

Department Committee Meeting Minutes
Friday 5/5/23
9 a.m. to 12 p.m., River Road 325 & Zoom

Accept minutes from last meeting and approval of agenda

Recent Developments and Chair's Update – Loboda

- Merit review process is wrapping up
 - Employees should have already received an email regarding their outcome for merit review from Obinna Anige.
 - The Chair is currently wrapping up reviewing appeals
 - Once the budget is finalized, new letters will be sent out and promotion goes into effect July 1, which means paycheck should reflect any changes.
- Workman's Compensation
 - Interim out- of-state work policy has been released. UMD is cracking down on out of state/employment for legal liability reasons.
 - Work policy is governed by the State of Maryland, but it varies across the country for employees who are based out of state.
 - For out-state workers, the workman's comp policy of the state in which they reside applies.
 - There is currently discussion between Maryland and the surrounding states for an agreed policy, which will make things a bit clearer..
 - Several challenges ensue when dealing with virtual employees and students: different expectations depending on the manager, too much flexibility, The contractor option is a potential workaround.

Associate Chair issues - Hurtt

- Undergrad Majors: 120 students. The numbers of majors in the department has continued to increase. Majors are growing slowly, but general long-term health of the department is good. Ideas include more marketing, moving classes from LeFrak to other buildings that are more convenient to students.
- High School banquet had 51 high school students. A total of 200 people attended the event, which is almost twice as last year. Awardees will be invited to come back to campus for GIS day. George is looking for ways to fund and expand the program. Nakalembe suggested the possibility of offering a fellowship/internship connected with the program. Tatiana advised holding the event in the fall to help recruit students.
- ChatGPT: Cheating has increased. A strategy is needed to deal with AI. Rachel shares guidance from a university training: having a conversation in the beginning of the semester addressing IA with students on how students can use it. Julia suggested using the university process to deal with academic misconduct. The consensus was that ideas such as holding smaller classes and keeping attendance are difficult to implement.

Graduate Director issues – DeFloriani & Haber

- 12 months appointments

- Existing grads get a 1 time choice: 9 or 12 months. Vicky will ask all the grads soon.
 - All appointments start on 7/31/23 (regardless of 12 or 9 months).
 - Vicky will send contracts to returning students in June, specifying start and end dates, days off, GA policies, etc.
 - 12 month TAs will work over the summer as TAs, instructors of record, and other duties as assigned starting in summer 2024.
 - Winter 2024 TA/IO assignments are still additional hours (not part of 12 month duties), since TAs are on the clock for their spring 2024 classes starting the first day back from New Years break.
 - Time away from duty:
 - 12 month full time GAs get 10 days of “time away from duty.” Must be sent to the supervisor 7 business days in advance, and approved by the supervisor.
 - Tatiana advised working with the students about their time away.
 - If an international GA submits their graduate documents to graduate in the spring semester, their termination date is still 5/22/2023, or whatever date is on their I-20. *Not the date they upload graduate documents, as mentioned during the meeting. Chirice fact-checked it.*
- Teaching team meetings: it was suggested moving them to River Road for parking convenience, but TA orientation is at LeFrak. Rachel will take a look.
 - 8/21
 - 10am-12pm 1158 LeFrak: physical and RS teaching team.
 - 10am-12pm 1171 LeFrak: GIS team
 - 2-4pm 1158 LeFrak: human teaching team
 - **Action Item:** Rachel will ask RCs for their # of buyouts in the 24-25 academic year before the teaching team meeting.
- TAs
 - TA/RA swapping deadlines: 6/8 (Haber finds replacement) and 7/2 (faculty finds replacement)
 - TA SMEs (statement of mutual expectations) due to Canvas by 7/31/23. Faculty must look for their TAs’ emails to fill these out.
 - TA Orientation: 8/21 12-2pm in 1158 LeFrak
- Graduate Learning Outcome Assessment
 - A work in progress via the Graduate Committee
 - Grad School requires that we collect data on one metric of the new GLOA during Fall 2023. More details to come.
- Summer Graduation Reminders
 - The Department does not allow dissertation defenses in the summer term. For an exception to this policy, students must first confirm that all existing committee members are available and willing to participate in a summer defense. The advisor must then write to the Department Chair

and Graduate Director asking for a summer defense as an exception to the policy.

