Rackham Student Government
Board Meeting: June 21, 2012
Agenda

I. Call To Order
II. Approval of Agenda
III. Approval of Previous Minutes *(p.2 )
IV. Officer Reports
   a. Graduate Student Body President, Michael
   b. Graduate Student Body Vice President, Kaitlin
   c. Graduate Student Body Treasurer, Alex
V. Committee Updates
   a. Academic Affairs (p. 5)
   b. Budgetary (p. 8)
   c. Community Outreach & Social Action (p. 10)
   d. Legislative Affairs
   e. Student Life Committee
   f. Bylaw Review Committee
VI. Funding Request: Chemistry Symposium Organizing Committee -*Vaughn Symposium* (p. 12)
VII. Continuous Enrollment
   a. Policy Overview
   b. Dispute Resolution Board History and Overview (p. 33)
   c. Reinstatement Fee Changes – Discussion (p. 32)
   d. Future of the Dispute Resolution Board – Discussion (p. 28)
VIII. Open Discussion
IX. Adjournment

* - Item included in packet
** - Item will be provided on Day of Meeting or at Meeting
*** - Item was included in a previous packet
I. CALL TO ORDER: 6:35pm
   a. Present: Representatives Brandon Erickson, Alex Emly, Dan Trubman, Matt Waugh, Chris Tom, Eli Benchell Eisman, Matthew Filter, Anna Belak, Vice President Kaitlin Flynn, and President Benson.
   b. Absent: Lauren Knapp, Andrew Crawford, Evan Arthur
   c. Absent and Excused: Representatives Vanessa Cruz, Haven Allen, Ben Curtiss-Lusher, Pete McGrath, and Treasurer Alex Toulouse.

II. APPROVAL OF THE AGENDA
   a. Motion by Alex E, seconded by Brandon Erickson, approved unanimously.

III. APPROVAL OF THE PREVIOUS MINUTES
   a. Motion by Eli and seconded by Kaitlin, with the changing of Dan Trubman’s attendance. Approved with one abstention.

IV. OFFICER REPORTS
   a. President Michael Benson. Reporting for Alex T- $18,000 in the bank. Budget committee meeting on Monday. President business: Graduate Deans Annual Meeting just happened in East Lansing last week. They discussed reporting of crimes, safety and student fees across the Big 10 universities. Kaitlin will be giving a speech to Summer Institute scholars on behalf of Michael next week. Michael also sits on the board of campus safety and has updates on how they want to use RSG to engage with the graduate student community.

   b. Vice President Kaitlin Flynn. Bylaw review committee will likely convene after the fourth of July weekend in order to allow for Kaitlin’s conference/travel schedule. Committee chairs will meet briefly after the board meeting to discuss committee operations. Finally Kaitlin is working on getting the Lions game situation worked out and takes a quick poll of the board to see how much they would be willing to pay for a ticket to the game.

V. Executive Order 12-03: Events Director. Michael introduces the executive order to create an events director, a non-exec position; this person will approve events, sit on all committees, calendar events, and ensure smooth production of the events. Michael issues
the order, “It is so ordered.” Chris makes a motion to open the agenda which is seconded by Alex E. The motion passes unanimously. Kaitlin moves to add the nomination of the events director to the following item on the agenda, seconded by Matt. The motion passes unanimously. Closing of the agenda, motion by Alex E and seconded by Chris. The motion passes unanimously.

VI. Nomination of the Events Director. Michael is pleased to announce his nomination and appointment of Alex Emly to serve as the government’s first Events Director. Pursuant to EO 12-03, the Board is given the opportunity to appeal Michael’s nomination and appointment. The Board declines to do so.

VII. Committee Updates

a. Academic Affairs: meeting to look at conflict resolution. Looking at 2 modes of attack: forming a conflict resolution board (an active action) and working on providing conflict resolution handouts and training with Darlene. Flowchart is included in the minutes. Motion to approve the minutes by Chris and seconded by Alex E. Approved with 3 abstentions.

b. CoSAC: organizing four major events this summer: watershed council cleanup @end of June, volunteering at food warehouse with food gatherers, volunteering with parks and rec, and the beach cleanup event on 7/21. Motion to approve the minutes by Eli and seconded by Alex E. Approved with one abstention.

c. Legislative Affairs: Motion by Michael to approve and seconded by Dan, approved with one abstention. The committee has been working at the federal level to host the SAGE fall summit and we will begin fundraising soon to keep RSG’s total cost low. The agenda from last year’s summit is included in the packet. We will be putting a focus on Michigan issues during our summit and making policy recommendations for the administrators in attendance. The committee has also discussed state issues such as the budget and University autonomy. At the local level, there will be forums for candidates and other debatable issues.

d. Student Life: Finalizing Rackham events, trying to extend happy hours for a bar night, plus sporting events and an arb event. Also working on student group registration. Motion to accept the minutes and seconded by Matt. Approved with one abstention.

e. Bylaw Review: Meeting in July.

VIII. SAGE Fall Summit Visioning: Michael discusses the agenda for the summit. Three purposes of the summit: forum, sharing best practices at each University, and setting advocacy items for the spring visit to DC. In the packet you can find an analysis of the impact of the upcoming federal Sequester. Likely the LAC will draft a resolution this fall with recommendations as to what programs should not be cut.

a. Ideas for the Fall Summit: Anna says that federal funding managers cannot pay for themselves, technically, so they could be free to come visit. Michael says we will likely focus on education and government education. Eli suggests a forum on international collaboration and how we pay students or researchers that come to visit, and looking to see what institutions are doing, etc. Alex E says that the CERC center on campus might be interested in collaborating. Dan mentions that
autonomy and same sex benefit issues might be of interest to some people. Student visas and state level officials. This summit will likely take place the last weekend in October. Eli would like if Sander Levin shotgunned a beer over the weekend.

IX. Bylaw Visioning. Where is RSG in 5 years?
   a. What do we do well? sporting event communication, enthusiasm for events
   b. What do we not do well? Communication issues within the board and then between the students and RSG, engaging students on Twitter, collaborating with the professional schools and other universities, convoluted emails, more money, GSRA communication issues, motion by Anna and seconded by Chris to put together tweetable facts for communication, approved unanimously. Taking advantage of nonacademic resources and communicating with other grad students on campus. Matt Filter suggests that reps should advertise via word of mouth. Twitter issues (getting people to follow) and Facebook ads to advertise RSG and the elections. Social media contests to promote issues and events on Facebook.

X. Funding Requests Procedure: The funding request worksheet is included in the packet and Michael discusses the process of funding requests.

XI. Open Discussion
   a. Kaitlin brings up the board social event. Michael asks if we have any ideas for speakers. People bring up how to effect change on our football seating by inviting Dave Brandon and others. Alex E suggests meeting with execs from other professional schools.

XII. Adjournment at 7:47pm moved by Chris and seconded by Matt F.
I. **CALL TO ORDER**
6:31 pm – Eli is eating a sandwich

II. **ROLL CALL OF MEMBERS**
   b. Absent (excused): Representatives Pete McGrath, RSG President Michael Benson, Haven Allen.
   c. Absent (unexcused): Representatives Andrew Crawford, Alex Toulouse

III. **CONFLICT RESOLUTION BOARD – INITIAL DRAFTS**
   a. Mission Statement (rough draft attached) – Edits of rough draft was undertaken by the committee. Minutes of discussion follow. Additional edits were made on paper and submitted to CT for revision.

IV. **CONFLICT RESOLUTION FLOW CHART**
   a. Eli will meet with Darlene Ray-Johnson re: the existing resolution boards. In this way the flow chart will be a complete reference for all sorts of conflict, regardless of whether CRB is utilized.

