



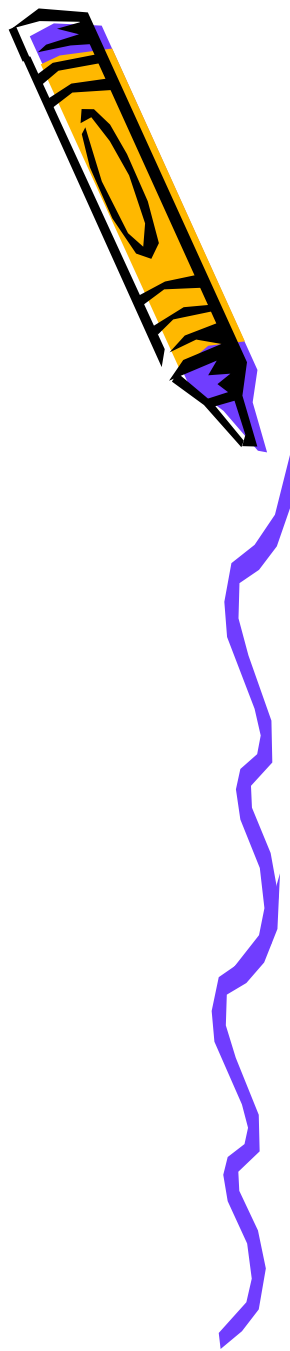
# Council of Graduate Coordinators and Staff (CGCS) Meeting

September 14, 2007



# Outline

- Office basics
- Big three items
  - Graduate Recruitment
  - Streamline graduate processes
  - Enrich graduate experience
- Future meetings and agenda items
- Q&A



# Our Office Personnel

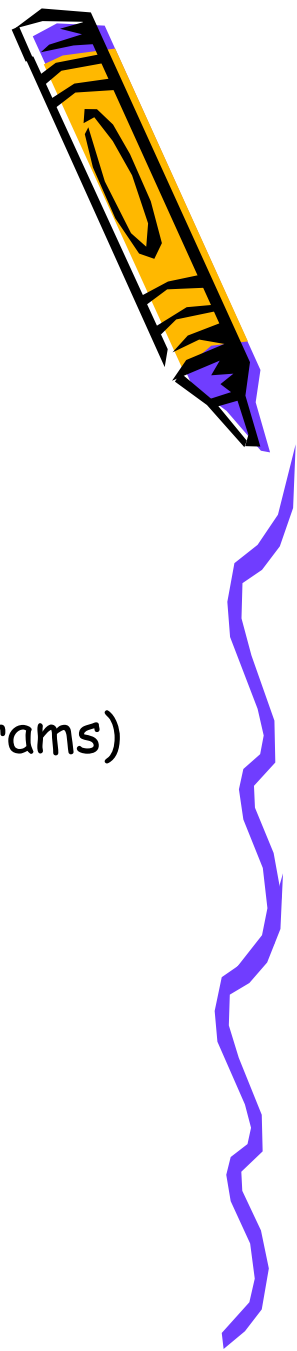
Venkat Allada  
Vice Provost of Graduate Studies

Vicki Hudgins & Roberta Cox  
Graduate Studies Specialists

Vicki Gibbons  
Project/Program Specialist (off-campus programs)

Barb Palmer  
Admin Assistant

Phone: 341-4141  
E-mail: [mstgrad@umr.edu](mailto:mstgrad@umr.edu)

