

Council of Graduate Coordinators and Staff (CGCS) Meeting

October 10, 2008

Agenda

- Rapid Response System
- Compilation of Department/Program Information
- Graduate Processes: Swim Lane Charts
- Allocation of Chancellor's Fellowships (09-10)
- Organizing StaffShare Sessions
- Q&A

Rapid Response System

Overview: June 4th initial meeting to discuss current processes and to determine a plan of action.

Team Members:

International Affairs: Jeanie Hofer and Kim Walker

Admissions: Jenny Bayless

Engineering Management – Krista Chambers

Office of Graduate Studies: Venkat Allada, Elaine Light, Vicki Gibbons (Chair)

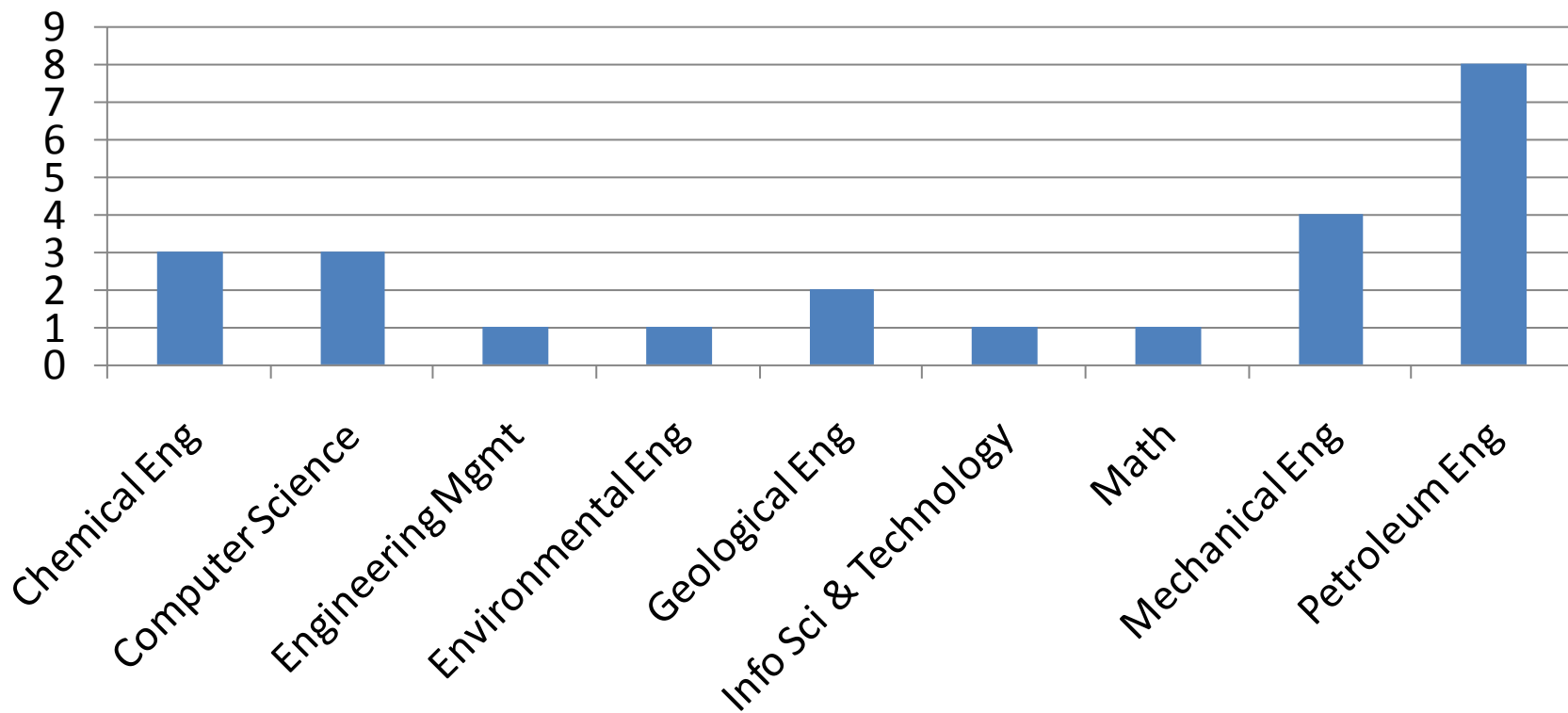
Departments/Programs Visited

- Chemical Engineering
- Chemistry
- Civil & Environmental Engineering
- Computer Science
- Electrical & Computer Engineering
- Geological Sciences & Engineering
- IS&T
- Materials Science & Engineering
- Mathematics & Statistics
- Manufacturing Engineering

