Council of Graduate Coordinators and Staff (CGCS) Meeting

September 27th 2013

Agenda Items

- Grad Enrollment Update
- Chancellor's Fellowship Update
- Research-based Graduate Student: ROI
- Graduate Application Processing "Best Practices"
- Grad Learning Outcomes (GLO) Update
- Successful PhD Movie Screening
- Upcoming Events
- Announcements/Reminders

Enrollment Update

	FS10	FS11	FS12	FS13
Total Enrollment	**1702**	**1850**	**1804**	**1984**
MS/CT	1236	1322	1287	1429
PhD	466	528	517	555
On-Campus Enrollment	**1139**	**1158**	**1065**	**1165**
MS/CT	699	654	571	643
PhD	440	504	494	522
Distance Enrollment	**563**	**692**	**739**	**819**
MS/CT	537	668	716	786
PhD	26	24	23	33

**Kudos to the CGCS members for all their help!**

Enrollment Update: Top Fives

Top 5 Graduate Programs

- Total enrollment

- On-campus enrollment

- PhD enrollment

- MS enrollment

- Female enrollment

- Distance enrollment
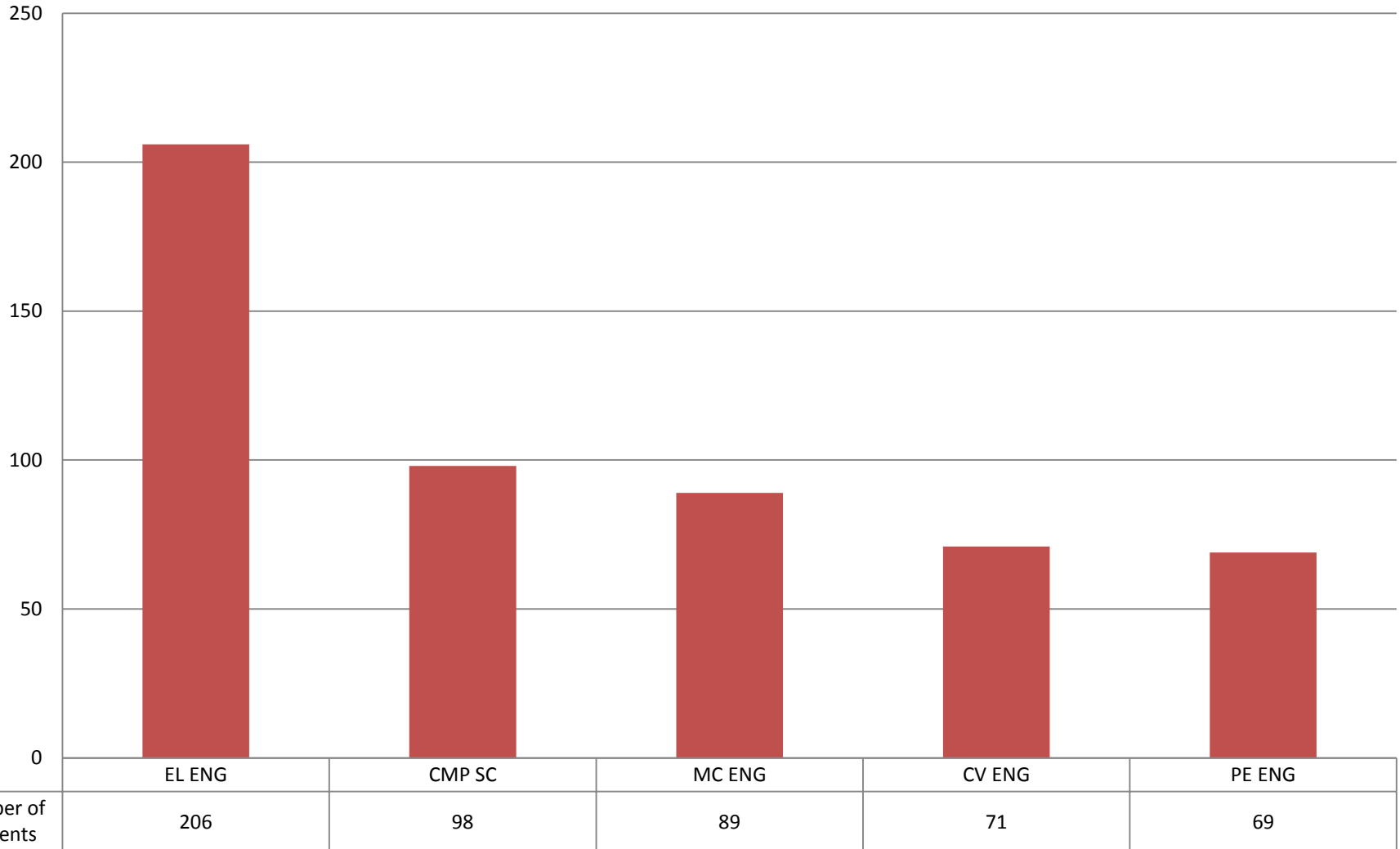
- % growth in total enrollment (FS13 vs. FS 12)