V. **OPEN DISCUSSION**

VI. **ADJOURNMENT:**
Adjourn –
Next meeting at  6:30pm June 28th at Espresso Royale on State.

VII. **ITEMS & IDEAS IN QUEUE (NOT DISCUSSED THIS MEETING)**
   a. Rackham administers faculty awards for mentorship
   b. The mechanism of funding for first year students should be standardized across Rackham
   c. List of Academic Resources for Twitter (Chris)
   d. Student Ombuds
II. ATTACHMENTS

1. Mission Statement for Conflict Resolution Board

The purpose of this Board is to act as an unbiased resource to formally resolve the interpersonal conflict between students and faculty. These cases include cases where there is no clear-cut definition of right and wrong, e.g. academic dishonesty or sexual harassment, which are handled appropriately by the Academic Integrity Board and the Office of Institutional Equality, respectively. This statement is unclear and needs to be reworked.

CT-Michael suggests having the Deans enforce conflict resolution. AB- is on board with enforcing, but doesn’t think the Deans will necessarily agree. CT- hopefully most things will be amiably resolved by the Board, but in instances where that does not take place, the Deans will be employed.

CT and AB- mention that policies in place by the department are not necessarily followed and need to be reconsidered.

AB- Are individuals expected to contact the ombuds office (e.g. DRJ) prior to contacting the Board? CT- yes. And Darlene is all over this.

AB- recommends that we provide discreet examples of cases in which this board would be utilized.

Edits were made.

The jurisdiction and responsibilities of this Board include:
- Formal complaints brought by faculty or staff for resolution. This will be a catch-all system for all matters not handled by other bodies. It is operates in what is essentially a 'grey area' for the existing bodies.
- The complaints and conflicts that exist are individual and subjective, and thus the solutions are handled on a case-by-case basis.
- Should the complaint fail to be resolved in such a way that is amiable to both parties, the Board can make recommendations to the Deans, who will be vested with the authority to modify and enforce appropriate recommendations.
- Serve as an intermediary mechanism of communication of the complaint from the student body and faculty to the Administration that bypasses the program/departmental channels.

The limitations of this board are:
- Will not have any jurisdiction over Academic Integrity or other well-defined code of conduct violations.
- Will not have any authority over legal matters, and the resolutions are not legally binding
- Will not have the authority to directly deal or enforce resolution

The board will be composed of:
- Excess faculty members appointed by SACUA and Rackham
- Excess student members appointed by RSG
- If any member of a given board has a conflict of interest in a given case, he or she will be replaced by someone from the pool of extras.

2. Conflict Resolution Flowchart

[Diagram of the conflict resolution flowchart]

- Student seeks informal mediation from S/C Resolution Officer
- S/C Resolution Officer organizes formal dispute resolution process under school/college procedures
  - No agreement: Dean requests Rackham's Dispute Resolution Process
  - MOU
  - RRO organizes formal dispute resolution process under Rackham procedures
    - MOU
    - Rackham Dean determines resolution
  - Student asks Rackham Resolution Officer for reconsideration
    - RRO and Resolution Board asks school/college to reconvene mediation
    - RRO and Resolution Board sustains MOU
I. CALL TO ORDER 7:30 PM

II. ROLL CALL OF MEMBERS
   a. Present: Kaitlin Flynn, Michael Benson, Daniel Trubman, Alexis Toulouse
   b. Absent (excused): Alex Emly, Vanessa Cruz, Matthew Filter, Brandon Erickson
   c. Absent (unexcused): Lauren Knapp

III. FUNDING REQUEST:
   a. Organization Name: Chemistry Symposium Organizing Committee
   b. Event name: Vaughan Symposium 2012
   c. Event date(s): August 2, 2012
   d. Event location: Chemistry Building
   e. Requesting: $1350

IV. EVENT DESCRIPTION:
   a. Shuwen: Had approx 270 people in the past. Expecting more this year and hoping to attract more students from other related departments using publicity.

V. DISCUSSION:
   a. Michael: Asks if Shuwen was involved in planning last year. She participated but not involved in planning. According to event report last year, there were approx 220 people. The total cost was approx 5900 last year. Curious why this year’s request is for 1200. Estimating 500 for speaker lodging. T-shirts are asking for aprox 200 more. Chemistry gave 5000 total last year and giving same again. Apparently they received funding from the REU program last year.
   b. Michael asks how they plan to advertise and how many students outside of chemistry. Not many grad students from other departments last year. This year they are planning on sending emails through all faculties with joint affiliations. Michael suggests including in the newsletter.
   c. Funded 750 last year, Michael asks why we should fund this given its mostly for one department. She says they are expecting more students and would like to attract students from other departments. They think there will be more students
   d. Kaitlin asks if getting funding from chemistry council. Yes.
   e. Alex asks what the purpose of the T-shirts. They want to use it as advertising and will be given away for free.
f. Kaitlin asks if there is preregistration. Answer is yes. It closed on 6/6.
g. Alex asks about the discrepancy in the budget and funding. They are hoping to find cheaper t-shirt vendors and housing.
h. Michael asks how many undergraduates will be participating.
   Approximately 60 last year and not expecting as many undergrads this year because no REU involvement. He wants to know realistically how many total students. She still expects some undergraduate involvement.

VI. CLOSED DISCUSSION:
   a. Michael moves that we level fund at 750 same as last year restricted to all but food and t-shirts. Second by Kaitlin
   b. Dan concerned that people actively try to spread the word and thinks flyers are useful. Michael suggests putting in the newsletter.
   c. $800 moved by Michael with the same stipulations. Seconded by Dan.

VII. VOTE:
   a. $800: Michael, Dan, Kaitlin, Alex

VIII. The committee votes to recommend funding of $800 for the Vaughan Symposium given the above mentioned stipulations to the full board.

IX. ADJOURNMENT: 8:00 pm
I. CALL TO ORDER 7:45 pm

II. ROLL CALL OF MEMBERS
   a. Present: Michael Benson, Bernardo Orvananos, Kaitlin Flynn, Evan Arthur, Alex Emly
   b. Absent (excused): Alex Toulouse
   c. Absent (unexcused): Anna Wagner, Matt Waugh

III. RACKHAM EVENTS

   We will not be doing Cedar Point since it’s so expensive
   Day in the Park: Set aside a certain amount of money like we did last year
   Tigers Game: $10 for a bus ticket, not $5
      Michael mentions that we should sell it as a coupled ticket price: i.e., bus ride and tickets
      Kaitlin, Alex and Benardo think that it’s not fair to be having to pay for the bus if you’re not going to take it.
      Lump ticket and bus price together - bus price will be $10

IV. BAR NIGHTS / HAPPY HOURS

   BTB Cantina: (update frmo Bernardo) Happy hour can be extended until 8, normally runs until 7. BTB probably isn’t a good place to be in the afternoon since it’s usually always empty
   Charley’s: 2:30 - 6 happy hour, manager kinda meh.
   Jolly Pumpkin: 4-6 only standing room, Kaitlin didn’t think it was very good
   GP: 3-6 every day, $1 off apps, Bell’s, drinks
   Bar Louie: 4-7 every day, Wed all day, something is special on Thursdays
   ABC: Happy hour all day Monday, Tues-Fri: 4-7 PM, Sunday 8pm-12am half off large beer, $6 apps M-F
   Blue Tractor: 3-6PM and 10-11AM, manager wasn’t really sure about who could designate happy hour specials
   Blue Lep: every day until 8

Bar Louie, next Wednesday June 20, 6-8PM, email initial announcement Friday, then send reminder on Wednesday
Aim for Charley’s 3rd week of July, then ABC then Jug (main street / south u rotation)
V.  **BAR NIGHT**

