Council of Graduate Coordinators and Staff
September 8, 2017
CGCS Agenda

> Enrollment Update
> T/D Boot Camp
> Technical Editing
> Forms
> Staff storm update
> 3MT
> GEM GRAD Lab
> What about Grad School?
> New Graduate Student Orientation
> Slate Refresh
> Fall recruiting schedule
> YouVisit Virtual Tour
> Upcoming events
> New Structure
Graduate Enrollment

> 1915 total grad students (2\textsuperscript{nd} week*) (1929 FS 16 census)
  - 686 PhD (624 FS 16)
    > 255 Domestic (236) 431 International (388)
    > 652 On-Campus (590) 34 Distance (34)
  - 1229 MS (1244 FS 16)
    > 898 Domestic (902) 331 International (403)
    > 512 On-Campus (578) 717 Distance (727)
  - 1164 On-Campus (1168 FS 16)
  - 751 Distance (761 FS 16)
  - 1153 Domestic (1138)
  - 762 International (791)

> New Graduate Students: 482 (417 as of 2\textsuperscript{nd} week FS 2016)

* 2\textsuperscript{nd} week, unofficial numbers
13 students attended
5 Master’s, 8 PhD
71 Net Promoter Score
100% of respondents were satisfied with their experience
Summer 2017 Editing Statistics

42 editing requests
850 pages edited
9 academic departments
11 new students
7-day average turnaround

51 walk-in writing sessions
197 pages edited in walk-in sessions
“I can now distinguish between a well written document and a poorly written one, thanks to our Technical Editor! I was terrible with punctuation, but can now identify punctuation errors in my old write-ups. The writing development sessions have been very helpful and I will forever recommend your services to anyone who may want to improve their writing.”

“As in all my previous requests, I am very satisfied with the editing services provided by the office of graduate studies. I just wanted to extend my gratitude to Ms. Emily Seals for all the assistance she gave to finalize my manuscript. Thank you very much.”

“This service really helps us improve the quality of our manuscripts. Thank you very much.”

“I couldn't ask for more. I personally like the writing development session where I get to learn how to improve on certain aspects of my writing.”
Forms

> Benchmarked against Peer Institutions
> Searched websites for graduate student forms, graduate catalog, graduate student policies, etc.
> Created spreadsheet with findings
> Information passed to Graduate Faculty President and was presented at the September Graduate Council meeting
> Graduate Council voted for an ad hoc committee to be created to evaluate forms
Staff Storms for Graduate Forms

> 2 Staff Storm sessions were held in August (8/1 and 8/3)
  ‒ 21 graduate staff were invited
  ‒ 19 graduate staff as well as 4 additional staff members attended
  ‒ 90% attendance rate

> A survey was sent to attendees to request feedback
  ‒ 9 responses were received
  ‒ Feedback was positive and requests for additional staff storms was received

> Staff Storm Slides can be found on our website at:
http://grad.mst.edu/cgcs
AN 80,000 WORD THESIS WOULD TAKE 9 HOURS TO PRESENT.
THEIR TIME LIMIT.... 3 MINUTES.

THREE MINUTE THESIS COMPETITION

PRELIMINARY ROUNDS
TUESDAY, OCTOBER 17
1PM
HAVENER CENTER

SEMI-FINAL ROUNDS
TUESDAY, OCTOBER 17
2:30PM
HAVENER CENTER

FINAL ROUND
THURSDAY, OCTOBER 19
4:00PM
MISSOURI-OZARK
HAVENER CENTER

Learn more at grad.mst.edu/events/3mt/

The Three Minute Thesis (3MT®) is an academic competition developed by The University of Queensland (UQ), Australia for research students.
GEM GRAD Lab

Friday, Sept. 29 and Saturday, Sept. 30, 2017

> What is GEM?
  – GEM is a network of leading corporations, government laboratories, top universities, and top research institutions that enables qualified students from underrepresented communities to pursue graduate education in applied science and engineering.

