

Council of Graduate Coordinators and Staff (CGCS)

October 28, 2022



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S&T

Agenda

- > October Graduate Council Meeting Update
- > Faculty Fellow in Graduate Education
- > Forms Approval Workflow Initiative Update
- > Recruitment Visit Reimbursement Program
- > Student Steering Panel
- > New Grad Track Pathway (GTP) Form
- > MAGS Excellence in Teaching Award
- > Announcing Master's Final Defenses
- > Fellowship Opportunities
- > Events
- > Reminders and Deadlines

October Graduate Council Meeting

- > Informational Discussion on CEC Proposal to Create a Graduate Student Academic Year Performance Form to be Adopted for Campus-wide use
 - C. Potts gave introductory comments on the importance of the quality of the teaching mentorship and consideration of the conflicts of interests for the graduate students and the faculty.
 - F. Oboh-Ikuenobe has discussed the proposal on the necessity of creating Graduate Student Academic Year Performance Form for Campus-wide use.
 - > There were some positive comments and several arguments against the necessity of such a form, including suggestions that there should be no special consideration of the graduate students depending on whether they are TA's or RA's; the roles of the advisory committee and the advisor; some departments, including chemistry, already have such procedure evaluating the graduate students; the advisor specific nature of the non-thesis students.
 - It was proposed that there will be a small sub-committee to further formulate such a form.

Faculty Fellow in Graduate Education

- > Dr. Chang-Soo Kim – Electrical and Computer Engineering
- > Duties Include:
 - Create an up-to-date list of sources for graduate student support from federal, state, and private funders
 - Disseminate information about sources for graduate student support via website, communications, seminars, etc.
 - Inform and mentor specific target audiences to seek graduate student support
 - Work collaboratively with the Director of Graduate and International Admissions to bridge the gap in the recruitment of graduate students to Missouri S&T

Forms Approval Workflow Initiative Update

- > Tested with four departments beginning June 2022
 - Business and Information Technology
 - Civil, Architectural & Environmental Engineering
 - Mechanical & Aerospace Engineering
 - Psychological Science
- > Training for all other departments has been completed
- > Goal - full implementation by the end of the fall semester.
- > Removal of pdf forms from website will occur in late December/early January.

Recruitment Visit Reimbursement Program <https://grad.mst.edu/faculty/recruitmentfunding/>

Support from the Vice Chancellor of Research and Innovation and the Provost Office to inspire faculty and academic departments to invite prospective students to visit campus.

Beginning in November - Pilot program in 2022-23 and 2023-24. This reimbursement will be provided for visiting prospective students who are interested in the highest degree that an academic department offers.

> Department Requirements

- Academic department must:
 - > officially request recruitment visit funds by completing an [application form](#) preferably two weeks prior to the visit. Graduate Education will be automatically notified.
 - > provide brief justification (within the application form) of the reason this prospective student is being invited to campus and provide a faculty contact who initiated the invitation.
 - > work with the prospective student to coordinate all travel and aspects of the visit.
 - > plan itinerary with at least one full day of planned activities for the prospective student including:
 - conversations with prospective advisors and graduate coordinator
 - conversations with current graduate students
 - department/lab/campus tours

> Student Eligibility

- Prospective student must be:
 - > eligible and interested in pursuing a terminal degree at Missouri S&T in the department's highest degree program.
 - > a US citizen, US National, or permanent resident, or an international student currently residing in the US. Funds will only be providing for reimbursing domestic travel.

> Reimbursement Information

- The academic department will collect all travel-related receipts from the prospective student and use them to create a non-PO voucher for reimbursing the student.
- Send these materials to Graduate Education for review and we will provide you with the proper MoCode and amount that our office will be reimbursing.
- Valid travel-related expenses that Graduate Education will reimburse are: travel by plane, car, train, etc. including parking, one night of accommodations in a local hotel, food during travel.

Student Steering Panel

Our office is creating a student steering panel to gain input on a variety of topics that will help us better serve our students in the spring semester.

– **Topics for discussion:**

- > Communications
- > Social Media
- > Events
- > Graduate Education Resources

Please submit names of graduate students that we can invite to participate to Erica by email (revene@mst.edu)

New Grad Track Pathway (GTP) Form

The updated GTP Admission & Course Approval Form was sent by email on October 12th. The form is a fillable PDF that included the following updates:

- allows students to declare a certificate
- only asks for shared credit courses
- requests the department required GPA, in addition to the cumulative GPA

Below, is the list of the most recent updates/edits to the GTP program that have been approved by Graduate Faculty. If you'd like to edit your GTP program to change the deadline for admittance or to include variable units of shared credit, please reach out to Erica Reven (revene@mst.edu) and she can work with you to update your program.