- If trying for a summer 2023 graduation, students must:
 - Be enrolled in at least 1 GEOG899 credit over summer
 - Follow the Graduate School's summer graduation timelines.

Summer Session updates (Yearwood)

- Enrollment numbers are rolling in and are fine.

Graduate Program updates (con't, with Rachel)

- PhD [handbook](#) up for vote.
 - Forms are not included in the handbook, but they are accessible on intranet. Graduate schools also have the forms, re: Report of the Dept. Committee on the Defense of the Dissertation.
 - **Action Item:** Revise Conclusion of the Defense: 1. Accept the dissertation and oral defense. Suggestion: Link the language from graduate school to Conclusion of the Defense.
 - Leila emphasized the department needs to collect learning outcomes, review all the forms and avoid duplication.
 - Rachel said messages to students come in different forms at the beginning of the semester and via email.
 - Attendees voted to remove the form from the handbook and link the section to the university's form. Nobody voted against it.
- Summer Defense Policy reminder
 - The Department does not allow dissertation defenses in the summer term. For an exception to this policy, students must first confirm that all existing committee members are available and willing to participate in a summer defense.
 - Students need to be enrolled and pass through Leila and Tatiana.
 - Rachel was asked to create a cheat sheet with reminders to all faculty. Faculty must also remind students who are planning a summer defense.
 - Tatiana suggested jointly tracking the progress of students.
 - Allison suggested a shared box folder with needed forms.
 - Motion to go to the grad committee in the fall to discuss how to sort out the forms and process.
 - Faculty was reminded to enter 898 grades in UMEG.

DEIAR Committee – Gore

- DEIAR committee proposed a change in the language GEOG uses to advertise for graduate students: "Do you identify as underrepresented, marginalized or diverse? If so, please explain." optional
 - Questions: how to measure the responses, people's expectations on what to do with the data, targets for diversity.

- This means the dept would have detailed DEI data, but graduate school wants to create rubric.
- Gender identity categories are new since last year; other categories include first-generation attending college.
- The Department has a lot of international students, with different needs and contributions.
- The motion passed. **Action Item:** Add the change.

Research Faculty Committee – Humber

- Vote for the updated Merit documents. At the last meeting, it was approved on a conditional one-semester basis. Tatiana requested more time to read the document carefully. **Action Item:** The committee will vote at the next meeting in the fall.
- Conversation about predatory journals; **Action Item:** Create a task force for "approved" journals led by Giovanni.

Lecturer Committee – Resop

- Pedagogy discussion on "AI in the Classroom" on August 18, 11:30 a.m. through Zoom. Date approved by all.

Upcoming Events

- Department End of the Year Awards, Orem Hall, Riggs Alumni Center: May 12 at 1 to 3 p.m.
 - Today, May 5, is the last day to RSVP.
- Spring 2023 Commencement
 - Campus-wide: Monday, May 22 at 7 p.m.
 - Not mandatory
 - BSOS: Wednesday, May 24 at 3:30 to 5 p.m.
- Orientation Events:
 - 7/31: TA Statements of Mutual Expectation are due.
 - 8/1-8/18: Rachel and orientation committee have sessions for the incoming grads, aiming to build community
 - 8/21
 - 10am-12pm 1158, LeFrak: physical and RS teaching team
 - 10am-12pm 1171, LeFrak: GIS team
 - 2-4pm 1158 LeFrak: human teaching team
 - 12pm-2pm (1158 LeFrak) : TA orientation and lunch (all TAs, Rachel, George)
 - 2pm-3pm (1136 LeFrak): Jack, Fernando TA lab overview
 - 8/22 in 325 River Road
 - 10am-12:30pm: meet the faculty (All tenured/TT faculty)
 - 12:30-1:30pm: lunch with all faculty and all grads
 - 8/23 in 325 RR
 - 1-3:30pm: meet the research faculty (Mike Humber and all research faculty)
 - 3:30-5:30pm: department social potluck with all students, faculty, staff
 - 8/24 and 8/25: PACs; schedule coming soon. PACs are in person in the advisor's office