

# Council of Graduate Coordinators and Staff

May 6, 2016





## CGCS Agenda

- > Graduate Learning Outcomes Update
- > CGS Officers
  - 2016-17 Executive Committee
- > Graduate Faculty Council Awards
- > Graduate Faculty Updates
- > Commencement Dates



# Graduate Learning Outcomes (GLO)

> HLC Visit, Preparation, and Action Items



# Timeline, 2008-2010

- > 2008 – Last Higher Learning Commission (HLC) visit
- > 2009 – Report from HLC
  - > “Missouri S&T must devote greater attention to developing its plans and mechanisms for assessing graduate education and it should mandate clear assessment plans and programs for all of its academic departments and programs at both graduate and undergraduate levels”
- > 2010 – Dr. Gita Ramaswamy from Purdue University hosted workshop to assist in establishing GLO







# Timeline, 2011-2015

- > 2011 – 2-year report submitted to HLC
- > 2010-2015 – Each department collected GLO rubrics during M.S. Thesis and Ph.D. milestones
- > 2015 – Office of Graduate Studies met individually with each department’s Graduate Coordinator and Graduate Staff to discuss:
  - The current state of GLO within their department
  - GLO rubrics
  - Closing the feedback loop for continuous improvement purposes





**Three items requested during individual meetings with graduate departments**







## Graduate Learning Outcome (GLO) Standard Campus Rubric

Evaluation Rubric for (select one of the following research-based levels):

MS  ME  PhD  DE

Candidate Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Department: \_\_\_\_\_

Program: \_\_\_\_\_

Semester & Year of Defense: \_\_\_\_\_ Number of Publications: \_\_\_\_\_

Milestone: \_\_\_\_\_

Graduate Learning Outcome (Scale of 1-5)	Unsubstantiated (1)	Developing (2)	Acceptable (3)	Proficient (4)	Exceptional (5)
1. Knowledge: Candidate has the ability to apply knowledge of subject matter within their field of study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Communication: Candidate has the ability to communicate effectively within their field of study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Critical Thinking: Candidate has the ability to engage in productive critical thinking within their field of study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Professional Development: Candidate has the ability to develop professionally within their field of study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

<u>Graduate Learning Outcome</u>	<u>Unsubstantiated/Developing (1-2)</u>	<u>Acceptable (3)</u>	<u>Proficient/Exceptional (4-5)</u>
Knowledge: an ability to apply knowledge of subject matter within their field of study.	Does not reflect understanding of subject matter and associated literature	Reflects understanding of subject matter and associated literature	Reflects mastery of subject matter and associated literature
	Demonstrates little understanding of theoretical concepts	Demonstrates understanding of theoretical concepts	Demonstrates superior understanding of theoretical concepts
	Limited evidence of comprehension	Some evidence of comprehension	Significant evidence of comprehension
	Limited expansion upon previous research	Builds upon previous research	Greatly extends previous research
Communication: an ability to communicate effectively within their field of study.	Presents reasonings incorrectly, incoherently, or faulty	Presents reasonings coherently and clearly	Presents reasonings in a superior manner
	Defines objectives are poorly	Defines objectives are clearly	Defines objectives thoroughly
	Contains numerous grammatical and spelling errors	Contains some grammatical and spelling errors	Contains no grammatical or spelling errors
	Organization is poor	Organization is logical	Organization is excellent
Critical Thinking: an ability to engage in productive critical thinking within their field of study.	Demonstrates rudimentary problem solving skills	Demonstrates average problem solving skills	Demonstrates mature problem solving skills
	Demonstrates limited originality	Demonstrates adequate originality	Demonstrates significant originality
	Displays limited creativity and insight	Displays creativity and insight	Displays significant creativity and insight
Professional Development: an ability to develop professionally within their field of study.	Exhibits limited theoretical or applied significance	Exhibits reasonable theoretical or applied significance	Exhibits significant theoretical or applied significance
	Presents limited publication potential	Presents reasonable publication potential	Presents significant publication potential
	Work is not presentation quality	Work is adequate for presentation	Work is presentation quality
	Possesses inadequate awareness/training of ethical and responsible research	Possesses suitable awareness/training of ethical and responsible research	Possesses substantial awareness/training of ethical and responsible research
	Documentation is poor	Documentation is adequate	Documentation is excellent

Comments:



## Item 2: Department review of all GLO efforts from 2010 to Summer 2015

- > Review of the items collected in department GLO binder and/or other issues that have been raised in meetings, and determine which items of concern could be addressed and/or resolved by the upcoming spring
- > Submit summary of those findings as a current state analysis, along with implementable action plan for AY15-16 (was due by October 15<sup>th</sup>, 2015).
  - 15 out of 18 departments submitted









## Moving forward: Summer 2015-2018

- > Office of Graduate Studies is working with the two college deans' offices and the HLC assessment committee to streamline GLO efforts



# Council of Graduate Students 2016-17 Executive Committee

			
Sudharshan Anandan	Nikki Gomez	Prathamesh Baviskar	Aditya Dhulekar
President	Vice-President	Secretary	Treasurer

# GRADUATE FACULTY COUNCIL AWARDS

- > The Graduate Faculty Council requested nominations for Outstanding Contributions to Graduate Studies, and Graduate Staff Excellence. There were many nominations received for these awards, and we would like to thank everyone that submitted.
  
