

# CGCS Agenda- Friday, February 18

1 pm Via Zoom <https://umsystem.zoom.us/j/6788575869>

- > December Graduate Faculty Meeting Update
- > February Graduate Council Meetings Update
- > Forms Submission Update
- > GTA Workshop Stats
- > Three Minute Thesis (3MT)
- > Technical Editing Stats
- > Writing Workshops
- > Let's Talk Series from the Office of Graduate Studies
- > Grad Student Travel Fund
- > Kummer I&E Fellowship
- > Upcoming Events
- > Reminders & Deadlines



# December Graduate Faculty Meeting Update

## > Earning a Second/Subsequent Master's Degree

### – Revision to the Graduate Catalog

A second/subsequent master's degree requires a minimum of twenty-four additional hours of graduate credit (thesis or non-thesis). The plan of study (Form 1/1-A) must include a minimum of eighteen credit hours of 4000-, 5000-, and 6000 level lecture courses (1000/2000-level courses cannot be included). A minimum of six credit hours of the required coursework must come from the group of 6000-level lecture courses. Additionally, for a second/subsequent master's degree with a thesis, a minimum of six credit hours of graduate research is required.

A student who has earned a master's degree from Missouri S&T is not eligible to receive a second master's degree in the same degree program.

## > Grad Track Pathway

### – Revision to the Graduate Catalog

Some departments offer a Grad Track Pathway to exceptional undergraduate students for early provisional admission to the master's degree program. This accelerated program is designed for such students to earn coursework credits toward their master's degree while completing their bachelor's degree in a discipline as approved by the prospective graduate program. A Grad Track Pathway is defined by a set of graduate-level courses (no more than nine credit hours) that apply towards the bachelor's degree and then also towards their associated master's degree.

Courses approved for shared credit may also be applied toward one or more graduate certificates in addition to the master's degree (courses used for a specific certificate cannot be counted toward an additional certificate). The student must include the name(s) of the intended certificate program(s) as well as the name of the intended master's program on the Grad Track Pathway Admission and Course Approval Form when applying for the GTP. The student must have already applied and been admitted to the intended master's program before applying for admission to the graduate certificate program(s). The student must receive the master's degree in order to also receive the graduate certificate(s) in the same or future semester/session.

Please consult your (prospective) department for additional information.

### – Modify Grad Track Pathway Admission Form

Replace "List all courses to be taken in the final year of the undergraduate degree and indicate which courses will be used for shared credit." with "List all courses to be taken in the undergraduate degree which will be used for shared credit."



# February Graduate Council Meetings Update

There were two Graduate Council Meetings in February due to a long agenda of items that were tabled last fall.

- > Establishment of Three New Graduate Programs Without Graduate Faculty Review, which is in Direct Conflict with CRR 300.030.D.1.c. and CRR 300.030.D.5.d(2)
  - Additional research to be done by Curricula Committee Chair
  
- > Posting of GRE/GMAT Requirements by the Office of the Dean of Enrollment Management (<https://futurestudents.mst.edu/admissions/graduate/checklist/>), Appears to Bypass Department Input, which is in Violation of CRR 300.030.D.1.c.
  - Information posted online should be clarified to state “See department specific requirements”
  - The President of the Graduate Council is instructed to approach Vice Provost for Enrollment Management to seek clarification to correct any errors in content posted on the web site.
  
- > Graduate Student Bill of Rights
  - Update from Ad Hoc Committee
  - Edits still being made
  
- > Modify Grad Track Pathway to Allow Variable Units of Shared Credit Hours
  - Motion to be drafted and presented for consideration at upcoming Graduate Council meeting
  
- > Need for Revision of Thesis & Dissertation Specifications Regarding Publication Option Format
  - Motion to be drafted and presented for consideration at upcoming Graduate Council meeting
  
- > Graduate Learning Outcomes Rubric Requirement Discussion
  - Should it be required that rubrics are required and forms have GLO stamps
  - Discussion included Dr. Nancy Stone
  - Additional discussions are needed before resolution



