



Graduate Education

# Council of Graduate Coordinators and Staff (CGCS)

140 Toomey Hall

December 13, 2024

# CGCS Agenda – Friday, December 13

1 pm – 140 Toomey Hall

- ▶ Graduate Education Office Update
- ▶ Graduate Faculty Leadership Update
- ▶ Graduate Student Bill of Rights
- ▶ GTA Workshop
- ▶ 3MT Results
- ▶ Missouri S&T Doctoral Discovery Weekend
- ▶ Reminders, Deadlines, and Forms

# Graduate Education Office Update

- ▶ We have moved back to our permanent office space in 216 Centennial Hall
- ▶ Two new graduate student coordinators began on Monday
  - Tina Balch – Graduate student advising and funding
  - Jordan Hannah – Graduate student advising and graduate council/faculty support

# Graduate Faculty Leadership Update

- ▶ Graduate Faculty President Elected at the October 23<sup>rd</sup> Special Meeting
  - Lijun Jiang, President
  - Jeffrey Winiarz, Secretary
  - Sarah Stanley, Parliamentarian

# Graduate Student Bill of Rights

- ▶ Dr. Grubbs is visiting departments to introduce himself and to listen and field department's questions, thoughts and concerns regarding the Graduate Student Bill of Rights
- ▶ Ongoing effort to have periodic visits to create more communication between the Graduate Education office and faculty to inform, discuss, and promote items regarding graduate students and graduate student programs while gathering departments input.

# GTA Workshop

- ▶ Next GTA workshop – **January 8, 2025**
- ▶ SPEAK testing – November 18 – December 18
  - SPEAK testing is not required but is an option for students who need to meet the English proficiency requirement.

## **Evaluating English Oral Competency for GTA's:**

A graduate student who was required to provide English proficiency at the time of application and has studied at S&T for fewer than four semesters must satisfy the following minimum scores in order to be considered for a GTA appointment at Missouri S&T.

- TOEFL iBT – speaking sub-section score: 24
- IELTS (academic exam) – speaking sub-section score: 7.5

\*Please note: TOEFL iBT and IELTS scores must be less than two years old from the day of application for the workshop in order to be valid.

Students not meeting the requirement above may opt to re-take the TOEFL or IELTS or be assessed by a SPEAK test.

All students will be required to attend the GTA Workshop prior to teaching in a classroom. The GTA Workshop will be a one-day event with speakers presenting on various topics (FERPA, Academic Integrity, Cultural Orientation, Canvas, University Teaching, etc.)

- ▶ UPDATE -- We will be eliminating the certificate of completion and adding a milestone that would print on the degree audit instead.
  - Departments will attach a degree audit to the student's hiring paperwork instead of the certificate of completion.
  - Examples and information will be sent by email soon.

# Three-Minute Thesis (3MT) Winners

Finale-November 7, 2024

## ► Winners

- First Place
  - Omar Rinchi, Computer Engineering, PhD
- Runner Up
  - Jennifer Harrell, Biological Sciences, PhD
- People's Choice
  - Mobashir Ahmed, Metallurgical Engineering, PhD



# Missouri S&T Doctoral Discovery Weekend

## March 14-16, 2025

- ▶ Event created in collaboration with Enrollment Management
- ▶ Total of 50 vacancies
- ▶ Target prospective doctoral students in the United States, focusing on domestic students in states bordering Missouri, and the Kummer I&E Doctoral Fellows applicants
- ▶ The event will include visiting departments and potential faculty advisors, a meet-and-greet with alumni, attending the St. Patrick's Day Parade, social activities, and a dinner
- ▶ Travel funded through reimbursement with half of the cost (up to \$500) being covered by the university and the other half by the sponsoring department or faculty.
  - Exceptions to the cost-share policy are the new PhD programs in Applied Psychology, Bioengineering, and Biological Sciences which the university will cover the full travel amount (these departments need to be in discussion with the Interim VPGE so that costs are properly managed)
- ▶ Interested students will apply through Slate. (open to any US citizen, permanent resident, or student currently attending a US institution).
- ▶ The list of applicants will be sent to the relevant department for consideration for subsidizing travel.
- ▶ Deadlines for the event are as follows:
  - **January 24th** for the students to apply to the event. Applicants are then sent to departments to start their review.
  - **February 3rd** for departments to notify Graduate Education of their selected students. Our team will then notify selected students with an informational packet and to set up their travel.
  - **February 10th** student deadline to accept invitation and notify us of travel arrangements.



# Reminders, Deadlines, and Forms

## Reminders

- ▶ When a graduate student takes the master's comprehensive exam, doctoral qualifying exam, doctoral comprehensive exam, or defends their thesis/dissertation, they must be enrolled on the date of the exam/defense. If the exam/defense occurs during the intersession, the student must have been enrolled in the immediate preceding semester/session; or, prior to the exam/defense date, they must enroll in one credit hour of Oral Examination, 5040/6040 (charged as an examination-only fee)
- ▶ Doctoral students are required to submit the details of their defense so that it can be publicized by Graduate Education at least one week prior to the defense. Students are requested to submit the Final Doctoral Defense Notification Form 10 days before the defense.
- ▶ To maintain continuous enrollment as required by Policy Memo II-20, doctoral students can enroll in research OR for students that have left campus, continuous registration (6050). Continuous registration is not considered full-time enrollment and therefore not appropriate enrollment for students on a GRA/GTA/GA appointment.

## Deadlines

- ▶ **Intersession Completion**
  - Form 1A/5A; Substitution for Required Certificate Form; Certificate Program Courses Form
    - January 5
  - Thesis/Dissertation first format check due
    - January 5
  - Form 2/7: Results of final defense and approval of the thesis/dissertation
    - January 10
  - Final thesis/dissertation must be accepted by Graduate Education
    - January 17

## Forms

- ▶ We are aware that there are forms in the workflow for students on the graduation list. Degrees will not be awarded until mid-January so there is still time to process forms.
- ▶ We will be placing the graduate actions holds for students that need a Form 1, 4, and/or 5 soon.

**Thank you!**