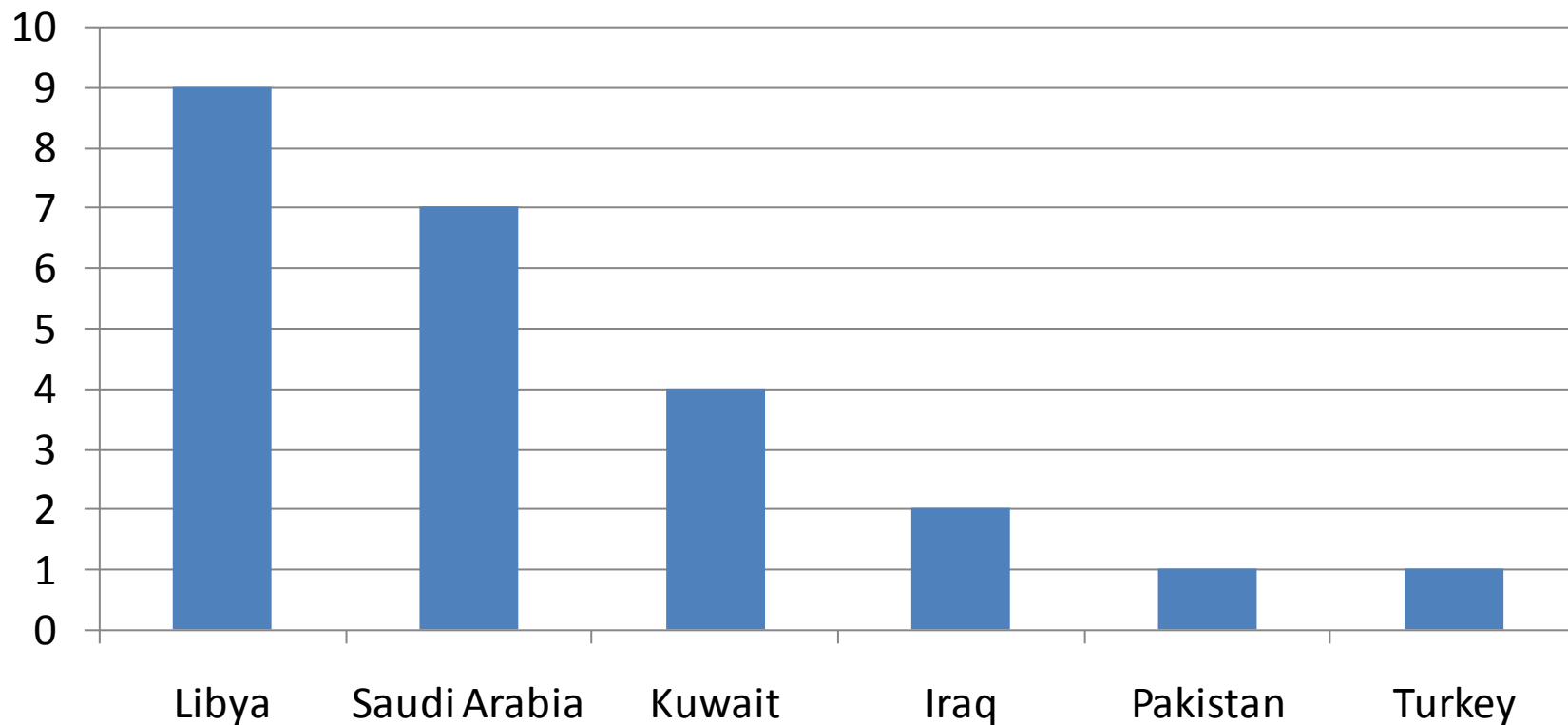
Departments Visited (cont)

- MBA
- Mechanical & Aerospace Engineering
- Mining Engineering
- Physics

Programs Requested



Current Participating Countries



Current Status

- 22 students
- 24 programs requested (2 requested more than one program)
- 1 Declined
- 4 Registered
- 2 Registered in Applied Language Institute (ALI)
- 9 Admit Term Spring 2009
- 1 Admit Term Summer 2009
- 1 Admit Term Fall 2009

Admission Tracking*

Checklist Management 1 (Ex.)

- RR (remains at top of tracking box)
- 10/01/08 Admission accepted

*Due to deferred admissions and keeping track of RR files, we need the following to happen in tracking