Enrollment Update: Top Five
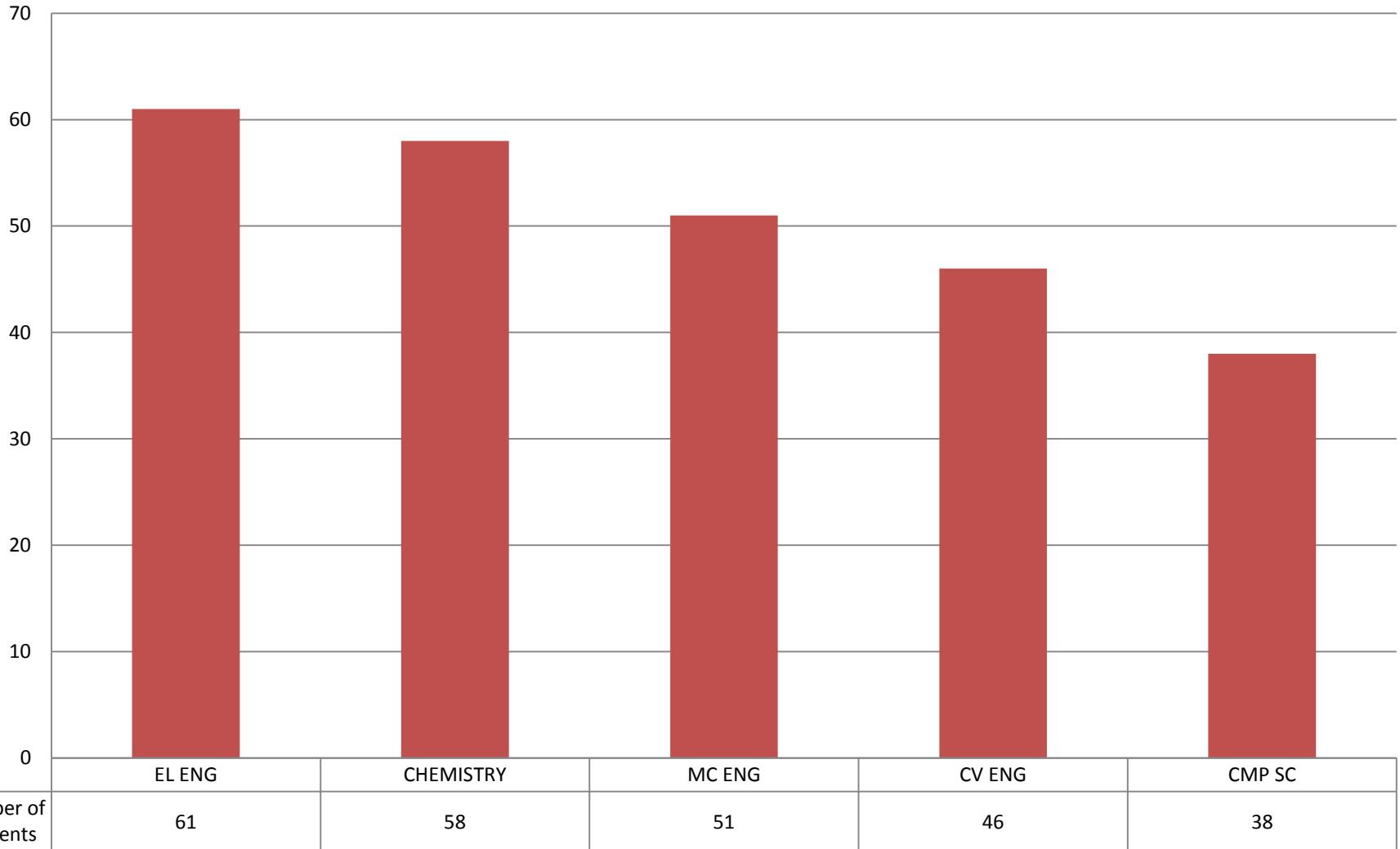
Top 5 Programs Total Enrollment