   Alley Bar, July 6 or 7, Friday or Saturday

VI.  **FAMILY FRIENDLY EVENTS**

   Fuller Pool event: Michael is meeting with the A2 Parks and Rec people next week to see if we can get a discount
   Walk in the Arb afternoon

VII. **OPEN DISCUSSION**

   Alex will be gone for the next meeting

VIII. **ADJOURNMENT**: 8:10 pm
Rackham Student Government Funding Application

Organization Name: Chemistry Symposium Organizing Committee
SOAS Account #: U009456
Registered with MSA? Yes No

Primary Contact Name: Amanda Dugan
Title: Chair of Chemistry (Vaughan) Symposium Organizing Committee
Email: duganam@umich.edu
Phone: 734-615-8565

Secondary Contact Name: Shuwen Sun
Title: Treasurer
Email: shuwens@umich.edu
Phone: 734-389-9969

Please check any of the following that describe your organization:

<table>
<thead>
<tr>
<th>Academic/Professional</th>
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<td>Creative Arts/Expression (Visual, Performance, and/or Exhibition)</td>
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<td>Graduate</td>
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<td>Political</td>
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<td>Publications/Journalism</td>
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<td>Science/Technical</td>
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<td>Social Justice</td>
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Describe the overall purpose/mission of your organization and the planned initiatives and activities intended to uphold said objective(s).

The Vaughan Symposium at the University of Michigan has become an annual tradition within Department of Chemistry, providing an opportunity for students and postdocs to showcase their research to one another. Originally named PECRUM, the first symposium was held in 2003. It has since been renamed in honor of Victor Clarence Vaughan (1851-1929), one of the first students to graduate from the University of Michigan with a Ph.D. in Chemistry. By presenting their work to the department as a whole, participants foster collaborations, inspire new avenues of research, and nurture a growing sense of community within the department and across the campus.

It is a one-day event that includes several student oral presentations representing each subdivision of chemistry; two poster sessions that involve graduate and undergraduate students and post-docs (>100 posters); an industrial research presentation from the sponsor (Dow Chemical 2008 to present); a keynote presentation by Dr. Frances Arnold (California Institute of Technology) who was selected by the organizing committee for the 2012 Symposium.

Email application to the RSG Treasurer, at RSG-treasurer@umich.edu with subject “RSG Funding Request”.
# of active student members: 15
# of graduate student members: 15

Average attendance at group meetings (Board, committee, event planning, etc.): 15
Average attendance at similar events: 15
Average graduate student attendance at similar events: 15

How often does your group meet? Every other week

Does your group charge dues to members? Yes No

Do all of your activities/events take place on campus? If yes, where do you prefer to hold your programs? If not, where else do they take place?

Yes. Activities will be held in Chemistry building atrium and large lecture halls.

Does your group engage in political activity, i.e., electoral, partisan, etc.? If so, describe this activity.

No

Does your group engage in lobbying efforts? If so, describe these efforts.

No

Does your group work with any University department or other student organizations in any capacity? If so, please describe this collaboration.

Because the Vaughan Symposium serves as a platform for Chemistry graduate students and post-doctoral fellows to present their research, a large portion of funding for this event is obtained directly from the Department of Chemistry. Additionally, as in past years, we have received funding for a portion of the expenses from the Chemistry Graduate Student Council (GSC) that serves to coordinate social events for Chemistry students and support events such as the Vaughan Symposium.

Past Vaughan Symposia have opened registration to graduate students and post-docs from other departments on campus, for example in the departments of biochemistry and medicinal chemistry, among others. As this is also the intent for this year, the Chemistry Symposium Organizing Committee is seeking to work with RSG to obtain an adequate amount of funding allow us to keep registration open to graduate students conducting research outside of the Chemistry Department.

Is your group affiliated with a national, parent, and/or umbrella organization? If so, please describe this relationship and how it plays a role in your organization's functioning.

No

Email application to the RSG Treasurer, at RSG-treasurer@umich.edu with subject “RSG Funding Request”.
What is your yearly budget? What % of your budget have you set aside for this event?

The Vaughan symposium is held once a year and the entire budget goes toward covering the total expenses incurred for this event.
Event Description

Event name: Vaughan Symposium 2012
Event date(s): Aug 2nd, 2012
Event location: Chemistry building

1. Briefly describe this event. What is its overall purpose?

The Vaughan Symposium is a one-day event that includes 6 student oral presentations representing each subdivision of chemistry; two poster sessions that involve graduate and undergraduate students and post-docs (> 100 posters); a keynote presentation by Dr. Frances Arnold (California Institute of Technology) who was selected by the organizing committee; and an industrial research presentation from the sponsor (Dow Chemical, 2008 to present). The symposium provides a necessary platform for students and postdocs to present their research and encourages active discussion and collaboration in an engaging and welcoming environment.

2. Describe how this event will affect our campus and the graduate student body.

The Vaughan Symposium at the University of Michigan provides an opportunity for students and postdocs to showcase their research to one another. Through participants presenting their work and progress to the department as a whole, students foster collaborations, inspire new avenues of research, and nurture a growing sense of community within the department. The symposium has become an annual tradition within Department of Chemistry, and more people are participating in this event each year.

3. Describe how this event will include other groups or departments.

Any faculty, student or post-doc at the university is welcome to attend. Students who do not normally interact with researchers in the Chemistry Department (PIBS, Chemical Biology, LSI, BSRB, Medical School etc.) now have a chance to network and engage in the numerous branches of research within the Chemistry Department.

4. With which other groups or departments are you sponsoring this event, if any?

Graduate Student Council
Chemistry Department
Dow Chemical (only sponsors awards that cannot be used for running the event)

5. If your organization is traveling, explain why this is integral to your event and how it will impact the graduate student community.

N/A

6. If your organization is purchasing food, explain why this is integral to your event and how it will impact the graduate student community. Also, where are you ordering from and what is the approximate food cost/attendee?

The Vaughan Symposium is an all-day event that starts early in the morning (registration is around 7 a.m. and ends in the evening (approximately 5:30 p.m.). The schedule during this

Email application to the RSG Treasurer, at RSG-treasurer@umich.edu with subject “RSG Funding Request”.

time-frame is very tight and leaves participants with little time to go out and grab breakfast or lunch. By providing food for all participants, we also provide a period of time for participants to dine together, further facilitating an interactive environment between graduate students and post-docs. Furthermore, lunch affords the opportunity for graduate students and post-docs to interact with the keynote speaker, University of Michigan faculty, and Dow representatives, thus creating a beneficial networking opportunity. Finally, providing food is yet another way in which we can attract students to participate in the symposium.

7. If your organization is bringing a speaker, performer, DJ, photographer (or any other paid individual for services rendered), explain why this is integral to your event and how it will impact the graduate student community. Please explain how the amount he or she will be paid was determined based on similar services. Additionally, attach a short biography to the end of this application.

Each year, a committee of graduate students selects the keynote speaker based on the nature of the keynote’s research and whether it is meaningful to a broad range of research interests and a diverse audience. This year, Dr. Frances Arnold was selected for her distinguished research record and her meaningful contributions to the scientific community. As students are responsible for selecting the keynote and organizing the symposium, the speaker will feel welcomed by students and encouraged to interact with the student participants. While the keynote speaker is not paid a speaking fee, her transportation, hotel, dinner with students, and a commemorative plaque will be funded by the symposium.