# Graduate Faculty Awards

- > The Graduate Faculty requests nominations for the following awards:
  - **Outstanding Contributions to Graduate Studies Award:** Nominations for this award should include faculty who have made significant and sustained contributions to graduate studies at Missouri S&T that go above and beyond their expected duties. Ordinarily, this would not involve research or classroom teaching. Examples of possible outstanding contributions include, but are not limited to, graduate student recruitment, development of fellowships, professional training or experiences for graduate students, graduate program development, graduate facilities development, advising or exchange programs.
  - **Graduate Staff Excellence Award:** Nominations for this award should include staff members that have gone above and beyond to enhance graduate education or the graduate experience at Missouri S&T. Areas could include, but are not limited to, graduate student recruitment, development of fellowships, professional training or experiences for graduate students, international experiences, graduate program development, graduate facilities development, international or domestic advising, or exchange programs.
- > Faculty, staff, or students can submit nominations
  - Nominations must be emailed to Kathy Shepherd ([kcshepherd@mst.edu](mailto:kcshepherd@mst.edu))
- > Nominations due by **March 16, 2022**.
  - A justification limited to one page is requested. Additional information may be requested in the case of a tie.
- > Awards will be announced and presented in May 2022



# Forms Submission Update

- > New email address for submitting forms to the Office of Graduate Studies:
  - [gradforms@mst.edu](mailto:gradforms@mst.edu)
  - All forms accepted via email with electronic signatures and/or email approvals

# GTA Workshop Stats

This semester, we received a total of 90 applications. 60 applicants were required to take the SPEAK test. 51 passed the SPEAK test; seven failed; two did not schedule a test. 62 applicants successfully completed the Workshop; twelve applicants did not attend the workshop.

- > Of the 90 applicants:
  - 62 successfully completed the Workshop
  - 7 withdrew prior to the Workshop
  - 12 failed to appear for the Workshop
  - 7 received a failing score on the SPEAK test and could not attend the Workshop
  - 1 had previously passed the Workshop in FS2021
  - 1 first semester is SP2022 and cannot teach
  
- > Of the 26 applicants not required to take the SPEAK test:
  - 19 successfully completed the Workshop
  - 5 withdrew prior to the Workshop
  - 2 did not appear for the Workshop
  
- > Of the 55 applicants who passed the SPEAK test:
  - 43 successfully completed the Workshop
  - 2 withdrew prior to the Workshop
  - 9 did not appear for the Workshop
  - 1 had previously passed the Workshop in FS2021



# GTA Workshop Stats (cont.)


## Departments of SP2022 Workshop

Department	Applied	Completed
Biological Sciences	1	1
Chemistry	1	1
Chemical & Biochemical Engineering	6	4
Civil, Architectural, & Environmental Engineering	18	11
Computer Science	14	11
Electrical & Computer Engineering	4	1
Engineering Management and Systems Engineering	4	4
English and Technical Communication	3	3
Geosciences & Geological & Petroleum Engineering	4	1
Materials Science and Engineering	9	9
Mathematics and Statistics	2	2
Mechanical & Aerospace Engineering	13	7
Mining Engineering	9	5
Physics	2	2
<b>Totals</b>	<b>90</b>	<b>62</b>



# Three Minute Thesis (3MT)

- > Competition Dates:
  - Preliminary Judging (asynchronous): Feb. 17-23
  - Finalists Announced: Feb. 24
  - Finale: March 1 at 5 pm LIVE via Zoom
- > <https://grad.mst.edu/events/3mt/>




An 80,000 word thesis would take 9 hours to present.  
**Their time limit? 3 minutes.**

**Attend the 3MT<sup>®</sup> Finale!**


Watch 3MT<sup>®</sup> finalists give a three minute speech about their research, discovery, and impact to non-discipline specific judges and a general audience via Zoom.

**Tuesday, March 1 @ 5pm**

Zoom link:  
<https://umsystem.zoom.us/j/92306635428>



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# Technical Editing Stats – Jan. 1 – Feb. 15, 2022

- > Total Papers: 31
  - Articles: 6
  - Conference Papers: 6
  - Dissertations: 17
  - Theses: 2
- > Total Pages: 546
- > Total One-on-One Student Help Sessions: 1
  
- > Served 15 students from:
  - Nuclear Engr: 1
  - Chemical Engr: 3
  - Electrical and Computer Engr: 2
  - Civil, Arch, and Environ Engr: 3
  - Mechanical and Aero Engr: 2
  - Geosciences: 3
  - Materials Sci. and Engr: 1

**12 New Submissions  
Received on Feb. 15  
Deadline for Tech  
Editing!**

# Technical Editing Stats – July 2021-Present

- > Total Papers: 87
  - Articles: 39
  - Conference Papers: 10
  - Dissertations: 22
  - Theses: 10
- > Total Pages: 1610
- > Served 43 students from 12 departments.

