

# K-State Graduate School

## Weekly Newsletter

**July 29, 2020**   [Events and Deadlines](#)

This newsletter is distributed to department heads, graduate program directors, graduate program contact staff, and graduate faculty.

### **Coming Soon! Graduate School Orientation Modules**

The Graduate School is developing Canvas modules to provide new graduate students the information that is normally shared at our in-person orientation sessions. We expect the course to be available to students by August 3rd. We will inform graduate programs and directly notify students when the course is accessible. Continuing graduate students also will be given access to the course, and the course will be accessible to students throughout their graduate career. Department heads, graduate program directors, program staff, and graduate faculty may request access to the course by contacting Megan Miller at [mmmiller@ksu.edu](mailto:mmmiller@ksu.edu).

### **Important Information for All Graduate Faculty, Graduate School and Graduate Program Administration**

Beginning fall semester (August 17th), the Graduate School is transitioning to all online submission of electronic forms/documents. The links to all Graduate School electronic forms, including programs of study, program/committee change forms, approval to schedule final examination forms, and request for preliminary ballots, are available on the Graduate School website. After an electronic form is submitted, email notifications will be sent to the major professor, committee members and program director who must review and approve the document/form. The goal is to facilitate the movement of the document/form through the approval process. After the document/form is received by the Graduate School, the approval process remains the same.

There have been recent updates to the Graduate School's electronic forms to include a departmental advisor/coordinator in the approval workflow if appropriate. Departments that have a program advisor/coordinator who reviews student forms before the committee, should instruct their students to include the advisor/coordinator when submitting electronic forms via the Graduate School website. We plan to release a new look-up tool early in the fall semester to allow faculty and support staff to look up the status of student forms on the form dashboard where Graduate School electronic forms are accessed and submitted.

Departmental support staff will continue to have access to submit electronic forms as a proxy for students if necessary.

Beginning August 10, ballots (preliminary, final and ETDR) will be distributed electronically to the major professor or outside chair using the RightSignature tool. The Graduate School will send out information on the electronic ballot and RightSignature in the next newsletter. Committee members and if applicable, the outside chair will sign ballots after receiving an e-mail with a link to the ballot and the ballot will be returned electronically to the Graduate School after all required signatures have been recorded. This new process should expedite the distribution and submission of ballots as students continue to defend using zoom or other teleconferencing systems.

Beginning fall semester, students will have the option of conducting their defenses on campus using social distancing and masks guidelines. However, if the student or any member the supervisory committee wishes to participate via zoom this request is to be honored. The approval form should include not only the location of the defense if held face-to-face on campus, but also the zoom meeting link. This is imperative for doctoral defenses as they are to be publicly available.

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## **Graduate Program Directors**

### **Save Dates: Graduate Program Directors for Virtual Meeting with Candidates for Vice Provost for Graduate Education and Dean of Graduate School**

The search committee for the Vice Provost for Graduate Education and Dean of Graduate School position invite you to save the dates for graduate programs directors to meet and interact with the finalists via zoom sessions. Please add the following to your calendars.

#### Candidate virtual meetings with Graduate Program Directors

- Wednesday, Aug. 5 – 2:15-3:00 PM
- Thursday, Aug. 6 – 2:15-3:00 PM
- Friday, Aug. 7 – 2:15-3:00 PM
- Monday, Aug. 10 – 2:15-3:00 PM

Zoom Connection Details (same connection for all 4 dates)

- Join by video: <https://ksu.zoom.us/j/91678212314>
- Join by phone:
  - o Dial +1 312 626 6799 US
  - o Meeting ID: 916 7821 2314

## **Opportunities to promote graduate programs to Oklahoma State University students**

Oklahoma State University is hosting a Virtual Career Fair Week, September 15-17, with the following fairs:

- College of Engineering, Architecture & Technology Career Fair
- Business Career Fair
- Agriculture, Food, and Natural Resources Fair

The Graduate School is not participating in these fairs, but we are sharing this information so that individual graduate programs may participate if interested. [Learn more](#) about these OSU fairs.

## **Graduate Faculty**

### **Save Dates: Attention Graduate Faculty and Graduate Program Administrators and Contact Staff for Virtual Open Forums and Q&A Sessions with Candidates for Vice Provost for Graduate Education and Dean of Graduate School**

The search committee encourages all graduate faculty, graduate program administrators and staff who work with graduate students to save the dates for the Open Forum and Q & A Sessions with the finalist for the Vice Provost for Graduate Education and Dean of Graduate School.

#### Candidate virtual Open Forums and Q&A Session

- Wednesday, Aug. 5 – 1:00-2:00 PM
- Thursday, Aug. 6 – 1:00-2:00 PM
- Friday, Aug. 7 – 1:00-2:00 PM
- Monday, Aug. 10 – 1:00-2:00 PM

Each candidate's open forum presentation will be streamed live and archived on the [Provost's search website](#) along with their application materials, interview schedule and candidate feedback survey. This information will be posted as soon as the Provost's office announces the names of the finalists in K-State Today and only individuals with a K-State eID and password will have access.

## **New Rural/Regional U.S. Scholar Award through the Australian-American Fulbright Commission**

The Australian-American Fulbright Commission is pleased to announce a new U.S. Scholar award focusing on rural and regional issues that would be of particular

interest to Kansas State University. **Applications are open until September 15, 2020.** For more information, [visit the Fulbright Scholar Award website.](#)

## **Graduate Students**

### **[SciComm 2020 online conference with FREE registration](#)**

SciComm 2020 will be held online from August 14-16, 2020. This conference is dedicated to understanding and promoting effective communication of science to diverse audiences – including students of all levels as well as the general public – across all venues. Hosted by University of Nebraska-Lincoln's School of Biological Sciences, the conference will be run on Zoom.

**July 24** – deadline to submit proposals for talks

**August 1** – registration deadline

## **GRA/GTA/GA Student Employee Health Insurance for 2020-2021**

Information is available on the Human Capital Website at the following link: <https://www.k-state.edu/hcs/benefits/health/gradhealth.html>. GRA/GRA/GA health insurance information will also be available in the online Graduate School Orientation in Canvas. A brochure was sent to all Department Heads and graduate program contacts via the Listserv system.

GRA/GTA/GA on 0.5 FTE appointments are eligible to **enroll in the health plan beginning August 1<sup>st</sup>**. Students must enroll online and can access the enrollment form on the link above.

Students must pay the cost of the premium at the time of enrollment. Human Capital Services must verify their eligibility; thus, it is important that appointment forms be processed for fall semester as soon as your HCS Liaison has all information needed. A link to United Healthcare Insurance Company is provided in the link above, including deductible and other important information.

**KANSAS STATE**  
UNIVERSITY

Graduate School  
119 Eisenhower Hall

785-532-6191  
[grad@k-state.edu](mailto:grad@k-state.edu)  
[k-state.edu/grad](http://k-state.edu/grad)