Department/Program Information

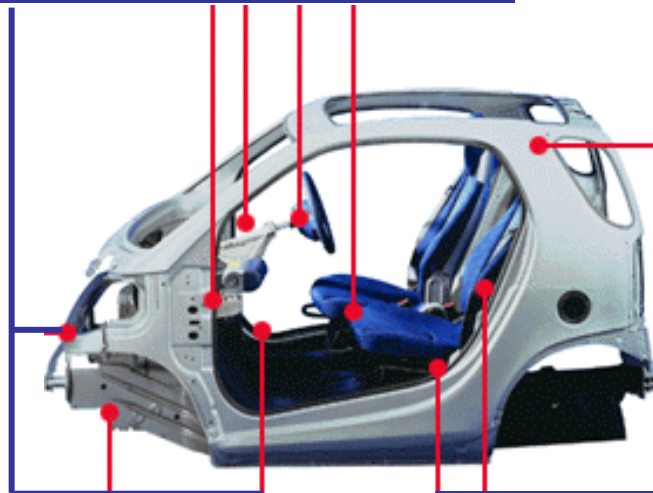
smart®



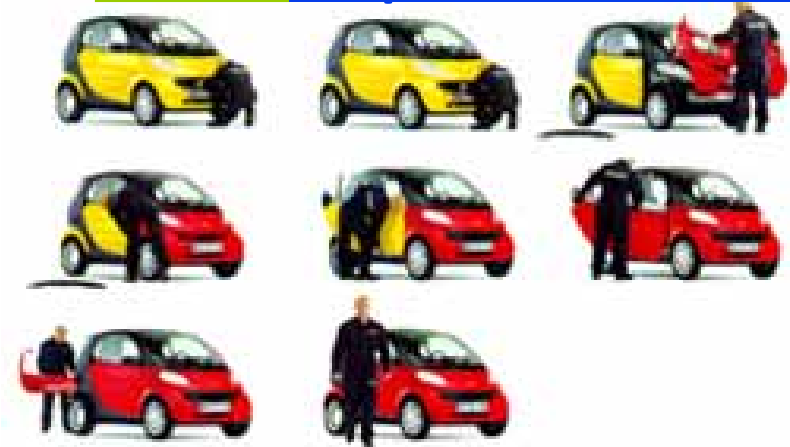
An important distinctive characteristic of the smart[®] is the interplay between the bodypanels and TRIDION. The bodypanels - here in different colours - are screwed to the TRIDION. Simple to exchange for a repair, or if you simply feel like something new.



common car features



Source: <http://www.smart.com>



Departmental Information

Program Description, Research, Fast Facts...

Graduate Catalogue

Areas of Study section
(pgs 69-103 in the 2008-2009 catalogue)

Program Pages

on the Office of
Graduate Studies
website

Marketing Materials

- Brochures
- Flyers
- Posters
- Talking points

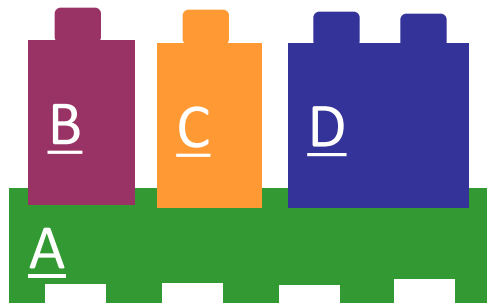
There is significant information overlap across product variants

Update: I have read all of your comments and suggestions incorporated many of them into the design. I am working with Dawn Davis, Dr. Tauritz, and Lance Callaway to look further into the option of reusable content. Further updates will be given at a later date.

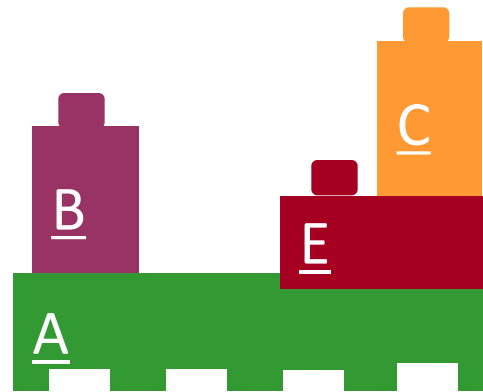
Platform

Platform is a set of common or shared elements.

Platform =



Product Variant 1



Product Variant 2



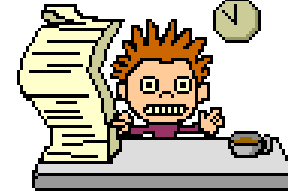
Product Variant 3

Deadlines

- The graduate catalogue information has to be updated and turned in to Registrars each year.
- Marketing materials have to be updated every few years at the least
- Web information should have major updates (annually published statistics, changes in curriculum, etc) once a year with other updates (calendar, news articles, etc) occurring as needed in between.

How do we design product variants?

Decentralized - One variant at a time



- We decide what information we want for the website and come ask for it...
- Rebecca decides what information she wants for a brochure and asks for it...
- Debbie decides...

OR...

Centralized - Design a product family

- Collect all the information at once and store it in a central location for everyone to use as they need it. It would be updated yearly along with the catalogue so the information used would be current.



Proposal

1. A team will look at the proposed template and ensure that it will fulfill all intended purposes.
2. We will provide the departments with a draft template for review.
3. The departments can offer any changes they would like made.
4. The template will be distributed to the departments to be filled in and returned to the Office of Graduate Studies by a set deadline.
5. This information would be updated on a yearly basis.

