Council of Graduate Coordinators and Staff (CGCS) Meeting

March 13, 2009

Agenda

- **Chancellor's Fellowships Update**
- **Informational Announcements**
  - **Authorization to Change Requirement Term (Graduate Certificate Programs)**
  - **Graduate Forms reminder**
- **Department Recruitment Stats**
- **S&T Graduate Fair**
- **Staff Share: Imaging Application for Admissions**

Chancellor's Fellowship Updates

Chancellor's Fellowship Allocations for SS09/FS09/SP10				
Deg. Program	"20"	Additional "10"	"6" IGERT/GAANN Match	Total #
Aero E	1			1
Cer E	1			1
Chemistry	1	2		3
Chem E	1			1
Civ E	1	1		2
Comp E	1			1
CP Sc	1	1		2
EMGT	1			1
Elec E	1	2		3
Geo & GP	1	1		2
Geol E	1			1
Mat E	1	1		2
Math	1			1
Mech E	1	1		2
Met E	1			1
Min E	1			1
Nuc E	1			1
Petr E	1			1
Phys	1	1		2
Sys E	1			1
OGS			6	6
Total Allocations	20	10	6	36

Source: Allocation of 2009-10 Chancellor's Fellowships Memo dated 10-19-08

Chancellor's Fellowships, continued

Reallocation Process

- After March 15, unclaimed CF's will revert to the Office of Graduate Studies to be reallocated

- We will continue to consider only PhD applications until May 15 on a first-come, first-served basis.

- MS Applications will be considered after May 15, 2009.

- Equity between programs will be maintained

Chancellor's Fellowships, continued

Causes of delay in processing CF applications

- Missing or incomplete information
- No department signature indicating approval
- Missing transcripts and/or S&T graduate application
- Student not eligible (criteria not met)
- No departmental ranking

Chancellor's Fellowships, continued

Additional information

- CF application form to be revised

- http://grad.mst.edu/facultyfacilities/facultystaffresources.html
  - Guidelines
  - CF Application
  - CF FAQs

- Current Chancellor's Fellows are encouraged to submit posters during Graduate Education Week (April 13-14)

Announcements

Authorization to Change Requirement Term (Graduate Certificate Programs) form was approved at a special Graduate Faculty Meeting on February 25, 2009.

Please make sure you use forms downloaded from the Office of Graduate Studies website http://grad.mst.edu/currentstudents/index.html as they are the most current.

Department Recruitment Stats

Campus Monthly Overview
Admission's Weekly Report March 9, 2009

	FS01 (3-9-01)	FS02 (3-9-02)	FS03 (3-9-09)	FS04 (3-9-04)	FS05 (3-9-05)	FS06 (3-9-06)	FS07 (3-9-07)	FS08 (3-9-08)	FS09 (3-9-09)
Applications	1510	2597	2083	1021	991	1354	1246	1722	1406
Admits	634	1046	794	396	408	475	486	442	511
Denied	186	374	376	205	212	310	277	361	370

Weekly Report:

https://itweb.mst.edu/auth-cgi-bin/cgiwrap/admrpts/weekly_reports.pl

CGS/GRE Survey of Graduate Enrollment

- Graduate Enrollment for FS2008

- Number of Degrees Conferred between July1, 2007 and June 30, 2008

- Number of Completed Applications Submitted for FS2008

- Graduate Enrollment by Race/Ethnicity for FS2008

S&T Graduate Fair

During Graduate Studies Week

April 15th

11:00 am – 2:00 pm

Atrium, Havener Center

Encourage Undergraduates
to Attend Graduate School

- 13% of our current graduate students are domestic students with a degree from S&T

- 10% of our graduate students are from Missouri schools

- Currently 929 undergraduate students have completed 90 credit hours with a ≥3.0 gpa

Participation

- Individual Graduate programs
- Student Financial Aid
- Admissions
- Research Centers
- COC
- Diversity
- GAANN
- OURE
- NUTC
- Distance Education

Market

- Press release
- Emails
- eConnection
- Student eConnection
- GradVision
- Flyer

What We Need From You

- Contact Person

- Team (coordinator/faculty, staff, grad student)