Dr. Frances Arnold: Dick and Barbara Dickinson Professor of Chemical Engineering, Bioengineering and Biochemistry, California Institute of Technology

Dr. Frances Arnold received her bachelor’s degree in mechanical and aerospace engineering from Princeton University in 1979. After spending time as an environmental activist and engineer in solar energy, she enrolled as a graduate student at the University of California Berkeley where in 1985 she was awarded her doctorate in chemical engineering. Today, Dr. Arnold is the Dick and Barbara Dickinson Professor of Chemical Engineering, Biochemistry and Bioengineering at the California Institute of Technology. Her research focuses on directed evolution of enzymes and pathways, protein engineering and structure-based protein recombination, with applications to alternative energy, chemicals, and medicine. Dr. Arnold is the recipient of numerous honors and awards, most recently receiving the 2011 Charles Stark Draper Prize of the National Academy of Engineering. Notably, she is the only woman to obtain membership in all three National Academies. In addition to her research activities, Dr. Arnold has been involved in advising numerous companies, including Gevo, Inc., which she cofounded in 2005 to make fuels and chemicals from renewable resources.

8. If your organization is applying for capital goods (anything that can be reused after the event has taken place), explain why such goods are integral to the event.

N/A

9. Who is eligible to participate? (Keep in mind the more diverse the graduate student participation, the more likely RSG will fund)

Graduate and undergraduate students and post-docs conducting scientific research at the

Email application to the RSG Treasurer, at RSG-treasurer@umich.edu with subject “RSG Funding Request”. 

16
University of Michigan are eligible to attend this event.

10. How many participants do you expect? What % of those participants do you expect to be graduate students?

We anticipate around 300 participants, of which 80-90 % are graduate students.

11. Are your date and location confirmed? Yes No

12. Will you charge admission? Yes No
   If so, how much per person?

13. Will this be donated to charity? Yes No
   If yes, what percentage will be donated?

14. How do you intend to advertise, in particular to graduate students?
   E-mail list, website (http://www.umich.edu/~vvaughan/), flyers

15. To what other funding bodies have you applied and/or have received funds from? Please note each funding body here, the amount for which you applied, the amount that was granted, and to what purpose you intend to put those allocated funds. Requests of funding for the majority of events cost solely to RSG will rarely be fully funded, please seek out additional funding sources as well.

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<th>Amount Requested</th>
<th>Amount Granted</th>
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<td>Chemistry</td>
<td>$ 5,000</td>
<td>$ 5,000</td>
<td>Run symposium</td>
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<td>GSC</td>
<td>$ 300</td>
<td>$ 250</td>
<td>Food purchases</td>
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<tr>
<td>Dow Chemical</td>
<td>$ 10,000</td>
<td>$ 10,000</td>
<td>Awards—not to be used for running the event</td>
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16. If RSG does not fully fund your event in the amount requested, how do you intend to cover those costs? Will the event still be held?

The event will still be held but with chances that graduate students on the committee have to cover some cost by themselves without reimbursement. The keynote speaker will fly from California (estimated cost ~ $1000.00), and hotel rates are higher ($286-475, 2 nights) in the summer season. We are also expecting more participants than in past years given the high profile of the keynote speaker in combination with the increasing number of attendees in the past few symposia. We want to avoid running out of food, which happened in the past.
Event Budget

List all expenses. Please use the notes section below each category to explain costs in greater detail. Be sure to cover ALL costs, not just those you are asking RSG for funding for.

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<th>Category</th>
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<td><strong>Advertising &amp; Publicity</strong></td>
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<td>• Posters/fliers</td>
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<td>• Other:</td>
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<td><strong>Printing &amp; Publications</strong></td>
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<td><strong>Facilities &amp; Equipment Rental</strong></td>
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<td>• Equipment (please specify):</td>
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<td>• Room rental – held in chemistry</td>
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<td></td>
</tr>
<tr>
<td>• Speaker honorarium</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>• Speaker travel</td>
<td>$ 1000</td>
<td>$ 500</td>
<td>1</td>
</tr>
<tr>
<td>• Speaker lodging</td>
<td>$ 500</td>
<td>$ 250</td>
<td>2</td>
</tr>
<tr>
<td>• Other: commemorative plaque</td>
<td>$ 60</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>Student Travel</strong></td>
<td></td>
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<tr>
<td>• Lodging</td>
<td>$</td>
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<td>• Transportation</td>
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<tr>
<td>• Vehicle Rental</td>
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<tr>
<td>• Gas</td>
<td>$</td>
<td>$</td>
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<tr>
<td><strong>Capital Goods</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• T-shirts</td>
<td>$ 1500</td>
<td>$ 300</td>
<td></td>
</tr>
<tr>
<td>• Other:</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>Food:</strong></td>
<td>$ 3800</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>Other:</strong></td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$ 7210</td>
<td>$ 1350</td>
<td></td>
</tr>
</tbody>
</table>

Please remember to attach a mock-up version of the flier, publication, or t-shirt design with the RSG logo or “Sponsored by the Rackham Student Government” statement to your application.

Email application to the RSG Treasurer, at RSG-treasurer@umich.edu with subject “RSG Funding Request”.
your application.

Email application to the RSG Treasurer, at RSG-treasurer@umich.edu with subject “RSG Funding Request”.
Rackham Student Government
Sponsored Event Report

Organization: Chemistry Symposium Organizing Committee
Contact person & email: Elaina Zverina

Event name: Vaughan Symposium
Event date(s): July 28, 2011

1. # of students who attended: 220

2. % of attendees who are graduate students: 71%

(These numbers may be estimates, but if they are, please explain what made exact counts difficult.)

3. Event summary: What went well? What didn’t go well? What will/would you change for a future event like this?

Overall the Vaughan Symposium went very well.

After the Vaughan Symposium, we sent out a survey to all the participants, and we had 62 respondents to the survey. Here are some representative data that was collected:

1) Did the Vaughan Symposium accomplish its goals?

2) Did the Vaughan Symposium facilitate discussion of scientific ideas with other members of the department?

Please submit this report, along with original receipts, to RSG Treasurer Mindy Waite (rsg-treasurer@umich.edu) by INSERT DATE HERE. If we do not receive the report and receipts by then, you forfeit reimbursement.
3) Did the Vaughan Symposium increase your awareness of the research being done throughout the Chemistry Department?

Other comments included:

“The symposium went exceedingly well and you all should be proud of your efforts. You have provided a great service to the department and we thank you for that.”

“Thank you so much for organizing the Vaughan Symposium! I was glad that the participation has increased from past years. All of us enjoyed learning the broad range of research in the Chemistry Department at U of M. You did a good job.”

“Congratulations to all committee members. You all did an excellent job. I thoroughly enjoyed the symposium.”

“I would like to express my gratitude to you for organizing this year’s Vaughan Symposium. As a participant, besides the honor to be recognized by a travel award, I had also found a potential collaboration opportunity from outside the department during the poster session!”

Additionally, everyone was very impressed with the quality of graduate student talks at the Symposium this year.

There were several complaints that there were too many posters and it was difficult to see all of them in the limit amount of time allotted. As we cannot change the time allotted for poster presentation and viewing – as it is, the program runs from 8:30AM to 5:30PM with no breaks other than lunch, in the future the number of posters may be limited.

4. Financial breakdown: Please itemize any revenue from the event (e.g. entrance fees, donations), overall costs, and note in particular final costs toward which you put RSG funds.

There was no revenue from the event.

