

COLLEGE OF GRADUATE STUDIES

Fall Newsletter



Welcome Graduate Students

From Dr. Jerry McMurtry, the Dean of COGS

The start of the Fall term is always an exciting time at the University of Idaho as many new faces will be joining our graduate student community across all our campus centers and research facilities. If you are a new student to our University of Idaho community, welcome. If you are a returning student, I trust you had a productive Summer completing your field-work, internship, or clinical experience. For all of you, I hope you all found some time this past Summer for some rest, relaxation and quality time with your family and friends.

Fall term starts our next round of graduate and post-doctoral support programming. The College of Graduate Studies is dedicated to providing a wide range of seminars, workshops, and meetings focusing on your success while you are in school and to prepare you for a successful career after you graduate. We have partnered with other

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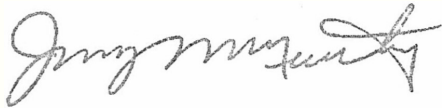
REMINDERS, DEADLINES, AND TIPS FOR SUCCESS

units across campus in order to provide you with the most relevant and timely opportunities for your professional development. Whether this is your first semester as a graduate student or your last, we have support programs in place to assist you. Please take a look at the schedule of activities and join us either in person, if you are on the Moscow campus, or through Zoom if you are in residence at one of our other campus centers.

Working toward a graduate degree will be difficult, challenging, demanding, and can be somewhat isolating. It will also be a time of deep personal growth, intellectual development and change. I applaud you for your dedication and drive, as that is what it takes to pursue a graduate degree. As you move through this academic year, please don't forget to take time for yourself and reflect on your growth as a scholar and developing expert in your field.

The College of Graduate Studies is here to ensure that you have the tools you need to be successful and complete your program. Please don't hesitate to contact our office if you have any questions about our institutional policies or if you have any ideas about new ways we could make yours and others experience here more valuable and beneficial.

Sincerely,

A handwritten signature in black ink, appearing to read "Jerry R. McMurtry". The signature is fluid and cursive, with a prominent initial "J" and a long, sweeping tail.

Jerry R. McMurtry, Ph.D.



MEET OUR PEOPLE- MAIN OFFICE



Dr. Jerry McMurtry

Dean of the College of Graduate Studies

I came to the University of Idaho in 1995 as an assistant professor in the College of Education. I was previously at Montana State University and was an instructor at Colorado State when I completed my PhD in Human Resource Development. I lead the College of Graduate Studies, which has oversight over all graduate programs at the university. Our college is committed to building the best support system possible and creating professional development opportunities which will enhance the experience for graduate students and post-docs at the University of Idaho. Born in Colorado and raised in Colorado and Wyoming, I consider myself fortunate to have been able to stay in the West and continue to do the things I love. I have two children, who are both proud Vandals.

Lauren Perkinson

Assistant to the Dean

Hello! I am the Assistant to the Dean of the College of Graduate Studies here at the University of Idaho, working primarily to provide student and administrative support to the college. My job duties involve working with fellowship students, supporting graduate assistants through the appointment process, planning events, interpreting policies and procedures, and communicating on behalf of the college!

I came to the U of I a little over a year ago after finishing graduate school at Southern Oregon University, where I earned a M.S. in Environmental Education and an M.A. in Teaching with a focus on secondary science education. Previously, I studied Biological Sciences and Anthropology at Colorado State University. I love being able to apply my passion for education to my current position! Working to support students through the highs and lows of graduate school is incredibly important to me, and I'm always happy to be here to help you out in any way that I can. Outside of the office, I enjoy drawing, cooking (and eating) great food, snuggling with my cat, and spending time outdoors.



Josh Hawn

Graduate Student Support Coordinator

Hello! My name is Josh Hawn, I have been a Graduate Student Support Coordinator with COGS since October 2020. I graduated with my undergraduate degree in Spring 2020, and while working with COGS I am testing the waters with graduate coursework in several fields; Geography, Economics, and Natural Resources. My main role is to process the forms, study plans, and other similar items for graduate students. General policy questions are welcomed, as well as specific questions regarding the information needed on paperwork. Being involved with processing the forms has allowed me to understand our procedures and further help students through their program with ease. I never thought this would be a thought in my head, but I've come to really appreciate a complete form. Nerdy I know, but it does help! Assisting students with study plans via Zoom or in-person is a great time for me to get to know more about them and assist with an important aspect of their graduate career with us. While we do have our specialties, our roles in the main office often overlap. We share knowledge and are well-versed across each other's areas so please don't hesitate to unload questions or concerns with us.