> What is a GRAD Lab?
  – GRAD Lab encourages young people of color to consider graduate engineering or science education and applying for the GEM fellowship. Focusing on the global importance of research and innovation, lifelong career benefits, and real world role models the symposium will help each student envision his or her future as a technology leader, successfully apply for a GEM fellowship, and gain entry to a graduate program.

> Topics covered at the GRAD Lab include:
  – Why Graduate School?
  – How to Apply for Graduate School
  – How to Fund Graduate School
  – Voices from the Field
GEM GRAD Lab

FRIDAY, SEPTEMBER 29 – Carver-Turner Room, Havener Center
4:00 PM Welcome, Campus & Lab Tours
6:30 PM Dinner & Chancellor Speaking

SATURDAY, SEPTEMBER 30 - GEM GRAD Lab – 120 Butler-Carlton Hall
9:00 AM Registration, Pre-surveys and Continental Breakfast
10:00 AM Welcome and Introductions
    Venkat Allada, PhD, Vice Provost, Graduate Studies
10:15 AM Session 1: Why Graduate School?
    Marcus Huggans, PhD, Sr. Director, GEM Consortium
11:30 AM Session 2: How to Apply to Graduate School
12:30PM Lunch Break
    Graduate Fair
    Review of Statement of Purposes
1:15 PM Session 3: How to Fund Graduate School
2:30PM Session 4: Voices from the Field
3:15 PM Closing Remarks/Post Surveys (Prize Give Away)
What about Grad School?

> Informing S&T undergrads about the benefits of attending grad school
> How to navigate graduate school applications, funding, etc.
> Panel format – need faculty help!
  – Tuesday, Oct. 24, 12pm
    > Honors Academy and OURE student exclusive
  – Wednesday, Oct. 25, 12pm
  – Thursday, Oct. 26, 12pm
  – All held in 305/307 Norwood Hall
Spring 2018 New Graduate Student Orientation

> Friday, January 12, 2018
> Hasselmann Alumni House

> Will consistently be held on the Friday before classes begin!
Slate Refresh

> Review slate functions, processes and potential services
> Faculty and staff invited!
> 2-3 pm, Humanities and Social Science (HSS) 202
  – October 2: https://connect.mst.edu/register/SlateRefresh1002
  – October 3: https://connect.mst.edu/register/SlateRefresh1003
Fall 2017 Recruiting Schedule

Already attended:
> ORAU
  – SEMO, SIU-Carbondale
> MO Louis Stokes Alliance for Minority Participation
> Arkansas Technical University

Coming up:
> 9/11 University of Mississippi
  – Memphis University
  – Christian Brothers University
> 9/13 University of Arkansas
  – Missouri Southern State University
  – Southwestern Baptist University
> 9/19 Oklahoma State University
> 9/20 University of Kansas
  – UMKC
  – William Jewell
> 9/25 Big Ten Expo @ Purdue
> 9/25 Rose-Hulman
> 9/26 Indiana University – Bloomington
> 9/27 Saint Louis University
> 9/27 Truman State University

> 10/4-10/5 SIU-Edwardsville
> 10/5 Culver-Stockton College
> 10/5 College of the Ozarks
  – Missouri State Coop Eng. Program
  – Drury University
> 10/11 AUCC (Spellman, Morehouse, Clark-Atlanta)
  – Tuskegee
  – Alabama A&M
> 10/13 Tau Beta Pi
  – University of Detroit – Mercy
> 10/17 Northern Illinois University
> 10/18 University of Illinois
> 10/20 Valparaiso
  – University of Kentucky
  – Tennessee Tech
> 10/26-10/27 SWE
  – UT Austin
> 11/3-11/4 SHPE
  – Missouri Western
YouVisit Virtual Tour

Missouri S&T Graduate Student Experience

Welcome: Norwood
The Puck

Next: Continue to The Puck

Founded in 1870, Missouri University of Science and Technology was founded as a school for mining and metallurgical industries and expanded with a greater emphasis on research and graduate
YouVisit Virtual Tour
YouVisit Virtual Tour

Missouri S&T Graduate Student Experience

Register Now  Schedule Visit  Apply Online

Butler-Carlton Civil Engineering Hall houses the department of Civil, Architectural and Environmental Engineering. Butler-Carlton Hall is designed to be a living laboratory.

