

GAANN Project Administration

How the Tufts University Department of Chemistry Meets
GAANN Program Administration Goals

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Developing a Plan for GAANN Administration

Read and respond directly to the Selection Criteria (Sec. 648.31)!

Clearly identify individuals responsible for GAANN administration.

Make use of existing administrative structures.

Departmental
Institutional

Create additional structures as necessary to address GAANN-program-specific requirements and provide oversight.

Integrate and coordinate administrative structures so nothing “falls through the cracks.”

Provide evidence to support claims as appropriate.

Details of plan likely to be program/institution dependent.

GAANN Selection Criteria

(Section 648.31f) **Project administration.** (7 points) The Secretary reviews the quality of the proposed project administration, including -

- (1) **How the applicant will select fellows**, including how the applicant will ensure that project participants who are otherwise eligible to participate are selected **without regard to race, color, national origin, religion, gender, age, or disabling condition**;
- (2) How the applicant proposes to **monitor** whether a fellow is making **satisfactory progress toward the degree** for which the fellowship has been awarded;
- (3) How the applicant proposes to **identify and meet** the **academic needs** of fellows;
- (4) How the applicant proposes to **maintain enrollment of graduate students from traditionally underrepresented backgrounds**; and
- (5) The extent to which the policies and procedures the applicant proposes to institute for administering the project are likely to **ensure efficient and effective project implementation, including assistance to and oversight of the project director.**

(1) Selection of Fellows

Note the interplay with Criterion E2) (Identifying eligible fellows)

Admission to Ph.D. program: GAANN PI's and department's Grad Committee (GC) are trained in the University's lawful affirmative action and non-discriminatory policies. Admissions decisions are based on merit and University policy. Graduate School of Arts & Sciences provides oversight.

Identifying Eligible Students: GAANN PI's and GC members identify GAANN eligible Ph.D. students based on these Sec. 648.40 criteria: (Ability, Academic Record, Career Plans, Residency) and without regard to race, color, national origin, religion, gender, age, or disabling condition.

Prioritizing eligible students: Chemistry department faculty prioritizes list of eligible students based solely on qualifications (including academic and research progress at Tufts). Non-discriminatory practices followed.

Assessing Need: Highest priority students submit FAFSA student financial aid application. GAANN PI's collaborate with university financial aid director to ensure compliance with financial need requirements of Sec. 648.40.

Selecting Fellows: The highest priority students who satisfy *all* criteria of Sec. 648.40 are selected as GAANN fellows.

(2) Monitoring Progress

Mentoring is critical. Catch problems early!

Milestones: Department's Handbook for Graduate Students specifies timetable for meeting six milestone requirements. GAANN directors review fellows' progress toward these milestones each semester.

Mentoring: Research advisor + 2 chemistry faculty form research committee. The committee meets to evaluate performance for each preliminary requirement, monitors progress, and mentors the student. The student provides written and oral research progress reports at each meeting.

Catching potential problems: GAANN project directors communicate with instructors of graduate courses and the research committee frequently to catch problems early. The GAANN directors also meet each fellow three times per year to discuss progress.

Providing feedback: Based on this monitoring, the GAANN directors and research committee provide feedback and encouragement or guidance to the student as appropriate.

(3) Identifying and Meeting Academic Needs

Encourage and maintain close mentoring contact

Formal processes: GC responsible for academic advising, mentoring, and guiding choice of research group during 1st semester. Monthly meetings address questions as they arise. Upon joining research group, research advisor and research committee take over advising role.

Informal processes: Size of our department fosters frequent (daily) interaction between faculty and students. Create environment where students feel comfortable asking for help when necessary.

Enrichment: Address how classes, seminars, and other departmental activities enrich the academic environment.

(4) Maintaining Enrollment

What plans are in place to maintain enrollment, particularly of those students from backgrounds traditionally underrepresented in the discipline? Note the overlap with Criteria E1 and G2.

Flexibility: How does your department tailor mentoring and guidance to the specific needs of individual students, regardless of their background?
(E1) Do program requirements contain sufficient flexibility to accommodate legitimate differences among students?

Environment: How does your department or institution create a social and academic environment supportive of academic success (G2).

Track Record: What's your department's track record for retention of students? Is retention of students from traditionally underrepresented backgrounds higher or lower than your department's average? Cite relevant data.

Your Plan: Identify specific programs, policies, and procedures that will improve retention. (e.g., peer mentoring, organized social events, campus cultural groups, structures to ensure effective faculty mentoring.)

(5) Ensuring efficient and effective administration, including oversight

Coordination: Clearly identify the responsibilities of the various parties supporting the GAANN program. Describe how these parties will coordinate to provide efficient and effective administration.

Support: Be sure to make use of existing support structures: departmental Graduate Committee and faculty, Graduate School staff, Financial Aid Office, University Finance, Centers for Teaching and Learning, and other university resources. Letters of support may be helpful. Identify how departmental administrative staff will support the GAANN program.

Oversight: Ensure that appropriate checks and balances are in place to provide oversight over the GAANN program directors with respect to the selection of fellows, the allocation of GAANN funds, and other program functions