

Graduate Studies, Office of
Assessment Plan Summary

Graduate Studies, Office of

Quality Communications

Goal Description:

Provide quality communciations with entities inside and outside SHSU.

RELATED ITEMS/ELEMENTS -----

RELATED ITEM LEVEL 1

Improve Graduate Advisor Communication

Performance Objective Description:

Develop a systematic way to provide communications to the graduate advisors about changes in Graduate Studies.

RELATED ITEM LEVEL 2

Graduate Advisors Communication

KPI Description:

Provide a luncheon each full semester for graduate advisors in order to communicate important changes in Graduate Studies.

RELATED ITEM LEVEL 1

Publicize Graduate Student Research And Accomplishments

Performance Objective Description:

Create a venue to publicize graduate student research and accomplishments.

RELATED ITEM LEVEL 2

Create A Graduate Studies Magazine

KPI Description:

Create a graduate studies magazine to publicize graduate student research and accomplishments.

Quality Graduate Programs

Goal Description:

Contribute to an environment that promotes the development and maintenance of quality master's and doctoral programs.

RELATED ITEMS/ELEMENTS -----

RELATED ITEM LEVEL 1

Promote Faculty Research

Performance Objective Description:

Faculty that are active researchers are better prepared to be mentors and bring an expertise to the classroom that promotes knowledge of the literature, appreciation of research and emphasize the scientific practitioner model. Creating and disseminating knowledge is a key component of graduate programs. The Office of Graduate Studies shall contribute to an environment that promotes faculty research.

RELATED ITEM LEVEL 2

Funds For Faculty Travel

KPI Description:

Funding for faculty travel will promote faculty research and development. The amount of funding the Office of Graduate Studies can provide the academic colleges is an indicator of success with respect to promoting faculty research. Funding for faculty research will increase 3%.

RELATED ITEM LEVEL 1

Promote Program Assessment

Performance Objective Description:

Graduate programs should develop and maintain processes and procedures to assess their effectiveness. The Office of Graduate Studies will promote the development of a university-wide process for program reviews.

RELATED ITEM LEVEL 2

Complete Reviews Of 6 Graduate Programs.

KPI Description:

A systematic process for program review promotes quality. A process that encourages a self-study to include an external component contributes to a continuous improvement process. Complete reviews of 6 graduate programs and make changes to the programs based on outside reviewers' suggestions.

RELATED ITEM LEVEL 1

Promote Student Research

Performance Objective Description:

Creating and disseminating knowledge is a key component of graduate programs. The Office of Graduate Studies will encourage and facilitate student research.

RELATED ITEM LEVEL 2

Funds For Student Travel

KPI Description:

Funding for students to travel to present their work at professional conferences serves to promote and reward research. The amount of funding the Office of Graduate Studies can provide the academic colleges is an indicator of success with respect to promoting knowledge of the literature and research among the students. We will increase funding by 5%.

Retention

Goal Description:

Provide inclusion and retention of quality students

RELATED ITEMS/ELEMENTS -----

RELATED ITEM LEVEL 1

Acknowledge Graduate Student Excellence

Performance Objective Description:

Provide graduate students a venue to celebrate accomplishments in their programs.

RELATED ITEM LEVEL 2

Awards

KPI Description:

Develop and implement TA and Research Awards.

RELATED ITEM LEVEL 1

Athlete Advising

Performance Objective Description:

Provide advising for athletes who are entering graduate school to ensure that they are successfully enrolled.

RELATED ITEM LEVEL 2

Athlete Advising

KPI Description:

Advise athletes who want to enter graduate school and move them to enrollment in their senior year.

RELATED ITEM LEVEL 1

Develop And Implement Programming For Academic, Professional And Career Development

Performance Objective Description:

Create and provide workshops promoting academic presentations, dissertation and thesis completion, resumes and cv preparation, IDEA training, etc.

RELATED ITEM LEVEL 2

Programming

KPI Description:

Provide programming for graduate students including resume and vita building, conference presentation, dissertation and thesis tips, template workshops, and teaching evaluations. Evaluate workshops.

Update to Previous Cycle's Plan for Continuous Improvement

Previous Cycle's Plan For Continuous Improvement (Do Not Modify):

In order to provide continued support for students, we will continue to provide writing workshops for students working on thesis or dissertations, to include template workshops as we move into the electronic format with the university purchase of Vizio software. We will begin the assessment and pilot program for a formal Teaching Assistant training initiative in conjunction with the P.A.C.E center. Additionally we will meet with each academic graduate program that offers a thesis option to complete a needs assessment for a Thesis boot camp to mirror the Dissertation Boot camp. We will continue to survey the students who attend engagement events and orientation to provide a continuous students needs assessment. We will move to provide more online engagement sessions to meet the demand of the universities growing online student demographic. We will continue follow up meetings for those programs that completed Program Reviews. Additionally, we will meet with each program to identify any obstacles to making changes. We will continue to develop and grow our student leadership programs. To promote minority student retention in conjunction with the President's Strategic Plan we will implement our minority student achievement initiative, The Graduate Bridge Program. We will continue to

support and promote student achievement through the Graduate Magazine, Graduate Student Appreciation week, and the Graduate Awards banquet. Lastly, we will have meetings with graduate advisors, staff, and associate deans to provide important information about changes in processes and policies as well as to provide information for new faculty members through participation with faculty investment. The Office of Graduate Studies is currently transitioning out the Academic Affairs units of Graduate and Undergraduate catalog, Curriculum process, and committee book to the Office of Academic Planning and Assessment. We will work to complete a smooth transition of staff and resources on September 1, 2015.