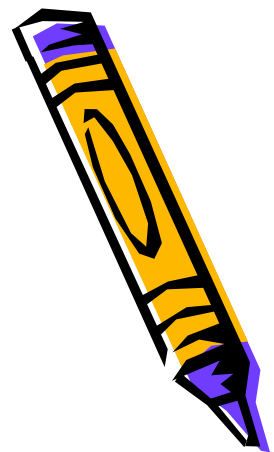
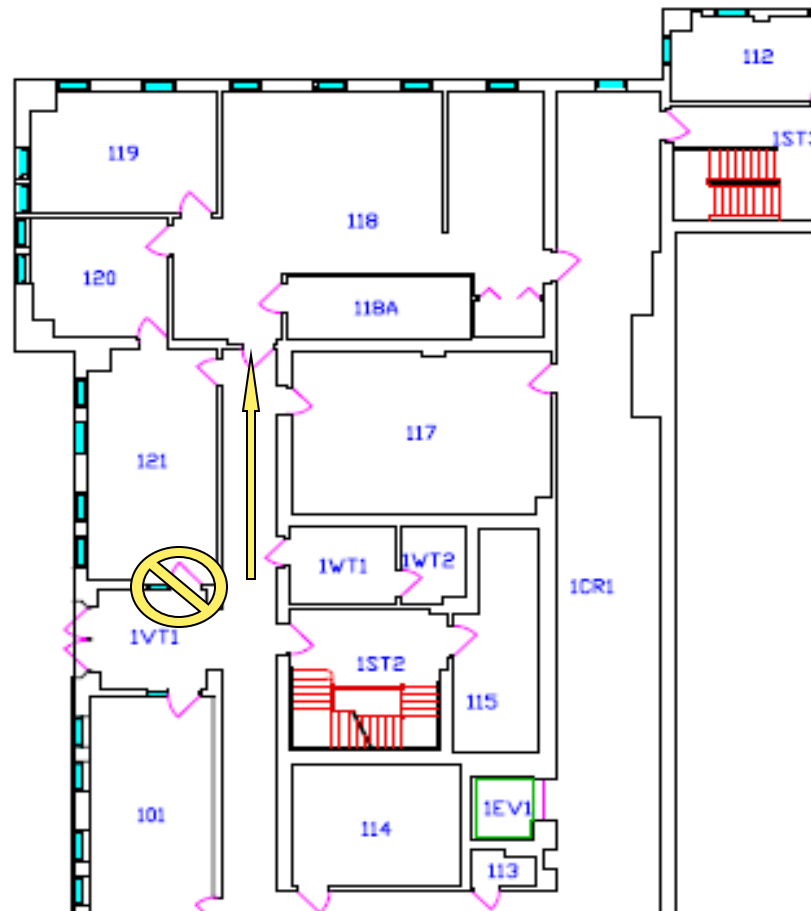


# Our Location: Fulton Hall

Curtis Wilson Library



R0004  
Fulton Hall  
First Floor



# OFFICE OF GRADUATE STUDIES

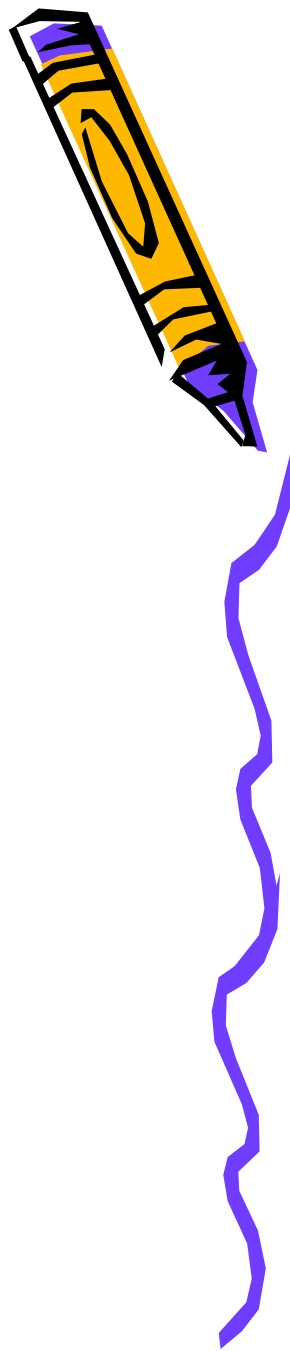


- Centralized graduate studies office for the entire UMR campus
- Student-centric, faculty and staff responsive office

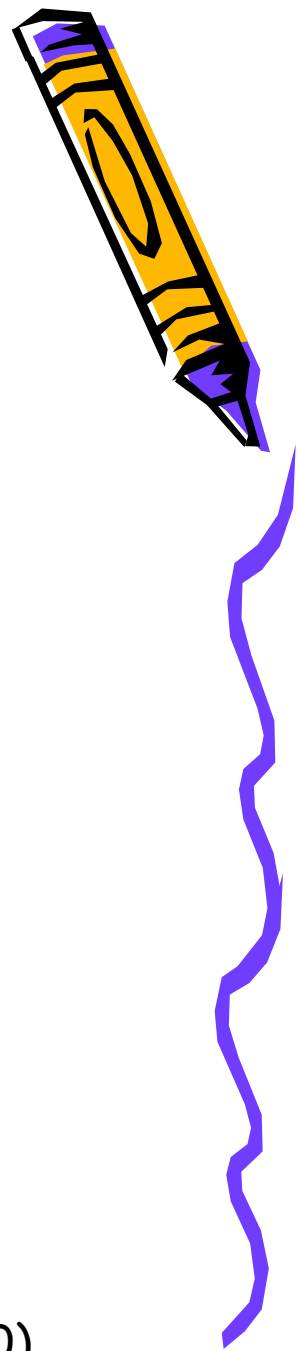


# The Big Three

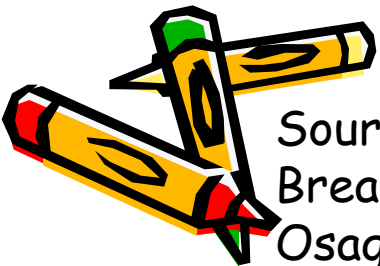
- Graduate student recruitment
- Streamlining Processes, revising graduate catalog & forms.
- Enriching student experience