Action Items

- If you have an interest in joining the team working on this template let me know...otherwise I'll start randomly asking people
- When the draft template is sent for review provide feedback
- **This will allow us to maintain “revision control” and therefore provide updated information for internal and external uses.**

Graduate Processes: Swim Lane Charts

- Excel-based Process Mapping Application

Chancellor's Fellowships Allocation (09-10)

- 20 +10+6 formula
- 20: Every doctoral program gets 1 CF
- 10: Allocated based on doctoral enrollment for FS08

Chemistry 2; Civil 1; Comp Sc 1;

Elec E 2; Geo & GP 1; Mat E 1;

Mech E 1; Phys 1

- 6: Maybe used as IGERT/GAANN match

Organizing StaffShare Sessions

- If you are experiencing frustrations or difficulties in certain areas, please let us know and we'll seek best practices in that area for a future StaffShare Session.
- If you have a Best Practice you would like to share, please let us know and we will work on that for a future Staff Share Session.

Based on the increase graduate candidates for certificate/degree, we plan to be proactive in ensuring that students clear for graduation at the end of the semester. You will receive by email a spreadsheet of the candidates in your department. Along with that you will receive a DARS reports on those students. Please compare the report with the DARS reports and identify your students that need to “do” something in order for them to clear for graduation.

PREPARED: 10/10/08 - 09:42
PROGRAM: DEGA517+78/35/29

MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY
CIVIL ENGINEERING GENERAL
MASTER OF SCIENCE

OFFICE OF THE REGISTRAR
ADVISOR: [REDACTED]
PROGRAM: 13100062 PAGE 1
CATALOG YEAR: FS1993

----- COLUMN 1 -----										*		
=====										*		
DATE	TYPE	SCORE	%%	MSS	SSP	DATE	TYPE	SCORE	%%	MSS	SSP	*
04/1992	COMP	0032	00	00	00	04/1992	ENGL	0028	00	00	00	*
04/1992	MATH	0035	00	00	00	04/1992	READ	0033	00	00	00	*
04/1992	SCIR	0030	00	00	00	02/2000	ANLY	0690	84	00	00	*
02/2000	QUAN	0730	84	00	00	02/2000	VERB	0480	54	00	00	*
=====												*
>>>> ALL REQUIREMENTS COMPLETED --- IN-PROGRESS COURSES USED <<<<												*
OK 1 A GRADUATE FORM I MUST BE SUBMITTED WITHIN SIX WEEKS AFTER*												*
THE BEGINNING OF THE SECOND SEMESTER IN RESIDENCE.												*
EARNED: .0 HOURS 1 SUB-GROUP												*
=====												*
OK 2 CUMULATIVE GRADUATE CREDIT TAKEN AT BOTH GRADUATE AND												*
UNDERGRADUATE LEVELS (MUST HAVE 3.0 GPA)												*
TO EARNED. 28.0 HOURS 1 SUB-GROUP 3.777 GPA												*

Will clear for graduation if in-progress course is successfully completed.

Will clear for graduation
if in-progress course is
successfully completed.

PREPARED: 10/10/08 - 09:36
PROGRAM: DEGA517+78/35/29

MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY
SYSTEMS ENGINEERING GENERAL
MASTER OF SCIENCE

OFFICE OF THE REGISTRAR
ADVISOR: [REDACTED]
PROGRAM: 78000062 PAGE 1
CATALOG YEAR: FS2004

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=====
----- COLUMN 1 -----
=====
DATE    TYPE SCORE  %% MSS SSP    DATE    TYPE SCORE  %% MSS SSP
07/2004 QUAN  0660  59  00  00    07/2004 VERB  0390  28  00  00
07/2004 WR     0030  07  00  00
=====
-----> AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED <-----
=====
OK 1  A GRADUATE FORM I MUST BE SUBMITTED WITHIN SIX WEEKS AFTER*
      THE BEGINNING OF THE SECOND SEMESTER IN RESIDENCE.      *
      EARNED:      .0 HOURS              1 SUB-GROUP          *
=====
OK 2  CUMULATIVE GRADUATE CREDIT TAKEN AT BOTH GRADUATE AND    *
      UNDERGRADUATE LEVELS (MUST HAVE 3.0 GPA)                *
      IP EARNED:  30.0 HOURS              1 SUB-GROUP      4.000 GPA *
      FS04 ENG MGT  361    3.0 A    WS05 ENG MGT  308    3.0 A    *
      SS05 ENG MGT  314    3.0 A    FS05 SYS ENG  368    3.0 A    *
      [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
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*Will not clear
for graduation*

Q&A

Thanks for attending.