Council of Graduate Coordinators and Staff (CGCS) Meeting

September 14th 2012
Agenda Items

- Enrollment Update
- Chancellor’s Fellowship Update
- Electronic Thesis and Dissertation (ETD)
- PhD Movie Screening
- Graduate Resource Center & Tutors
- Upcoming Staff Training Opportunities
- Upcoming Recruitment Activities
- Upcoming Events
- Announcements/Reminders
  - At the next CGCS meeting, we are planning to provide a training packet for new graduate faculty & staff
  - New Graduate Certificate Approval Process coming soon
  - Please continue to submit your GLO rubrics either to 118 Fulton Hall or glo@mst.edu
  - Defense Announcements Reminder
  - Alphabet Breakdown Between Graduate Studies Specialists
# Enrollment Update

<table>
<thead>
<tr>
<th></th>
<th>FS10</th>
<th>FS11</th>
<th>FS12* (3rd week)</th>
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<tbody>
<tr>
<td><strong>Total Enrollment</strong></td>
<td>1702</td>
<td>1850</td>
<td>1788</td>
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<tr>
<td>MS/CT</td>
<td>1207</td>
<td>1309</td>
<td>1271</td>
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<tr>
<td>PhD</td>
<td>475</td>
<td>528</td>
<td>517</td>
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<tr>
<td><strong>On-Campus Enrollment</strong></td>
<td>1139</td>
<td>1158</td>
<td>1066</td>
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<tr>
<td>MS/CT</td>
<td>686</td>
<td>650</td>
<td>572</td>
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<tr>
<td>PhD</td>
<td>440</td>
<td>504</td>
<td>494</td>
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<tr>
<td><strong>Distance Enrollment</strong></td>
<td>563</td>
<td>692</td>
<td>722</td>
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<tr>
<td>MS/CT</td>
<td>521</td>
<td>659</td>
<td>699</td>
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<tr>
<td>PhD</td>
<td>35</td>
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Chancellor’s Fellowship Update

<table>
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<tr>
<th>New for FS12</th>
<th>Total CFs</th>
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<tbody>
<tr>
<td>MS</td>
<td>7</td>
</tr>
<tr>
<td>PHD</td>
<td>26</td>
</tr>
<tr>
<td>Total</td>
<td>33</td>
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*We had a significant increase in qualified PhD applicants this year.

Chancellor’s Fellows Breakdown for Spring 2012

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<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>MS</td>
<td>42</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>7</td>
<td></td>
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<tr>
<td>M</td>
<td>35</td>
<td></td>
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<tr>
<td>PhD</td>
<td>49</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>38</td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td>92</td>
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Electronic Thesis/Dissertation (ETD) Submission- Now Up & Running

• Check our website for forms & information: http://grad.mst.edu/currentstudents/thesesdissertations/

• Contact Crystal Wilson for additional information:
  118 A1 Fulton Hall
  573-341-4128
  wilsoncry@mst.edu
Process Used

• Benchmarked other universities
  – UMKC, UMSL, Mizzou, Michigan Tech
  – Conducted phone conversations

• Worked with Library staff
  – Meeting 1 June 29, 2012 (Dr. Allada, Vicki Hudgins, Sharon Matson, Crystal Wilson, Allison Holdaway, Becky Merrell, Maggie Trish)
  – Meeting 2 July 27, 2012 (Dr. Allada, Vicki Hudgins, Sharon Matson, Crystal Wilson, Allison Holdaway, Becky Merrell, Maggie Trish, Roger Weaver)
  – Meeting 3 August 23, 2012 (Dr. Allada, Vicki Hudgins, Sharon Matson, Crystal Wilson, Mary Aycock, Allison Holdaway, Becky Merrell, Maggie Trish, Roger Weaver)
  – Email and phone correspondences
Meetings

• Meeting 1
  – Library staff worked with PQ to set up site
  – Office of Graduate Studies drafted specs and ETD submission process

• Meeting 2
  – Demo
  – Library provided us with a test site
  – Students and Office of Graduate Studies staff tested site
Meetings (continued)

• Meeting 3
  – Discussed “go live”
  – Launched
  – Website for documents and information
Publishing your dissertation/thesis at Missouri University of Science and Technology

Campus Resources & Guidelines for Missouri University of Science and Technology

This is the place where you can come to learn how your campus can assist you with your dissertation/thesis needs—from links to the campus writing center to important information about deadlines.

- **Campus Resources**
  - Learn more about your institution's guidelines & resources.

Preparing to submit your dissertation or thesis

Are you working toward submission of your dissertation or thesis? Obtain the information you need to ensure it’s published the way you want it to look.

- **Publishing Guides**
  - View instructions and guides to help you prepare your manuscript

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Next Steps

• Announcement to students
• Training sessions
  – Students
  – Graduate coordinators
  – Graduate staff
PhD Movie Screening

• The PhD Movie Screening was a huge success with 140 people in attendance
Graduate Resource Center & Tutors

We are pleased to announce the opening of the new Graduate Resource Center located in

117 Fulton Hall

The GRC houses both tutors and resources to help students at all writing levels.

Hours of operation:
Tuesdays & Thursdays 8am-12pm
Wednesdays 2pm-4pm
Upcoming Staff Training Opportunities

• Staff Share – A-track Training
  – October 1\textsuperscript{st} from 12:00-1:30 pm
  – Invitations have been sent, but if you were not invited and would like to come let Elaine know. (Everyone that was not invited has already attended this training.)

• Application Processing
  – We will be meeting with the departments to go over application processing procedures. (We will probably wait until November when everyone has had the chance to use the new WebNow system.)
Upcoming Recruitment Activities

Kansas City- September 17\textsuperscript{th}-18\textsuperscript{th}

RHIT- September 25\textsuperscript{th}

Columbia- October 5\textsuperscript{th}

SACNAS- October 10\textsuperscript{th}-14\textsuperscript{th}

St. Louis- November 29\textsuperscript{th}

Elaine is running low on marketing materials. Please send her your departments’ latest marketing material asap.

Elaine Light

122 Fulton Hall

lightbe@mst.edu
Upcoming Events

September 25th:
• Missouri University of Science & Technology Career Fair
  9am-3pm, Gale Bullman Multi-Purpose Building
• Graduate Council Meeting
  3-4pm, location: TBA

September 28th:
• Chancellor’s Fellows Welcome Reception
  1-3pm, Meramec/Gasconade Room- Havener

October 3rd:
• Being Your Own Best Editor: Editing Skills
  2-3pm, 117 Fulton Hall

For a complete list of events, please visit our website:
http://grad.mst.edu/upcomingevents/
Announcements/Reminders

• At the next CGCS meeting, we are planning to provide a training packet for new graduate faculty & staff. If you are new or have newbies in your department, please plan to attend the next meeting to get a packet or make arrangements to get one from us!

• We are in the process of working with the Provost’s Office to get a new and improved Graduate Certificate Approval Process in place. We will make an announcement once this has been completed and is available on our website.

• Please continue to submit your GLO rubrics to either 118 Fulton Hall or glo@mst.edu
Announcements/Reminders

• Reminder: At least one week prior to their defense, students must send their defense information to their Graduate Studies Specialist so they can send the announcement to the Graduate Faculty. Please remind your students of this.

• Alphabet Breakdown Between Graduate Studies Specialists:
  o A-H: Crystal Wilson
  o I-M: Sharon Matson
  o N-Z: Vicki Hudgins
Open Items
Thanks for attending.

Next Meeting:
October 12th 12pm 144 Toomey Hall