Mission Statement for the Graduate School

The purposes of the graduate program are to provide well-qualified students with the opportunity to obtain a graduate degree, to provide members of the teaching profession with the opportunity to obtain a graduate degree, to provide members of the teaching profession with the opportunity to enhance their competencies and knowledge in areas associated with the profession, to equip superior graduate students for research and study at the doctoral level, and to provide college graduates who do not desire an advanced degree the opportunity to enhance knowledge and skills. Inherent in the guiding philosophy is the assumption that graduate study includes more than the passing of prescribed courses and the meeting of minimum requirements. Any student who receives a graduate degree must possess a broad knowledge of the literature of his field of study, be capable of sustained study, exhibit the power of independent thinking, and possess a reasonable ability in research.

All graduate work is administered by the Graduate School and the Committee on Graduate Studies.
Accomplishments of Graduate Education
at the State University of West Georgia

While individual unit reports document accomplishments of individual academic units, graduate education at the University remains strong. This is based on the following:

- A ten year annual visit by the Southern Association of Colleges and Schools had no recommendations for corrective actions concerning the quality of graduate education at the State University of West Georgia or the Graduate School Office. This attests to the quality of the Graduate School Office and the Graduate School in general at UWG.

- High quality graduate programs are offered. Almost all graduate programs capable of outside accreditation have obtained such accreditation. The Nursing Department is positively evaluating a visit by the Commission of Collegiate Nursing Education accrediting body this spring and waits with great expectation to be accredited through its masters degree program this fall when the agency meets to render a final decision.

- The scholarly productivity of the faculty as documented in unit annual reports.

- The overall strength of technological resources. SACS gave UWG a commendation for its level of technological resources. During a spring 2002 survey UWG graduate students gave “Availability of up to date
technologies and methodologies” their highest rating of several important indicators of academic excellence.

- Increases in graduate enrollment during fall, spring and summer semesters so far suggest that graduate enrollments should be healthy in the near future.

- Enrollment in new masters degree programs in Computer Science and Nursing and certificate programs in Public History and Museum Studies is healthy. Enrollment in areas such as Educational Leadership, Counseling, and Media/Instructional Technology remains strong.

- The regular evaluation of graduate faculty was begun.

- A new certificate program was approved in Gerontology which should begin this fall and Nursing is looking into offering its own certificate program. In addition, the MPA program is attempting to negotiate an agreement with Auburn for an emphasis in aviation management.

- Graduate faculty and student research awards were given for the second year in a row.

- The Ed.D. program admitted it’s fourth cohort of students and should produce its first graduate this summer or fall.

- We had the largest African American graduate student enrollment in the history of the university. We also had the highest percentage AA enrollment in the history of the university. We have the third highest AA graduate enrollment of any institution in the University System of Georgia.
Specific Accomplishments of the Graduate School Office

During FY 2003 the Dean of the Graduate School and the Graduate School Office had the following accomplishments:

- Installation of a new security system which makes the files and equipment in the Graduate Office more secure. In addition, some staff now have portable silent emergency alarms which could prove helpful in the event of certain situations.

- All three types of research awards (student, faculty, and arts) were given for the first time.

- The Graduate Office conducted its first (and apparently only) graduate student orientation program in August 2003.

- Continuation of the Graduate Education Forum. Several excellent programs were held this year.

- Graduate student recruitment activities continued. (Please see Appendix A). Of note is that this is the first year the Graduate School used a billboard to advertise the Graduate School.

- An article submitted to the Journal of Marketing Research was returned with a chance of publication if revised.

- Distribution of souvenir cups and t-shirts to former Leadership Development Seminar participants continues.
Graduate Office staff attended various staff development activities. Ms. Patricia Wells attended conferences on Banner and international student admissions including training on the SEVIS system. Ms. Dianne Smith continued in her role as co-chair of the alternative dispute resolution committee and attended meetings related to this role. For the first time a general workshop was conducted for all Graduate Office employees. The workshop was conducted by Dr. John Carter, a retired vice president from BellSouth.

Ms. Cheryl T. Hill was nominated for exempt employee of the year. Ms. Shekeela Cornwell, a student worker, was nominated for student employee of the year.

Graduate Office staff also served on committees on behalf of the Dean and the Graduate School Office. Ms. Cheryl Hill served on the Enrollment Management Committee, attended the Enrollment Planning Retreat, the ITS Strategic Planning Committee, and the Facilities Master Planning Committee. Ms. Elaine Heath Ward represented the Graduate Office on a Facilities Advisory and Institutional Planning Committee, and Ms. Patricia Wells and Ms. Cherie Holt represented the Office on the Staff Advisory Committee at different times during the year. Ms. Dianne Smith served on the Coding of Off Campus Programs Committee.

Ms. Hill spoke to a group of high school students about graduate education and the application process. This was part of the Minority Achievement Program’s Summer Enrichment Program.

Ms. Cheryl Hill served as a co-advisor for the United Voices Gospel choir and also served as secretary for Phi Kappa Phi (UWG chapter).
• All Graduate Office staff have worked in the Office for almost three or more years (one person is only three weeks short of three years). Four staff have worked in the Office for over ten years and another for six years. This contributes to a wealth of experience and knowledge in the office.

