

Council of Graduate Coordinators and Staff (CGCS) Meeting

Friday, April 10th 2015

Agenda Items

- Graduate Catalog Update
- Slate Update
- Experience S&T Update
- Chancellor's Distinguished Fellowship Update
- Dissertation Completion Fellowship Update
- Recent/Upcoming Events
 - Thesis/Dissertation Bootcamp (March 23rd-27th)
 - Graduate Education Month (April)
 - Graduate Council End of the Year Banquet (April 24th; 6pm @ Matt's Steakhouse)
- Reminders/Deadlines
 - April 6th:
 - Last day to submit a T/D for 1st format check
 - April 15th:
 - Form 2, Form 3, and Form 7 due
 - Final Theses/Dissertations Library Copies due
- Open Items

Graduate Catalog Update

- Graduate Catalog changes were approved at the March 18th Graduate Council meeting
- Second round of edits to the Graduate Catalog will be due the beginning of May
- Another revision of Form 1/1A will be coming after voted on and approved by Graduate Faculty (continue to use the form on the website until the revised one is approved)

Slate Update

- Chancellor's Distinguished Fellowship, Experience S&T, and Dissertation Completion Fellowship applications are live.
- The awaiting submission bin has been removed, this mirrors the information that was available in PeopleSoft. Students who are awaiting submission are contacted regularly by the Office of Graduate Studies to ask if they have questions or need help completing their application.
 - This was due to the chance of a breach in student rights; students are not considered valid applicants until they hit the submit button.
 - This information is not lost, just viewable in a different format

Experience S&T

- Last visit of Spring 2015 was April 9-10
- Originally 9 students signed up
 - All cancelled except 1 (physics)
- 3 Experience S&T days scheduled for fall:
 - September 17-18 (two day visit)
 - October 1-2 (two day visit)
 - October 16 (one day visit)

Chancellor's Distinguished Fellowship

- Applications still open
- First round: awarded 9 students
 - Recipients notified via phone Thursday, 4/10/15;
award letter being sent Monday

Dissertation Completion Fellowship

- Applications open till April 30, 2015
- 15 applications so far; most missing documents
 - Office of Graduate Studies will be emailing students missing documents to make sure they are considered

T/D Boot Camp

- Held over Spring Break (3/20-3/27)
- 21 Registered students
- Topics included:
 - Writing your Thesis/Dissertation
 - EndNote
 - Nutrition/Healthy Eating
 - Formatting your Thesis/Dissertation
 - Creating a Style Sheet in MS Word
- Writing session for 3 hours in afternoon each day

Recent/Upcoming Events

- **Graduate Council End of the Year Banquet**
4/24, 6pm - Matt's Steakhouse
- **Learning about Copyright**
4/1, 12pm – Havener, Carver
- **Formatting Your T/D**
4/3, 12pm – 254 Toomey
- **Learning about EndNote**
4/6, 12pm – 103 Library
- **Learning about iThenticate**
4/10, 12pm – 254 Toomey
- **Social Networking**
4/13, 12pm - Havener, Carver
- **Writing Your Thesis/Dissertation**
4/14, 12pm - Havener, Silver/Gold
- **Learning about LaTeX**
4/20, 12pm - Toomey 254
- **Academic Writing Skills for ESL Graduate Students**
4/24, 12pm - Havener, Turner
- **Learning about LaTeX**
4/27, 12pm - Havener, Turner
- **Creating a Style Sheet in MS Word**
4/29, 12pm - Havener, Meremac
- **More information on our website:**
<http://grad.mst.edu/services/events/>

Reminders/Deadlines

April 6th:

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April 15th:

- Form 2, Form 2, and Form 7 due
- Final Theses/Dissertations Library Copies due

Open Items

Thanks for attending.

Next Meeting:

May 8th, 12pm, 140 Toomey Hall