- > The winner of the Graduate Staff Excellence Award went to Misty House in the Office of Graduate Studies.
  - Runners up: Lucy Sutcliffe in the Speech Communication Center, and Kathy Wagner in the Office of Graduate Studies.
  
- > The winner of the Outstanding Contributions to Graduate Studies Award went to Dr. Wayne Huebner.
  - Runners up: Dr. V.A. Samaranayake in Mathematics & Statistics, and Dr. Jagannathan Sarangapani in Electrical & Computer Engineering.



# Graduate Faculty Updates

## > Transferring into MS from a Certificate

- Would like to add the following verbiage after paragraph 3 under *Graduate Certificate and Minor Programs*

Some graduate certificate programs are sponsored by more than one department. If this is the case, the entering student will identify one of the sponsoring departments as his or her “home” department. Upon successful completion of the certificate program, the student may then apply and be admitted to the master’s degree program in his or her “home” department. **Please refer to the Master’s Degree Program requirements, paragraph 3, regarding the timeline for submitting Form 1 for the Master’s Degree.**

- Approved May 2, 2016





# CERTIFICATES

## PARAGRAPH 3 MASTER'S DEGREE

- > After consulting with his or her advisor, the student will complete and submit Form 1 (<http://grad.mst.edu/currentstudents/forms/>) which outlines the student's intended program of study. *A minimum of one-half of the course requirements for the degree should be completed after the student submits for approval the typed original Form 1 to the department chair and the vice provost for graduate studies. Students who fail to comply with the deadline to submit Form 1 will have a registration hold placed on their account by the office of graduate studies.* If changes to the approved Form 1 occur at any time, the student must submit Form 1-A to revise his or her approved plan of study.





# ACCEPTANCE OF CANDIDATES FOR PhD

- > Technically, a student is considered a doctoral-level student only after he or she satisfactorily completes thirty credit hours of graduate study. Students must pass a Ph.D. qualifying examination before they can be formally considered candidates for the doctoral degree, and several departments require the qualifying examination to be passed by the end of the second semester after completion of the M.S. degree **but. All students wishing to pursue a doctoral degree must pass the qualifying examination no later than the fifth semester of enrollment as a graduate student in the doctoral program. of graduate enrollment.** The proposed Ph.D. program of study (Form 5, <http://grad.mst.edu/forms/>) must be submitted by the end of the semester in which the student passes his or her qualifying examination, but no later than six weeks into the fifth semester of enrollment. This examination may be taken after the student has been accepted to Missouri S&T, but prior to the student's initial enrollment, if the student desires. The department chair will report the results of the qualifying examination to the office of graduate studies using Form 4 (<http://grad.mst.edu/currentstudents/forms>~~http://grad.mst.edu/forms~~)
- > After passing the qualifying exam, the doctoral candidate will consult with an advisor of his or her choice to select an advisory committee. The committee will consist of at least five members, and **the chair of the committee and at least ~~four~~ three of the** members should belong to the graduate faculty. The advisory committee must include at least one member from outside the candidate's major department. One member of the committee should also be designated to represent the department most closely associated with any minor field of study elected by the student. The names of the proposed members of the advisory committee will be listed on Form 5 (<http://grad.mst.edu/currentstudents/forms>~~http://grad.mst.edu/forms~~) and sent by the student's department chair to the office of graduate studies for formal appointment. Additional members and replacement members may be appointed using Form 5-A.
  - Approved May 2, 2016

# ACCEPTANCE OF CANDIDATES FOR PhD CONTINUED

## Proposed Program of Study for the Ph.D.

Any student admitted to a doctoral program who has not already received a master's degree should consult with his or her advisor about a proposed program of study. An advisory committee (listed on Form 5, available at <http://grad.mst.edu/currentstudents/forms/http://grad.mst.edu/forms/>), shall be submitted for approval by the vice provost for graduate studies no later than the fifth semester ~~of the student's graduate coursework of enrollment as a graduate student in the doctoral program~~. The committee will aid the student in preparing an outline of his or her coursework and the research investigation proposed for the dissertation; this information will be included on Form 5 and must be submitted by the end of the semester in which the student passes his or her qualifying examination, but no later than six weeks into the fifth semester of enrollment as a graduate student in the doctoral program.

