

Assessment : 2007 - 2008 : Administrative Support :
Graduate Studies, Office of

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GOAL: Effective And Efficient Administrative Practices

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| Objective | <p>Effective Shared Governance</p> <p>Graduate programs are best served when the faculty and administration take joint responsibility for program quality. The Office of Graduate Studies will create procedures that promote shared governance.</p> <p><i>Associated Goals:</i> Effective And Efficient Administrative Practices</p> |
| Indicator | <p>Develop/Maintain Avenues For Shared Governance</p> <p>Creating multiple venues for input promotes faculty buy-in and encourages the sharing of ideas. The number of official venues for input is a measure of success.</p> |
| Criteria | <p>Avenues for Shared Governance</p> <p>The number of avenues for input providing avenues for seeking disseminating information is an indicator of progress/success.</p> |
| Finding | <p>Maintained Venues for Shared Governance</p> <p>The Graduate Council Membership was expanded in 2005-2006 and was maintained in 2006-2007 and 2007-2008 academic years. The Doctoral Advisory Committee was created late in the 2005-2006 academic year and continues to function. Doctoral Advisors for pending programs are invited to attend as non-voting members. Minutes for both groups are posted online via the Office of Graduate Studies website. Once a semester, the Dean of Graduate Studies meets with the entire group of graduate advisors.</p> |
| Indicator | <p>Number Of Policies Reviewed</p> <p>A regular review process is an essential component of maintaining currency and effectiveness. The Office of Graduate Studies, in conjunction with the Graduate Council will review policies directly impacting graduate education and make recommendations to the Council of Academic Deans.</p> |
| Criteria | <p>Number of Policies Reviewed</p> <p>A regular review process should ensure that over a designated period of time, all policies directly impacting graduate studies are reviewed for currency and relevancy to the institution's mission. At least one-third of the policies related to graduate studies should be reviewed each year.</p> |
| Finding | <p>Policies Reviewed</p> <p>No policies were scheduled to reviewed during the 2007-2008 academic year and the policies directly related to graduate studies were reviewed during the two previous years. However, in implementing the Graduate Faculty Status Policy, APS 801014, the Graduate Council discussed some ways to improve the policy. The policy will be reviewed in the 2008-2009 academic year.</p> |
| Actions for Objective: | |
| Action | <p>Maintain Existing Shared Governance Venues</p> <p>The current combinations of shared governance venues is providing ample opportunities for input. Continue with the same processes for the upcoming 2008-2009 academic year. However, slight changes in the composition of the Graduate Council will be sought to produce an improvement in the representation broadbased academic areas.</p> |
| Action | <p>Policy Review</p> <p>The review cycle will be repeated. One-third to one-half of the policies directly related to</p> |

graduate studies will be reviewed by the Graduate Council, if appropriate, the Doctoral Advisory Committee.

GOAL: Effective And Efficient Administrative Practices**Objective****Maintain An Effective Records System**

The administration of graduate studies requires an information system that promotes efficient and effective input and use of data. The Office of Graduate Studies will work with Computer Services to develop and maintain an information system that promotes the effective and efficient administration of graduate programs.

Associated Goals: Effective And Efficient Administrative Practices

Indicator**Maintain/Improve Records System**

The ability to track student progress, whether in the admission process or during their academic career, is an essential component in administering graduate education. The Office of Graduate Studies will regularly monitor the records system and suggest/make improvements, as needed.

Criteria**Records System Related Initiatives and/or Improvements**

Evidence that initiatives and/or improvements took place is indicative of developing and/or maintaining an adequate records system

Finding**Improving Records System**

During the year the Office of Graduate Studies added three documents to its document imaging process. The admission documents are: reference letters, personal statements, and essays. Additionally, the Office of Graduate Studies trained personnel from the Office of International programs to scan in the respective documents.

Actions for Objective:**Action****Expand Paperless Process**

Work with Computer Services to develop an online application to further facilitate move to a paperless admission and records keeping process.

GOAL: Effective And Efficient Administrative Practices**Objective****Maintain Currency Of Policies**

Policies should be reviewed on a regular basis to ensure that policies are aligned to promote university and college objectives.

Associated Goals: Effective And Efficient Administrative Practices

Indicator

Number Of Policies Reviewed

A regular review process is an essential component of maintaining currency and effectiveness. The Office of Graduate Studies, in conjunction with the Graduate Council will review policies directly impacting graduate education and make recommendations to the Council of Academic Deans.

Criteria

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A regular review process should ensure that over a designaged period of time, all policies directly impacting graduate studies are reviewed for currency and relevancy to the institution's mission. At least one-third of the policies related to graduate studies should be reviewed each year.

Finding

Policies Reviewed

No policies were scheduled to reviewed during the 2007-2008 academic year and the policies directly related to graduate studies were reviewed during the two previous years. However, in implementing the Graduate Faculty Status Policy, APS 801014, the Graduate Council discussed some ways to improve the policy. The policy will be reviewed in the 2008-2009 academic year.

Actions for Objective:

Action

Policies Reviewed

The review cylce will be repeated. One-third to one-half of the policies directly related to graduate studies will be reviewed by the Graduate Council, if appropriate, the Doctoral Advisory Committee.

GOAL: Effective And Efficient Administrative Practices**Objective****Promote Program Assessment**

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.