# Graduate Student Recruitment: Challenges



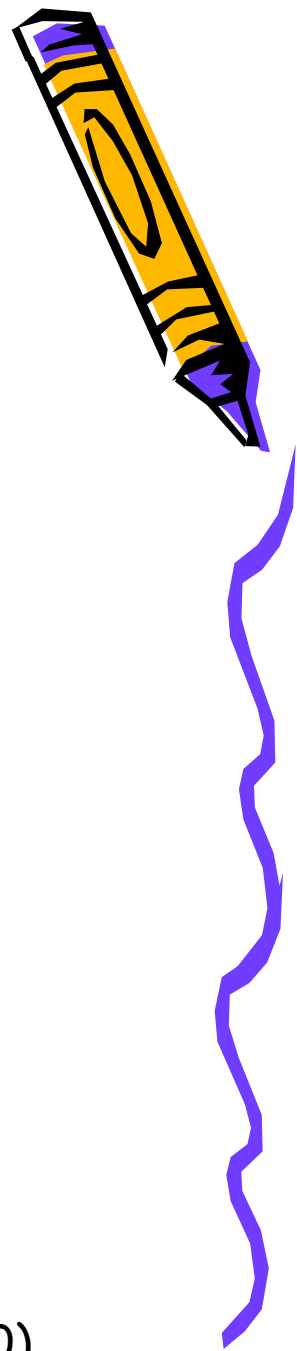
- Financial package (stipends, insurance, tuition)
- Not enough domestic students
- Reputation and Rankings
- Attracting MS students to PhD programs



Source: Department Chairs' Retreat (Aug. 9-10, 2007),  
Breakout session on Graduate Student Recruitment (Aug. 10),  
Osage Beach, MO.

# Graduate Student Recruitment: Needs

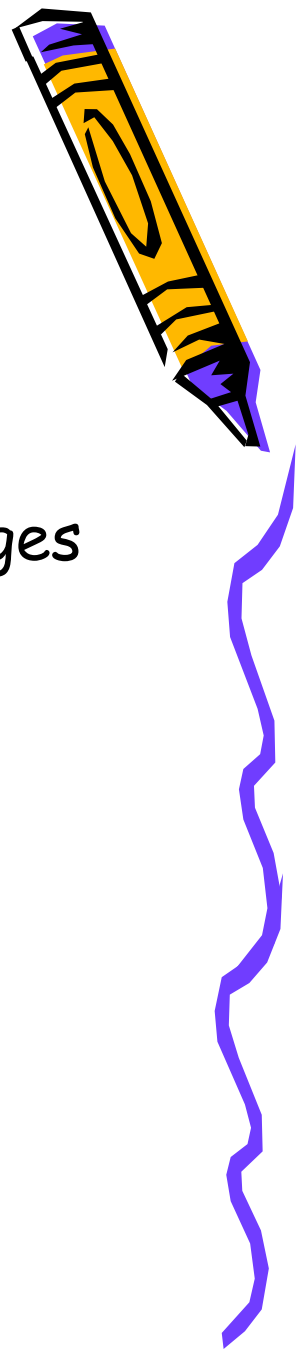
- Proactive recruitment
- Grow PhD programs (use incentives)
- Hire UG students, OURE, NSF grad fellowships
- Competitive financial package (stipend + tuition)
- Internet presence, word-of-mouth advertising, etc.
- Quality student experience



Source: Department Chairs' Retreat (Aug. 9-10, 2007),  
Breakout session on Graduate Student Recruitment (Aug. 10),  
Osage Beach, MO.



# Graduate Recruitment



- Take out your Red card. Jot down
  - Top 3 graduate recruitment issues/challenges
  - Top 3-5 graduate recruitment tactics
- Note: Graduate recruitment issues & tactics vary by program. So, please indicate your program.



