

**Illinois State University
Academic Affairs
FY17 Planning Document
Graduate School**

I. Major Objectives for FY17

In support of Educating Illinois Goals 1 & 2:

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

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.

Goal 1 Activities:

a. Graduate recruitment

- i. Recruit, enroll and retain high-achieving, diverse, and motivated students by financially supporting departmental recruitment efforts to reach enrollment management targets (Strategy 1).
- ii. Promote recruitment efforts of underrepresented groups and international students, with involvement from graduate departments/schools (Strategy 1).
- iii. Work with Admissions to further develop recruitment tactics (Strategy 1).
- iv. Review and revise TOEFL/IELTS testing guidelines (Strategy 1).

b. Financial Support

- i. Monitor graduate assistants (GA's) across campus including continued efforts to increase graduate student stipends to competitive national levels as the state and university budgets permit, the number of GA positions, and the distribution of GA's within programs and departments. (Strategy 1).
- ii. Investigate graduate student payment options to understand the feasibility of graduate students having a different payment schedule with a first payment due in September after they receive their first GA stipend payment.
- iii. Revise how college tuition waivers are allocated to more equitably use the funds.

c. Partnerships

- i. Implement the MAGS Teaching Awards Program (Strategy 5).
- ii. Establish a solid partnership between the Graduate School, OISP and Admissions to enhance recruitment strategies and services for existing students (Strategy 1).
- iii. Work with Milner Library's Information Use and Fluency Department to develop the "Grow a Researcher" program.
- iv. Create new partnerships across campus to provide additional graduate student services.
- v. Work with Career Services to offer graduate school workshops and graduate school fairs to undergraduate students. (Strategy 5).

d. Student Support Services

- i. Assist with activities of the Black Graduate Student Association (Strategy 5).
- ii. Assist with activities of the Graduate Student Association (GSA) such as new student orientation, socials, brown bag lunches, and maintaining two seats on the Academic Senate (Strategy 5D).
- iii. Offer monthly workshops within the Professional Development Series (Strategy 5A).
- iv. Continue and enhance the graduate student advisory board for the Graduate School (Strategy 3B & 5D).

Goal 2 Activities:

a. Administrative Support

- i. Serve as the primary administrative body and chief compliance unit for the activities of the 85 master's degree programs and sequences, 10 doctoral degree programs, and 28 certificate programs. These programs fall within 34 degree granting departments across campus and serve approximately 2,250 graduate students.
- ii. Develop a plan to implement the bylaws changes that will restructure the Graduate Council and its committees.
- iii. Regularly meet with graduate program support staff to better understand their issues.
- iv. Revise catalog copy to reduce inconsistencies and enhance readability.

b. Planning for the Future of Graduate Education

- i. Complete the Graduate School strategic plan.
- ii. Continue to monitor public, private, and nonprofit initiatives in graduate education for possible implications for graduate programs at ISU. Monitoring is done through the state and national levels of the Council for Graduate Schools.

c. Research Activity

- i. Administer and financially support research initiatives for graduate students who are a part of the University Research Symposium (Strategy 2).
- ii. Convert University Research Symposium registration to FormStack.
- iii. Investigate the use of the ISU app in place of a booklet for the Symposium.
- iv. Maintain the number of students submitting research projects for the University Research Symposium (Strategy 2).
- v. Track the publications and presentation of the Dissertation Completion Grant recipients (Strategy 3C).
- vi. Start the Three Minute Thesis Competition.
- vii. Work with Milner Library to improve the Word template and change the format requirements needs to make this template useful to students.
- viii. Review the thesis/dissertation deadlines.

d. Copyright

- i. Track progress of ORCID on campus.
- ii. Continue to train faculty and staff on copyright issue.
- iii. Complete the data management tool.

e. Globalization

- i. Work with the English Language Institute to determine the feasibility of conditional admission to programs after participation in the ELI program (Strategy 5).

II. Permanent Funding requests

Graduate School Specialist Upgrade - Upgrade Dana Davidson's position from Clerk to Graduate School Specialist. Two years ago Human Resources did a job audit and indicated that Dana's job was not a clerk level position, but she did not have the experience to meet the Graduate School Specialist qualifications. As of February 2016, she had the time on the job to qualify for the Graduate School Specialist. This requires an increase of approximately \$11,200 per year. This would move her from \$16.33 per hour to \$22.07 per hour.

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**

Graduate School Academic Project Manager (\$21,000) - With three full time staff, it has been difficult to begin initiatives that would help graduate students and faculty be successful and improve graduate education. An allocation of Provost Enhancement money would allow the Graduate School to buy out a faculty member 25% time for the fall and spring semester, and a \$5,000 stipend in the summer to complete projects that are much needed. These projects include but are not limited to: working with Admissions to implement the new customer relations software at the graduate level; correspond and work with international students about admissions; acquire, track, and/or analyze data on continuous registration, time to degree, and admissions trends; establish a clearinghouse of best practices across campus on such issues as orientation and marketing. Once established, these programs can be carried out by current staff. Ideally, the person chosen would have experience in graduate education and have a desire to gain experience in administration, such as someone completing the Leadership Initiative Program.

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**