Mission / Purpose
The School of Graduate Studies will provide effective administrative services and quality programs that are accessible to qualified students, particularly those who are employed and seek to enhance their professional credentials.

I. Goals and Other Outcomes/Objectives, with Related Measures, Targets, Findings, and Action Plans

A. Goal: Provide effective administrative services
Provide effective administrative services for the University. The School of Graduate Studies will provide effective administrative services in support of graduate programs.

1. Objective: Provide a portion of tuition for GA
The School of Graduate Studies will work to provide a portion of the tuition for each semester (Fall and Spring) for each Graduate Assistant.

a. Measure: Recruit and retain qualified GAs
Recruit and retain qualified Graduate Assistants by providing a portion of tuition costs.

1. Achievement Target:
Provide Fall and Spring tuition assistance for 22 Graduate Assistants.

2. Findings (2011-2012) - Target: Not Met
Even though the School of Graduate Studies was able to provide a stipend for 22 Graduate Assistance, Graduate Studies was not able to provide tuition assistance due to lack of funding.

3. Action Plans:
a. Attract qualified graduate assistants for all positions
Increase funding for graduate assistants in order to fully staff all positions with graduate students.
Established in Cycle: 2010-2011
Implementation Status: In Progress
Priority: High
Implementation Description: Seek additional funding to increase graduate stipends. The School of Graduate Studies will promote graduate assistant opportunities among UWA graduate students.
Additional Resources Requested: $200 per month x 24 graduate students = $4800 per month x 9 months = $43,200 + $1800 to cover 12 month graduate students = $45,000
Budget Amount Requested: $45,000.00 (recurring)

b. Tuition assistance for Graduate Assistants
The School of Graduate Studies will continue to pay Graduate Assistance a monthly stipend and seek funding for tuition assistance in the future.

Established in Cycle: 2011-2012
Implementation Status: Planned
Priority: High

2. Objective: Students will meet admission requirements in the School of Graduate Studies
Students will meet all admission requirements in the School of Graduate Studies.

a. Measure: Students will submit all required paperwork for admission to the School of Graduate Studies
Students will submit all required paperwork including GRE or MAT scores to be kept on file in the School of Graduate Studies.

1. Achievement Target:
   All students will have a complete file including application materials and GRE or MAT scores prior to their application date for graduation.

2. Findings (2011-2012) - Target: Not Met
   Candidacy requirements were not established in 2011-2012. Candidacy requirements will begin in the Fall 2012. All students will be required to have a complete file upon the completion of 9 hours.

3. Action Plans:
   Candidacy requirements will be implemented
   The School of Graduate Studies will implement candidacy requirements for all graduate students. All graduate students must meet admissions requirements including application materials and MAT/GRE score before completing 9 hours.
   Established in Cycle: 2011-2012
   Implementation Status: Planned
   Priority: High
   Implementation Description: The Graduate School will require this of all graduate students beginning Fall 2012.
   Responsible Person/Group: Dee Dee Hines and Charlotte Reed

b. Measure: Collaborate with department to offer prep sessions
The School of Graduate Studies will collaborate with academic departments to offer preparation sessions for comprehensive examinations and the Praxis II test.

1. Achievement Target:
The School of Graduate Studies will collaborate with academic departments to offer preparation sessions for all degree programs.

2. Findings (2011-2012) - Target: Partially Met
The School of Graduate Studies collaborated with Instrucational Leadership and Support and a Elementary Education Praxis II Study Session was conducted.
3. Action Plans:
   a. Collaborate with departments to offer preparation sessions
      The School of Graduate Studies will collaborate with all relevant academic departments to offer preparatory sessions for comprehensive examinations or the Praxis II test for all graduate degree programs.
      Established in Cycle: 2010-2011
      Implementation Status: In-Progress
      Priority: High
      Implementation Description: Collaborate with departments offering graduate degrees to offer preparation sessions for their respective comprehensive examinations or Praxis II tests.
      Additional Resources Requested: None
      Budget Amount Requested: $0.00 (no request)

   b. Preparatory sessions for Graduate Students
      The School of Graduate Studies will collaborate with all academic departments in the future to develop preparatory sessions for comprehensive exams and the Praxis II.
      Established in Cycle: 2011-2012
      Implementation Status: Planned
      Priority: High

3. Objective: Provide effective support and services to students
   The School of Graduate Studies will provide effective support and services to graduate students in all programs.

   a. Measure: Provide adequate staff to meet the needs of students
      The School of Graduate Studies will review its current administrative structure to determine if there is an adequate number of staff to meet the needs of all students.

      1. Achievement Target:
         The School of Graduate Studies will seek funding to add an additional staff person for every 500 student increase annually.

      2. Findings (2011-2012) - Target: Met
         While enrollment did increase, the numbers were not great enough to justify the need for additional staff members. However, based on the Student Satisfaction Survey 89% of Graduate Students that completed the survey answered "very satisfied" or "satisfied" on the overall service quality of the Graduate Office.

   b. Measure: Investigate the need to extend hours of operation
      The School of Graduate Studies will investigate the need to extend working hours until 6:00 p.m. to meet the needs of campus students.