Next: Continue to Emerson Electric Company Hall
YouVisit Virtual Tour
YouVisit Virtual Tour
YouVisit Virtual Tour

> Find on grad.mst.edu

> Departments can use on:
  – Website
  – Social media
  – Emails
Events Mentioned Previously

> GEM GRAD Lab
  – Friday, Sept. 29 and Saturday, Sept. 30, 2017

> Three Minute Thesis (3MT)
  – Preliminary and Semi-Final Rounds:
    > Tuesday, Oct. 17, 1pm-3:30pm, Havener Center
  – Final Round:
    > Wednesday, Oct. 19, 4pm, Havener Center

> What about Grad School?
  – Tuesday, Oct. 24 (Honors Academy and OURE)
  – Wednesday, Oct. 25 (all students)
  – Thursday, Oct. 26 (all students)
  – 12pm-1pm each day, 305 Norwood Hall

> Spring 2018 New Graduate Student Orientation
  – Friday, January 12, 2018
  – Hasselmann Alumni House
September Events

> Editing Your Own Work  
  Wednesday, September 6  
  Noon-1:00PM  
  Centennial 103

> Mastering the GTA Experience  
  Friday, September 8  
  Noon-1:00PM  
  Norwood 208

> How to do a Literature Review  
  Tuesday, September 12  
  6:00PM-7:00PM  
  Library 103

> Broader Impacts  
  Thursday, September 14  
  Noon-1:30PM  
  *FULL*

> EndNote Basics  
  Tuesday, September 19  
  6:00PM-7:00PM  
  Library 103

> Learning About LaTeX  
  Thursday, September 21  
  Noon-1:00PM  
  Butler Carlton 316

> Mini Thesis/Dissertation Boot Camp  
  Friday, September 22  
  9:00AM-4:00PM  
  Toomey 140

> Mendeley Basics  
  Tuesday, September 26  
  6:00PM-7:00PM  
  Library 103
October Events

> How to do a Literature Review  
  Tuesday, October 3  
  6:00PM-7:00PM  
  Library 103

> Write-In  
  Wednesday, October 4  
  10:00AM-1:00PM  
  Library 203

> EndNote Basics  
  Tuesday, October 10  
  6:00PM-7:00PM  
  Library 103

> Mendeley Basics  
  Tuesday, October 17  
  6:00PM-7:00PM  
  Library 103

> Formatting in MS Word  
  Wednesday, October 18  
  Noon-1:00PM  
  HSS Building, 102

> Scholarly Publications  
  Wednesday, October 18  
  6:00PM-7:00PM  
  Library 103

> Myers Briggs Type Indicator (MBTI)  
  Thursday, October 19  
  Noon-1:00PM  
  Location TBD

> Academic Writing Skills for ESL Graduate Students  
  Friday, October 20  
  Noon-1:00PM  
  Location TBD

> GRE Test Prep Workshop  
  Monday, October 23  
  6:00PM-9:00PM  
  Norwood 208

> Formatting and Submitting Your Thesis/Dissertation  
  Wednesday, October 25  
  10:00AM-Noon  
  Meramec/Gasconade, Havener Center

> Graduate Family Halloween Party  
  Friday, October 27  
  1:00PM-4:00PM  
  The Puck and Lawn
New Structure

> Announcement regarding search for the VCR/DGS
  - Combining the two offices and creating a vice chancellor-level position to oversee the efforts.
Thanks for attending!

Next meeting:
October 13, 2017 3-4pm
140 Toomey Hall