	ENG MGT	EL ENG	GE ENG	CV ENG	MC ENG
■ Number of Students	280	228	179	146	126
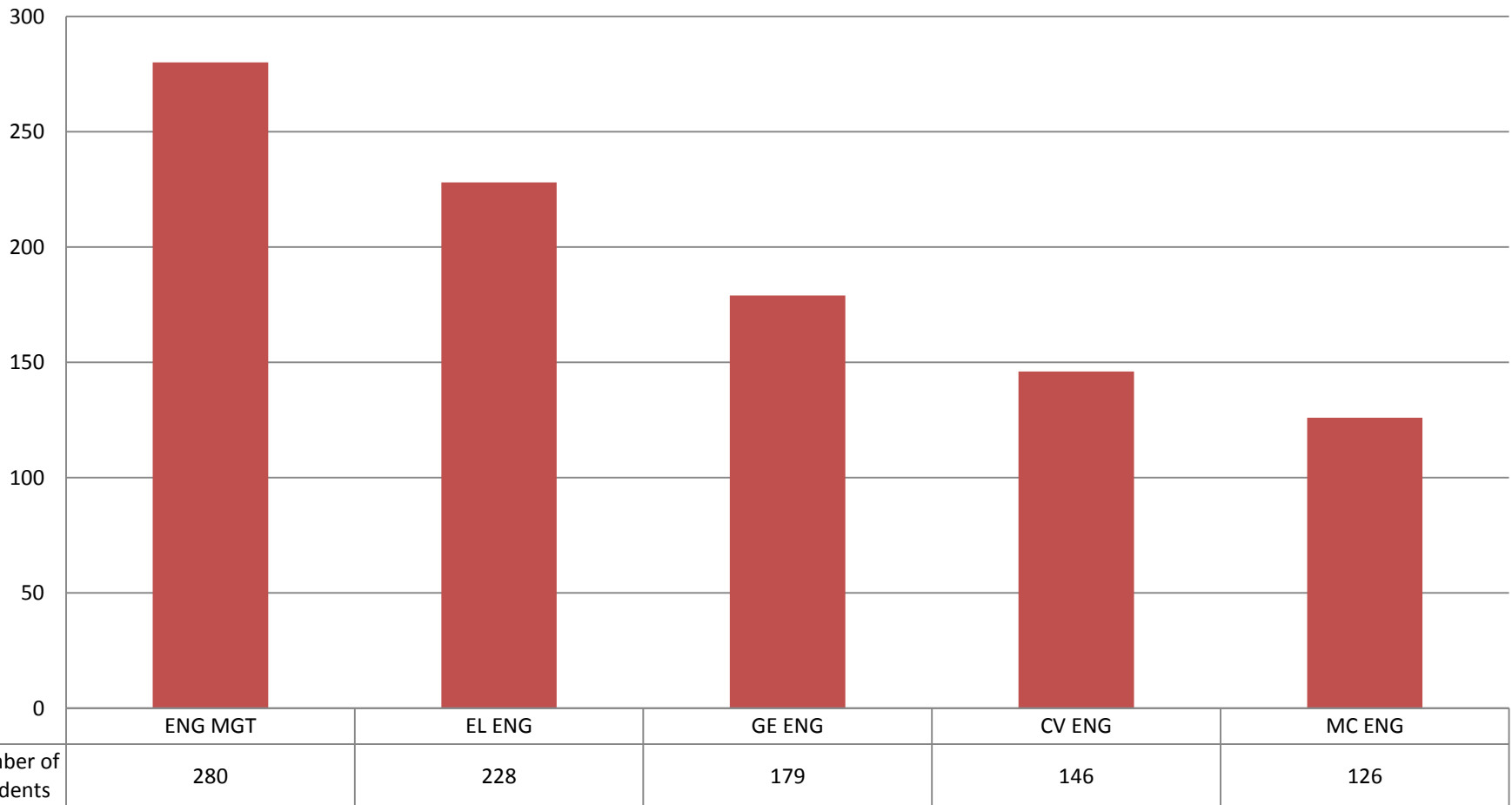
Enrollment Update: Top Five