Associated Goals: Effective And Efficient Administrative Practices, Quality Graduate Programs

Indicator

Development/Maintenance Of Systematic Process For Program Review

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.

Criteria

Creation of program review process

The creation of a program review manual for doctoral programs is the targeted end product for this objective.

Finding

Program Review Manual for Doctoral Programs

A manual for the review of doctoral programs was created and sent to the Council of Academic Deans (CAD). The manual was approved and the program reviews will begin in the 2008-2009 academic year. The doctoral programs in Criminal Justice and Educational Leadership will conduct program reviews.

Actions for Objective:

Action

Doctoral Program Review Manual

The Doctoral Program Review Manual was approved by the Council of Academic Deans.

The doctoral programs in Criminal Justice and Educational Leadership will use the manual and conduct self-studies during the 2008-2009 academic year.

GOAL: Quality Graduate Programs

Objective

Promote Faculty Research

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.
Associated Goals: Quality Graduate Programs

Indicator

Funds For Faculty Travel

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.

Criteria

Increase in funding for faculty travel

An increase in funding from the Office of Graduate Studies will be indicative of continued and expanded support.

Finding

Funds Supporting Faculty Travel

In academic year 2007-2008, the Office of Graduate Studies provided \$130,000 in funds to support research related travel members of the graduate faculty, through June 2008. This was a 27% increase over the funds provided in the 2006-2008 academic year.

Actions for Objective:

Action

Increase funding for Faculty Travel

The funds from the Office of Graduate Studies have contributed to an increase in the research productivity of the graduate faculty. The Office of Graduate Studies will continue to support faculty travel and hopes to increase its level of support in the 2008-2009 academic year.

GOAL: Quality Graduate Programs

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| Objective | <p>Promote Program Assessment</p> <p>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.</p> <p><i>Associated Goals:</i> Effective And Efficient Administrative Practices, Quality Graduate Programs</p> |
| Indicator | <p>Development/Maintenance Of Systematic Process For Program Review</p> <p>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.</p> |
| Criteria | <p>Creation of program review process</p> <p>The creation of a program review manual for doctoral programs is the targeted end product for this objective.</p> |
| Finding | <p>Program Review Manual for Doctoral Programs</p> <p>A manual for the review of doctoral programs was created and sent to the Council of Academic Deans (CAD). The manual was approved and the program reviews will begin in the 2008-2009 academic year. The doctoral programs in Criminal Justice and Educational Leadership will conduct program reviews.</p> |
| Actions for Objective: | |
| Action | <p>Doctoral Program Review Manual</p> <p>The Doctoral Program Review Manual was approved by the Council of Academic Deans. The doctoral programs in Criminal Justice and Educational Leadership will use the manual and conduct self-studies during the 2008-2009 academic year.</p> |

GOAL: Quality Graduate Programs

Objective

Promote Student Research

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

Indicator

Funds For Student Travel

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.

Criteria

Increase in funding for student travel

An increase in funding from the Office of Graduate Studies will be indicative of continued and expanded support.

Finding

Funds Supporting Student Travel

Through June of the 2007-2008 academic year, the Office of Graduate Studies provided approximately \$106,500 to support student travel to present at professional meetings. This represented an increase of more than 40% compared to the funds provided in the 2006-2007 academic year

Actions for Objective:

Action

Increase Funding for Student Travel

Providing funding for student travel promotes quality research and serves as a long-term recruiting tool. With the funds being diverted to supplement recruiting efforts, the Office of Graduate Studies will seek to maintain the current level of support for student travel.

GOAL: Quality Graduate Programs

Objective

Promote The Recruitment Of Quality Students

Successful graduate programs must have quality faculty and students. The Office of Graduate Studies will encourage the academic colleges and programs to actively pursue high quality students.

Associated Goals: Quality Graduate Programs

Indicator

Financial Assistance For Students

While the primary funding source for financial assistance lies within the college and departmental budgets, the Office of Graduate Studies should promote quality and student development by offering supplemental funds. Additionally, funds from the Office of Graduate Studies serve as seed money for development of new programs and initiatives within existing programs.

Criteria

Increase in funding for financial assistance

An increase in funding from the Office of Graduate Studies will be indicative of continued and expanded support.

Finding

Funds Supporting Financial Assistance

Through June of the 2007-2008 academic year, the Office of Graduate Studies provided approximately \$152,000 in scholarships and/or assistants. This represented decrease of just less than 2% compared to the funds provided in the 2006-2007 academic year.

Indicator

Recruitment Funds

While the primary responsibility for recruitment of graduate students lies with the respective academic departments and colleges, the Office of Graduate Studies should encourage the recruitment of quality students by providing funds to do so.

Criteria

Increase in funding for recruitment of students

An increase in funding from the Office of Graduate Studies will be indicative of continued and expanded support.

Finding

Funds for Student Recruitment

Through June of the 2007-2008 academic year, the Office of Graduate Studies provided approximately \$66,600 in funding to support the academic college's recruitment efforts. This represents a 21% increase over the funds provided in the 2006-2007 academic year.

Actions for Objective:

Action

Increase Funding for Financial Assistance

With the increased competition from online programs, the Office of Graduate Studies will seek to increase funding for scholarships and supplemental graduate assistants for emerging programs.

Action

Maintain/Increase Funding for Student Recruitment

SHSU's graduate programs, particularly those in the COE, are facing a challenge with the advent of inexpensive online programs. Additional funds will be allocated to help with recruitment.