# Writing Resources

- > **Graduate Student Writing Support - Free Canvas Course**
  - Resources and information about graduate student writing
  - Students may request to be added to the course -  
[https://qfreeaccountssjc1.az1.qualtrics.com/jfe/form/SV\\_aWBuCOJbKxv1dcO](https://qfreeaccountssjc1.az1.qualtrics.com/jfe/form/SV_aWBuCOJbKxv1dcO)
- > **Online Submission for Free Technical Editing Services**
  - Students can submit their documents online:  
<https://grad.mst.edu/currentstudents/editing/>
- > **One-on-One Writing Consultations**
  - Contact the Technical Editor, Melissa Powers – [magd@mst.edu](mailto:magd@mst.edu)
- > **Thesis/Dissertation Writing Camps**
  - Opportunity for students to have dedicated, focused, time to work on their thesis, dissertation, or other academic projects. Writing resources provided and technical editor on hand to answer questions and provide personalized guidance.
  - Friday, April 1 – 9 am-12 pm
  - Limited to 20 participants
  - Registration link:  
[https://qfreeaccountssjc1.az1.qualtrics.com/jfe/form/SV\\_erqHsBgga3JGlBY](https://qfreeaccountssjc1.az1.qualtrics.com/jfe/form/SV_erqHsBgga3JGlBY)
- > **Recorded Workshops and Resources**
  - <https://grad.mst.edu/events/>
- > Please encourage students to take advantage of these FREE resources!

# Let's Talk Series from the Office of Graduate Studies



## Let's Talk Graduate Studies

Join the Office of Graduate Studies once a week from 12-1pm for drop-in sessions.

We will begin with a brief presentation and are open Q&A sessions for the remainder of the hour.

### FIRST WEEK

#### Graduate Studies Specialists

**Jade Sinnott (A-K)**

**Kathy Shepherd (L-Z)**

Thursday, February 3

Deadline & Forms

Tuesday, March 1

Plan of Study Forms & Degree Audits

Monday, April 4

Enrollment Requirements (Policy Memo II-20)

### SECOND WEEK

#### Student Support Specialist

**Erica Reven**

Thursday, February 10

Campus Resources for Life

Tuesday, March 8

Academic Resources

Monday, April 11

Community Resources

### THIRD WEEK

#### Technical Editor

**Melissa Powers**

Thursday, February 17

Meet the Editor

Tuesday, March 15

Writing & Editing Resources

Monday, April 18

Writing & Editing Resources

### FOURTH WEEK

#### Guest sessions

Thursday, February 24

Student Organizations

Tuesday, March 22

Student Well-Being

Monday, April 25

Graduation Prep

Zoom Link to join can be found at: <https://grad.mst.edu/events>

# Grad Student Travel Fund

- > Apply online
- > Must have an approved Form 1 or Form 5 on file
- > Must apply 30+ days before the conference
- > Questions? Contact Erica Reven [revene@mst.edu](mailto:revene@mst.edu)



Re-introducing  
**Graduate Student  
Travel Funds**

*If your paper, poster, or presentation has been accepted at a conference, apply to have travel costs up to \$500 reimbursed. Learn more at [grad.mst.edu/currentstudents/travelfund](http://grad.mst.edu/currentstudents/travelfund)*

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# Kummer I&E Fellowship

- > February 1:
  - Student applications were due
- > February 28:
  - Departmental nomination due
- > Selection Committee:
  - Dr. Costas Tsatsoulis
  - Dr. Shannon Fogg
  - Dr. Melanie Mormile
  - Dr. Angela Lueking
  - Dr. Chang-Soo Kim
  - Dr. Bonnie Bachman
  - Ms. Rachel Kohman
- > March 15:
  - Awards to be announced
- > March 1 – April 1:
  - Kummer I&E Doctoral Fellows living in U.S. will be invited to campus for an in-person visit with their academic departments
- > April 15:
  - Deadline for fellows to accept their award

