

# **Council of Graduate Coordinators and Staff (CGCS) Meeting**

**September 4, 2009**

# **Agenda**

- 1. Graduate Enrollment Update**
- 2. Graduate Certificate Approval Policy Update**
- 3. Policy II-20**
- 4. Apply-2-Admit Project**
- 5. Admit-2-Enroll Project**
- 6. Graduate Calendar 2009-2010**
- 7. Academic Dishonesty Procedures**
- 8. Graduate Learning Outcomes**
- 9. Open Items**

# Graduate Enrollment FS09

- End of 1<sup>st</sup> week report FS09
  - Total Grad enrollment **1558**
    - On-campus 982
    - Extended Learning 576
- Top Enrollment Growth
  - On-campus Civil Engineering (+23)
  - Distance Geological Engr. (+18)
- Decline
  - Distance Sys. Engr. (-43);

# Graduate Certificate Approval Policy Update

- Go to <http://grad.mst.edu/CGCS.html>

# Apply-2-Admit: Pending File Project

	2005	2006	2007	2008	2009
<b>Pending</b>					
<b>Files/Application Ratio:</b>	7%	9%	6%	12%	4%

Collaborative effort between Graduate Coordinators /Staff,  
Admissions, and the Office of Graduate Studies to establish:

- ✓ Monthly tracking of pending files within the departments and speedy processing of those files
- ✓ Of the 242 students with incomplete applications, **150+ students completed applications as a result of Graduate Studies Office intervention** via e-mail communications.
- ✓ Record Admits in 2009 (since 2005): **1176** as of 8/21/09

# Admit-2-Enroll

The Office of Graduate Studies along with IA and the Council of Graduate Students conducted a series of webinars for admitted graduate students:

- Two Webinars for International Students - 50+ students attended
- One Webinar for Domestic Students - 11 students attended

## Missouri S&T Graduate Calendar 2009-2010

Go to <http://grad.mst.edu/>

& Click Resources → Calendar

## FALL 2009

August 11 International Student Orientation

August 13 Welcome Picnic for International Students

August 23 Last Day for 100% Refund for Dropped Courses

**August 24 Fall Classes Begin**

September 4 Last Day to Register

**September 11 Form 1-A & Form 5-A Due to Graduate Office**

**September 21 Application for Graduation Form Due to Registrar's Office**

**September 21 Graduate Certificate Application for Completion Due to Registrar's Office**

September 22 Thesis/Dissertation Formatting Workshop

September 29 Career Fair

**October 2 Form 1-B Due to Graduate Office**

October 17 Mid-Semester

October 23 Homecoming

**October 23 Notification of M.S. Thesis & Ph.D. Dissertation Oral Exam Date Due to Graduate Office**

October 26-30 Advising Week for Spring 2010

**November 11 Form 2 & Thesis, Form 3, Form 7 & Dissertation/SED/UMI Form Due to Graduate Office**

November 12 Last Day for Dropping a Course & Withdrawing from School

**December 11 Last Class Day**

December 14-18 Finals

**December 19 Commencement**



## **Academic Dishonesty Procedures**

- We have one for UG students (deals with coursework mostly). Refer to the handout.
- Need to put an ad-hoc team to devise one for Graduate students (coursework & research activities)

# **Graduate Learning Outcomes**

## **The Higher Learning Commission**

A Commission of the North Central Association of  
Colleges and Schools

### **REPORT OF A COMPREHENSIVE EVALUATION VISIT**

TO

Missouri University of Science and  
Technology

February 23 – 25, 2009

# Overall Observations

- Team was impressed with the **quality** of students, **highly qualified** faculty, **supporting** staff, and programs.
- Faculty members are **highly productive** and their scholarly work is cited in several well recognized and peer reviewed journals in the varied fields of science and technology.

# Overall Observations (contd.)

- Unique understanding and **commitment** to Missouri S&T mission by all of its stakeholders and this understanding has produced a **strong sense of community among students, faculty, and staff.**
- Strong presence of an **intellectual climate** on the campus, which clearly indicates that the University is leading toward a **higher level of maturity** and scholarly productivity.

## Overall Observations (Contd.)

- Numerous examples of Missouri S&T expertise, particularly in the emerging fields of science and technology, such as renewable energy, fuel cells and capacitors, future ways of computing for Smart Grids, and remote detection and nano/micro fabrication just to name a few.

# Overall Observations (Contd.)

- Institution is commended for developing a university assessment plan, which succinctly identifies goals, objectives, and an implementation plan for assessment of student learning outcomes.
- However, there exist a lack of an institution-wide culture of assessment and no systematic attempts have been made to analyze the large amount of assessment data and to link it to specific learning outcomes of students.

## FULFILLMENT OF THE CRITERIA

1. **MISSION AND INTEGRITY;** Criterion is met; no follow-up recommended
2. **PREPARING FOR THE FUTURE;** Criterion is met; no Commission follow-up recommended
3. **STUDENT LEARNING AND EFFECTIVE TEACHING;** Criterion is met; the team recommends that the institution submit a progress report by June 30, 2011.
4. **ACQUISITION, DISCOVERY, AND APPLICATION OF KNOWLEDGE;** Criterion is met; no Commission follow-up recommended
5. **ENGAGEMENT AND SERVICE;** Criterion met; no Commission follow-up recommended



## Criterion 3: Rationale & Expectations

- “The institution’s Assessment Committee was formed recently and initially met in October 2008. Therefore, although this team was able to review new assessment plans intended to address the deficiencies identified during the 1999 HLC team visit, **there were no results available from the new process yet.** The facts, coupled with the indications of previous **“false start” warrants a progress report** to ensure appropriate attention to **assessment in all academic programs** as well as improvements in the use of assessment results to inform curricular decisions and improvements. **Therefore, The team recommends that the institution submit a progress report on assessment of learning outcomes by June 30, 2011.** The report should clearly outline the progress made in implementing the existing university -wide assessment plan.”

## CRITERION 3: STUDENT LEARNING AND EFFECTIVE TEACHING

“Submit a progress report by June 30, 2011. The report should clearly outline progress made in implementing the existing university -wide assessment plan, particularly indicating that:

- a. Continuous assessment of student learning in all degree programs (graduate and undergraduate) with an appropriate balance of direct and indirect measures addressing both institution-wide and program-specific learning outcomes;
- b. Assessment data are analyzed properly and used by faculty to inform their curricular and program decisions.
- c. Assessment outcomes are used to provide information to students about their roles and responsibilities in assessment activities, such as the students’ responsibilities in utilizing assessment feedback to improve their own learning outcomes;
- d. Assessment data are being used by the administration in planning and resource allocation decisions.”

# Graduate Learning Outcomes

- Need to discuss this as a team.
- Approval of the graduate learning assessment implementation plan by the Graduate Council/Graduate faculty.

*Thank you for attending.  
Have a great weekend.*