Top 5 Programs for On Campus Enrollment

	EL ENG	CMP SC	MC ENG	CV ENG	PE ENG
■ Number of Students	206	98	89	71	69

Enrollment Update: Top Five

Top 5 Programs for MS Enrollment

	ENG MGT	EL ENG	GE ENG	CV ENG	CMP SC
■ Number of Students	260	167	159	100	84
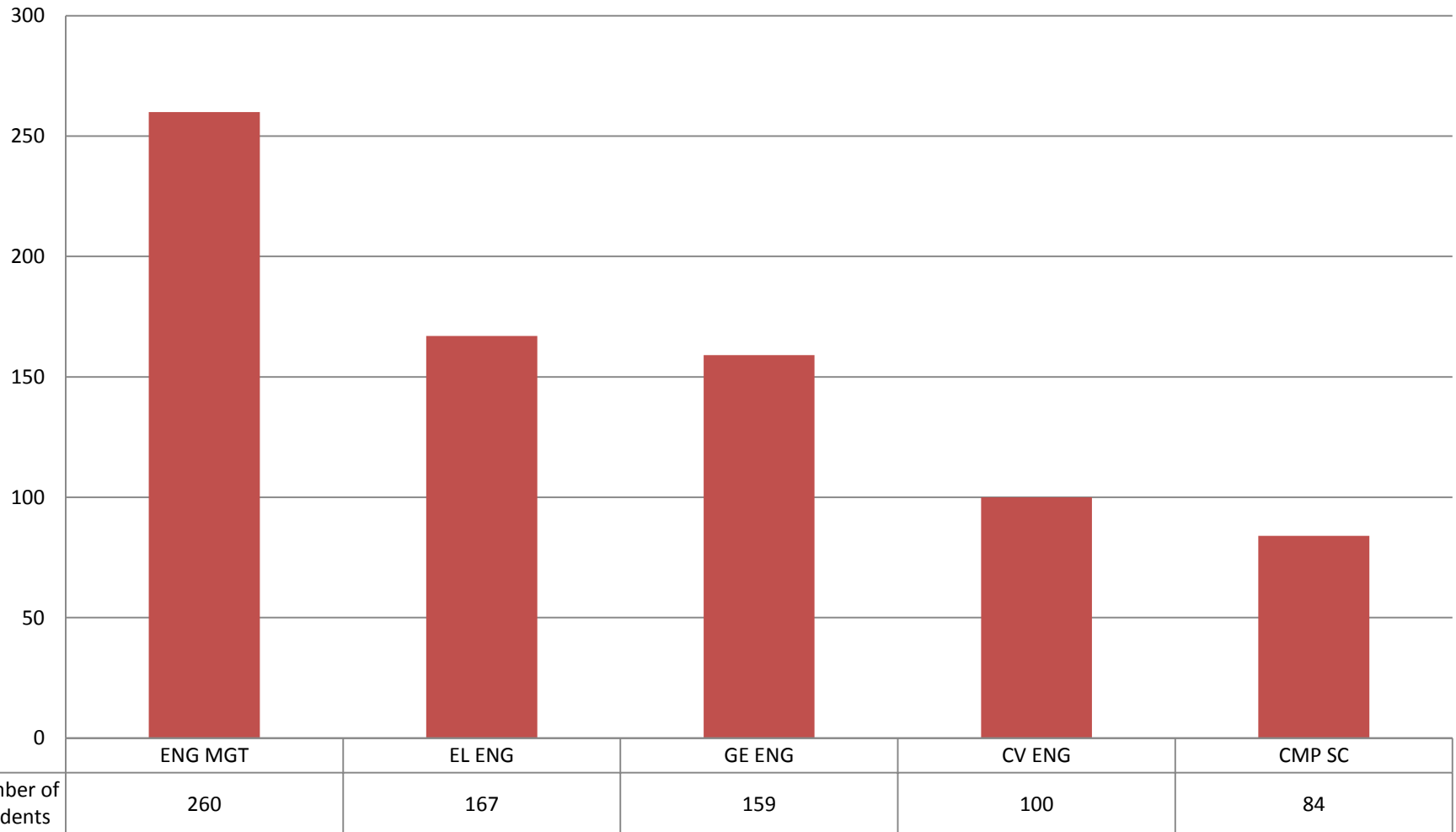
Enrollment Update: Top Five

