

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

	FS10	FS11	FS12* (3 rd week)
Total Enrollment	1702	1850	1788
MS/CT	1207	1309	1271
PhD	475	528	517
On-Campus Enrollment	1139	1158	1066
MS/CT	686	650	572
PhD	440	504	494
Distance Enrollment	563	692	722
MS/CT	521	659	699
PhD	35	24	23

Chancellor's Fellowship Update

New for FS12		Total CFs	
MS	7	MS	36
PHD	26	PHD	61
Total	33	Total	97

*We had a significant increase in qualified PhD applicants this year.

Chancellor's Fellows Breakdown for Spring 2012	
MS	42
F	7
M	35
PhD	49
F	12
M	38
Grand Total	92

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

Administrators: [Sign in](#)Students: [Submit](#) [Revise](#)[Home](#) [Support & Training](#) [Resources & Guidelines](#) [Submitting Your Dissertation/Thesis](#) [About ETD Administrator](#)

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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 1st 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 17th-18th

RHIT- September 25th

Columbia- October 5th

SACNAS- October 10th-14th

St. Louis- November 29th

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:
 - A-H: Crystal Wilson
 - I-M: Sharon Matson
 - N-Z: Vicki Hudgins

Open Items

Thanks for attending.

Next Meeting:

October 12th 12pm 144 Toomey Hall