Stephanie Thomas

Graduate Student Support Coordinator

Hi, I'm Stephanie Thomas, a Graduate Student Support Coordinator for the College of Graduate Studies. If you're writing a thesis or dissertation, I am your point of contact for any questions about process, format, structure, and submission. We began electronic (only) submission this Fall 2021. See the new handbook and guides [www.uidaho.edu/cogs/resources/student-resources/thesis-dissertation] on how it works and the little changes we made to get rid of the paper! The WORD version of the handbook functions as a template that is properly formatted and ready for your use.

I joined COGS in 2003 as an interdisciplinary program assistant and served in various roles for the college until 2014, then returned in January 2021 after a six-year hiatus teaching English across the state line. Like you, I'm a proud Vandal. I received two Master of Arts and a Bachelor of Arts from the University of Idaho, but studied at the Universidad Nacional de Costa Rica, Universidad de Salamanca, and Eastern New Mexico University along the way, and began a PhD in Education this fall. I volunteer for local chapters of international fraternal organizations dedicated to community service. My favorite is hosting the infamous Care-E-OK (karaoke) to raise money for Bosom Buddies cancer-care fund. I'm very, very happy to be back home at UIdaho to help you as you pursue and finish your degrees.



Amanda Palmer

Graduate Teaching Assistant

My name is Amanda Palmer and I am a doctoral student in the College of Education, Health and Human Sciences, studying youth development through recreational programs. A native of Bothell, Washington, I have lived with my husband and four children in Moscow since 2012. My role in COGS is as the Graduate Assistant for Graduate Student Support Programs. In this position, I have designed and managed the BBLearn “course” for graduate students and postdocs, which includes schedules and recordings for all graduate support programs throughout the year. In addition, the BBLearn course has sections for funding opportunities and other useful resources. Working with the Director of Graduate Student Support Programs, I help to schedule, advertise, and facilitate professional, academic, and personal development programming in collaboration with departments across campus. Last year, with input from other staff members in COGS, I developed and presented two new programs: Master’s and PhD 101. These programs provide an in-depth explanation of the forms and procedures necessary for moving from admitted graduate student status to graduation. At the conclusion of Fall and Spring semesters, I designed comprehensive surveys for graduate students and postdocs to evaluate COGS/collaborator programming, as well as share their experiences with the COVID-19 pandemic. My reports from these surveys have been helpful for COGS and our collaborators, as we have taken student and postdoc feedback to address concerns, create new programs and provide support in the format that students request. While all programming was conducted via Zoom during the 2020-2021 academic year, this year’s programs will include an in-person component in addition to live Zoom streaming. I am especially grateful when faculty members suggest programs to their students which they feel will be valuable. I have consistently found that students are much more likely to attend if their mentors or advisors encourage them. Thank you for your support of our Vandal grad students!



Brian Tibayan

Graduate Support Assistant

Hello! My name is Brian Tibayan. I am a first-year doctoral student in Curriculum and Instruction in the College of Education, Health and Human Sciences. My research interests are in applied theatre in science communication and diverse practices in theatre education. I am also an actor, having graduated with an MFA in Theatre Arts in 2020 and performed in various productions here in the US and the Philippines. I have been a Graduate Assistant for the College of Graduate Studies (COGS) since 2018. I started as a social media writer and events coordinator for COGS and then later on transitioned to producing, directing, writing and creating video features for the College. I am always on the look-out for new and exciting narratives from our graduate peers. If you want to know more about the lives and research of our amazing graduate students, check out Grad Stories [<https://bit.ly/cogsgradstories>].

I’m excited to talk, listen and help our graduate students any way I can. You’ll see me in Morrill Hall, cooped up in my office, most likely editing videos and maybe eating cheesecake on the side. :)



MEET OUR PEOPLE- GRADUATE ADMISSIONS



Polly Tohaneanu

Assistant Director, Graduate Admissions

My name is Polixenia (or Polly) Tohaneanu and I am the Assistant Director for the Graduate Admissions Office. I also function as an international academic credential evaluator and DSO (I review eligibility for I-20s). I am one of the three Slate Captains at the University of Idaho and created the graduate application and the Reader – the faculty admission review portal. I am a French teacher by training. I hold a BA in French from the University of Bucharest and an MA in French Literature from the University of Cincinnati.

