MEMORANDUM

TO: Institutional Effectiveness Council

FROM: School of Graduate Studies

DATE: 01/16/13

RE: Executive Summary of Planning and Assessment Documents and Priorities for School of Graduate Studies

Accomplishments 2011-2012

The School of Graduate Studies:

- Developed the Candidacy Policy
- Attended Datatel Training
- Implemented Satisfactory Academic Progress Policy
- Required Livetext to be used by all students
- Developed a Blackboard Orientation Shell
- Implemented new registration guideline- to restrict students to taking courses only in their program.

Items Needing Action (Listed in Order of Priority)

1. Attract qualified graduate assistants for all positions by seeking additional funding to increase graduate stipends.
   
   Cost: $200 per month x 24 graduate students = $4800 per month x 9 months = $43,200 + $1800 to cover 12 month graduate students = $45,000

2. Increase the enrollment in the existing Graduate Online Program by attending two conventions per year with booth in connection with online; and purchase graduate school brochures.
   
   Cost: $5,000

3. Add appropriate fulltime staff to the office of graduate studies by securing the appropriate funding to add one staff member for each increase of 500 graduate students.
   
   Cost: $32,000

Total Cost: $82,000