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

<table>
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<th>Deg. Program</th>
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<th>Additional &quot;10&quot;</th>
<th>&quot;6&quot; IGERT/GAANN Match</th>
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| 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](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

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<th>FS03 (3-9-09)</th>
<th>FS04 (3-9-04)</th>
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**Weekly Report:**
[https://itweb.mst.edu/auth-cgi-bin/cgiwrap/admrpts/weekly_reports.pl](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 July 1, 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

Mail arrives/opened → Goes to proper processor → Entered in PS

- Not complete/file
- Completes file

Mailed to admissions → Mailed to graduate studies → Mailed to dept

- File is copied

Action entered in PS
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
Questions/Suggestions/Opportunities
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!