I started working in the Graduate Admissions office at the U of I back in 2016 and was instantly captivated by my role as a facilitator for graduate education. My time as a graduate student was one of the most transformational experiences in my life. In my position in COGS, I get to help our students embark on the same life-changing and enriching journey.

I was fortunate to receive the support from the College of Graduate Studies to pursue my passion for higher education and had the opportunity to attend national conferences for professional associations in higher education. I am a contributor to the NAFSA Association of International Educators. I presented in international panels and international credential evaluation workshops. I am also part of several AACRAO committees on setting standards and best practices for U.S. higher education.

I like connecting with students and hear their inspirational stories. I am fluent in French and I am now learning Spanish. I sometimes surprise students who speak these two languages and start conversing with them in their native language.

Bill Kuhlken

Graduate Admissions Specialist / DSO



My name is Bill Kuhlken and I am a Graduate Admissions Specialist / DSO with the College of Graduate Studies at the University of Idaho. I have an Associate Degree in English from Mesa College (now Colorado Mesa University) and a BA in History from Montana State University. In this position I review and process all documentation submitted by prospective applicants for Graduate programs offered through the university. In addition to these tasks, I correspond with a wide range of applicants, prospects, students, and any number of fellow classified personnel. I am newly arrived here this summer and have thoroughly enjoyed learning my role here in COGS. There is a very palpable sense of support and teamwork in this department and across the campus that I hope to contribute to once I am up to speed on all things Vandal! The main takeaway that I can express is the total focus on student support, and when I meet newly arrived students it is noticeable that they feel that support.



Lee Berryhill

Graduate Admissions Specialist / DSO

My name is Lee Berryhill, and I am a Graduate Admissions Specialist and DSO in Graduate Admissions in the College of Graduate Studies. Originally from McCall, Idaho, I have lived in Moscow since 2019 when I began my graduate studies. In May 2021 I graduated from the University of Idaho with a Master of Arts degree in History with a focus in 19th Century American history and the representation of Indigenous peoples in visual culture. My role in COGS is as an admissions specialist and designated school official. In this position, I process graduate applications from the time they are submitted through to the department's final decision. I help and support

students through the graduate admission process, whether they be prospective or newly admitted; international or domestic. I work with the Assistant Director of Graduate Admissions and my fellow Graduate Admissions Specialist in reviewing domestic and international transcripts, other official documents, and test scores. We are oftentimes the first people at the university students contact, regarding applying to a graduate program, be it PhD, Masters, or Academic Graduate Certificate. I appreciate the faculty's support of incoming graduate students. When students receive support from the faculty in their department, they are not only more likely to complete an application but complete their graduate degree with confidence knowing the department faculty stands behind them. Thank you for supporting our Graduate Students.

MEET OUR PEOPLE- COMMUNICATIONS

Ramon Tafoya

Web Coordinator

Hello! I am the web coordinator for the College of Graduate Studies (COGS) at the University of Idaho. I continue to support the website needs of COGS and Graduate Admissions. I have lived in Moscow since May 2015, with my family. I am a retired veteran of the U.S. Military and have degrees in Website Design & Development and Visual Communications. My passions lie in improving the user experience, streamlining processes using online methods wherever possible, and finding elegant solutions to complex problems. I use both form and function when designing web properties or collateral. In my leisure time, I enjoy entertaining people in various mediums, through social content creation, and game design & development.



THESES AND DISSERTATION SUBMISSION UPDATES

COGS initiated electronic-only thesis and dissertation submissions the first day of the fall semester. Below are the exciting changes intended to improve the efficacy of the process:

1. **Authorization to Submit/ETD Committee Review** is an electronic workflow item in ETD. The student enters the major professor, committee members and department administrator (called graduate advisory committee in ETD) and their emails when creating the submission. After the administrative coordinator approves the format, emails with direct links to the graduate advisory committee are sent to approve (or reject) the submission.

If someone on the advisory committee selects reject, they must provide a detailed response for the items in question to be addressed before resubmission. Rejections should be rare since the committee should have seen multiple edits after the student's defense and the student should have incorporated all suggested edits in the final document.

2. **Document Changes:**

- Title page: Above the Major Professor line, the text, "Approved by" is added.
- Page ii becomes the Abstract. The Authorization to Submit is an electronic process and not a page in the document.

3. **The Institutional Repository Agreement** is available under the Administrative Documents in ETD too. The student uploads this document after it is signed by the Major Professor.

