

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

**Friday the Thirteenth, February 2015**

# Agenda Items

- Course Renumbering Update
- Slate Training
- 2015 Graduate Leadership Development Program
- Upcoming Events
- Reminders/Deadlines
- Strategic Funding Initiatives for Doctoral Students
  - Chancellor's Distinguished Fellowships
  - Experience S&T – Campus visitation program
  - Dissertation Completion Fellowships
- Open Items

# Course Renumbering Update

- Motion previously passed by Graduate Council
  - Graduate students will by default be allowed to count a maximum of 6 credit hours of 3000 level courses towards their graduate degree programs, and no credit hours of 1000 or 2000 level courses. Individual departments may further restrict the number of 3000 level courses and specific 4000 level courses counting towards their graduate degree programs.
- Guidelines for course numbering (new vs old numbers):
  - 1000/2000 not allowed on a graduate student program of study
  - 3000 – treat like 200 level courses (6 credit hours maximum allowed)
  - 4000/5000 – treat like 300 level courses
  - 6000 – treat like 400 lecture courses (6 or 9 credit hours minimum)
- Rewording of the Graduate Catalog is completed and will be sent to the Graduate Council to be voted on at the next meeting
- 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 Training

- All departments have been trained on Slate application processing.
- If you need more training or a refresher please contact [housem@mst.edu](mailto:housem@mst.edu) to get the training scheduled.
- Please utilize the user guide for quick reference.

# Slate

Slate has been running since December 1, 2014.

As of February 13, 2015 we have;

877 applications started/awaiting materials/awaiting payment

201 applications in departments

The student feedback has been favorable

# Slate and Pending Files

- At this time your department will still process files in PS Joe'SS and Slate
- Please pay attention to the pending reports, they will reference the files source (Joe'SS or Slate)
- If you do not see the supporting documents in Slate, please check Joe'SS and Webnow. We will have some time where material will not be in Slate due to the date they applied or sent in material
- Please note that files can come to your department many times during the day
- The reader comment form is a great place for notes, justifications, etc. but please keep in mind these will stay with the students permanent record.

## Follow-up Plans

- In order to keep files moving smoothly, we will be reaching out with;
  - Pending file reports to departments bi-weekly
  - Student notifications regarding awaiting materials (payment, materials or submission) sent to students bi-weekly
  - Continual checks to make sure students did not incorrectly upload something to the wrong place

## Slate: New Bins

Graduate				
Admissions	Academic Dept	Grad Studies	Decision	Release
Awaiting Submission 609	First Read 187	Graduate Studies 7	Admit 213	Release Admit 7
Awaiting Payment 52			Deny 141	Release Deny 1
Awaiting Materials 192			Withdraw 7	

Dear {{name}},

An admission decision has been entered on your application. For more information, please follow the directions below to log into your application status page.

**Steps to Log In to Your Application Status Page**

- Go to <https://connect.mst.edu/apply>
- Enter the email and password used to create your application
- Click the *View Update* link to view your application status

If you need further assistance, contact me at [housem@mst.edu](mailto:housem@mst.edu).

Sincerely,

Misty

Misty House  
Office Support Associate  
Office of Graduate Studies  
Phone: 573-341-7661  
Email: [housem@mst.edu](mailto:housem@mst.edu)



## **2015 Graduate Leadership Development (GLD) Program**

- Aim of the program is to enhance students' "transferable skills" -- the high-demand skills that employers seek across academic, business, government, nonprofit and industry sectors.
- Second GLD program (with five graduate students from each of the 4 campuses)
- Meeting kick-off at Mizzou Feb 12-13, 2015

## **GLD Program**

- Topics will include project management, conflict resolution, data-driven decision making, problem solving, entrepreneurship and team work.
- Team members will participate in monthly seminars on their respective campus and travel to the other campuses for an overnight visit and extended training.

# 2015 GLD Program: Mizzou Agenda

## ***Thursday, February 12***

### **11:00 AM Welcome & Introductions**

Dr. Leona Rubin, Graduate Dean @ Mizzou, Dr. Robin G. Walker

### **11:15 AM Leadership Seminar**

Dr. Greg Holliday

### **1:30 PM Afternoon session**

Dr. Holiday programming *continues*

*TBD Short, mid-afternoon cookie break*

### **5:00 PM Social Hour Networking with UM/MU leaders**

Welcome to Mizzou - Chancellor R. Bowen Loftin

Traditions Lounge (West Balcony) MU Student Center

### **6:45 PM Walk to Bleu Restaurant**

### **7:00 PM Arrive at Bleu for Etiquette Dinner**

### **9:00 PM Evening on your own**

## ***Friday, February 12***

### **8:00 AM Welcome**

Dr. Greg Holliday

### **9:45 – 11:00 AM Interactive Theater Seminar**

“Identity Politics”

### **11:00 AM**

Dr. Greg Holliday

### **12:00 PM Evaluation**

### **12:15 PM Lunch**

## **2015 GLD Program: Missouri S&T Participants**

- Sudharshan Anandan, PhD Mechanical
- James Keehn, PhD Physics
- Doug McGeehan, PhD Computer Science
- Iranga Mendis, PhD Mathematics
- Zahra Sadeghizadeh, PhD Aerospace

## **GLD Program**

- A certificate will be awarded upon successful completion of the leadership program. This is an all expenses covered program.
- The GLD program is being underwritten by the University of Missouri System.

## Upcoming Events

- Staff Storm for processing forms – tentatively set for March 17<sup>th</sup>.
- Chancellor's Fellows Poster Session – Monday, Feb 23, 2015, 9am-4pm, St. Pat's Ballrooms
- Chancellor's Fellows Awards Banquet – Wednesday, March 4<sup>th</sup>, 2015, 6pm-8pm

# Thesis/dissertation boot camp

- March 20 – March 27
  - Various events
    - Group orientation
    - “Writing Your Thesis/Dissertation”
    - “Using Endnote”
    - “Nutrition/Healthy Eating”
    - “Formatting Your Thesis/Dissertation”
    - “Creating a Style Sheet in MS Word”
  - Daily Writing Sessions

# Reminders/Deadlines

- Application for Graduation is due February 16<sup>th</sup>.
- Last day to submit a T/D for technical editing is March 13<sup>th</sup> (for May graduates)
- Form 1-B is due March 13<sup>th</sup> (if required)

## Reminder:

**At least one week prior to their defense**, students must send their defense information to their Graduate Studies Specialist so they can send the announcement to the Graduate Faculty.

Please remind your students of this requirement.



# Strategic Funding Initiatives for Doctoral Students

1. Chancellor's Distinguished Fellowships
2. Experience S&T – Campus visit program
3. Dissertation Completion Fellowships

(Refer to the handouts.)

# Open Items

**Thanks for attending.**

**Next Meeting:**

**March 13<sup>th</sup> 12pm, 140 Toomey Hall**