

Council of Graduate Coordinators and Staff (CGCS) Meeting

September 12, 2008

Vicki Hudgins Update

- She's home and recovering.

We all wish her a
speedy recovery.



Recipient of the Outstanding
Advisor Award for 2007-08

Agenda

- **Activities Update**
- **Plans/Initiatives for 2008-09**
- **StaffShare Power Session #1**
- **Open Items, Discussion, Q&A**

Activities Update

- Next 9 “sprint” slides

Graduate Admissions & Recruitment (GAR) Taskforce

- Established on April 9, 2008 by Chancellor Carney to create an implementation plan to streamline admission processes and increase graduate enrollment as per the Missouri S&T strategic plan.
- Taskforce Report submitted to the Provost on May 23, 2008
- Started two team-based projects:
 - Rapid Response Admission System
 - Funding-Enrollment Correlation study

GAR Core Taskforce Committee

- **Dr. Kelvin Erickson**, Chair, Electrical and Computer Engineering
- **Lynn Stichnote**, Director of Admissions
- **Dr. Henry Wiebe**, Dean, School of Extended Learning (Co-chair)
- **Jeanie Hofer**, Director, International Affairs Office
- **Dr. Venkat Allada**, Vice Provost for Graduate Studies (Co-chair)
- **Dr. David Pommerenke**, Associate Professor, Electrical and Computer Engineering

GAR Department Chairs and Graduate Coordinators Sub-Committee

- **Dr. Caroline Fisher**, Chair, Business Administration and IST (chair)
- **Dr. V.A. Samaranayake**, Graduate Coordinator, Mathematics and Statistics
- **Dr. Ashok Midha**, Chair, Mechanical Engineering and Aerospace Studies
- **Dr. Richard DuBroff**, Graduate Faculty Chair, Electrical and Computer Engineering
- **Dr. Daniel Waddill**, Chair, Physics Department

GAR Graduate Staff/Others Sub-Committee

- **Krista Chambers**, Staff, Engineering Management & Systems Engineering (chair)
- **Brenda Bouse**, Director, Masters of Business Administration
- **Duke Dow**, Lecturer, Engineering Management & Systems Engineering
- **Dawn Davis**, Staff, Computer Science
- **Denise Eddings**, Staff, Materials Science & Engineering
- **Vicki Hudgins**, Graduate Specialist, Office of Graduate Studies
- **Regina Kohout**, Staff, Electrical and Computer Engineering

GAR Admissions/International Affairs Staff/Graduate Student Sub-Committee

- **Jennie Bayless**, Assistant Director, Admissions (chair)
- **Kim Walker**, Advisor, International Affairs
- **Amardeep Kaur**, Graduate Student
- **Vicki Gibbons**, Manager, Graduate Student Services
- **Debbie Schwertz**, Staff, Office of Admissions

Activities Update

- **Publication of the revised Graduate Catalog**
- **New Graduate Forms Implemented**
- **Graduate Recruitment Proposals Funded 2008-09**
 - Computer Science Dept. (PI: Dr. McMillin)
 - Math & Statistics Dept. (PI: Dr. Samaranayake)
 - Manufacturing Program (PI: Dr. Liou)

Office of Graduate Studies Retreat

- We met, we brainstormed, we planned

On August 4th, 2008

Policy II-20: Graduate Student Registration

- You are provided with two versions of the revised policy.
- **Version A** would require full time enrollment of **6 credit hours** the next summer session if the student does not finish during the semester of reduced enrollment.
- **Version B** would require only **3 credit hours** for the summer session following a semester of reduced enrollment.
- Comments/Suggestions welcome.

Tentative Plans/Initiatives for 2008-09

- **Continue to streamline graduate processes**
- **Graduate Student Recruitment & Retention**
- **Graduate Student Wellness Initiative**
- **Launch StaffShare sessions**
- **Graduate Studies website**
- **Dept./Program level graduate fast facts**

Graduate Student Wellness Initiative

- Graduate student rights and responsibilities policy
- Annual evaluation of doctoral students, etc.
- Conflict resolution
- Seeking support from UM System (contacted Kandis Smith)
- Had a Brainstorming session

StaffShare Power Session #1

by

Sensei Krista Chambers

Sensei Elaine Light

Sensei: a common “Japanese-borrowed” term for describing an expert who can provide advice on operational and organizational strategy.

OGS Departmental Web Pages

It will NOT be used for:

- Controlling departmental websites
- Forcing departments to present identical information
- Creating more work for the departments in terms of maintenance
 - It will be maintained by the Office of Graduate Studies and updated based on information provided in the graduate catalog template

OGS Departmental Web Pages

It will be helpful for:

- Providing a consistent way of presenting the information across programs while allowing departments to present information advantageous to them.
- Giving a one-stop general overview that allows students to find the basic information before delving further into the programs that actually interest them.
 - The page links directly to the department.
- Answering many of the key questions students ask in a consistent format.
 - Degrees offered
 - Time to degree
 - Financial aid
 - Quality and ranking of program
 - Deadlines
 - Admissions checklists
 - Job placement upon completion

OGS Departmental Web Pages

- Let's look at the web site on the OGS page:
<http://grad.mst.edu/>
- Graduate Programs
<http://grad.mst.edu/graduateprograms/GraduateDegreePrograms.html>

[Engineering Management & Systems Engineering](http://grad.mst.edu/prospectivestudents/engmngmnt.html)
<http://grad.mst.edu/prospectivestudents/engmngmnt.html>
- Link on right hand side to department page:
Department Website: <http://emse.mst.edu/>

OGS Departmental Web Pages

Questions for Discussion

1. What information should be added?
2. What information should be taken out?
3. What aesthetic changes should be made?
4. For the Office of Graduate Studies web page as well as in the Graduate Catalog, should departments with more than one program be listed as one or separately?

(Examples Civil, Architectural & Environmental Engineering, Electrical & Computer Engineering, Engineering Management & Systems Engineering, History and Political Science, Mechanical and Aerospace, etc.)

Break out into groups of 8 or less and choose a note taker. We ask that the note taker type up the notes and email them to Elaine Light at lightbe@mst.edu by noon Monday, September 15 so we can meet and follow-up on this process.

Q&A

Thanks for attending.