

Graduate Studies, Office of
Assessment Plan Summary

Graduate Studies, Office of

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 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

Regular Reviews of Graduate Programs

KPI Description:

In compliance with Texas state education code, the Office of Graduate Studies each year will complete reviews of those programs scheduled for that year. All graduate programs will undergo such review, over and above normal annual assessment, no less than once every seven years.

Results Description:

For the academic year 2016-2018, the follow programs completed a full program review: Health; Kinesiology, Mathematics, Music, Sociology, Spanish, Statistics. The process included a faculty-driven self-study, review and visitation by outside referees, a formal written response to referee comments, and submission of all resulting documents to the Texas Higher Education Coordinating Board.

RELATED ITEM LEVEL 3

Application of review findings to program development

Action Description:

Each program reviewed will produce both an initial self-study and a written response to outside reviewers of that study. The Office of Graduate Studies will confirm the completion of these documents and promote inclusion of the resultant findings in the annual assessment reporting of each program. OGS will meet with programs reviewed the previous year, making a check on implementation progress.

For 2015-2016 the programs were: Communication Studies, Criminal Justice, Curriculum and Instruction, Dance, Political Science, and Public Administration. Over the month of April of 2017, each program scheduled meetings with OGS to discuss progress implementing findings.

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 Office of Graduate Studies will partner with the academic colleges to provide such funding on an annual basis.

Results Description:

In the academic year 2016-2017, OGS will report on this item by recording amounts committed to the colleges. In subsequent academic years, the report will track student activity by time and frequency in an effort to identify and promote specific student outcomes. The amounts for FY17 were:

Business: \$18,000

Criminal Justice: \$23,000

Education: \$60,000

Fine Arts/Mass Comm: \$5,500

Health Sciences: \$5,000

Humanities/Social Sciences: \$22,000

Science/Eng. Technology: \$17,5000

Quality Support in Graduate Studies

Goal Description:

Provide communication, training, and professional development opportunities to all stakeholders in SHSU graduate education.

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 multiple opportunities to meet with and offer training to faculty graduate advisors across the various colleges.

Results Description:

For academic year 2016-2107, the Office of Graduate Studies held two luncheon information sessions and two faculty graduate advisor training workshops. Topics of instruction included:

- Use of admissions tracking software
- Instructions for accessing OGS scholarship funding
- Use of Degree Works degree planning software
- Instructions for converting to paperless thesis/dissertation submissions

RELATED ITEM LEVEL 3

Continuing Communication with Program Directors

Action Description:

OGS will liaise with elements from Enrollment Management, Library Services, Student Affairs, and SHSU Online Services to create agenda for continued education of graduate program directors and associated staff in 2017-2018.

Retention

Goal Description:

Provide inclusion and retention of quality students

Update to Previous Cycle's Plan for Continuous Improvement

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

New Plan for Continuous Improvement was not created in 2015-2016 cycle.

Plans for 2017-2018

Closing Summary:

OGS welcomed a new dean 1 June 2016. In the ensuing months, the goals were budget revision, focus of programming, increased emphasis on student support, and strategic planning for graduate education at SHSU.

As indicated in the results and actions of the various goals, each of the areas of support programming, faculty education, quality enhancement enjoyed increases in monetary and professional support.

For strategic planning, the focus is on increasing graduate student stipends via performance-based mechanisms starting first with PhD programs and proceeding to master's level programs. For 2016-2017, efforts centered on working with the deans of PhD programs to create targets for graduate student teaching, per unit costs of graduate education, and plans for incentivizing enrollment and timely completion of degrees.

The resulting report should be completed in the summer of 2017, with various action steps implemented beginning in the fall semester of that same year. OGS will report the application of resources and work with the colleges and enrollment management to get ascertainable metrics of the results.