- Promote
  - Internal departmental listserves
  - External contacts

Staff Share:
Imaging Application for Admissions

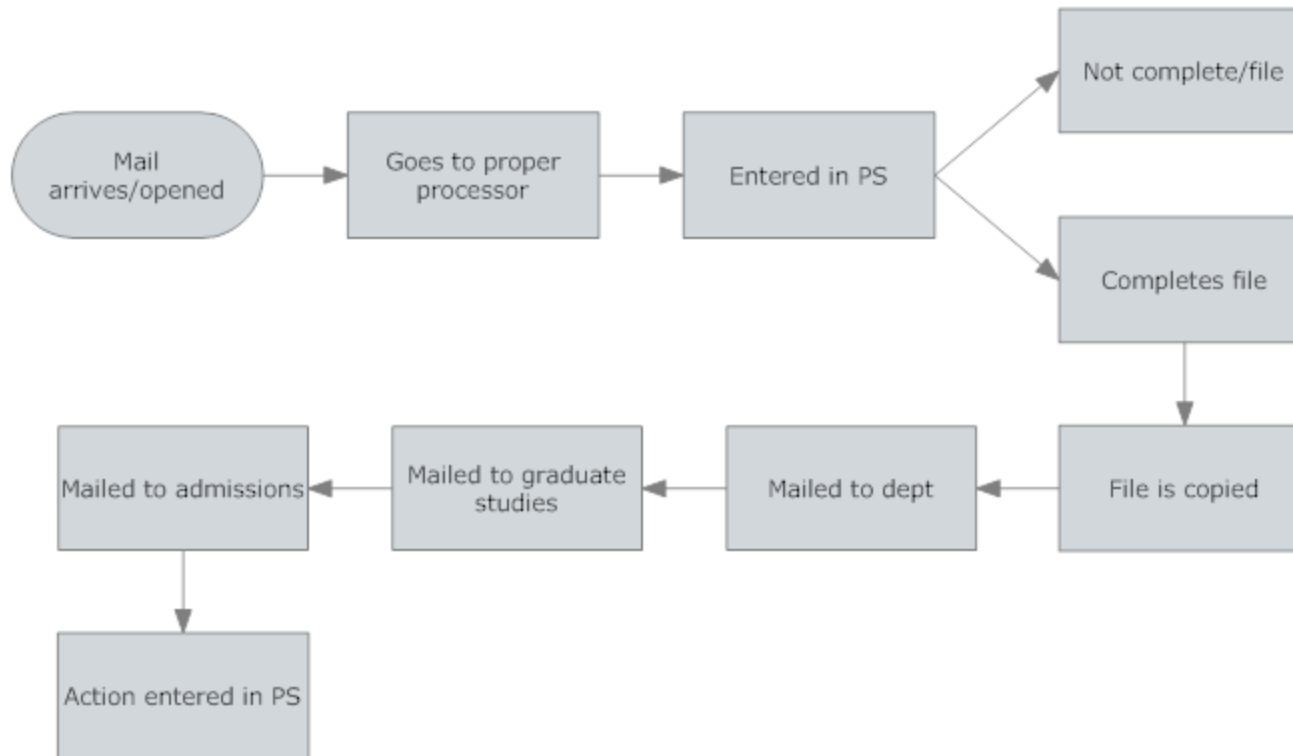# Using Imaging in Admissions at Missouri S&T

A campus partnership

What is Imaging

- Imaging is not eliminating the paper application

- Enhances the way we are currently processing files to provide the best customer service for our prospective students

- No more copies! You can see the exact document when and where you want to see it.

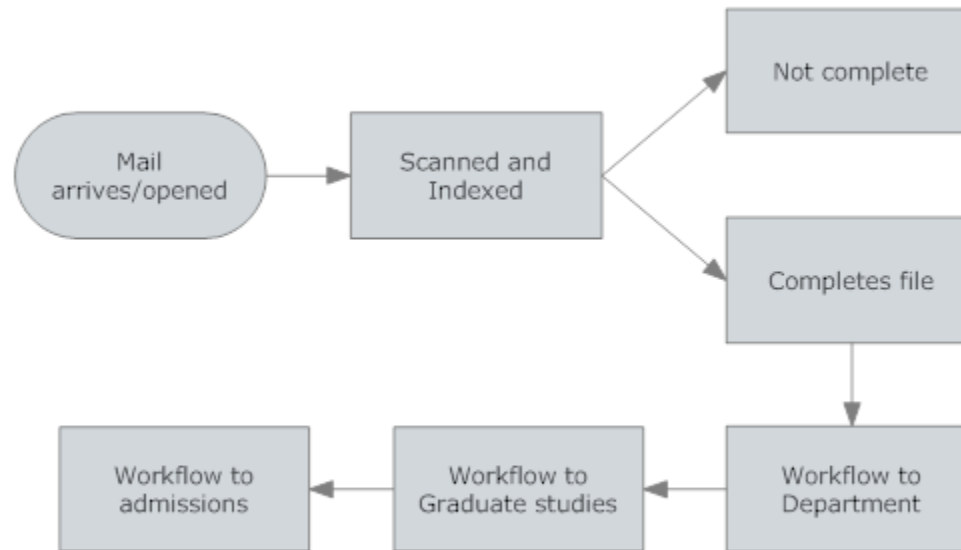- A paperless way to handle the application once it is received

Image Now

- UM System has a contract with Image Now

- There is a team at the system level that have assisted 40 offices implement imaging including MU and UMKC Admissions Offices

- Would allow us to scan documents for electronic retrieval and storage

Process Before Imaging

Process with Imaging

How will you access data

How would this change file processing

- Allows multiple users to look at data instantly

- Faculty members won't have to learn PeopleSoft ☺

- Don't have to wait for documents to be entered

- Speed up process for both the graduate office and prospective student

- Reduce cost for everyone

- Provide web based universal access to all involved in processing

What's next?

- We would welcome any suggestions/recommendations to help make your process easier

- Be thinking about your process and how you want to review files

- Goal is for an August implementation so we can have the process in place for the freshman applications in October

Next Meeting

Date: Friday April 17, 2009

Time: 12pm-12:50pm

Venue: Meramec/Gasconade Room, Havener Center

Thank you for attending and have a great day!