# Streamlining Graduate Processes



- With the "no dean" model, there may be some issues that need to be resolved.
- Take out your green card. Identify your top 3 "headache" processes relating to graduate studies. If you have suggestions/solutions, please follow it up with an e-mail ([allada@umr.edu](mailto:allada@umr.edu))



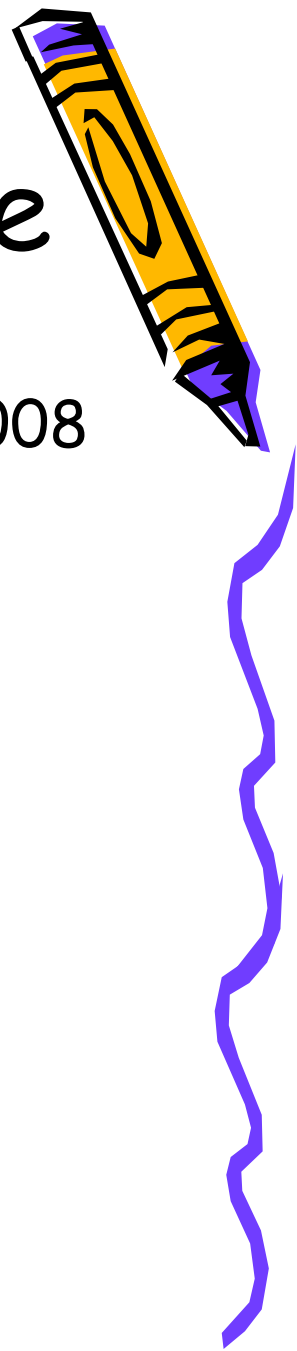
# Revise Graduate Catalog and Graduate Forms



- Take out your Blue card.
  - Please write down your name & e-mail address if you are interested in serving on the ad-hoc committee to revise graduate catalog and graduate forms (proposed revisions will be sent to graduate council; need to be approved by the graduate faculty)
- Take charge, here's your golden chance....



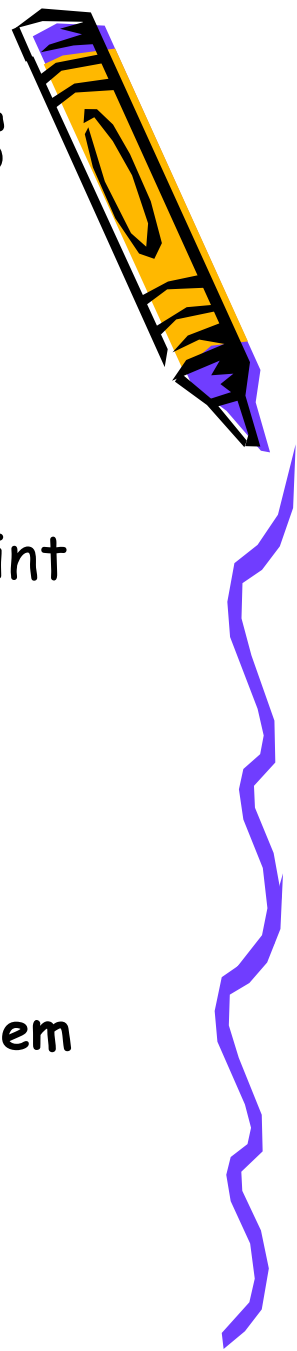
# Enrich Student Experience



- Celebrate Graduate Education Day (Winter 2008 semester), Graduate Research Open House
- Plan to start a brown bag lunch program for graduate students
- Meet regularly with CGS officers
- Develop graduate student learning outcome measures.
- Communicate, communicate, communicate.....  
(G-News, Blogs, etc.)



# Planned Workshops/Seminars (still working)



- Guest Speakers:
  - John M. Klein, Executive Coach  
The Talent Management Organization - Sprint  
Nextel
- **90 minute Workshops:**
  - Clear Writing, Successful Proposals
  - Writing a Successful Thesis or Dissertation
- 50 minute brown bag lunch lecture series:
  - Ten Common Writing Errors and How to Avoid Them
  - Etc.