      1. Achievement Target:
         The School of Graduate Studies will work with the Office of Institutional
Effectiveness to conduct a survey of all graduate students to determine if there is a need to extend office hours until 6:00 p.m.

2. Findings (2011-2012) - Target: Met

The Office of Graduate Studies determined that the office hours do not need to be extended because all graduate forms are available online to students at all times. The Graduate Student Satisfaction Survey shows that 86% of students who completed the survey agreed or strongly agreed with the question "the procedures for pre-registration are simple and the instructions are clear and precise". Also, 89% of graduate students that completed the survey agreed or strongly agreed that overall service of Graduate Studies is excellent.

II. Other Plans for Improvement:

A. Add appropriate office equipment to the School of Graduate Studies.

Add appropriate office equipment to the School of Graduate Studies.

Established in Cycle: 2010-2011
Implementation Status: Finished
Priority: High
Implementation Description: Secure the appropriate funding to adequately replace the equipment.

B. Find space for new staff

Find space for new staff.

Established in Cycle: 2010-2011
Implementation Status: In-Progress
Priority: High
Implementation Description: Remodel space.

C. Increase the enrollment in the existing Graduate Online Program

Increase the enrollment in the existing Graduate Online Program by recruiting efforts at Teacher Conventions in the southeast.

Established in Cycle: 2010-2011
Implementation Status: In-Progress
Priority: High
Implementation Description: Attend two conventions per year with booth in connection with online. Graduate school brochures.

D. Fall and Spring Tuition for 22 GAs

Graduate Assistant stipends have increased very little and GAs must pay their own tuition and books from their stipend. In keeping with other comparable GA programs and in order to attract quality GAs, we must include a tuition remission program for them. To this end, the Graduate Council again voted unanimously to seek funds to pay tuition for up to two courses per semester for each GA.

Established in Cycle: 2011-2012
Implementation Status: In-Progress
Priority: High

Additional Resources Requested: $2,940/Graduate Assistant X 22 = $64,680
Budget Amount Requested: $64,680.00 (recurring)
E. Increase DOE
Increasess in enrollment require an increase in postage for admission, testing, and graduation correspondence
Established in Cycle: 2011-2012
Implementation Status: In-Progress
Priority: High
Additional Resources Requested: $2,000 for postage
Budget Amount Requested: $2,000.00 (recurring)

III. Analysis Questions and Analysis Answers

A. What specific strengths did your assessments show? (Strengths)
Graduate Students are "very satisfied" or "satisfied" with the overall service quality of the Graduate Office. The School of Graduate Studies has provided students with clear and precise instructions for pre-registration. Students enrolled in a Graduate Studies program have access to a user friendly website that is available at anytime. The School of Graduate Studies provided a monthly stipend for 22 Graduate Assistance. School of Graduate Studies successfully collaborated with a department on campus to provide preparation sessions for the Praxis II.

B. What specific weaknesses or challenges did your assessments show? (Weaknesses)
The School of Graduate Studies was unable to provide Graduate Assistance with Fall and Spring tuition assistance. Although the numbers were extremely low (2.3%), the Office of Graduate Studies lacked completed files on some of the graduating students. The School of Graduate Studies collaborated with some, but not all academic departments to offer preparation sessions for comprehensive exams.

C. What plans were implemented?
The School of Graduate Studies asked for additional funding to provide tuition assistance to Graduate Assistance. A candidacy program was developed and will begin in the Fall 2012. A Student Satisfaction Survey was conducted by the Office of Graduate Studies. The School of Graduate Studies collaborated with Instructional Leadership and Support and offered a preparation session for the Praxis II. The School of Graduate Studies conducted a survey to determine if students needs were met while enrolled in Graduate School.

D. What plans were not implemented?
Candidacy was developed during 2011-2012 academic year, however it will not be implemented until Fall 2012. The School of Graduate Studies collaborated with some but not all academic departments to offer preparation sessions comprehensive exams.

E. How will assessment results be used for continuous improvement?
The School of Graduate Studies will continue to seek funding for tuition assistance for GAs. The candidacy model will ensure that all students have been unconditionally admitted to The School of Graduate Studies and the respected program within the first 9 hours of course work. Clear and precise instructions for
new pre-registration procedures will be communicated to students through the Graduate Studies Orientation Blackboard Shell.

IV. Annual Report Section Responses

A. Key Achievements
The School of Graduate Studies: Developed the Candidacy Policy; Attended Datatel Training; Satisfactory Academic Progress Policy; Implemented Livetext to all students; Developed a Blackboard Orientation Shell; Implemented new registration guideline- to restrict students to taking courses only in their program.

