Council of Graduate Coordinators and Staff (CGCS)

September 16, 2022
Agenda

- Office Changes
- September Graduate Council Meeting Update
- Forms Approval Workflow Initiative
- Degree Audit Revisions
- GTA Workshop/SPEAK Tests Stats
- Graduate Track Pathways (GTP) Stats
- Degrees Awarded
- Fellowship Opportunities
- Events
- Reminders and Deadlines
Office Changes

> New Leadership
  – Dr. Rainer Glaser, Interim Vice Provost of Graduate Education

> Name Change – Graduate Education
  – Implemented gradually with full implementation completed by fall 2023, when the 2023-24 graduate catalog is released

> Technical Editor
  – Lea Hickerson – temporary
  – Position posted until filled
September Graduate Council Meeting

> **2022-23 Officers**
>   - Daniel Oerther, President of Graduate Faculty/Chair of Graduate Council
>   - V. Prakash Reddy, Secretary
>   - Sarah Stanley, Parliamentarian
>   - Kathy Shepherd, Staff Support

> **Submit Nominations/Self-Nominations for 2022-23 End of Year Awards Committee to Kathy Shepherd (kcshepherd@mst.edu) by October 12, 2022. Vote will occur at the November Graduate Council Meeting.**
>   - Five members needed (Four must be members of Graduate Faculty; One must be a staff member working with a graduate program/office)

> **Revise Graduate Catalog – GPA Requirement for Graduate Students**
>   - To clarify that removal of probation is determined by next semester GPA, not cumulative graduate GPA
>     > GPA Requirements for Graduate Students
>     >   In order to earn a graduate degree, a student must achieve both a cumulative GPA of 3.0 or higher for all graduate courses listed on the plan of study and cumulative GPA of 3.0 or higher in all coursework taken at Missouri S&T. In order to earn a graduate certificate, a student must achieve a cumulative GPA of 3.0 or higher in the courses approved for the certificate. On any plan of study or certificate program, no substitution may be made for a course in which the student has earned less than a B grade.
>   
>   All graduate students are encouraged to maintain at least a 3.0 cumulative GPA at all times, and certain departments may even require this minimum GPA. In cases where a graduate student repeats a course, both the original and repeat grades will be used in calculating the student’s GPA, and both will appear on the student’s transcript.
>   
>   If the semester graduate GPA falls below 3.0 the student will be placed on probation for the following semester. If the graduate semester GPA is not 3.0 or above in the following semester that coursework is taken, the student shall no longer be a candidate for a graduate degree or certificate from Missouri S&T.

> **Implementation of Graduate Forms Approval Workflow Using Google Forms**
>   - Presentation by Jade Sinnott, Graduate Education
Forms Approval Workflow Initiative

- No change in forms or due dates of the forms
  - Changing how forms are filled out and approved
- Tested with four departments from June 2022 – present
  - Business and Information Technology
  - Civil, Architectural & Environmental Engineering
  - Mechanical & Aerospace Engineering
  - Psychological Science

<table>
<thead>
<tr>
<th>Forms Processed by Department as of 9/6/22</th>
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<tbody>
<tr>
<td>BIT</td>
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<tr>
<td>CArE</td>
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<tr>
<td>MAE</td>
</tr>
<tr>
<td>Psych</td>
</tr>
<tr>
<td>Total</td>
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</tbody>
</table>
Training for all other departments will begin in a few weeks as the new process is implemented campus-wide
- Training will occur with a selected group of department staff/faculty every couple weeks
- Graduate Education will be in contact to schedule training sessions

### Departments and Anticipated Training Week

<table>
<thead>
<tr>
<th>Departments</th>
<th>Anticipated Training Week</th>
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<tbody>
<tr>
<td>Mathematics</td>
<td>September 19 – 23</td>
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<tr>
<td>Chemical Engineering</td>
<td></td>
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<tr>
<td>Computer Science</td>
<td>October 3 – 7</td>
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<tr>
<td>Materials Science and Engineering</td>
<td></td>
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<tr>
<td>EMSE</td>
<td>October 17 – 21</td>
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<tr>
<td>Physics</td>
<td></td>
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<tr>
<td>Technical Communication</td>
<td>October 31 – November 4</td>
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<tr>
<td>Electrical and Computer Engineering</td>
<td></td>
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<tr>
<td>Mining and Explosives Engineering</td>
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<tr>
<td>Chemistry</td>
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<tr>
<td>Biological Sciences</td>
<td></td>
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<tr>
<td>GGPE</td>
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<td>Nuclear Engineering</td>
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Degree Audit Revisions

