

Council of Graduate Coordinators and Staff (CGCS) Meeting

April 12, 2013

Agenda Items

- Chancellor's Fellows Research Poster Awardees
- 490 Research hours
- Grad Pending Files
- Graduate Catalogs- moving to web-based only
- S&T Strategic Lever
- Reminders
 - T/D deadlines
 - Idaho National Laboratory Thermo-Mechanical Modeler Internship Opportunity
 - Grad Commencement
- Upcoming Events
 - Grad Professional Development Workshop (April 26th)

Chancellor's Fellows Research Poster Awardees

- The Chancellor's Fellows Awards Banquet was held on Tuesday, April 2nd in St. Pat's Ballroom C
- There was one first place winner, two second place winners, and one honorable mention picked out of the 12 total participants in the poster session.
 - 1st Place: Krista Limmer, Materials Science
 - 2nd Place: Jaime George, Materials Science
 - 2nd Place: Jordan Wilson, Environmental Engineering
 - Honorable mention: Grace Harper, Environmental Engineering

Chancellor's Fellows Research Poster Awardees



490 Research Hours

Non-thesis students may not use 490 research on their plan of study.

From the Graduate Catalog:

“490 Research: Investigations of an advanced nature leading to the preparation of a thesis or dissertation.”

Graduate Pending File Reminders

A few notes...

Application File Processing

The file loads are getting pretty intense right now...thanks for all the work that goes into getting them out quickly.

A few reminders:

Atrack

- Atrack does have spellcheck built in...
- I rarely return files...I try to handle everything through email to save work...but if I do physically return a file please remember to track it back to me.
- It is absolutely critical that you change the completed/initiated dates to the current dates.

Action Sheet

- The action sheet needs to include a GPA
 - This can be as a numerical value, or as a class (e.g. First Class With Distinction)
 - If the student has a BS and an MS both GPAs should be included
- Any test scores need to be noted
- The action sheet **MUST** match the Atrack comments. The action sheet is a part of their permanent file.
 - This includes all conditions, etc.

Probationary Admits

- This is strictly for those with a GPA less than 3.0
- It cannot be used for anything else
- It should be used for students with a GPA less than 3.0 who are entering the MS through a CT program

Denials

- Students may contest an admission denial. So, please provide specific reason(s) for denial, as applicable.
- If they meet a criteria but are “borderline” please don’t use that as part of the reason for denial.

S&T Strategic Lever

- **Engage in transformative doctoral student recruiting/retention and placement.**

– Any ideas/suggestions, please email allada@mst.edu

Graduate Catalogs: Moving to Web-based only

In an effort to reduce costs, The Office of the Registrar is looking at possibly cutting out hard copies of the Graduate Catalog.

They are looking at a new web-based system-
details to follow.

What do you think?

Announcements/Reminders

- Forms 2/7 and the final library copy of theses and dissertations are due no later than 4pm on Wednesday, April 17th.
- Those departments who require an MS Comprehensive Exam must submit Form 3 by Wednesday, April 17th.
- Graduate Commencement- May 17th

<p style="text-align: center;">Friday, May 17 6:00 PM</p>	<p style="text-align: center;">Saturday, May 18 11:00 AM</p>
<p>Undergraduate Students in the following disciplines:</p> <ul style="list-style-type: none"> • Applied Math • Biological Sciences • Business & Management Systems • Chemistry • Computer Science • Economics • English • Geology & Geophysics • History • Information Science & Technology • Philosophy • Physics • Psychology • Technical Communication <p>Graduate Students</p> <ul style="list-style-type: none"> • All disciplines 	<p>Undergraduate Students in the following disciplines:</p> <ul style="list-style-type: none"> • Aerospace Engineering • Architectural Engineering • Ceramic Engineering • Chemical Engineering • Civil Engineering • Computer Engineering • Electrical Engineering • Engineering Management • Environmental Engineering • Geological Engineering • Mechanical Engineering • Metallurgical Engineering • Mining Engineering • Nuclear Engineering • Petroleum Engineering

Upcoming Events

- The Role of Engineers in Public Policy Seminar, April 18th
 - Deadline to RSVP is Monday, April 15th- please encourage your students to respond if interested!
- Graduate Professional Development Workshop, April 26th

For a complete list of events, please visit our website:

<http://grad.mst.edu/upcomingevents/>

Open Items

Thanks for attending.

Next Meeting:

September 2013!!!

Meeting dates for next year will be emailed in August.