Overall costs $5933

Speaker Flight: $931
Speaker accommodation: $274
Print materials: $365
Food: $3,062
T-shirts: $1300
Rackham Student Government Funding Application

Organization Name: Chemistry Symposium Organizing Committee
Registered with MSA? Yes No

Primary Contact Name: Elaina Zverina
Title: Chair of Chemistry (Vaughan) Symposium Organizing Committee

Secondary Contact Name: Vishalakshi Krishnan
Title: Treasurer

Please check any of the following that describe your organization:

<table>
<thead>
<tr>
<th>Academic/Professional</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creative Arts/Expression (Visual, Performance, and/or Exhibition)</td>
<td></td>
</tr>
<tr>
<td>Community Service</td>
<td></td>
</tr>
<tr>
<td>Cultural/Ethnic</td>
<td></td>
</tr>
<tr>
<td>Environmental</td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>X</td>
</tr>
<tr>
<td>Honorary</td>
<td></td>
</tr>
<tr>
<td>International</td>
<td></td>
</tr>
<tr>
<td>Political</td>
<td></td>
</tr>
<tr>
<td>Publications/Journalism</td>
<td></td>
</tr>
<tr>
<td>Religious</td>
<td></td>
</tr>
<tr>
<td>Science/Technical</td>
<td>X</td>
</tr>
<tr>
<td>Social Justice</td>
<td></td>
</tr>
</tbody>
</table>

Describe the overall purpose/mission of your organization and the planned initiatives and activities intended to uphold said objective(s).

The Vaughan Symposium at the University of Michigan provides an opportunity for student and postdocs to showcase their research to one another. Through participants presenting their work to the department as a whole, students foster collaborations, inspire new avenues of research, and nurture a growing sense of community within the department. The symposium has become an annual tradition within Michigan's Department of Chemistry.

The Vaughan Symposium is a one-day meeting consisting of six oral presentations by students representing each of the subdivisions within chemistry; two poster session including graduate students, post-docs and undergraduates (~100 posters); an industrial research presentation from the sponsor (Dow Chemical 2008 – present); and a keynote presentation by an individual selected by the organizing committee (Prof. Edward Solomon from Stanford University is the 2011 speaker).

# of active student members: 15
# of graduate student members: 15

Average attendance at group meetings (Board, committee, event planning, etc.): 15
Average attendance at similar events: 15
Average graduate student attendance at similar events: 15

Email application to the RSG Treasurer, at RSG-treasurer@umich.edu with subject “RSG Funding Request”.

22
How often does your group meet? Once a month

Does your group charge dues to members? Yes No

Do all of your activities/events take place on campus? If yes, where do you prefer to hold your programs? If not, where else do they take place?

Yes. All activities take place in the Chemistry building atrium and large lecture hall.

Does your group engage in political activity, i.e., electoral, partisan, etc.? If so, describe this activity.

No

Does your group engage in lobbying efforts? If so, describe these efforts.

No

Does your group work with any University department or other student organizations in any capacity? If so, please describe this collaboration.

Chemistry department has been a sponsor for the symposium, covering most of the cost of running the symposium.

Is your group affiliated with a national, parent, and/or umbrella organization? If so, please describe this relationship and how it plays a role in your organization's functioning.

No.
Event Description

Event name: Vaughan Symposium 2011
Event date(s): July 28, 2011
Event location: Chemistry building

1. Briefly describe this event. What is its overall purpose?

The Vaughan Symposium is a one-day meeting consisting of six oral presentations by students representing each of the subdivisions within chemistry; two poster session including graduate students, post-docs and undergraduates (~100 posters); an industrial research presentation from the sponsor (Dow Chemical 2008 – present); and a keynote presentation by an individual selected by the organizing committee (Prof. Edward Solomon from Stanford University is the 2011 speaker).

2. Describe how this event will affect our campus and the graduate student body.

The Vaughan Symposium at the University of Michigan provides an opportunity for student and postdocs to showcase their research to one another. Through participants presenting their work to the department as a whole, students foster collaborations, inspire new avenues of research, and nurture a growing sense of community within the department. The symposium has become an annual tradition within Michigan’s Department of Chemistry with over 20% being outside the chemistry department.

3. Describe how this event will include other groups or departments.

Any student or post-doc at the University of Michigan is eligible to participate. Thus, students who do not normally interact with other members of the Chemistry department (PIBS, Chemical Biology, LSI, BSRB, Med School etc) have a chance to network and learn about research that goes on in the rest of the department.

4. With which other groups or departments are you sponsoring this event, if any?

Graduate Student Council, Department of Chemistry
Dow Chemical Company sponsor awards, but that money cannot be used to actually run the symposium.

5. If your organization is traveling, explain why this is integral to your event and how it will impact the graduate student community.

N/A

6. If your organization is purchasing food, explain why this is integral to your event and how it will impact the graduate student community. Also, what is the approximate food cost/attendee?

This is a one whole day event filled with talks and poster presentations, which leaves no time for people to go out to get their own food. This also greatly facilitates interactions between the speaker, faculty, students, and Dow sponsors. It is also an added incentive for participation by students and post-docs.

Email application to the RSG Treasurer, at RSG-treasurer@umich.edu with subject “RSG Funding Request”.
7. If your organization is bringing a speaker, performer, DJ, photographer (or any other paid individual for services rendered), explain why this is integral to your event and how it will impact the graduate student community. Please explain how the amount he or she will be paid was determined based on similar services. Additionally, attach a short biography to the end of this application.

The speaker is entirely student selected, so they always feel welcomed by the students and we have had very good success with past speakers. We only reimburse speaker’s transportation and lodging cost and pay for his dinner with students, and in the end we present them with a commemorative plaque. There is no honorarium.

This year’s keynote speaker is Prof. Edward Solomon from Stanford University. Edward I. Solomon grew up in North Miami Beach, Florida, received his Ph.D. at Princeton (1972) and was a postdoctoral fellow at The Ørsted Institute in Denmark and at Caltech. He started his career at MIT in late 1975, became a full professor in 1981, and joined the faculty at Stanford in 1982 where he is now the Monroe E. Spaght Professor of Humanities and Sciences and Professor of Photon Science at SSRL. He has been a visiting professor in France, Argentina, Japan, China and India. He has received ACS Awards in Inorganic Chemistry, Distinguished Service in the Advancement of Inorganic Chemistry, and the Ira Remsen Award, the Centenary Medal from the Royal Society of Chemistry (UK), the Wheland Medal from the University of Chicago, the Bailar Medal from the University of Illinois, the Frontiers in Biological Chemistry Award from the Max-Planck-Institute (Mühlheim), the Chakravorty Award from the Chemical Research Society of India and the Dean’s Award for Distinguished Teaching at Stanford. He is a member of the National Academy of Sciences, the American Academy of Arts and Sciences and a Fellow in American Association for the Advancement of Science and the American Chemical Society.

Professor Solomon’s research is in the fields of Physical-Inorganic, Bioinorganic, and Theoretical-Inorganic Chemistry. His focus is on spectroscopic elucidation of the electronic structure of transition metal complexes and its contribution to reactivity. He has developed new spectroscopic and electronic structure methods and applied these to active sites in catalysis. He has made significant contributions to our understanding of metal sites involved in electron transfer, copper sites involved in O$_2$ binding, activation and reduction to water, and in structure/function correlations over non-heme iron enzymes.

8. If your organization is applying for capital goods (anything that can be reused after the event has taken place), explain why such goods are integral to the event.

None

9. Who is eligible to participate? (Keep in mind the more diverse the graduate student participation, the more likely RSG will fund)

Graduate and undergraduate students and post-docs who work with faculty affiliated with the Chemistry department.

10. How many participants do you expect? ~200

11. Are your date and location confirmed? Yes No

12. Will you charge admission? Yes No

Email application to the RSG Treasurer, at RSG-treasurer@umich.edu with subject “RSG Funding Request”. 25
If so, how much per person?

13. Will this be donated to charity?  Yes  No
   If yes, what percentage will be donated?

14. How do you intend to advertise, in particular to graduate students?

   Email, website (http://www.umich.edu/~vvaughan/), flyers.