Top 5 Programs for Female Enrollment

	ENG MGT	EL ENG	CV ENG	CMP SC	GE ENG
■ Number of Students	52	41	34	29	28
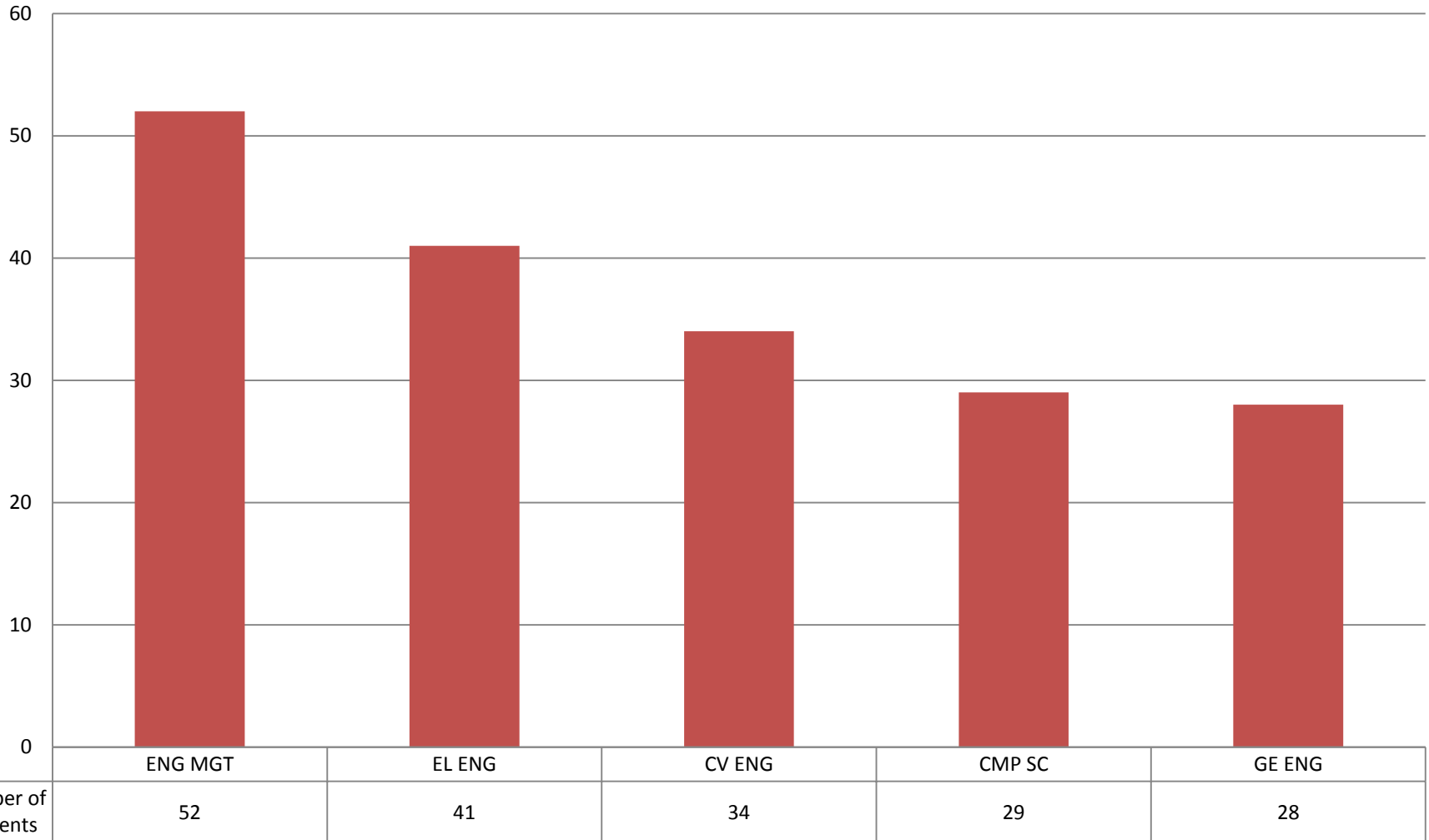
Enrollment Update: Top Five

