



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

**October 12, 2007**

# Agenda

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- **On-line admissions**
- **GRE Requirement**
- **Ad-hoc committees (Forms/Catalog)**
- **Top 10 Reasons to consider graduate studies @UMR**
- **Chancellor's Fellowship allocation**
- **Graduate Certificate approval process**
- **Feedback on your feedback (meta-feedback)**
- **Q&A**

# On-line admissions

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Report from the Admissions Office

# GRE Admission Requirement

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- Problem: How to track GRE requirement (or other requirements) for Admission
- Current Process:
  - Julie Parker, Reg., receives report listing students who need GRE, transcripts, etc.
  - Julie puts holds on the system for those requiring GRE, transcripts, etc.
  - GRE scores are listed at the top of DARS(CAPS) reports once officially reported.

# GRE Admission Requirement: Solutions

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- Continue as is
- Generate “Milestones” on the DARS (CAPS)
  - GRE Waived
  - GRE Not Required
  - GRE Requirement has Not Been Met

# GRE Admission Requirement

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- What started out as a GRE requirement...
- Could very well end up as a potential initiative to create a checklist of “customized” student milestones

# Milestone Checklist

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## **M.S. MILESTONES**

- FORM I
- FORM II
- FORM I-B
- FORM III
- APPLICATION FOR GRADUATION
- THESIS ACCEPTED (LIBRARY COPY)

## **PH.D. MILESTONES**

- FORM IV
- FORM V
- FORM VI
- REQUEST AUTHORIZATION OF COMPREHENSIVE EXAM
- FORM VII
- FORM VIII
- FINAL EXAM PASSED
- APPLICATION FOR GRADUATION
- DISSERTATION ACCEPTED (LIBRARY COPY)

## **OTHER MILESTONES**

- CHOOSE FROM MILESTONE TABLE

**34 Choices**

# **Ad-hoc Committees (tentative): Graduate Catalog & Forms revision**

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## **Graduate Catalog:**

**Mohamed Abdelsalam  
Krista Chambers  
Cihan Dagli  
Dick DuBroff  
Ed Malone  
Laura Stoll or designate  
V.A. Samaranayake  
MS Student (1)  
PhD Student (1)  
Venkat Allada  
Vicki Gibbons (tentative coord & Notes taker)  
Vicki Hudgins**

## **Graduate Forms:**

**Wendy Berkelman  
Greg Hilmas  
Bruce McMillin (NY Confirmed)  
Laura Stoll or designate  
MS Student (1)  
PhD Student (1)  
Venkat Allada  
Roberta Cox  
Vicki Hudgins (tentative coord  
& Notes taker)**

**Dr. Larry Gragg has agreed to be a facilitator if we want to use his services.**



# Proposed Ad-hoc Committee meeting dates

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- Grad Catalog Committee, Friday @ 12 PM  
October 19, 26  
November 2, 9, 16, 30
- Grad Forms Committee, Monday @ 12 PM  
October 15, 22, 29  
November 12, 19, 26

We will provide lunch.

Committee is charged to present their recommendation reports to the CGCS by January 15, 2008.

# Top 10 reasons to consider graduate studies in <insert your program name> @UMR

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- Request the graduate coordinator and the graduate staff of each graduate program to work together and send us the "Top 10 Reasons to consider graduate studies in <insert your program name here>." If you have difficulty coming up with 10 reasons, then you can send us the "Top 5" reasons. We wish to use this data to reach out to our prospective graduate students.
- Send your list to Barb Palmer ([bpalmer@umr.edu](mailto:bpalmer@umr.edu)) by Oct 19<sup>th</sup>, 2007.

# Graduate Certificate approval process

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- Go over the next 3 slides.
- Request your input. Please send your comments/suggestions to Barb Palmer ([bpalmer@umr.edu](mailto:bpalmer@umr.edu)) by Oct 19<sup>th</sup>, 2007.

# Graduate Certificate Approval Process

Trade-offs: Response time vs. broader faculty participation

Background:

1. Currently, graduate certificates do not go through graduate faculty, curriculum committee for review (graduate faculty approved this procedure?).
2. Some faculty feel that graduate certificate program is “repackaging” of existing courses so nothing new is being created for it to go thru various committees which may slow down the process.
3. Curriculum committee has to catch up with the by-laws if it were to accept the new charge of providing feedback/input to the Office of Graduate Studies.

