

**Illinois State University  
Academic Affairs  
FY18 Planning Document  
Graduate School**

**I. Major Objectives for FY18**

The Graduate School has recently updated its strategic plan. This plan as well as Educating Illinois Goals 1 & 2 will drive the FY 18 Planning document:

**Educating Illinois Goal 1:** Provide a supportive and student-centered educational experience for high-achieving, diverse, and motivated students that promote their success.

**Educating Illinois Goal 2:** Provide rigorous, innovative, and high-impact undergraduate and graduate programs that prepare students to excel in a globally competitive, culturally diverse, and changing environment.

Below are the 10 strategies and associated tactics that will guide the Graduate School over the next 6 years.

1. Continue to improve the role of the Graduate School in problem-solving, customer service and leadership
  - a. Continue to look for ways to serve our constituents. (ongoing)
  - b. Seek to enhance customer service to faculty, staff, and students. (ongoing)
  
2. Advocate for graduate students, student services, and student scholarship and creative activity.
  - a. Work closely with the graduate student senator to communicate issues relevant to graduate students. (ongoing)
  - b. Hold a “Coffee with the Director” event inviting all graduate students to share concerns with the staff on a regular basis. (FY 18)
  - c. Capitalize on establishing/growing programs that meet the demands of potential students and the job market such as:
    - i. 4+1 programs (FY 18)
    - ii. INTO (FY 18)
  
3. Maintain standards across campus
  - a. Work with departments to recruit more applicants to increase the quality of the applicant pool. (FY 18)

- b. Review and develop a policy to deal with dual credit courses (300 level) and the lack of standardization for graduate student requirements within them. (FY 18)
  - c. Revise the Graduate Catalog to ensure degree requirements are detailed for each program. (FY 18)
4. Review and improve the thesis/dissertation process including deadlines and formatting.
- a. Review the thesis/dissertation process and formatting guidelines in both the Graduate School and the Registrar's Office in order to eliminate inefficiencies. (FY 18)
  - b. Once thesis and dissertations formatting and inefficiencies are reviewed, adjust dates and deadlines to give students more time to complete the thesis/dissertation. (FY 18)
  - c. Hold ProQuest drop in hours to better serve students at the defense stage of the thesis/dissertation. (FY 18)
5. Provide recruitment assistance to programs.
- a. Hold a recruitment workshop for faculty to build skills and learn best practices in recruiting quality graduate students. (FY 18)
  - b. Create the Graduate School summer fellowship where a faculty member works in the Graduate School to develop recruiting strategies, promotional talking points, marketing materials. (FY 18)
  - c. Survey those students accepted to ISU but who did not attend to determine reasons why we are losing graduate students. (FY 18)
6. Integrate across campus the concept that graduate programs add value to the university in terms of prestige and scholarship.
- a. Communicate work of graduate students to upper administration on a regular basis. (FY 18)
  - b. Continue to seek representation of the Graduate School on key committees and with key stakeholders. (FY 18)
7. Because graduate programs are important to faculty members, work with Chairs/Directors, Deans, and other levels of administration to enhance that value to new hires and current faculty as well as expand graduate program offerings.
- a. Implement the INTO program at the graduate level. (FY 18)
8. Reposition graduate programs so they get more institutional recognition than they currently receive.
- a. Request that each college assign an associate dean within the college the responsibility of graduate education. (FY 18)
9. Advocate that graduate assistants are valuable resources.
- a. Analyze data examining loss of graduate assistants across campus. (FY 18)

10. Recognize that graduate students are different than undergraduate students and that different services are required to support them.

- a. Meet with Student Affairs to review services available to graduate students and market them to the students. (FY 18)
- b. Investigate the library services needed by graduate students. (FY 18)

**II. Permanent Funding requests**

Director, Marketing & Diversity (\$60,000) – This new position within the Graduate School would be responsible for developing a recruitment plan to increase enrollment in most programs on campus, increase the number of international students, work with individual degree programs to create a recruitment plan, attend graduate student recruitment fairs, manage recruitment and marketing pieces disbursed by ISU, increase the diversity of graduate students, and increase the number of external graduate assistantships. Recruiting 8 tuition paying in state students or 4 out of state or international students generates the salary assigned to this position.

**III. Strategic Budgeted Carryover**

**IV. Provost Enhancement Requests**

**V. Personnel Requests – New TT - No request from Graduate School**

**VI. Personnel Requests – Other TT - No request from Graduate School**

**VII. Facilities Requests - No request from Graduate School**