Top 5 Programs for Distance Enrollment

	ENG MGT	GE ENG	CV ENG	SYS ENG	MI ENG
■ Number of Students	250	142	75	73	64
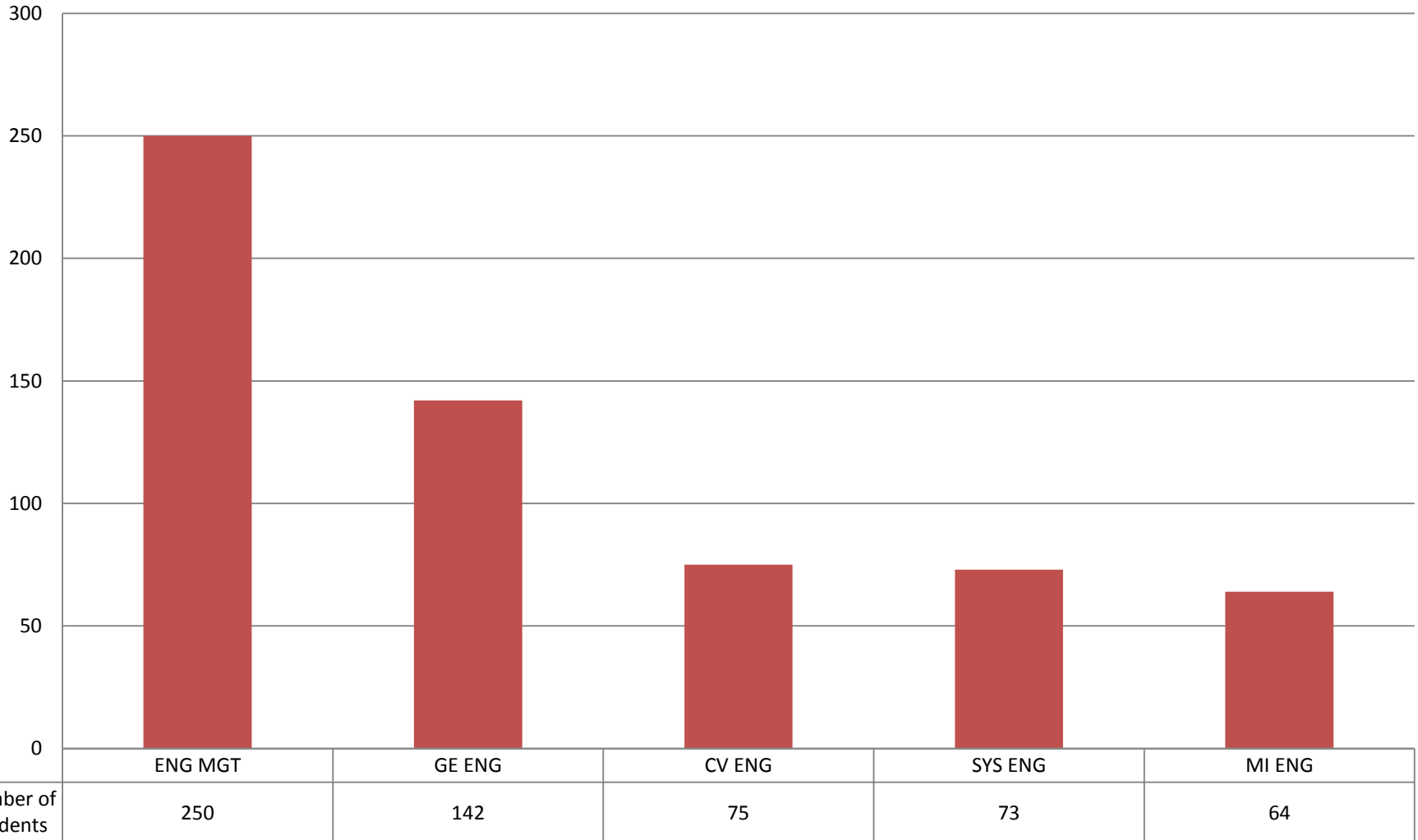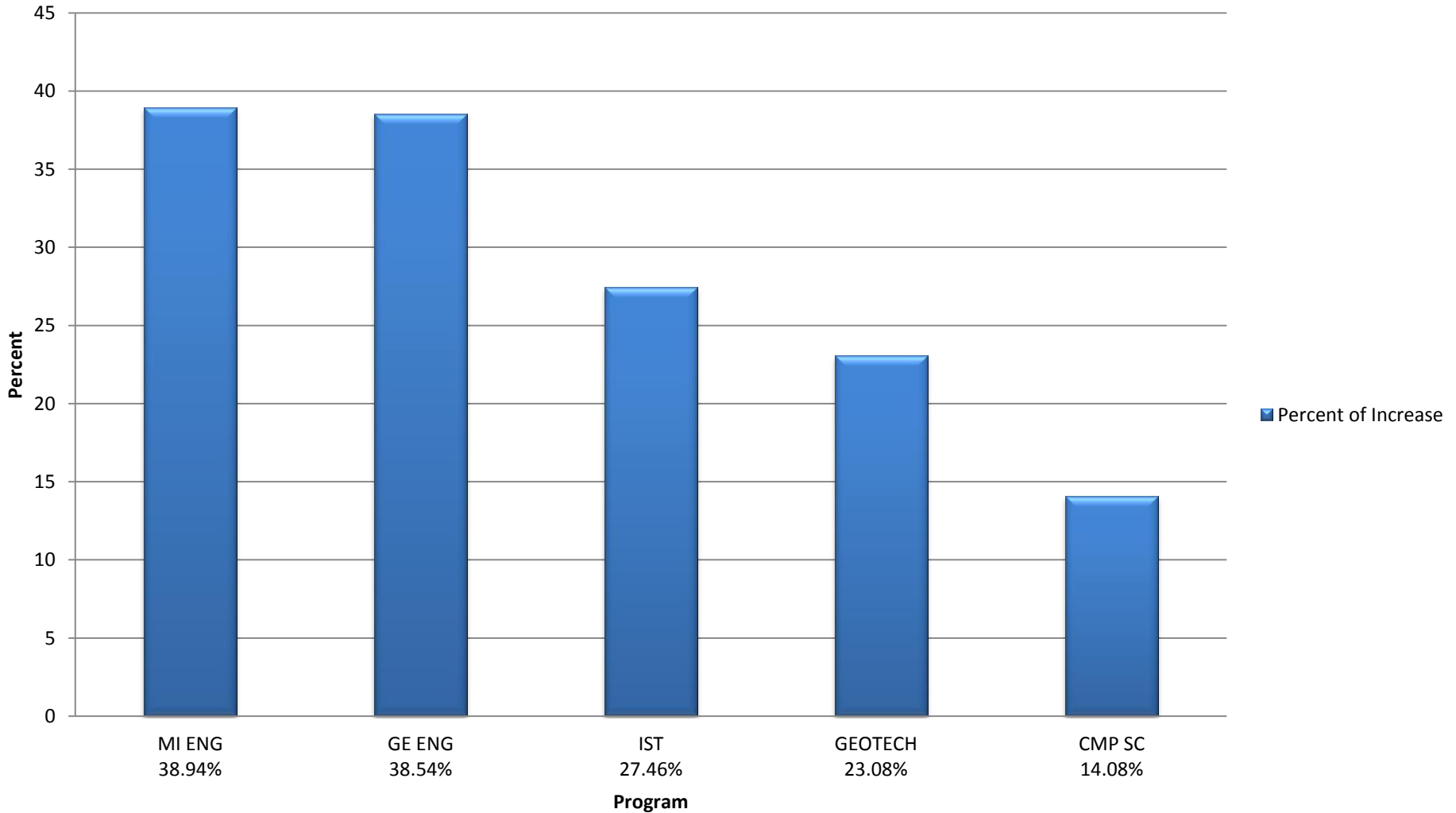
Chancellor's Fellowship Update