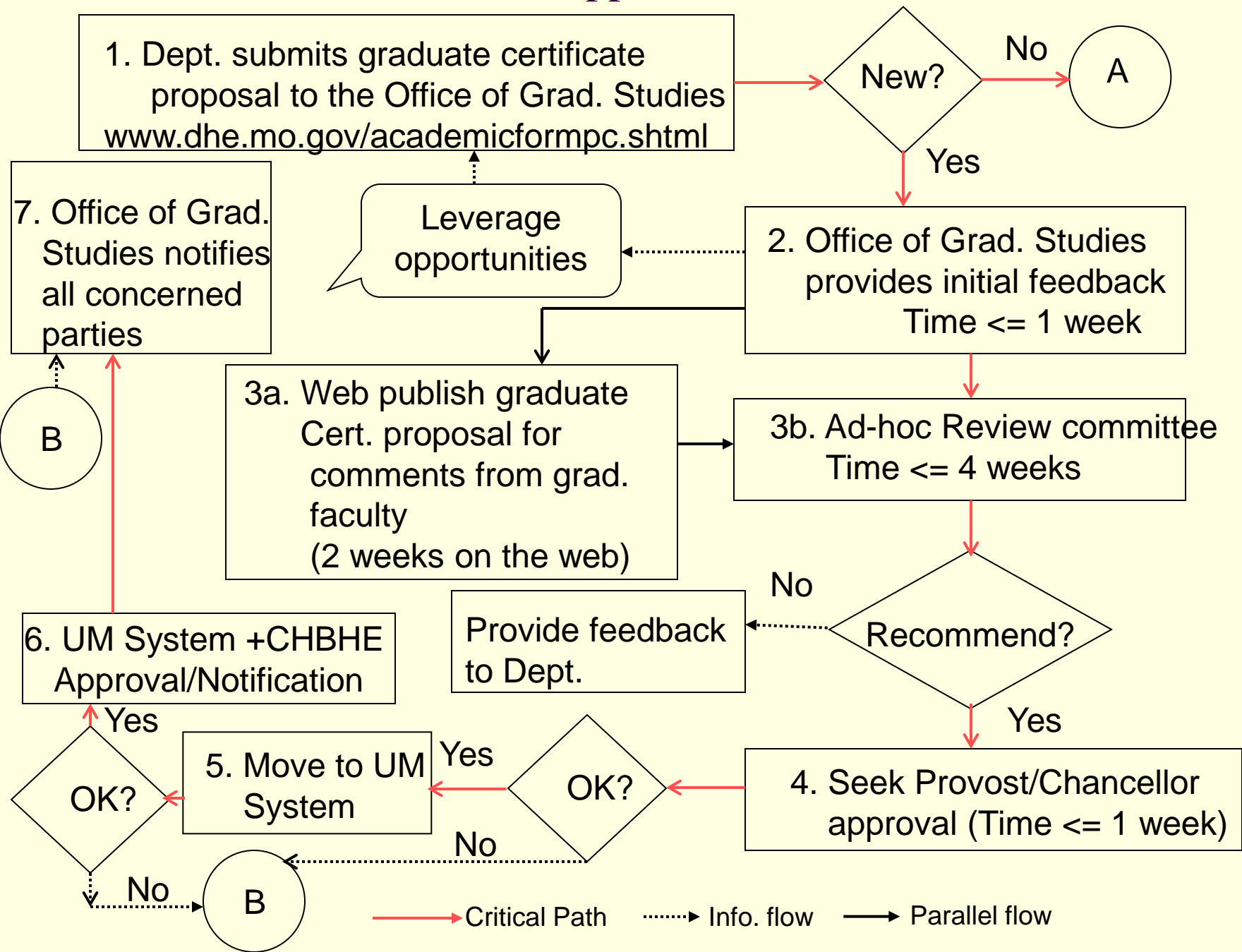
Possible Options:

Option 1: Business-as-usual (w/ no notification to the broader faculty or faculty input)

