/graduate/graduate-forms/Grad_assistant_performanc_fillable.pdf and
<https://www.salisbury.edu/administration/academic-affairs/graduate-studies-and-research/graduate-studies/files/ga/Graduate-Assistantship-Evaluation-Form.pdf>

4. Lab Code of Conducts

- a. The labs should have a code of conduct or a values statement and would be good to have that on a mutual expectations form
 - i. This can be talked about at orientation and put in the student handbook
- b. The DEIC can look at the lab code of conduct; should be a positive statement of our values as an institution.

5. Service work expectations

- a. Commitment to shared governance is extremely valuable but because of the small size of UMCES, this sometimes results in the same people serving on multiple committees – not an equal distribution of university service labor
- b. Unless their advisor explicitly discusses and encourages it, students may not realize they can and should participate in university service activities
- c. Occurs across UMCES groups: students, faculty, admin, etc.
- d. Often results in disproportionate burden / expectation on women and underrepresented minorities without being compensated; barrier to advancement
- e. Action item for DEIC: Find a way to formally acknowledge and incentivize service work; share the load amongst more people; reward service
 - i. For faculty: service work should be officially incorporated into promotion/tenure assessments
 - ii. For students: expectation of service can be incorporated into mutual expectations document
 - iii. For everyone: service work should be recorded and acknowledged during performance reviews / documented by HR