15. To what other funding bodies have you applied and/or have received funds from? Please note each funding body here, the amount for which you applied, the amount that was granted, and to what purpose you intend to put those allocated funds. Requests of funding for the majority of events cost solely to RSG will rarely be fully funded, please seek out additional funding sources as well.

<table>
<thead>
<tr>
<th>Funding Body</th>
<th>Amount Requested</th>
<th>Amount Granted</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry Dept</td>
<td>$4000</td>
<td>$4000</td>
<td>Run symposium</td>
</tr>
<tr>
<td>GSC</td>
<td>$250</td>
<td>$250</td>
<td>Run symposium</td>
</tr>
<tr>
<td>Dow Chemical</td>
<td>$10,000</td>
<td>$10,000</td>
<td>Awards – not to be used for running event</td>
</tr>
</tbody>
</table>

16. If RSG does not fully fund your event in the amount requested, how do you intend to cover those costs? Will the event still be held?

   The event will still be held, but committee members (graduate students) might have to volunteer to pay for necessities out of their own pockets without being reimbursed, which was the case last year. This year’s speaker’s flight ticket is ~$500 more expensive than last year’s because he is flying from California. Last year we ran out of food halfway through lunch, and therefore we made an increase in the allotment of funds for the food.

   Email application to the RSG Treasurer, at RSG-treasurer@umich.edu with subject “RSG Funding Request”. 
Event Budget

List all expenses. Please use the notes section below each category to explain costs in greater detail. Be sure to cover ALL costs, not just those you are asking RSG for funding for.

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Cost</th>
<th>Amount Requested from RSG</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advertising &amp; Publicity</strong> (Please attach a copy of emails/fliers to the end of this application.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Posters/fliers</td>
<td>$150</td>
<td>$100</td>
<td>4</td>
</tr>
<tr>
<td>• Other:</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Operations</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Office supplies (please specify): folders, frames, name tags</td>
<td>$40</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>• Other:</td>
<td>$</td>
<td>$</td>
<td></td>
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<tr>
<td>Notes:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Printing &amp; Publications</strong></td>
<td>$300</td>
<td>$300</td>
<td>2</td>
</tr>
<tr>
<td>Please attach a copy of the publication to the end of this application.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Facilities &amp; Equipment Rental</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Equipment (please specify): We use easels from Chem.</td>
<td>$0</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>• Other:</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>• Room rental: held in Chem.</td>
<td>$0</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Speaker honorarium</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>• Speaker travel</td>
<td>$900</td>
<td>$500</td>
<td>1</td>
</tr>
<tr>
<td>• Speaker lodging</td>
<td>$300</td>
<td>$150</td>
<td>3</td>
</tr>
<tr>
<td>• Other: speaker plaque</td>
<td>$60</td>
<td>$</td>
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<tr>
<td><strong>Student Travel</strong></td>
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<tr>
<td>• Lodging</td>
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<td>• Transportation</td>
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<tr>
<td>• Vehicle Rental</td>
<td>$</td>
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<tr>
<td>• Gas</td>
<td>$</td>
<td>$</td>
<td></td>
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<tr>
<td><strong>Capital Goods</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• T-shirts</td>
<td>$1000</td>
<td>$150</td>
<td>5</td>
</tr>
<tr>
<td>• Other:</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>Food</strong>: breakfast, lunch, coffee</td>
<td>$2700</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>Other:</strong></td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$5450</td>
<td>$1200</td>
<td></td>
</tr>
</tbody>
</table>

Please remember to attach a mock-up version of the flier, publication, or t-shirt design with the RSG logo or “Sponsored by the Rackham Student Government” statement to your application.

Email application to the RSG Treasurer, at RSG-treasurer@umich.edu with subject “RSG Funding Request”.

27
Dear Michael,

I am writing to provide an update to RSG about activity related to the Continuous Enrollment Dispute Resolution process in 2011-12. The CE Dispute Resolution process, which first became effective in February 2010, is available to Rackham Ph.D. students who have a dispute or disagreement with faculty or staff in their graduate program about the equity and fairness of decisions related to the continuous enrollment policy. The process provides access to the CE Dispute Resolution Board which includes Ph.D. student representation selected by Rackham Student Government.

As a reminder, we agreed in December 2009 as follows:

"Periodically during the 2010-2011 academic year, and each year thereafter, the members of the Board and the Rackham Resolution Officer will review and evaluate the work of the Board during the previous year. The Board will report to Rackham Student Government and to the Rackham Dean about its case load, its decisions, its conclusions about whether the Board is fulfilling its intended role, and whether its procedures are effective and efficient. If the Board is not working successfully, Rackham Student Government and the Rackham Dean will work together on modifications of procedure, jurisdiction, or membership. Information about the case load and outcomes will be shared with the Rackham Dean, so that the Dean and the Rackham Executive Board can be informed about emerging issues that may suggest a need for policy revisions. It is the expectation of Rackham Student Government and the Rackham Dean that the Board will play its most important role in the initial year of the implementation of the policy. After the Continuous Enrollment policy has been in effect for three years, we anticipate that this Board will be dissolved, and disputes directly related to the Continuous Enrollment Policy will be handled by the Rackham Academic Dispute Resolution Policy."

As we agreed, in April 2010 I reported that no formal disputes had been brought forward to the Board. Several individual cases came to the attention of Rackham staff, as individual students requested assistance in working with faculty in their graduate programs to resolve their personal situations. In all cases, we were able to work informally with students and faculty to achieve an appropriate resolution.

As of April 30, 2012, and for the second year in a row, I want to let you know that no formal dispute was filed under the Continuous Enrollment Dispute Resolution Policy this year. Further, in 2011-12 the number of individual cases brought to the attention of Rackham staff decreased. In these cases we were able to work with the student and program to achieve a reasonable solution and avert the need for formal dispute resolution.

As we look to the coming academic year, I recommend dissolution of the Board now rather than waiting for another year. In the absence of the Board, any student seeking formal resolution of a dispute directly related to the Continuous Enrollment
Policy may seek redress through the Rackham Academic Dispute Resolution Policy. I ask you to take this recommendation to RSG for their consideration, and look forward to hearing from you.

Best,

Janet
Update on the Continuous Enrollment Policy for Ph.D. students

The Continuous Enrollment Policy for Ph.D. students became effective at the beginning of the Fall 2010 semester. All active Ph.D. students, including those who had been on detached study or unregistered under previous policies and practices, are now registering in each fall and winter semester until the completion of all degree requirements, unless on an approved leave of absence.

In the fall semester, 5357 PhD students were registered, an increase of about 500 from the previous fall semester. In addition, 74 students had an approved leave of absence for family or dependent care, health reasons, military service, or personal reasons. Eleven students were registered at another educational institution, and were approved for extramural study status.

To keep the policy revenue neutral, the Regents approved a reduction in tuition for Ph.D. candidates of 15.4% for the 2010-11 academic year. This has ensured that the University does not receive any additional revenue from tuition for Ph.D. students as a result of the policy.

To prevent new costs from falling directly on students, Rackham worked with each school and college to create tuition fellowships to pay the tuition for those students who are making satisfactory academic progress, who would not have registered under previous policies, and who are now registered under the new policy. The funding that was budgeted for these tuition fellowships has been adequate to cover all of the cases of need.

Active monitoring of the experience with the policy this fall has allowed us to identify some individual students with special circumstances that required flexibility; in those cases Rackham staff have worked with faculty members to design solutions that will work for the students’ academic situation and for faculty and graduate programs. Rackham staff members are willing to assist any student who is concerned that he or she has been adversely affected by the policy; please contact Assistant Dean Shelly Conner (shellyah@umich.edu).

