

Council of Graduate Coordinators and Staff (CGCS) Meeting

April 20th 2012

Agenda Items

- Thesis & Dissertations: Electronic Requirement & T/D revised Withhold Proposal
- Theses/Dissertations Processed in SP12
- Technical Editing Update
- Recruiting High Quality Doctoral Students- New Request Form
- Pending Files
- GLO Reminder
- Chancellor's Fellows Research Poster Session Awardees
- Announcements:
 - Graduate Council Meeting: Monday, April 23rd 2-3pm, Meramec Room
 - Research Capacity Taskforce Open Forum: Monday, April 23rd 3:30-4:30, St. Pat's A
 - Graduate Faculty Meeting: Monday, April 30th 3-4pm, Turner Room
 - Graduate Commencement: May 4th 2012
 - Intersession begins May 7th and ends June 1st

Thesis & Dissertations: Electronic Requirement Proposal

Electronic Theses & Dissertations: Current Issues

- Submission is not currently required. Research is less accessible and preservation is more costly.
- We have no time limit for withholding theses and dissertations from the public.
- The hold process does not require informing students that their work is on hold, and thus does not properly protect the research.
- There is no automated submission process.

Comparison with Peer Institutions

	Have ETDs	Mandated Submission	Automated Submission process	Embargos have defined periods
Missouri S&T	Yes	No	No	No
MIT	Yes	Yes	Yes	Yes
CalTech	Yes	Yes	Yes	Yes
Rensselaer #	Yes	Yes	Yes	n/a
Georgia Tech	Yes	Yes	Yes	Yes
Stevens #	Yes	Yes	Yes	n/a
Michigan Tech	Yes	Yes	Yes	Yes

Embargo policy cannot be determined

Comparison with Regional Institutions

	Have ETDs	Mandated Submission	Automated Submission process	Embargos have defined periods
Missouri S&T	Yes	No	No	No
UM-Columbia *	Yes	Yes	No	Yes
UM-Kansas City #	Yes	Yes	Yes	n/a
UM-St. Louis	Yes	Yes	Yes	Yes
U Illinois	Yes	Yes	Yes	Yes
U Kansas	Yes	Yes	Yes	Yes

* Research is required to be open to public disclosure
(<http://gradschool.missouri.edu/policies/thesis-dissertation/guidelines/basics-ch1.php#public-research>), automated submission planned

Embargo policy cannot be determined

Proposal:

1. Require Electronic Submission to Scholars' Mine

- Bring us in line with our peers and the system
 - 100% of our peer institutions
 - 100% of the UM System schools
- Make easily accessible a record of knowledge unique to Missouri S&T for the benefit of the public and fellow researchers.

Proposal:

2. Change embargo process to require hold limits

- Set limits will be established for materials. Students will be informed of the embargo to ensure they understand their rights and responsibilities.
- An appeals process involving fellow faculty members will be in place should a patent or publication not be ready before the limit is reached.
- The process will remain completely secure. Nothing will be released without giving notice to the advisor, or in his or her absence, the department chair.

In Support: Process and Practice

- Online submission process will be implemented. This could eventually include review of drafts, completion of forms, and more. Required submission and changes in hold limits can begin prior to the new online process.
- Library/Tech Transfer/OGS will provide workshops to advise graduate students and faculty, and the library will have a copyright specialist available for consultation.

Suggested Change to forms for publication of thesis/dissertation

Dissertation Release Information for Library & Scholars' Mine (Advisor must check appropriate box)
<input type="checkbox"/> Dissertation is free for release to the public in print and electronic form.
<input type="checkbox"/> Withhold dissertation for (choose one) _____ 1 year _____ 2 years.
Reason for hold (check appropriate box and provide appropriate information): <input type="checkbox"/> Patenting/Invention Disclosure Submitted/Planned (Invention Disclosure number, if available, or date by when it would be submitted) <input type="checkbox"/> Sponsor review/approval (provide sponsor name and project number from OSP Grant Award Summary) <input type="checkbox"/> Security/Classified Information (provide sponsor name and project number from OSP Grant Award Summary) Other :
<input type="checkbox"/> Request to hold dissertation beyond 2 years (request will be reviewed and approved by a TBD Faculty Committee)
Justification for request:

Theses/Dissertations Processed in Spring 2012

(on or before the April 4th deadline for May
Graduates)

- 44 Theses
- 29 Dissertations
- 73 Total

Technical Editing Services

Technical Editor:

Elizabeth Roberson emrt24@mst.edu

47 consultations

- 20 journal articles
- 8 conference papers
- 7 dissertations
- 7 dissertation proposals
- 5 theses

Average time to complete:
4 hours

Average business days for
document to be returned:
11

Technical Editing Services

Getting It? Just Write!

<http://justwrite.mst.edu/>

Recruiting High Quality PhD Students- Funding from the Office of Graduate Studies



Office of Graduate Studies

Graduate Assistantship Match Request Form

Date Requested: _____

Student Name: _____

Department/Program: _____

Requesting Faculty: _____

Details:

Support Requested from Grad Studies: _____

Department Match: _____

S&T Starting Enrollment Semester: _____

Notes:

1. The graduate student funding from the Office of Graduate Studies is for new doctoral students only.
2. The graduate student funding from the Office of Graduate Studies is valid only if the student enrolls at S&T in the starting semester and the program indicated above.
3. The graduate student funding from the Office of Graduate Studies is non-transferrable
4. Unless otherwise noted, it will be assumed that the department/faculty will be continue to support the student after the initial match funding by the Office of Graduate Studies has ended (subject to satisfactory research progress made by the student).

Office of Graduate Studies Use Only

Granted: _____ Conditions: _____

Denied: _____ Reasons: _____

VPGS or Designee: _____ Date: _____

Graduate Pending Files Update

We have reached the critical timeframe in which applications need to move quickly.

- International Students will have a hard time getting visas
- Other universities are requiring a commitment to attend now

**If at all possible please process all applications in
3 weeks or less.**

GLO Reminder!

- **Please remember to continue completing and sending in your Graduate Learning Outcomes rubrics by either campus mail to:**

Lauren Costoplos

118 Fulton Hall

Or electronically to:

glo@mst.edu

(Thank you to those who have continued to send their rubrics in!)

The Chancellor's Fellows Poster Session was held on Wednesday, April 4th followed by an awards banquet on Monday, April 9th.

- 1st Place: Christopher Osterwise (*Electrical Engineering*)
- 1st Place: Aaron Atteberry (*Mechanical Engineering*)
- 2nd Place: Krista Kalac (*Materials Science & Engineering*)
- Honorable Mentions:
 - Matt Limmer (*Environmental Engineering*)
 - Mark Emanuel (*Mechanical Engineering*)
 - Thomas West (*Aerospace Engineering*)
 - Derek King (*Materials Science & Engineering*)

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Open Items

Thanks for attending.

AY 2012-13 meeting dates will be announced in
August 2012.

BUH-BYE!