

Council of Graduate Coordinators and Staff (CGCS) Meeting

October 12th 2012

Agenda Items

- Graduate Forms Processing Resource Manual (Sharon Matson)
- Grad Council Update
- GLO Update
- Graduate Application Fee
- Chancellor's Fellows Welcome reception (photos)
- Upcoming Staff Training Opportunities
- Upcoming Events
- Announcements/Reminders

Graduate Forms Resource Manual

Background

- Started in Office of Graduate Studies March, 2011.
- Began with students with last names of K-L
- Differences in processing forms, filing, advising students etc. with current Graduate Studies Specialists
- End result was similar

Process of Creation of Manual

- Began as an internal document – desk manual
- Collected data from Graduate Studies Specialists
- Retirement - loss of Institutional memory
- CGCS turnover

Manual Details

- Data collection from internal desk reference
- Reviewed staff share sessions
- Consulted with office staff
- Beta test – selected 5 graduate staff members to review 1st draft and provide feedback

Sharon - It looks
great! I'm
excited to get the
final copy. u.
Jeni

Next Steps

- Provide manuals to departments in 1 to 2 weeks
- Feedback from faculty and staff
- Consider revising after one semester
- For revisions-collect manuals and insert pages or provide a full revised manual
- Keeping a log of how many manuals are out and where they are

Grad Council Update

✓ **400 Special Problems course:**

- The Graduate Council provided guidance to the VPGS on the 400 special problems issue
- 400 special problems courses cannot be used to substitute any of the 400 level lecture courses
- The VPGS will approve a 400 special problems course as a 400 lecture course if documentation is provided that it was taught as a lecture course (eg. Class meeting times, syllabus, exams, etc.)

✓ **T/D Research Integrity (motions will be developed for GF vote and final approval in Dec)**

- VPGS and Dr. Newkirk will develop a statement to be signed by the student
- Implement training program
- Questions/concerns/suggestions: Contact your Graduate Council representative.

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.

Graduate Application Fee

International fee is \$75

Domestic fee is \$55

Please update your websites and all forms, correspondence, etc. accordingly!

2012 Chancellor's Fellows Welcome Reception

The 2012 Chancellor's Fellows Welcome Reception took place on Friday, September 28th

Thank you to those faculty who were able to attend!

If you have any Chancellor's Fellows that were unable to attend, please have them contact Elaine (lightbe@mst.edu) as she has some forms for them to complete!

Photos from the 2012 CF Welcome Reception



Photos from the 2012 CF Welcome Reception



Photos from the 2012 CF Welcome Reception



Upcoming Staff Training Opportunities

- Sharon will be delivering the Graduate Forms Resource Manuals to departments by the end of October.
- Staff Storm- GLO: Monday, November 5th 2-3pm, location TBA
- We will be adding more Staff Storm sessions to the calendar soon!

Upcoming Events

October 17th, 19th, 22nd:

- Grad Talk Events
 - 12-1pm, 17th & 19th: TMH 250 & 254, 22nd: TMH 249 & 250

October 24th:

- 2012 S&T Graduate Fair
 - Office of Graduate Studies, 11am-2pm, Havener Center Atrium

November 4th:

- Etiquette Dinner
 - Office of Graduate Studies, 5-7pm, St. Pat's, Havener Center

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

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

Announcements/Reminders

- Send department/faculty research slides (1-2 slides) to Dr. Allada if you have not already done so.
- If you have not already registered your department for the Grad Fair on Oct 24th, please complete a registration form found at <http://grad.mst.edu/upcomingevents/> and send it to Lauren (costoplosl@mst.edu) by October 17th.
- If your department has any giveaways that you would like to donate for student door prizes at the Grad Fair, please contact Lauren.
- If you are able to attend the Grad Talk event where your program is being discussed, please rsvp to Lauren asap.
- The last day the Registrar's Office will accept applications for graduation for FS12 will be Friday, November 2nd.
- Monday, November 5th is the last day that the Office of Graduate Studies will accept Theses/Dissertations for the first format check.

Open Items

Thanks for attending.

Next Meeting:

November 9th 12pm 103 Engineering
Management