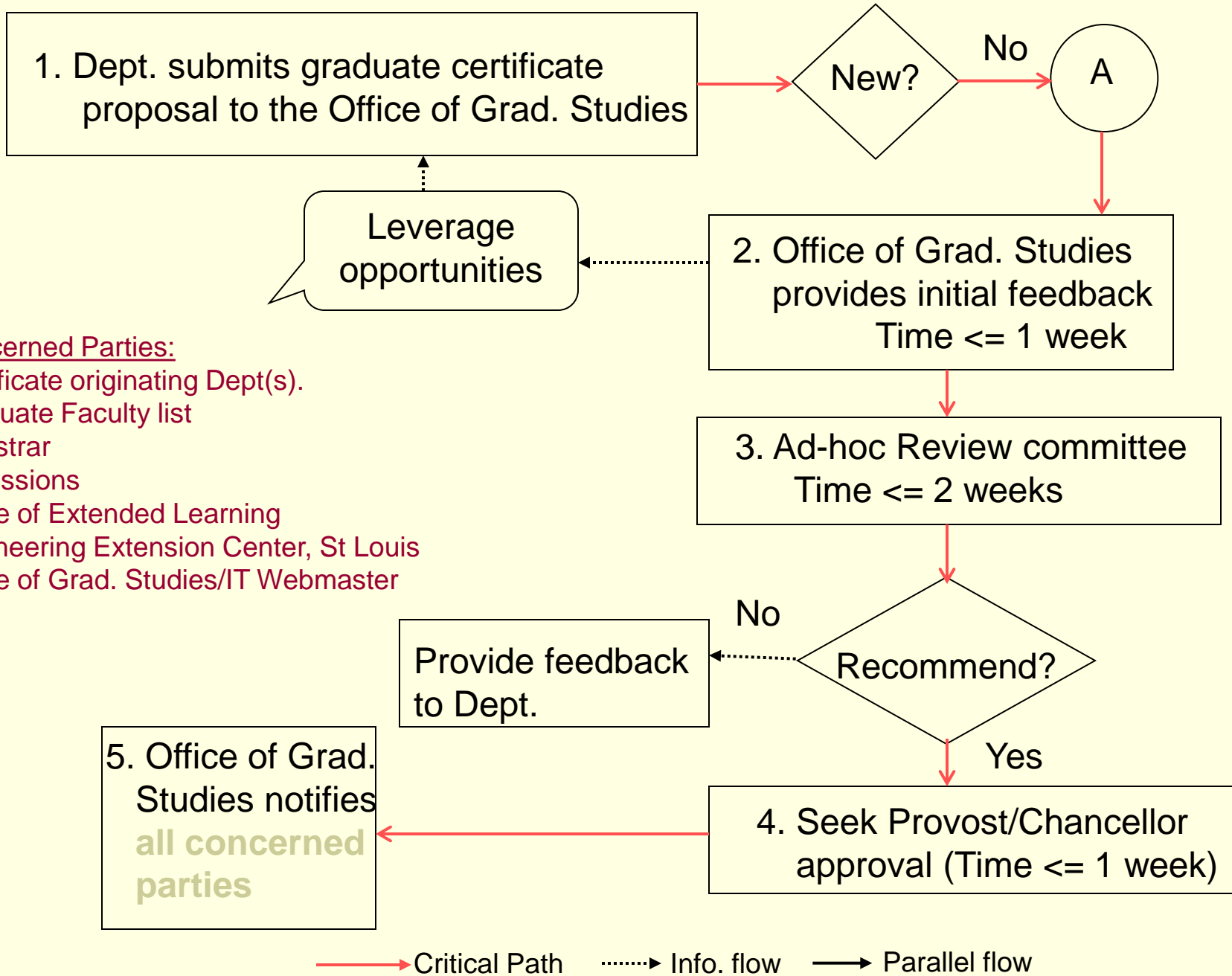
Option 2: Set up ad-hoc committee to seek input and web publish for broader faculty notification/input

Option 3: Set up procedures to be recommended by curriculum committee, graduate council, etc.

# New Graduate Certificate Approval Process



# Revised Graduate Certificate Approval Process



# Chancellor's Fellowship: Past SOE Process

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- 36 new Chancellor's Fellowships every year
- In the past SOE, the 16 or so fellowships were distributed based on # of PhD students per program
- Current Process of allocation:
  - Really does not help departments to recruit proactively

