

Graduate College Annual Report 2012-13

GOALS:

1. Working with the Academic Deans develop a roadmap for increasing the number of graduate students in the near and mid-terms.

Accomplished- Worked over the summer with individual deans to examine opportunities to expand existing and to develop new graduate programs. The plan was presented to the Provost in September. The number of additional graduate students would increase 120 – 180 depending upon how the Provost allocates net new additional faculty lines.

2. Reduce and streamline the paperwork requirements in the Graduate College.

Accomplished – Employed a graduate program coordinator to evaluate all of the forms in the Graduate College with an eye toward eliminating unnecessary ones and converting others to on-line forms. Eliminated five forms and converted all others to electronic fillable formats to be implemented 2013-14AY.

3. Convert paper catalog to on-line catalog

Accomplished – Went into contract with a vendor (Acalog) to transition the Graduate Catalog to digital format.

4. Expand the number of international students in graduate programs.

In progress – Following up on the work of the International Education Taskforce, undertook two initiatives. First is employing a full-time professional director for International Education. Currently reviewing applications with campus interviews anticipated to occur in late April-early May. Second, in negotiations with both Virginia Tech's Language and Cultural Center and the ELS Corporation to assess which recruitment vendor fits RU's needs best.

5. Improve the accessibility and utility of the Research Compliance Office.

In progress – The web site for the Research Compliance Office has been totally revamped with features added to assist researchers navigate the various federal requirements for human and animal research. In addition, I supplied the Office with an additional GA to process protocols more expeditiously.

6. Obtain greater faculty input into Graduate College policies and procedures.

Accomplished – created a Policy Committee for the Graduate Affairs Council for the purpose of gathering information and making recommendations on potential policy initiatives.

7. Improve the process for reviewing graduate applications.

In process – We obtained funding to add a new program to our on-line application process that will allow electronic dissemination of application materials out to departmental admissions committees. This will allow admissions committees to review materials on-line and asynchronously Fall 2013. This will also allow applicants to know where they are in the review process through our application portal.

8. Fully implement Electronic Thesis and Dissertation submissions.

Accomplished – Finalized policies and procedures (with an instruction manual) with the library to guide students and faculty with the submission process.

9. Change policy on continuous enrollment.

Partially accomplished – There are two parts to this goal. One was to change continuous enrollment from a calendar year clock to an academic year clock. This removed the summer sessions from the continuous enrollment calculation. The second effort is to get the BOV to approve reducing the cost of the Continuous Enrollment course (GRAD 799) from \$391 to \$50 for in-state tuition and \$767 to \$50 for out-of-state students. This proposal is in the Budget Office awaiting presentation to the BOV.