# Upcoming Events

- > **Maximizing your Research Visibility and Impacted**
  - Wednesday, February 23<sup>rd</sup> - 6 pm
  - Hosted by the Library
  - Registration is required - <https://libcal.mst.edu/calendar/events/impact>
- > **Let's Talk Graduate Studies: Campus Student Organizations**
  - Thursday, February 24<sup>th</sup> - 12 pm
  - Zoom - <https://umsystem.zoom.us/j/91026674693?pwd=WDZqc09SRXd3Z0FVRmN6OXJEaXEvUT09>
- > **Let's Talk Graduate Studies: Plan of Study Forms and Degree Audits**
  - Tuesday, March 1<sup>st</sup> - 12 pm
  - Zoom - <https://umsystem.zoom.us/j/91026674693?pwd=WDZqc09SRXd3Z0FVRmN6OXJEaXEvUT09>
- > **3MT Finale**
  - Tuesday, March 1<sup>st</sup> - 5 pm
  - Upcoming Events webpage - <https://grad.mst.edu/events/3mt/>
- > **Research Data Management**
  - Wednesday, March 2<sup>nd</sup> - 6 pm
  - Hosted by the Library
- > **Thesis/Dissertation Formatting with LaTeX**
  - Monday, March 7<sup>th</sup> - 12 pm OR March 10 - 12 pm
  - More Information - <https://grad.mst.edu/currentstudents/thesisdissertationinformation/formatting/>
- > **Thesis/Dissertation Formatting with Microsoft Word**
  - Monday, March 7<sup>th</sup> - 1 pm OR Thursday, March 10<sup>th</sup> - 1 pm
  - More Information - <https://grad.mst.edu/currentstudents/thesisdissertationinformation/formatting/>
- > **Let's Talk Graduate Studies: Academic Resources**
  - Tuesday, March 8<sup>th</sup> - 12 pm
  - Zoom - <https://umsystem.zoom.us/j/91026674693?pwd=WDZqc09SRXd3Z0FVRmN6OXJEaXEvUT09>
- > **Research and Writing Ethics**
  - Thursday, March 10<sup>th</sup> - 4 pm
  - Registration link: [https://qfreeaccountssjc1.az1.qualtrics.com/jfe/form/SV\\_bNjPtCPWgBsmnGK](https://qfreeaccountssjc1.az1.qualtrics.com/jfe/form/SV_bNjPtCPWgBsmnGK)
- > **Let's Talk Graduate Studies: Writing and Editing Resources**
  - Tuesday, March 15<sup>th</sup> - 12 pm
  - Zoom - <https://umsystem.zoom.us/j/91026674693?pwd=WDZqc09SRXd3Z0FVRmN6OXJEaXEvUT09>
- > **Recorded Workshops and Resources**
  - Upcoming Events webpage: <https://grad.mst.edu/events/>
- > **Graduate Student Support Group (Hosted by Student Well Being)**
  - Grad students and a counselor meet for weekly support regarding unique challenges of grad school and other important life areas. Common topics of discussion address time management, procrastination, impostor syndrome, social anxiety, career planning/networking, mentoring/leading other students, communication/collaboration with advisors.
  - Mondays, 3:00pm
  - Students can call x4211 to schedule an intro meeting with the group leader



# Need Help Promoting Departmental Events?

- > Does your department have an event open to grad students that you would like shared with them?
- > Send details to [grad@mst.edu](mailto:grad@mst.edu) and we will include on social media and in our weekly emails to students!



# New Staff in Graduate Studies

- > Madison Armstrong
  - Office Support Assistant (front desk, forms intake, scheduling, etc.)
  - [mawkd@mst.edu](mailto:mawkd@mst.edu)
  - x 4141

# Reminders and Deadlines

## > Spring 2022 Semester Deadlines

### – Spring 2022 Graduate & Completion Deadlines -

<https://grad.mst.edu/media/administrative/grad/documents/deadlinedates/2022/Spring%202022%20Deadlines.pdf#210622034213>

## > Monday, March 21:

– Thesis/Dissertation first format check due

## > Wednesday, March 30:

– Form 2/7: Results of final defense and approval of the thesis/dissertation

## > Wednesday, April 13:

– Final thesis/dissertation must be accepted by the Office of Graduate Studies

# Social Media

- > Follow us on Facebook, YouTube, Instagram, & Twitter
  - Facebook: Missouri S&T Graduate Studies;  
[@SandTGradstudies](#)
  - Instagram: [@SandTGradStudies](#)
  - Twitter: [@SandTGrdStudies](#)
  - YouTube: Missouri S&T Graduate Studies



**Thank you!**

**Next meeting March 18!**

(email Sharon - [matsons@mst.edu](mailto:matsons@mst.edu) if you have a topic you would like on the agenda)

