OFFICE PERSONNEL:
The biggest changes in the Graduate College office in 2011-2012 were in personnel. Dr. Pawan Kahol had just taken over as interim Graduate Dean. Eric Eckert had just stepped down as the Director of Admissions and Recruitment. In the summer of 2011, we conducted an external search to fill this position. We hired a new Director of Admissions and Recruitment in August 2011, and the person started in early September. However, he resigned after about one week to return to his prior position.

A reorganization then took place to create two positions. The Director of Admissions and Recruitment was downgraded to Coordinator of Graduate Recruitment, and the Applications Evaluator was upgraded to the Coordinator of Graduate Admissions. Both report directly to the Graduate Dean. After an external search in the Fall semester, Misty Stewart was hired as the Coordinator of Graduate Recruitment, and after an internal search in the Spring, Diana Jolly was promoted to the Coordinator of Graduate Admissions. Each Coordinator will now have two graduate assistants to assist them in their responsibilities.

OFFICE EFFICIENCY:
Fire Engine Red is a marketing computer program that allows organizations to send carefully crafted emails to specific audiences. What is unique about Fire Engine Red is that you have the ability to track a variety of information on the emails you send such as:

- Confirmation that the email was successful delivered to the recipient.
- Which recipients on your mailing list actually opened the email.
- How many times did recipients open the email.
- Which links in the email, if any, did recipients click on.

Diana has used Fire Engine Red to send out notices to newly admitted graduate students to submit their final official bachelor’s degree transcript to avoid a hold being put on their account preventing them from registering for classes. More recently, Ms. Jolly has used Fire Engine Red to send emails to students with incomplete graduate admission applications to determine if they are still interested in Missouri State for graduate school. Misty attended the web/phone based training for Fire Engine Red on March 23, 2012, and is using this to enhance communication with perspective graduate students.

Some progress has been made in recording student milestones (the receipt of each student’s Advisor Approved Program of Study, and completion of Comprehensive Exam) in Banner, but some bugs still exist and will be pursued. In addition, Valerie Murphy has been working/training with HR to start handling PAF in an electronic format, to be tested first with a limited number of graduate assistants.
ENROLLMENT:
Graduate Student enrollment (census date) is down a bit from last year (see table below). This suggests either they are leaving (graduation or taking time off) faster than they are starting, and is consistent with the record graduation rates in the last two years. Although it hasn’t quite kept up with the rate we are losing student, it is encouraging that the number of first-time graduate student has shown a strong increase over the previous year.

<table>
<thead>
<tr>
<th></th>
<th>Fall 2010</th>
<th>Fall 2011</th>
<th>% Change</th>
<th>Spring 2011</th>
<th>Spring 2012</th>
<th>% Change</th>
<th>Sum 2011</th>
<th>Sum 2012</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Students Enrolled</td>
<td>3221</td>
<td>3170</td>
<td>-1.6%</td>
<td>3278</td>
<td>3111</td>
<td>-5.4%</td>
<td>1890</td>
<td>1838</td>
<td>-2.8%</td>
</tr>
<tr>
<td>PB/Non-Degree Seeking Students</td>
<td>529</td>
<td>528</td>
<td>-0.2%</td>
<td>541</td>
<td>527</td>
<td>-2.7%</td>
<td>235</td>
<td>260</td>
<td>9.6%</td>
</tr>
<tr>
<td>Graduate Credit Hour Production</td>
<td>23,358</td>
<td>22,183</td>
<td>-5.3%</td>
<td>23,000</td>
<td>21,811</td>
<td>-5.5%</td>
<td>9,100</td>
<td>8,703</td>
<td>-4.6%</td>
</tr>
<tr>
<td>First-Time Grad Students</td>
<td>856</td>
<td>901</td>
<td>5.0%</td>
<td>564</td>
<td>593</td>
<td>4.9%</td>
<td>316</td>
<td>369</td>
<td>14.4%</td>
</tr>
</tbody>
</table>

RECRUITMENT:
College/Career Fairs attended by Missouri State University representatives:

Fall 2011
1. University of Arkansas – Fayetteville; Oct 5 (Dr. Tomasi)
2. Southern Illinois University: Edwardsville – Edwardsville; Oct. 5-6 (Elizabeth and Mina)
3. Fontbonne University- St. Louis; Oct 7 (Elizabeth & Mina)
4. Northwest Missouri State University – Maryville MO; Oct 11 (Dr. Tomasi)
5. Truman State University – Kirksville MO; Oct 19 (Dr. Tomasi)
6. College of the Ozarks – Point Lookout, MO; Oct 20 (Drs. Tomasi & Dillon; Christopher Lynn)

Spring 2012
1. College of the Ozarks – Point Lookout, MO; Feb 23 (Drs. Tomasi, Claborn & Camp)
2. Evangel – Springfield; February 27, 2012 (Mina)
3. Missouri State Career Expo – Springfield; February 28 (Elizabeth)
4. Northwest Missouri State University – Maryville, MO; February 28 (Dr. Tomasi)
5. Philander Smith College – Little Rock, AR; March 8 (Dr. Tomasi)
6. University of Missouri – St, Louis (UMSL) – St. Louis, MO; March 9 (Dr. Claborn)
7. Harris-Stowe State University – St. Louis; March 20 (Tomasi & Stewart)
8. Ouachita Baptist University – Arkadelphia, AR; April 4 (Tomasi & Stewart)
9. Henderson State University – Arkadelphia, AR; April 4 (Tomasi & Stewart)
10. Missouri Southern State Univ. – Joplin; April 4 (Dr. Cindy Hail)
11. Missouri Southern State Univ. (Health) – Joplin; April 5 (Misty Stewart, Linda Vaught)
12. Lincoln University – Jefferson City, MO; April 5 (Drs. Tomasi & Claborn)
13. St. Joseph Career Fair – St. Joseph, MO; April 17 (Tomasi & Stewart)
The Graduate College needs to focus more on the 250 mile radius area surrounding Springfield, with targeted recruiting for underrepresented student groups (minorities, veterans, nontraditional students, etc). I also feel it is important to attend Career Fairs (such as the one in St. Joseph this spring) which welcome educational institutions. By having a presence at these, we are recruiting individuals who are looking for a career change, and know they will need a graduate level degree in order to obtain their goals.

**Graduate College Showcase:** The third annual Showcase was held on Nov 9 in the PSU ballroom, with virtually all graduate programs participating, 73 prospective students in attendance; 54 of them filled out surveys. The graduate program generating the most interest was the MBA, but there were several programs with whom students wanted to visit. The majority of prospective students were enrolled as undergraduates at MSU, but there were a few students that came from Drury and Evangel. Some prospective students reported that they attended in anticipation of a career change or adding more to their educational background for the current careers.

What prospective students liked most at the Showcase was the information provided at each table and the faculty, staff, or Graduate Assistant that were there to answer their questions. The scheduled time and food for the Showcase were much appreciated as well. Things that could be improved, according to the survey results were more Graduate Assistant information and possibly even a table just for that interest. Some prospective students thought it should be more than one day, but for the most part there were no complaints.

From the point of view of the graduate programs, many have expressed dissatisfaction with the event. They feel that the time and effort is too much investment for the opportunity to talk to perhaps 1-2 potential new students. We should encourage these programs to send veteran graduate students from their program, rather than faculty members.

**ADMISSIONS:**

**Improvements & Accomplishments:** The biggest improvement that has been made in Graduate Admissions in the last year has been creating a more efficient processing procedure for graduate applications. This new processing procedure has allowed Graduate Admissions to make sure students’ application status is correct, that students are coded correctly in the computer, and the accelerated master’s degree students are apply for the correct semester. We are still working on improving our accuracy and efficiency in processing graduate admission applications. In early 2012, several admission workshops were held for offices that do admissions. This was very beneficial for Diana Jolly, admissions coordinator. It allowed all offices that have anything to do with admissions to make sure we were all on the same page, as well as answering any questions there may be about admissions.