# Chancellor's Fellowship: Past SOE Process

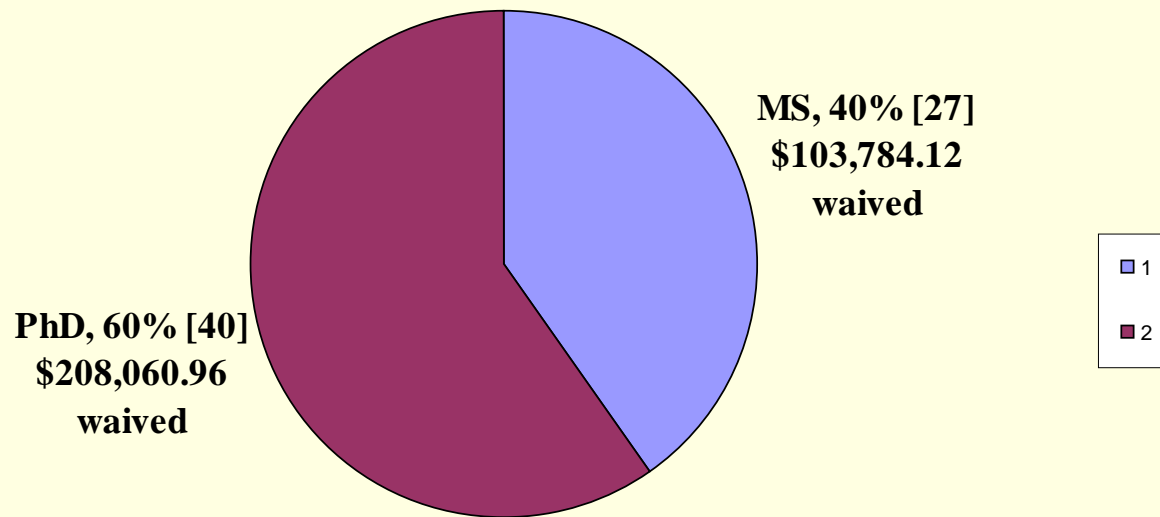
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- Departments solicit applications from qualified students
  - Admission files
  - Student Inquiries
  - Word of mouth
- Department sends CF applications with supporting documentation to Dean's Office
  - Application for Admission/Admission Sheet
  - Transcript (copy or original)
- Dean's Office create New Applications Spreadsheet
  - Enter by Department alphabetically
- Allotments per school come from UG/Grad Office
- Divide allotment per department based on #PhDs
- Decisions made at Grad Coordinators Meeting
  - Each department given number awarded
  - PhDs awarded first and number per dept. reduced by PhDs awarded
- Departments decide to whom to award the rest
- Send names to Dean's Office
- Dean's Office prepares and sends offer letters
  - Include certificate and guidelines
  - Request reply in 2 weeks
- Only when certificates are returned accepting are CFs awarded
  - Enter into another Excel spreadsheet of current CFs for tracking purposes.
  - Contact Cashier's Office at appropriate time and track on spreadsheet.
- If offer not accepted, department submits new name and repeat process.
- If a department does not use allotment may be awarded to another department.
- Keep file of all applications for at least 1 year.



# Distribution of Chancellor's Fellowships

## % By MS/PhD



Source: GTA/GRA/GA Report, created 10/5/07  
Registrar's Office (r\_graduate\_students\_enrolled)  
Registrar's Office (r\_umrgpalt\_grad\_dept\_alpha)

# Chancellor's Fellows FS07

	# Students	MS	PhD
A&E BIO	1	1	
AE ENG	8	5	3
AP MATH & MATH	4	1	3
CH ENG	1		1
CHEM	3		3
CP ENG	4	1	3
CR ENG	1		1
CV ENG	8	6	2
EL ENG	10	3	7
ENG MG	2	2	
GL&GPH	3		3
IST	1	1	
MAT SE	5	1	4
MC ENG	7	4	3
MI ENG	1		1
NU ENG	5	2	3
PHYSICS	3		3
	<b>67</b>	<b>27</b>	<b>40</b>

# Chancellor's Fellowships (CFs)

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- How do we allocate CFs for maximum impact?
- Some random ideas....
  - Match for proposals such as GAANN
  - First come first serve (open to all programs with 2 CF's per program)
  - Allocate CFs in Fall for the next Fall (for proactive recruitment).
- Need help for efficient allocation of CFs. Send your ideas to Barb Palmer ([bpalmer@umr.edu](mailto:bpalmer@umr.edu)) by Oct 19<sup>th</sup>, 2007.

# Meta-feedback

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- Refer to meta-feedback handouts.
- **Class A: Task Completed**
- **Class B: Task in progress**
- **Class C: Task will be undertaken**
- **Class D: Need help from academic and other units to develop a plan**

# Next Meeting

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- **Date: Monday November 5, 2007**
- **Time: 12pm-12:50pm**
- **Venue: MO/Ozark Room, Havener Center**

# Q&A

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**Thanks for attending.**