- **Revisions from Grad Faculty**
 - > **Deadline for admittance**
 - Previously, students had to apply one year prior to completion of their undergraduate degree. Now, your department has the option to change this deadline
 - Recommended to be no later than 30 days prior to the end of the semester or session that the student completes their undergraduate degree.
 - Voted on in May 2021 Graduate Faculty Meeting
 - > **Apply shared credit towards certificates**
 - Courses approved for shared credit may also be applied toward one or more graduate certificates.
 - Requirements:
 - > Certificate(s) must be listed on the GTP application
 - > Courses used for a specific certificate cannot be counted toward an additional certificate
 - > The student must receive the master's degree in order to also receive the graduate certificate(s) using GTP shared credits.
 - Voted on in December 2021 Graduate Faculty Meeting
 - > **Variable Units of Shared Credits**
 - GTP Documents have been revised to allow variable units of one to nine hours as shared credit
 - A department may choose to allow varying credit hours (one to nine) per student or require a set number of credit hours (not to exceed nine) for all students.
 - Voted on in May 2022 Graduate Faculty Meeting

MAGS Excellence in Teaching Award

- > Submit a nomination of one Master's student and/or one Doctoral student from your graduate program for the **2023 MAGS Excellence in Teaching Award**, in recognition of graduate students who exemplify excellence in the **teaching/learning** mission of our university
- > Electronic submission of the complete nomination packet to Graduate Education (revene@mst.edu) no later than December 2, 2022.

Announcing Master's Final Defenses

- > It is required that doctoral final defenses are publicized one week prior to the defense date.
- > No requirement for publicizing master's final defenses.
- > Although it is not required, our office will now also publicize master's defenses by:
 - Adding it to the campus calendar
 - Adding it to the Provost Office calendar
- > The details (date, time, location, advisor, thesis title) must be emailed to grad@mst.edu.
- > Publicizing master's final defenses are completely optional but encouraged!

Fellowship Opportunities

> SMART Scholarship-for-Service Program

- The SMART application is open August through December of every year, with awards being granted the following spring. Review the below requirements to ensure you are eligible to apply for this life-changing opportunity.
- Available to undergraduate and graduate students pursuing a technical degree in one of the 21 STEM disciplines listed below.
 - > Aeronautical and Astronautical Engineering, Biosciences, Biomedical Engineering, Chemical Engineering, Chemistry, Civil Engineering, Cognitive, Neural, and Behavioral Sciences, Computer and Computational Sciences and Computer Engineering, Electrical Engineering, Environmental Sciences, Geosciences, Industrial and Systems Engineering, Information Sciences, Materials Science and Engineering, Mathematics, Mechanical Engineering, Naval Architecture and Ocean Engineering, Nuclear Engineering, Oceanography, Operations Research, Physics
- Scholarship includes:
 - > Full tuition and education related fees
 - > Stipend paid at a rate of \$25,000 - \$38,000 depending on degree
 - > Summer research internships ranging from 8 to 12 weeks
 - > An experienced mentor at one of the Sponsoring Facilities
 - > Employment placement at a DoD facility after graduation
- All awardees must be:
 - > A citizen of the United States, Australia, Canada, New Zealand, or United Kingdom at time of application,
 - > Able to complete at least one summer internship at a DoD facility,
 - > Willing to accept post-graduate employment with the DoD,
 - > A student in good standing with a minimum cumulative GPA of 3.0 on a 4.0 scale
 - > Requesting at least 1 year of degree funding prior to graduation (which starts at the program start date)
- More info: <https://www.smartscholarship.org/smart>

> Additional Funding Opportunities:

- <https://grad.mst.edu/future-students/funding/external/>

Graduate Student Travel Fund grad.mst.edu/currentstudents/travelfund/



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

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Events

grad.mst.edu/events/

- > **Graduate Family Spooky Fall Festival**
 - Monday, October 31, 11 am – 1 pm
 - At the Puck and Toomey Lawn
- > **Let's Talk Graduate Education**
 - Every Wednesday at 3 pm
 - Online and in-person
- > **Recorded Workshops and Resources**
 - [Upcoming Events webpage](#)
- > **International Student Support Group (Hosted by Student Well-Being)**
 - International students can enjoy the support of other international students while sharing their experiences of living and studying abroad, build connections, manage stress, cope and thrive in a time of change and uncertainty.
 - Fridays, 3 pm
 - students can email wellbeing@mst.edu to join



MISSOURI S&T Graduate Education

LET'S TALK
Graduate Education

Wednesdays
at 3pm
Sept 7 - Nov 16

Details & location information at
grad.mst.edu/events

Join us in person or via Zoom to learn about topics including:

* Plan of Study	* Student Organizations
* Imposter Syndrome	* Motivation
* Technical Editing	* Graduation Prep
	* and more

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Three Minute Thesis (3MT)



Graduate Students compete by presenting their research in 3 minutes and 1 slide using simple, easy to understand terms.

Join the event and vote for People's Choice winner.

Thursday, November 3
5:00-6:00pm
St. Pat's C in Havener / Zoom

More information & Zoom link at grad.mst.edu/events/3mt

3MT 2022 Finale



> Congratulations to the Finalists!

- Ankit Agarwal – Engineering Management, PhD
- Mohamed Elmahallawy – Computer Science, PhD
- Santhoshkumar Sundaramoorthy – Chemistry, PhD
- Seyi Samuel Obafemi – Geology & Geophysics, PhD
- Tazdik Patwary Plateau – Mechanical Engineering, PhD

Reminders and Deadlines grad.mst.edu/currentstudents/forms/

- > **Monday, October 31:**
 - Thesis/Dissertation first format check due
- > **Wednesday, November 9:**
 - Form 2/7: Results of final defense and approval of thesis/dissertation
- > **Friday, November 18:**
 - Final thesis/dissertation must be accepted by Graduate Education



Thank you!

Next meeting November 18 in 140 Toomey Hall

(email Sharon (matsons@mst.edu) if you have a topic you would like to have on the agenda)

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