Rackham Student Government also worked with Rackham to develop a process for Ph.D. students who wish to dispute the equity and fairness of decisions made about them by program faculty in relation to the continuous enrollment policy. The process begins with a conversation between the student and the Graduate Chair in his or her own program; if necessary, Rackham staff members are ready to help students in understanding their options in this conversation. If disputes cannot be resolved
informally, a more formal process is available. The Continuous Enrollment Dispute Resolution Board has the authority to hear and resolve disputes that are not satisfactorily resolved using informal methods. The Board is comprised of equal numbers of Ph.D. students, who have been named to the Board by Rackham Student Government, and academic administrators, who have been named to the Board by the Dean of Rackham. So far all issues have been resolved successfully through informal means, and no dispute has come forward to the Board. But the Board remains available to all Ph.D. students if it is needed. For questions and assistance with dispute resolution, please contact Darlene Ray-Johnson at Rackham (rayj@umich.edu).
Important Information for Ph.D. Students

The reinstatement fee for Ph.D. students who return to graduate study after a period of non-enrollment will take effect for students who discontinue enrollment in Spring/Summer 2012 or later.

In March 2012, the Rackham Executive Board voted to lift the suspension of the reinstatement fee for Ph.D. students. A Ph.D. student who discontinues enrollment in Spring/Summer 2012 or later and subsequently is reinstated into the same program will be assessed a fee equal to one quarter of the prevailing candidacy tuition rate for each fall and winter semester that the student was not registered, up to a maximum of eight semesters. Responsibility for paying the reinstatement fee will be split between the graduate student seeking to re-enroll and the graduate program that agrees to reinstate the student, such that the graduate program will pay at least half of the fee.

Please note: Former Ph.D. students who discontinued their enrollment prior to Spring/Summer 2012 are not subject to this fee if they apply successfully for reinstatement.

Context and Rationale for the Reinstatement Fee

By staying registered in their programs throughout their graduate career, Ph.D. students stay connected with their faculty advisors and graduate programs, and are more likely to complete their degree. Ph.D. students register during each fall and winter semester until degree completion, unless they have an approved leave of absence or have been granted Extramural Study status. A student who withdraws from a PhD program, or who is discontinued by the faculty, may apply to be reinstated. The faculty in the department or graduate program decide about reinstatement.

In April 2009 the Rackham Executive Board approved a fee for any PhD student who withdraws or discontinues and subsequently returns to be reinstated in their program. The reinstatement fee was instituted to deter casual discontinuation, such as might occur when students are leaving their programs with the intention of returning at some point. They may, for example, not be ready for an examination, may be making slow progress on the dissertation, or may lack funding. Casual discontinuation, experience shows, is a risky strategy for addressing these problems.

The reinstatement fee was originally scheduled to take effect in the fall of 2010, but was suspended in order to monitor withdrawal and reinstatement activity to determine if a fee is needed. The activity since fall of 2010 shows that some students, with or without the advice of faculty, are leaving their programs with the intention of making progress on their doctoral work and of applying for reinstatement in the future. The reinstatement fee is intended to deter this activity, which undermines the goals of regular registration and active progress toward the degree with direct faculty support and supervision.

When payment of the reinstatement fee presents a significant financial hardship for a returning student, the student may apply to the Graduate School for a grant to cover the student’s portion of the fee. Graduate programs also have the option of paying more than half of the reinstatement fee.

Rackham Graduate School
Continuous Enrollment Dispute Resolution Board
IMPLEMENTATION PLAN

Goals and Objectives

This plan will outline the implementation of the new Continuous Enrollment Dispute Resolution Policy. The plan will outline the timeline and framework for communicating the process to key audiences, selection and training of Continuous Enrollment Dispute Resolution Board members, and develop of administrative procedures to encourage a smooth transition to the use of the process effective in Winter 2010.

Key Messages

- The process is available to Rackham Ph.D. students who have a dispute or disagreement with faculty or staff in their graduate program about the equity and fairness of decisions related to the continuous enrollment policy.
- The CEDR Board was developed at the request of Rackham Student Government and includes Ph.D. student representation.
- Rackham’s Academic Dispute Resolution Process is available if a student prefers to use a process that does not involve other students for a dispute related to the Continuous Enrollment Policy.
- The process aims for resolution of disputes and we believe that in most cases disputes can be resolved informally.
- The process begins with a conversation between a student and the Graduate Chair in his or her own program. There are a variety of steps a student can pursue if the conversation is unsatisfactory.
- Resources are available in Rackham to assist student in using this process.

Methods of Communication

The following methods will be employed by Rackham Graduate School and Rackham Student Government to deliver the communications content and will vary depending on the audience and type of content being delivered.

Rackham Graduate School

- Student E-Newsletter
  - To provide an introduction to the CEDR Board and an update on its implementation, with emphasis on directing students to information sources.
- E-mail
  - To serve as a vehicle for introductory messages, directing stakeholders to other sources of information, or provide special ad-hoc updates and announcements.
- Website
  - To provide a central point to maintain all CEDR Board documentation as it develops (e.g., the policy, administrative procedures).
*Rackham Student Government*

- Mass e-mail to graduate student body
  - To provide an introduction to the Continuous Enrollment Dispute Resolution policy and advertise upcoming student CEDR Board selection process.

- RSG Website
  - Location for the Continuous Enrollment Dispute Resolution policy and student CEDR Board member selection materials.

### Implementation Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone</th>
<th>Objective</th>
<th>Method</th>
<th>Who is Responsible?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finalize CEDR Board process</td>
<td>02/25/10</td>
<td>Developed in preparation for policy roll-out</td>
<td>Written</td>
<td>Janet, RSG</td>
</tr>
<tr>
<td>Rackham RO meet with RSG representative to plan process communications, selection and training of CEDR student Board members, and timeline</td>
<td>03/03/10</td>
<td>Developed in preparation for policy roll-out</td>
<td>Written</td>
<td>Darlene, Robert Wilson</td>
</tr>
<tr>
<td>Notify Rackham Resolution Board of CE Dispute Resolution Board approval</td>
<td>03/09/10</td>
<td></td>
<td>Face-to-face</td>
<td>Darlene</td>
</tr>
<tr>
<td>Present draft implementation plan, timeline, application form, and administrative procedures to RSG</td>
<td>03/10/10</td>
<td>Developed in preparation for process roll-out</td>
<td>Written</td>
<td>Darlene, Lynne</td>
</tr>
<tr>
<td>Send Ph.D. students mass e-mail announcing the policy</td>
<td>03/12/10</td>
<td>Introduce the policy to Ph.D. student community</td>
<td>Written</td>
<td>RSG</td>
</tr>
<tr>
<td>Send Deans, Directors, Dept. Chairs, and Graduate Coordinators mass e-mail announcing the policy</td>
<td>Week of 03/15/10</td>
<td>Introduce the policy to faculty and administrative staff</td>
<td>E-mail</td>
<td>Janet, Darlene</td>
</tr>
<tr>
<td>Work with RSG to add policy to RSG Website</td>
<td>Week of 03/15/10</td>
<td>Provide web presence of RSG website</td>
<td>Website</td>
<td>RSG</td>
</tr>
<tr>
<td>Add CEDR policy to Rackham website</td>
<td>Week of 03/22/10</td>
<td>Add document to policy section of the Rackham website</td>
<td>Website</td>
<td>Darlene, Elyse</td>
</tr>
<tr>
<td>Activity</td>
<td>Milestone</td>
<td>Objective</td>
<td>Method</td>
<td>Who is Responsible?</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
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<td>---------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Announce selection process for CEDR Board</td>
<td>03/15/10</td>
<td>Attract a diverse pool of Ph.D. student applicants for the CEDR Board</td>
<td>E-Mail</td>
<td>RSG</td>
</tr>
<tr>
<td>Work with RSG to add policy to RSG Website</td>
<td>Week of 03/15/10</td>
<td>Provide web presence of RSG website</td>
<td>Website</td>
<td>RSG</td>
</tr>
<tr>
<td>Deadline for receipt of CEDR Board applications</td>
<td>04/09/10</td>
<td></td>
<td>Written, E-mail</td>
<td>RSG</td>
</tr>
<tr>
<td>CEDR Board Interviews</td>
<td>Week of 04/12/10</td>
<td>Interview candidates for CEDR Board</td>
<td>Personal interviews</td>
<td>RSG</td>
</tr>
<tr>
<td>Notify CEDR Board finalists</td>
<td>04/19/10</td>
<td>Identify 6-8 Ph.D. students to serve on the CEDR Board</td>
<td>Written</td>
<td>RSG</td>
</tr>
<tr>
<td>Develop Training Materials</td>
<td>04/09/10</td>
<td>Have draft materials prepared for review by Deans and RSG</td>
<td>Written</td>
<td>Darlene, Lynne</td>
</tr>
<tr>
<td>CEDR Board orientation for Associate and Assistant Deans</td>
<td>Week of 04/19/10</td>
<td>Review policy and administrative procedures with Assoc. and Asst. Deans</td>
<td>Written</td>
<td>Darlene</td>
</tr>
<tr>
<td>Train student CEDR Board members</td>
<td>Week of 04/19/10</td>
<td>Train student CEDR Board members on policy and administrative procedures</td>
<td>Written</td>
<td>Darlene</td>
</tr>
<tr>
<td>Announce CEDR Board policy in Rackham E-Newsletter</td>
<td>Every month through 12/10</td>
<td>Monthly announcements about CEDR Board</td>
<td>E-Newsletter</td>
<td>Darlene, Elyse</td>
</tr>
</tbody>
</table>
I. Board Composition

