

Council of Graduate Coordinators and Staff (CGCS) Meeting

November 9th 2012

Agenda Items

- Graduate Forms Processing Resource Manual (Sharon Matson)
- GLO Update
- Staff Storm- GLO
- ETD Update
- Office of Graduate Studies Sponsored Programs
- Upcoming Events
- Announcements/Reminders

Graduate Forms Resource Manual

- The manuals are ready for distribution.
- Sharon has a sign out sheet with her today. If you would like to pick your department's copies up now, please see Sharon after the meeting.
- If you do not pick them up today, Sharon will be contacting the graduate staff to arrange delivery.

Graduate Learning Outcomes Update

- Please continue to send in your graduate learning outcomes rubrics! Rubrics can be turned in two ways:

glo@mst.edu

or

Lauren Costoplos

118 Fulton Hall

- Before the end of the fall semester, we will be sending emails to departments with low participation to offer assistance with their rubrics/submission processes, etc.
- Our next Staff Storm will be exclusively over GLO. We will hold this session in Havener and invite all departments.

GLO Staff Storm

We will be holding the GLO Staff Storm early next semester.

Graduate staff from each department will be asked to attend.

Be on the lookout for more information coming soon!

ETD Update

We are currently accepting electronic theses and dissertations.

Crystal presented an ETD update at the October 16th Graduate Council Meeting. For that presentation, she created a process flowchart which she will be handing out to you as well.

Office of Graduate Studies Sponsored Programs

- The Office of Graduate Studies hosted three Grad Talk sessions during the month of October, aimed at recruiting S&T undergraduates by giving them an opportunity to talk to graduate students in their field of interest in a casual setting. There were a total of 94 students that attended the three events: 62 undergraduate and 32 graduate.
- The Office of Graduate Studies hosted the 5th Annual Grad Fair on October 24th with 20 exhibitors represented.
- The “Being Your Own Best Editor” workshop, given by Elizabeth Roberson, Technical Editor, had 19 student attendees (10 were anticipated).
- The “Best Practices for Writing Your Thesis” workshop had 60 student attendees (40 were anticipated).

Photos from the Fall 2012 Grad Talk events



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Announcements/Reminders

- The final copy of T/Ds and Form 2 or 7 is due November 14th
- Next Grad Council Meeting is November 13th at 3pm in St. Pat's C
- Graduate Student Appreciation Lunches slated to be held on November 26th, 28th, & 30th. There will be four events, depending on student response/availability.
- Commencement- 2 ceremonies- December 14th at 6pm & 15th at 11am
- Intersession begins on Dec 15th and ends on January 21st
- Office of Graduate Studies will be open through the holidays, excluding the campus wide holidays (Christmas Day & New Years Day), with limited advising available.
- Elaine will be out of the office from December 11th- Dec 26th. During that time, the Graduate Studies Specialists will be processing admission files.
- International Affairs Orientation will be January 14th
- Please remember, SP13 semester begins Jan 22nd

Open Items

Thanks for attending.

Next Meeting:

January 11th 12pm 140 Toomey Hall