**GRADS Dashboard:** GRADS Dashboard is a computer program created by Computer Services for Graduate Admissions. It allows Graduate Admissions to make information about students’ graduate admission applications available to graduate programs electronically, such as transcripts and standardized test scores. In addition, graduate programs can submit admission recommendations for students through GRADS Dashboard electronically which are then processed by Graduate Admissions in Banner (INB). Ms. Jolly has been working with Computer
Services to improve GRADS Dashboard, making it more intuitive to use as graduate program directors are constantly changing. Additionally, GRADS Dashboard has the ability for users to run reports and export the information to a Microsoft Excel file. Ms. Jolly is working with Computer Services to include more information about students in these reports from GRADS Dashboard so Graduate Admissions and graduate programs can send mass letters and/or emails to students.

GRADUATE COUNCIL:
New Programs:
- DNP, approved through Council in 2010 but approved through CBHE and added to the catalog this year;
- MS, Athletic Training, approve through Council in 2011 but approved through CBHE and added to the catalog this year;
- EDS program in Counseling and Assessment

Program Changes: 39 changes approved by Council

Four new Accelerated Programs including:
- MSED, Sec Ed, Math;
- MSED, Special Education, Autism Spectrum Disorder;
- MS, Criminology; and
- MS, Health Promotion and Wellness Management

New Courses – 33 total

Course Changes and Deletions – 93 total

Graduate Faculty – 36 approved through Council

CATALOG:
Forty one curricular changes to the Graduate Catalog on all new programs and program changes were made this year. The new courses and course changes are put in Banner by Linda Johnson and then pulled into the catalog. The Graduate College adds all new Graduate Faculty in the back of the catalog (Grad Faculty section) and also in the departmental section…the number of Graduate Faculty added this past year was 36. The Graduate College also updates all new titles once promotions are made and also checks Board of Governors’ minutes for faculty who are leaving or retiring to take them out of the catalog. The Graduate College works with departments and offices to edit their all areas of the catalog.

FACULTY RESEARCH FUNDING:
Faculty Research Grants: In Fall 2011, 28 faculty members applied for research grants. Fifteen (15) were funded to the total of $85,133. The breakdown by department was as follows: Art – 1,
Biomedical Sciences – 1, Chemistry – 2, CSD – 1, GGP – 1, HPER – 1, History – 3, Mathematics – 1, PAMS – 2, Political Science – 1, and Physical Therapy – 1.

During the Spring 2012 there were 18 applications for Faculty Research Grants. Eleven (11) were funded for a total of $63,060. The breakdown by department was as follows: Agriculture – 1, Biology – 4, Biomedical Sciences – 1, English – 1, GGP – 2, and Psychology – 2.

Summer Faculty Fellowships: Twenty-three (23) applications for Summer Faculty Fellowships were received in the Fall 2011. Following a committee review of the applications, 17 were funded at $6,000 per award. The breakdown of awards by college was: COAL – 4, CHHS – 2, CHPA – 4, and CNAS – 7.

STUDENT FUNDING:
Thesis Funding: In Fall 2011 there were 40 graduate students who applied for and received funding for their thesis research projects. The total amount disbursed to these students was $19,850 with the average award being $496. In Spring 2012 there were 27 students who received thesis funding. The total amount awarded was $12,700 with the average award being $470. This program appears to be well-received, and working well. We should continue to encourage all recipients to present their research at the IDF, as well as the professional meeting for which they receive funding to attend.

Student Travel Funding: During the 2011-2012 fiscal year 71 students applied for travel funding to present their research at regional and national conferences. A total amount of $14,300 was disbursed to these students with the average award being $220. We should continue to encourage all recipients to present their research at the IDF, as well as the professional meeting for which they receive funding to attend.

GRADUATE ASSISTANTSHIPS:
In 2011-12, 886 PAF’s were processed. The number of graduate assistants hired (receiving fee waivers) was:

504 total in the fall (357 AY 11-12 appointments + 148 FA 11 only appointments)
501 total in the spring (357 AY 11-12 appointments + 144 SP 12 only appointments)
173 SU 12 appointments.

The number of graduate students supported for at least one of these semesters was 626.

GRADUATIONS & THESES:
Degree Graduates: For FA11, the number of graduate students who graduated was 354, down from the previous year’s record fall, but the second highest in history. In SP12, the number of graduates (511) was again down from the previous year’s record high, but was the second highest in history and included a record number of doctoral students.
Graduate Certificates: So for SU11, FA11 and SP12, 73 certificates were cleared by the Graduate College.