• The Graduate Dean remained active on campus and off, engaging in the following activities:

1. He served as advisor for five campus groups. He attended various university functions including the Art Department’s award ceremony.

2. The Dean also served as program chair for the fifth year for the Administrative Committee on Graduate Work’s Leadership Development and Minority Recruitment Seminar which was held at Jekyll Island in early April 2003.

3. The Dean served on the Enrollment Planning Retreat, as a member of PAC, as a member of the Facilities Master Planning Committee, and by Faculty Senate statute chairs the Committee on Graduate Studies.

4. He taught a course on Abnormal Psychology during spring semester.

5. The Dean attended a seminar for high school students from the Atlanta area at UWG. The event was sponsored by 100 Black Men of Atlanta.

The Dean remained active off campus by engaging in the following activities:

A. He served as a member of Black Men Encouraging Success Today. He has chaired the B.E.S.T. Youth Awards program for several years.
B. The Dean is a member of the Carroll County Development Authority (DACC). This important body was involved in helping to bring the Diacom Corporation to Carroll County and authorizing money for the expansion of the Villa Rica industrial park to facilitate PrintPak’s expansion. The DACC will also allocate $250,000 to the local airport authority for the purchase of a new ILS (Independent Landing System).

C. Served on the New Hope Children’s Center advisory board.

D. Served on the School Advisory Committee for Central High School.

E. Attended a West Carrollton Visioning Committee meeting.

F. Attended a program designed to help African American men called A.D.A.M. (A Discussion Among Men).

G. Attended the annual meeting of the National Association of Graduate Admissions Professionals in New Orleans in April 2003.

H. Attended the Georgia Psychological Association’s annual meeting in May.

I. Attended the Economic Forecast Breakfast sponsored by the Richards College of Business.

J. Participated in fund raising for “A Day” for the 17th straight year.

K. The Dean has missed only two Faculty Senate meetings in 17 years.

Goals and Their Measurement
Goals for 2002-03 may be found in Appendix B. A report on the attainment of these goals is found in Appendix C. Some of the goals for next year may be found below. Goals for 2003 - 2004 may be found in Appendix D.

**Graduate School Office Goals for 2003 - 2004**

- Work the areas of the “Bread and Butter” goals that apply to the Graduate School.
- Work to increase the visibility of the Graduate School on and off campus.
- Work to improve the effectiveness of the Graduate School’s web page.
- Complete work on the university’s CD-ROM.
- Continue to recruit in as energetic and effective fashion as possible.
- Obtain funding for an Associate Dean of the Graduate School.
- Increase funding for graduate research assistantships under the control of the Graduate School Office.
- Continue efforts to communicate with graduate faculty about issues pertinent to graduate education.
- Teach a course in abnormal psychology during spring 2004.
Utilization of Assessment Results

Assessment results continue to be utilized to improve the operation and effectiveness of the Graduate School in general and the Graduate School Office specifically. Examples are:

**Graduate School**

1. A process to evaluate all university programs on a regular basis has begun.

2. Graduate faculty are being evaluated on a regular basis.

**Graduate School Office**

3. **Low turnout of students to Graduate School Recruitment luncheon in January 2001.** Inviting more students to the Graduate School’s recruitment luncheons in November 2001 and November 2002 than in prior years ensured a larger turnout to the luncheons. A **substantially larger number of students attended the luncheon in November 2001. More students attended the luncheon in November 2002 than luncheons held in January 2000 and January 2001.**

4. **Decreasing the number of students who failed to follow through on their commitment to attend the Leadership development Seminar at Jekyll Island.** This problem was addressed by requiring that applications accompanied by essays be submitted to determine which students should be invited to the Leadership Development Seminar in Jekyll Island. Attendance during the last four years has been almost 100%.
5. **Decreasing the number of catalogs ordered.** Observing that the number of catalog requests was down and the number of online applications submitted was up, the number of catalogs ordered has been reduced from 9000 three years ago to 5500 for 2003-04. It is apparent that more and more students are looking at our Graduate School catalog on the web. It has not been possible to obtain the number of hits to the online catalog for some time now, but other information strongly suggest that students are going online to view the catalog.

6. **Assessment of the effectiveness of certain recruitment techniques to improve Graduate School recruitment strategies.** The Graduate School constantly evaluates the effectiveness of various recruitment strategies. For example, visiting certain HBCU’s in the Atlanta area always results in applications and has produced students here. The return on most recruitment fairs is much lower. However, we have recruited a few students at recruitment fairs over the years. Posters have little effect in terms of ultimately increasing graduate enrollment. On the other hand, post-baccalaureate programs such as Georgia Responds have a huge effect on graduate enrollment. The Graduate Office uses a designated line to assess the effectiveness of radio ads. We are finding that the monies we spend have had little direct impact so far.

7. **Compliance with Graduate School policies.** The Graduate Office over the years has greatly decreased the “I did not know that” comment from graduate students by working hard to inform them of frequently violated policies.