B. Staff Achievements
All Graduate Studies staff members attended a Datatel Training Session in Spring 2012.

Dr. Kathy Chandler:
- Member, Alabama Council for Graduate Deans
- Member, Executive Board for Alabama Associate of Colleges for Teacher Education
- Past President, Society of Elementary Presidential Awardees
- North Alabama Mentor
- Presidential Awards in Mathematics and Science Teaching
- Alabama State Department of Education Mentor
- National Board Certification Webinar Speaker
- Myths and Misconceptions of HEOA Mandates
- Software Secure Webinar Speaker
- Preparing the Presidential Award Application
- Society of Elementary Presidential Awardees Presenter
- Implementation strategies for S is for Scientists: A Discovery Alphabet and Let's Have a Ball Children's Book
- Council/ Presidential Awardee Poster Presentation
- National Science Teachers Association Conference, San Francisco, CA
- Speaker Early Childhood Educators Conference
- The University of West Alabama, Livingston, AL Project Engage (2011).
- Project Bloom (2011) U.S. Department of Education, Award Amount: $40,000 of a $250,000 overall grant budget
- Council for Elementary Science International Society of Elementary Presidential Awardees
- Council of Presidential Awardees in Mathematics Kappa Delta Pi

Dr. BJ Kimbrough:
- UWA SACS Student Support Services Committee, Chair
- Honors Program Committee
- Graduate Council
- Graduate Appeals Committee
- The Loraine McIIwain Bell Trustee Awards Committee
- Sponsored Program Advisory Committee
- Tenure and Promotion-College Review Group
- Promotion and Tenure Appeals Committee
- University Academic Council
- Special Education Scholarship Committee
- Education Specialist Program Committee
- The University Council on Teacher Education
- The COE Teacher of the Year Award Committee
### Planning and Assessment Approval

**Department or Division:** School of Social Studies  
**Chair or Director:** SJ Kimmo  
**Dean or Vice President:** B.J. Kimmo  

<table>
<thead>
<tr>
<th>Item</th>
<th>Approved</th>
<th>Remarks</th>
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<tbody>
<tr>
<td><strong>Goals</strong></td>
<td></td>
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<tr>
<td>Goals are broad statements describing what the unit wants to accomplish. Goals relate to both the unit's mission and the University's mission. The goal(s) is stated as the University goal(s) a unit is attempting to meet.</td>
<td>Approved</td>
<td>Remarks</td>
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<tr>
<td><strong>Outcomes/Objectives</strong></td>
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<tr>
<td>Outcomes and objectives are statements that describe in some detail what the unit plans to accomplish. Outcomes/objectives are associated with all applicable goals, strategic plans, standards, and institutional priorities.</td>
<td>Approved</td>
<td>Remarks</td>
</tr>
<tr>
<td>Objectives are active-verb descriptions of specific points or tasks the unit will accomplish or reach. Outcomes are active-verb descriptions of a desired end result related to student learning and the unit's mission.</td>
<td>Approved</td>
<td>Remarks</td>
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<tr>
<td><strong>Measures</strong></td>
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<tr>
<td>Measures are statements to judge success in achieving the stated outcome or objective. Measures contain information on the type of evidence and assessment tool that a unit will use to verify if stated outcome/objective has been met.</td>
<td>Approved</td>
<td>Remarks</td>
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<tr>
<td><strong>Achievement Targets</strong></td>
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<td>Achievement targets are the thresholds that the measures must meet for the unit to determine that it has been successful in meeting its specified outcomes/objectives. Achievement targets are measurable statements.</td>
<td>Approved</td>
<td>Remarks</td>
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<tr>
<td><strong>SELF-STUDY</strong></td>
<td><strong>Approved</strong></td>
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<tr>
<td><strong>Findings</strong></td>
<td>Yes [w]</td>
<td>No ___</td>
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<tr>
<td>Findings are indications whether an outcome/objective was met or not. Findings are put into the system under each achievement target. Findings include an interpretation of results, possible uses of results, reflection on problems encountered, indicated improvements/changes and strengths or weakness.</td>
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<tr>
<td><strong>Action Plans</strong></td>
<td>Yes [w]</td>
<td>No ___</td>
</tr>
<tr>
<td>Action plans are detailed plans created by the unit to meet an outcome/objective that was only partially met or not met or to make improvement to those outcomes/objectives that were met but still need some strengthening. The plan includes a projected completion date, implementation description, responsible person(s)/group, resources required, and budget amount (if applicable). Action plans created in previous cycles have been updated with implementation notes.</td>
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<tr>
<td><strong>Annual Report</strong></td>
<td>Yes [w]</td>
<td>No ___</td>
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<td>The Annual Report section contains information on key achievements, faculty and/or staff achievements, and community/public.</td>
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<tr>
<td><strong>Analysis Report</strong></td>
<td>Yes [w]</td>
<td>No ___</td>
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<tr>
<td>The unit has reflected on and created narratives for each of the following areas: specific strengths and progress made on outcomes/objectives, specific weaknesses or challenges, plans that were and were not implemented, and how assessment results will be used for continuous improvement.</td>
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Approved by: [Signature of Dean/Vice President]  
Date: 01/30/12

Received by OIE: [Signature of Coordinator of Planning and Assessment]  
Date: 8-10-12