> **Adding sections for various milestones within audit**
  > Biological Sciences Non-Thesis Master’s
    > Add Section – Non-Thesis Comprehensive Exam Passed
  > Thesis Master’s Degree
    > Add Section – Final Defense Passed and Final Thesis Accepted
      > Form 2 received by Graduate Education
      > Final thesis accepted by Graduate Education
  > Doctoral Degrees
    > Form 4-Qualifying Examination Passed
    > Form 6-Comprehensive Examination Passed
    > Add Section – Final Defense Passed and Final Dissertation Accepted
      > Form 7 received by Graduate Education
      > Final dissertation accepted by Graduate Education

> **Wording updates for existing sections**
  > Form 1-Plan of Study Approved
  > Form 5-Plan of Study Approved

> **Milestones within the audit will not take the place of the milestone listing that currently appears at the top of the audit**

> **Changes effective this fall**
May 2022
- 26 students completed the GTA workshop
- 10 SPEAK tests administered

August 2022
- 57 students completed the GTA workshop
- 26 SPEAK tests administered
80% of our graduate programs offer a GTP

From SP20-SP22, we have had 103 admitted to a GTP
- 87 enrolled in a MS following graduation (84.5%)
# Degrees Awarded FS21-SS22

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>FS2021</th>
<th>SP2022</th>
<th>SS2022</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate</td>
<td>164</td>
<td>149</td>
<td>27</td>
<td>340</td>
</tr>
<tr>
<td>Master's</td>
<td>166</td>
<td>189</td>
<td>36</td>
<td>391</td>
</tr>
<tr>
<td>Doctoral</td>
<td>33</td>
<td>40</td>
<td>28</td>
<td>101</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>363</strong></td>
<td><strong>378</strong></td>
<td><strong>91</strong></td>
<td><strong>832</strong></td>
</tr>
</tbody>
</table>
Fellowship Opportunities

> **NSF GRFP:**
  - Encourage your students to apply for the NSF GRFP
    - [https://beta.nsf.gov/funding/opportunities/nsf-graduate-research-fellowship-program-grfp](https://beta.nsf.gov/funding/opportunities/nsf-graduate-research-fellowship-program-grfp)
  - **Deadline Dates**
    - October 17 - Life Sciences
    - October 18 - Computer and Information Science and Engineering, Materials Research, Psychology, Social, Behavioral and Economic Sciences, STEM Education and Learning
    - October 20 - Engineering
    - October 21 - Chemistry, Geosciences, Mathematical Sciences, Physics and Astronomy

> **SMART Scholarship-for-Service Program**
  - Available to undergraduate and graduate students pursuing a technical degree in one of the 21 STEM disciplines listed below.
  - **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](https://www.smartscholarship.org/smart)

> **Additional Funding Opportunities:**
  - [https://grad.mst.edu/future-students/funding/external/](https://grad.mst.edu/future-students/funding/external/)
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 re-imbursed. Learn more at

grad.mst.edu/currentstudents/travelfund
Events [grad.mst.edu/events/]

> Thesis/Dissertation Formatting Workshops
  > Formatting with Word
  >   October 10 at 12 pm
  >   October 13 at 12 pm
  > Formatting with LaTeX
  >   October 10 at 2 pm
  >   October 13 at 2 pm

> Three Minute Thesis (3MT®) [https://grad.mst.edu/events/3mt/](https://grad.mst.edu/events/3mt/)
  > Hybrid Competition for Fall 2022
  >   Register by October 2nd
  >   Workshop (required) and Practice Round (optional):
  >   Students must attend the Orientation & Research Prep Workshop in order to compete.
  >   They may sign up for an optional practice round to receive feedback on their slides and presentations during the week of October 10-13.
  >   Preliminary and Semi-Final Round:
  >     Preliminary and semi-final rounds of 3MT® will be held virtually. Participants will pre-record their 3MT® submission by October 16 for judges to consider on October 20 (preliminary round) and October 27 (semi-final round).
  >   Final Round:
  >     3MT® Finalists will present LIVE, in-person to a panel of judges on November 3rd. This will also be live-streamed for audience members who can not or wish not to join 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
Let’s Talk 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
- Imposter Syndrome
- Technical Editing
- Student Organizations
- Motivation
- Graduation Prep
- and more

MINERS DIG DEEPER
Reminders and Deadlines: grad.mst.edu/currentstudents/forms/

> Friday, October 7:
  – Last day to submit thesis or dissertation for technical editing

> 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 October 28 in 140 Toomey Hall

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