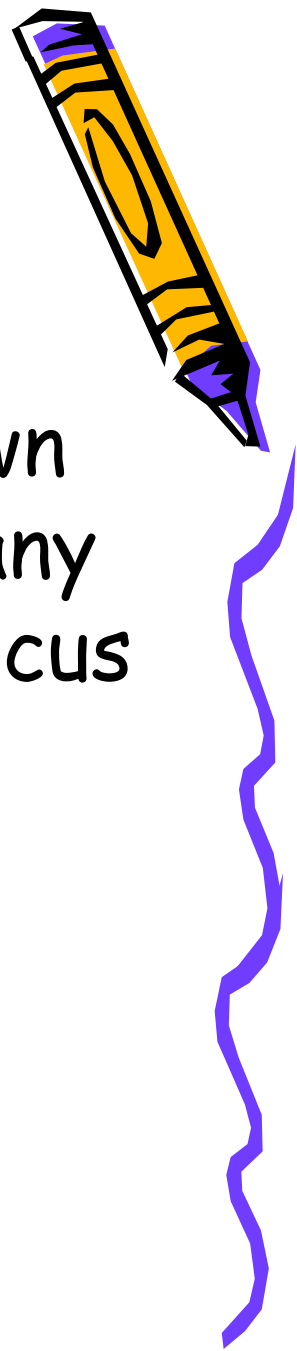
# Enrich Student Experience



- Take out your yellow card.
- Identify 3 or more "ways" to enrich student experience. If you have suggestions/solutions, please follow it up with an e-mail ([allada@umr.edu](mailto:allada@umr.edu))



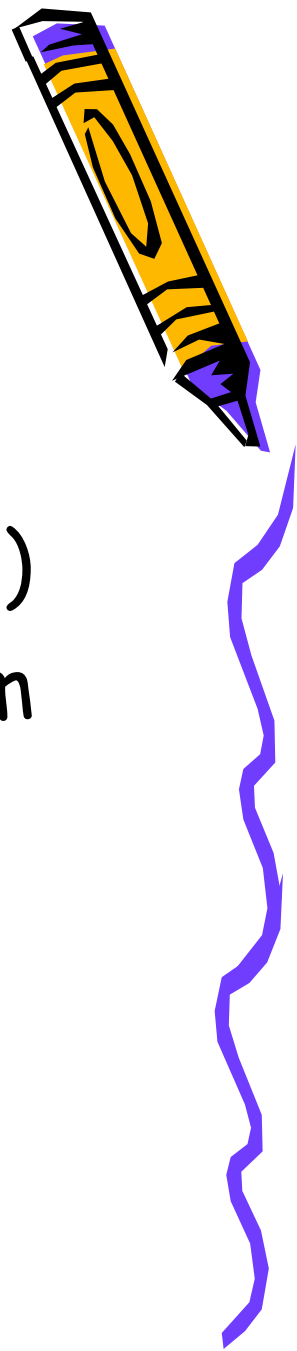
# Parking Lot Items



- Take out your purple card. Jot down critical issues that we missed, or any other items you would like us to focus on, etc.



# Future Meetings & Location



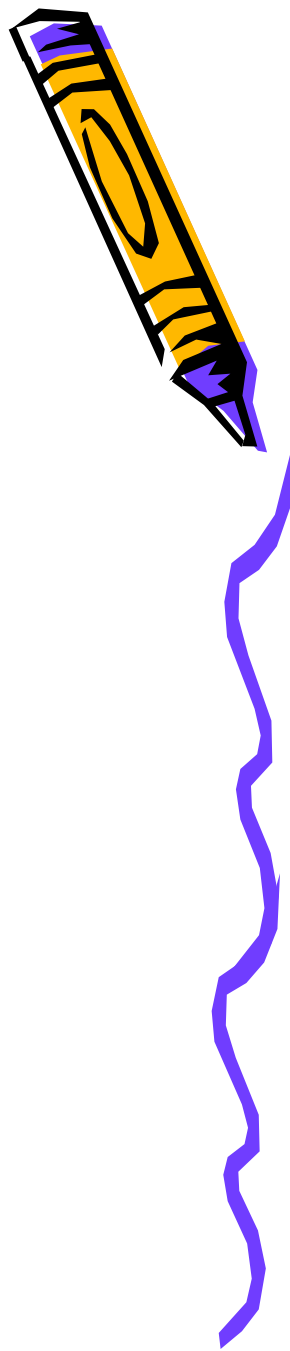
- October 12, 12pm-12:50pm  
(MO/Ozark Room, Havener Center)
- November 16, 12pm-12:50pm (Room  
TBA, Havener Center)
- December (No meeting)





# Agenda items

- Pl. send your agenda items to Barb Palmer ([bpalmer@umr.edu](mailto:bpalmer@umr.edu)) 1 week prior to the planned meeting.



As Vicki Hudgins puts it....

## Coloring Outside the Lines

WARNING! Our Office is a work in progress. We will be working hard over the next year to revamp the graduate catalog, the graduate forms and combining all graduate students "under one roof". We will be striving for consistency with all students and if we err, hopefully we will err in favor of the student.



We look forward to working with all of you!