NOTE: Check to see that the options selected with the ProQuest agreement match the selections on this form and on the IR options displayed on the ETD Details page. Also make sure the author's name is the same on the ETD details, the thesis or dissertation itself, and this form. If someone is using their full name, middle initial or multiple last names, all names on all items must match.

4. Under **Manage this ETD** on the student's submission account is a checklist to keep track of the 8 important items for submitting a thesis/dissertation and completing the degree.

5. The latest handbook is a Word template formatted to the proper margins and requirements. A PDF of the handbook is provided for reference purposes. The Latex examples are still on the COGS T/D Resources pages. We are in the process of updating the title or new page ii to reflect the changes mentioned above.

6. See Quick Guides on the Thesis/Dissertation Resources Page for:

- Committee Electronic Review/Authorizations-student view
- Committee Electronic Review/Authorizations-faculty view
- ETD Checklist
- Thesis/Dissertation Formatting Checklist
- Thesis/Dissertation Components Checklist

The committee will still email the final defense report form within 7 days of the defense to cogs-forms@uidaho.edu; however, we streamlined the collection of the repository agreement and the authorization/committee review in ETD that generally have been the most problematic to finalize. Lastly, the format of the document allows for those who wish to publish a hard copy to do so, but **COGS no longer needs a paper copy to complete degrees.**

GRADUATE ADMISSIONS UPDATES

Deferred Admission

The admission process for deferral applications is being updated. After determining that all deferral applications to non-thesis programs are being approved by academic programs, we are taking the initiative to process the admission decision for non-thesis deferrals in the Graduate Admissions office, without sending applications to the department for a second admission review. This will make the deferral process more efficient and offer a seamless experience to the student.

Note: please view a report with current deferral information for your program(s) using the address below...

<https://futurevandals.uidaho.edu/manage/report/render?id=9443b41a-3f25-40e8-a8c5-b3e0cfa95659>

To keep the Directors of Graduate Studies informed, Graduate Admissions will send an automatic email every time a new student is admitted. This email will contain the student's name, VNumber, program information, as well as their reason for deferral. Additionally, DGS's will have access to a consolidated list of admitted students and a link to their application in the Reader.

Waitlisting Option

Graduate Admissions will add a new decision for waitlisting applicants. This decision will generate a waitlist letter and create automatic reminders for departments. If no admit/denied decision is submitted by the department before the start for the term, the application will be denied. We will reach out shortly with a complete procedure for submitting waitlisting decisions in the Reader.



REMINDERS

Graduating soon?

You can find checklists, guides, and other helpful documents at the following web page-
www.uidaho.edu/cogs/resources/student-resources/thesis-dissertation

Remember, **it is your responsibility to complete the following before graduating:**

- Major Professor (and Committee members) appointed
- Satisfied Degree Audit
- Application to graduate for the current term
- Completed thesis/non-thesis requirements

Dates and deadlines

We can't recommend staying on top of dates and deadlines strongly enough! Be sure to familiarize yourself with our Dates and Deadlines web page, and see the deadlines below for those anticipating graduating this Fall semester:

Thesis/Dissertations

- **Nov. 5**
 - Submit Request to Proceed
- **Nov. 19**
 - Complete Final Defense
- **Dec. 3**
 - Submit final version to ETD
- **Dec. 17**
 - Final document approved in ETD

Non-Thesis

- **Dec. 17**
 - Submit the Non-Thesis Project Report

More information about dates and deadlines can be found here:

www.uidaho.edu/cogs/deadlines/thesis-dissertations



REMINDERS

Subwaivers

Any graduate student needing a substitution or waiver of credits will need to have the form signed by their MP, Department (and Associate Dean for Education), and get an approval through COGS. Since Sub/Waivers are a form that can be used across several levels and curriculum, there is no designated COGS signature line. After a brief overview, we will submit the form to the Registrar for the final changes. The Registrar's Office is working with Colleges to onboard for the electronic submission process through VandalWeb's Degree Audit, however there are still a few which will need to use the physical form.

Request to Proceed forms

Thesis and Dissertation Students: Request to Proceed forms must be submitted two weeks prior to your defense date. University of Idaho is a public institution supported by public funds and we have a responsibility to demonstrate to the Idaho public that we are a good steward of those funds. One way we do that is to by requiring all thesis and dissertation defenses have a public component where anyone and everyone can join in as they wish. We require the advanced notice so the public part of the meeting can be properly advertised to the citizens of the state. Publicizing the defense internally to the university or department is not sufficient to meet our responsibilities.