Theses Submitted: 134 theses were handled in 2011-12: 45 SU 11; 27 FA 11; and 62 SP 12

GRADUATE STUDENT COUNCIL:
As has been true for most years, it was difficult to maintain interest in the Graduate Student Council through the year. By the end of the year, no one attended meetings except for a couple of the officers. A different motivation is needed; some additional function or responsibility should be explored.

One major accomplishment of this year was that the Graduate Student Council revised its Constitution; hopefully, this will generate more interest and activity. The new organization, to be called the “Graduate Student Senate”, will function more on the model of the Graduate Council, and will have named representatives (2) for each graduate program. Standing committees with established responsibilities have been included in the structure of this Graduate Student Senate.

INTERDISCIPLINARY FORUM:
The 2012 IDF was used to experiment with a different kind of format. Instead of multiple rooms of oral presentations, they were all conducted in one room (PSU Theatre) without concurrent sessions. Only 24 oral presentations were chosen, and the other students who wanted to do oral presentations were told that they would have to do posters. The total number of poster presentations was 62, giving a total number of presentations of 86. This is similar to the number of presentations in the last two years.

This year, an IDF faculty committee was constituted (1 member per college) to assist with the planning of the IDF, including vetting of this new format, selection of the 24 presentations to be oral, and to encourage participation by their respective colleges. This committee was a mixed success. Some members participated more than others, and it did not appear that the last goal was taken to heart.

Based on student and faculty feedback, it is clear that there is no “best” time to hold this event during the year. However, it may be possible to get more participation by offering two times for students to present; Saturday morning or the preceding Friday afternoon. We should consider trying this option in 2013.

For the 2013 IDF, a major thrust should be to involve the graduate students and faculty from COAL, who no doubt feel disenfranchised by anything that sound like a “research forum”. A separate category should be proposed for students in the “performance arts” to showcase their accomplishments in a separate (but affiliated) event.
SURVEYS:
Council of Graduate Schools (CGS) International Admissions Survey: This survey requests us to provide data on international student applications comparing the current number of applications and admissions for Fall 2012 with the number of applications and admissions from Fall 2011. A breakdown of the applications by country is also requested.

CGS/GRE Survey: The CGS/GRE survey asks for several types of data by discipline:
- Fall 2011 enrollments by discipline (e.g. Natural Sciences, Education, Arts & Humanities)
  - Enrollment by race/ethnicity and gender
  - Enrollment by student status – full-time v.s part-time
  - First-time student enrollment vs. continuing student enrollment
- Applications, admissions, and enrollments for Fall 2011
- Masters, doctorates, and certificates conferred for Fiscal Year 2011

ACT Survey: This survey requests graduate school overview information.
- Tuition costs for the 2011-2012 Academic Year
- Room & Board costs for the 2011-2012 Academic Year
- Services available to students (e.g. health services, student employment, transportation)
- Fall 2011 racial/ethnic percentages of total enrollment
- Fall 2011 gender percentages of total enrollment

NSF-NIH Survey: The NSF-HIH survey is a comprehensive survey of science graduate programs as they fit into 15 categories (e.g. biological sciences, social sciences, physical sciences). This survey requests Fall 2011 enrollment data with regard to student gender, ethnicity, citizenship, full-time/part-time status, and first-time/continuing status. The survey also has a second component that asks for the primary sources of student support (e.g. institutionally funded graduate assistantships, grant funded assistantships, scholarships, self-support).

Peterson’s Survey: This is the most comprehensive of the surveys and takes the longest time to complete. Data is requested for each graduate program in terms of:
- Enrollment (Fall 2011) by gender, full-time/part-time status, and race/ethnicity
- Number of applications, admissions, and enrollments for Fall 2011
- Number of graduate faculty by gender and full-time, part-time (or adjunct) status
- Number of degrees conferred for calendar year 2011
- Entrance requirements by program
- Degree requirements by program
- Program contact information
- Application contact information

Graduate Student Exit Survey: This survey is continuing each semester, after some issues with the conversion from a paper-based format to an online survey, and a lost year of data. Of the 132 graduates who completed the survey in Fall 2011, responses to Likert scale questions generally indicated high levels of satisfaction. The overall mean for these questions was 4.16 (1= strongly
disagree; 3= neither agree or disagree; 5= strongly agree). The three questions with the highest and lowest satisfaction are shown here:

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am confident that I can apply the skills and knowledge gained in graduate study to future employment and public citizenship.</td>
<td>4.56</td>
</tr>
<tr>
<td>I anticipate my graduate degree will improve my chances for a career in the field I have chosen.</td>
<td>4.45</td>
</tr>
<tr>
<td>The graduate experience has helped develop my skills for evaluation and analysis of data.</td>
<td>4.41</td>
</tr>
<tr>
<td>I had sufficient opportunities to acquire teaching skills in my classes (excluding teaching assistantship).</td>
<td>3.92</td>
</tr>
<tr>
<td>My program encouraged me to attend program-related conferences and campus activities such as the Graduate Interdisciplinary Forum, Public Affairs Conference, speakers, and seminars.</td>
<td>3.87</td>
</tr>
<tr>
<td>I participated in student-organized events, either at the department level or university level, during my graduate program experience.</td>
<td>3.16</td>
</tr>
</tbody>
</table>

For students who reported on their research experience, the following mean scores were obtained:

<table>
<thead>
<tr>
<th>I received adequate training and guidance <strong>from my research advisor</strong> for my thesis or non-thesis research experience.</th>
<th>Thesis Students (n = 25)</th>
<th>Non-thesis Students (n = 86)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I received adequate training and guidance <strong>from others in my department</strong> for my thesis or non-thesis research experience.</td>
<td>4.44</td>
<td>3.87</td>
</tr>
<tr>
<td>I received adequate training and guidance <strong>from others in my department</strong> for my thesis or non-thesis research experience.</td>
<td>4.13</td>
<td>3.60</td>
</tr>
</tbody>
</table>

**MS in ADMINISTRATIVE STUDIES PROGRAM:**

After approximately 13 years, Dr. John Bourhis stepped down as Program Director of the MSAS. Tom Tomasi took over as interim Program Director, instituted some student tracking protocols, and instituted regular meetings of the MSAS Committee. The primary objectives of this committee have been to: a) revise the program administration document to specify the process of indentifying a Program Director (with input from Faculty Senate leadership); b) evaluate the current admissions criteria; c) write educational objectives for the MSAS; and d) initiate a program review, including the creation and distribution of an alumni survey.

A search was opened for a new Program Director for the 2012-13 AY. One person applied, and was offered the position, but ultimately declined the offer. Dr. Tomasi was asked to continue serving as the Program Director, and will lead the MSAS Committee in the completion of the program review in fall 2012. Once the program review is completed and any recommended changes are implemented, new brochures should be created and the website should be updated.
The demand for this program appears to be increasing, especially in the “individualized” option area. New option areas should be developed in fields where there is a demand, based on those in the individualized track, and where we already have existing classes that are appropriate.

Currently, a major limitation of the MSAS is the scarcity of face-to-face classes; the faculty incentive to teach in the online mode has been so successful that there are not enough face-to-face classes for most international students to meet their visa requirements. We should focus on achieving a better balance in delivery mode, so that the degree can be completed both fully online and mostly face-to-face.

**CONFERENCES AND WORKSHOPS:**
Drs. Kahol and Tomasi attended the annual meeting of the Council of Graduate Schools (CGS) in December (Scottsdale AZ).

Dr. Kahol and Carla Coorts attended the Midwest Association of Graduate Schools (MAGS) in April (Chicago).

Misty Stewart attended the 25th Annual NAGAP (National Association of Graduate and Admissions Professionals) Conference in Austin, TX, April 25-28, 2012. This conference mainly focused on using technology, web and social media for recruitment purposes and the tools available to track data on websites for graduate programs.

Misty Stewart also attended the MAGAP (Midwestern Association of Graduate and Admissions Professionals – a chapter of NAGAP) Summer Workshop in Chicago, IL on June 8, 2012. This workshop’s focus was on the following: international issues, student services and academic advising. It also allowed the opportunity to network with other recruitment specialists in the Midwest region and be more involved with MAGAP.

In July 2012, Diana Jolly will be attending the NAGAP workshop for new recruitment and admitting professionals in Las Vegas.