A. Each Board will consist of six members, three Rackham Ph.D. students and three Rackham Graduate School deans.

B. Student Board members enrolled in the same graduate program or department involved in the dispute will be excused from service. Any dean with an appointment in the same graduate program or department involved in the dispute will be excused from service.

C. Any dean or student Board member with a conflict of interest with any of the parties in the dispute will be recused.

D. Of the remaining student Board members, the Rackham Resolution Officer will choose three, at random, to serve.

E. The three Rackham representatives will be selected from among the Associate and Assistant Deans of Rackham.

F. The six member Board will convene without a chair and the decision will be issued by majority vote of all six members.

II. Procedures for a CEDR Board Review

A. If a student wishes to have the dispute referred to the CEDR Board, he/she must make a request in writing to the Rackham Resolution Officer.

B. The Rackham Resolution Officer invites all parties in the dispute to submit written statements.
   1. The student’s statement should include the basis for the dispute and the facts that support it. It may also include a summary of the steps which have already been taken to resolve the dispute.
   2. The Resolution Officer may also interview or request information from other persons with knowledge of the dispute. The Rackham Resolution Officer will allow the other parties approximately 10 days to respond.
   3. The Rackham Resolution Officer may suggest a solution, and if accepted, the process is completed.

C. If the parties do not accept the Resolution Officer’s proposed solution, the written materials are forwarded to the CEDR Board.
   1. The Resolution Officer will share the names and departments of the parties involved and will ask the Board members to disqualify themselves if they have a relationship with either party that would make it difficult to be fair in hearing the dispute.
   2. The Resolution Officer will notify the parties of the CEDR Board members who will be reviewing the case. Both parties have an opportunity to challenge for bias. The RO will determine whether the challenge has merit.
   3. The Board is convened to consider whether a student has been treated unfairly by faculty or staff members (relative to other students) in the application of the Continuous Enrollment Policy to the student’s situation.
4. The CEDR Board will meet and discuss the written materials. The Rackham Resolution Officer will be present as a resource during the Board’s deliberations in case any of the members have questions.

5. The Board will assess the history, procedures and information used in the particular situation.

6. The Board will determine whether the preponderance of the evidence supports the claims of the parties in the dispute.

D. At its discretion, the Board may convene a conference.

1. All parties have the right to be present and ask questions of one another.

2. The parties must represent themselves at the conference, and may also be accompanied by a support person.

3. The Resolution Officer is present as a resource during the Board’s deliberations.

4. The conference is not recorded.

E. The Board will seek to achieve consensus, and will recommend a solution to the dispute by majority vote.

1. If the solution agreed upon by the Board requires additional funding for the student, the Board may request this funding and the Rackham Dean will take the necessary steps to ensure that the funding will be provided.

2. In the event that the vote of the Board is tied in such a way that the three student members of the Board did not all vote for the same outcome, the Board will recommend a solution in favor of the student.

3. In the event that the vote of the Board is tied in such a way that the three students on the Board all voted for the same outcome, the Board will be dissolved and a new Board will be selected by the same process used to select the original Board. The second Board will be convened as quickly as possible, with the goal of selection within two weeks.

4. The second Board will review the materials available to the first Board and will be charged to agree upon a solution using the same process as the original Board.

5. In the event that the second Board has another tie vote, each group of Board members will produce a written recommendation that will be forwarded to the Dean of Rackham (or his/her designee) for a decision regarding which recommendation to accept.

6. The decision of the Dean is final.

7. There is no appeal of the Dean of Rackham’s (or his/her designee) decision.

F. One of the CEDR Board members will prepare a written recommendation and forward it to the Rackham Resolution Officer who will prepare the formal communication to the parties of the
dispute. The Board may write their decision in any style but should include the date(s) they met, their recommendations, and the rationale for their decisions.

G. The decision of the CEDR Board will be made available, in writing, to the parties involved in the dispute within ten days after the decision has been made.

III. Appeal of the CEDR Board Decision

A. Either party may appeal the decision of the Board to the Dean of Rackham for the following reasons:

1. Concerns that the Board’s process was arbitrary or unfair.
2. New information has become available since the decision of the Board.

B. Appeals must be submitted in writing to the Rackham Resolution Officer within 10 business days of receiving notification of the Board’s decision.

C. The Rackham Resolution Officer will submit a report and written statements by the parties to the Dean of Rackham within 5 business days of receipt of the appeal.

D. Upon review of the Rackham Resolution Officer’s report and submitted statements, the Rackham Dean will review the decision and either affirm or alter it.

E. The parties involved in the dispute will receive written notification of the Dean’s decision within 5 business days of receipt of the report from the Rackham Resolution Officer.

F. The decision of the Dean of Rackham is final.

G. There is no appeal of this decision.

IV. Authority and Duties of the CEDR Board

A. The Board may refuse to accept a dispute for review if it determines that these Continuous Resolution Board Procedures are not applicable to the case.

B. The Board does not have the expertise or the authority to make academic judgments about the quality or adequacy of a Ph.D. student’s academic, scientific, creative, or scholarly work.

V. Applicability of the CE Dispute Resolution Policy

A. These procedures are available for the review of disputes concerning the equity and fairness of decisions related to the continuous enrollment policy.

B. These procedures are applicable for Ph.D. students registered in Rackham Graduate School.

C. Students who have pursued a formal dispute resolution procedure in their own school, college or unit may not submit the dispute for review under these procedures.
VI. CEDR Board Evaluation

Periodically during the 2010-2011 academic year, and each year thereafter, the members of the Board and the Rackham Resolution Officer will review and evaluate the work of the Board. The Board will report the following information to Rackham Student Government and the Rackham Dean:

1. Number and types of cases (monthly)
2. Decisions of the CEDR Board (monthly)
3. The CEDR Board’s conclusions about whether the Board is fulfilling its intended role (in fall and winter term)
4. Whether the CEDR Board procedures are effective and efficient. (review each fall and winter term)