Chancellor's Fellows Breakdown for Fall 2013		
MS	F	4
	M	7
Total		11
PhD	F	13
	M	50
Total		63
Grand Total		74

Chancellor's Fellowship Update:

New Administration Team

Erin Rowe
roweed@mst.edu
573-341-4141
- o Application Intake
- o Award Letters
- o Student Questions
- o CF Website, Email, and Google Group Maintenance

Sharon Matson
matsons@mst.edu
573-341-6494
- o Physical & Electronic Files/Database
- o DARS Checks

Misty House
housem@mst.edu
573-341-7661
- o CF Recruiting
- o Yearbook

Lauren Costoplos
costoplosl@mst.edu
573-341-7085
- o Events

Website & Administration Email

www.grad.mst.edu/chancellorsfellowship
New website includes:
- Guidelines
- Allocation Process
- Application
- Contact Info
- Status Update Forms A&B
- Important Dates

mstcfgrad@mst.edu

Research-based Graduate Students: Return on Investment (ROI)

- What are our "expert opinions" of where we are as a campus in terms of visibility with our respective customer groups?

- What are the best ROI indicators to use in our communication/marketing plan – again, focused on these customer groups?

Graduate Application Processing "Best Practices"

1. Timely feedback about student application status

Example: An application is received by the department who wishes to make an admit decision along with the funding decision. The funding decision will be in the next several months so the admit decision is delayed. In the meantime, the student is getting "very anxious" about her application status.

Potential solution:

a. Separate admit decision from the funding decision.

Graduate Application Processing "Best Practices"

2. Admission requirement consistency and updating reported scores

Example: The graduate programs have published admission requirements. Many faculty would like to view the application in "totality" especially if one or more of the admission requirements are not met. This is not a bad practice. But, without any associated documentation/notes, one may be lead to believe that there are inconsistencies in the admit decisions – particularly if the application files are processed at different points in time for a given "admit" semester.

Potential solution:

a. Document and attach your justification (to the action sheet/Atrack system) for any cases that do not meet standard admission requirements.

Graduate Application Processing "Best Practices"

3) Action sheet revision and a look at admit/deny letters.

Presentation by Jennie Bayless and Debbie Schatz

GLO Update

- For SP13, we had 4 departments who had MS Thesis or PhD students who graduated but no rubrics were turned in.

- Others turned in rubrics but not for each research-based student who graduated.

- Several depts consistently turn in all rubrics- THANK YOU!

- We will be holding a GLO Rubrics Information & Training Session in January (see upcoming training opportunities) to work on/discuss the following:
  - The purpose of graduate learning outcomes and how they affect our campus
  - Tips on how to make the rubric process (from completion to submission) easier
  - How departments can use the information to their benefit
  - How would you like results provided to you?
  - Possible rubric revamp
  - Exchange of ideas amongst departments

PhD Movie Screening

- The PhD Movie Screening was a huge success with about 100 people in attendance

Upcoming Staff Training Opportunities

- **Staff Storm- Form Processing**
  - October 18th, 117 Fulton Hall

- **Staff Storm- A-track & Application File Processing**
  - November 15th, 117 Fulton Hall

- **GLO Rubric Information & Training Session**
  - January 17th, Havener Center

Invitations to Follow!!!

Upcoming Events

Celebration of Nations

Saturday, September 28th

Learning to Use LaTex

Tuesday, October 1st

Majors and Minors

Thursday, October 3rd

Burns & MacDonnell ESS

Tuesday, October 8th

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

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

Announcements/Reminders

- New Grad Planners are here!!!

- Graduate Coordinators Manual- Coming Soon!!!

- 6th Annual Graduate Fair- Wednesday, October 23rd 11am-2pm
  - If you have not turned in your participation forms, please do so by October 9th.

- Admission files- gradapp@mst.edu

- GLO- glo@mst.edu

- Chancellor's Fellows- mstcfgrad@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 11th 12pm 144 Toomey Hall