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:

C We offer high quality graduate programs here at UWG. All graduate programs except one capable of outside accreditation have obtained accreditation, and the one program is itself already accredited by one outside agency. Nursing was reaccredited by the Commission of Collegiate Nursing Education with the Department receiving accreditation for its new M.S.N. program for the first time. Political Science and Planning received a positive review from its recent reaccreditation visit from the National Association of Schools of Public Affairs and Administration (NASPAA). In addition to the quality of the programs we offer, our students like our faculty and like our university. Our faculty by the way they treat our students and our students and former students are our best recruiters.
Based upon vitae reviewed for graduate faculty status over many years, it appears that the university is employing more faculty whose will be productive in the area of research. The scholarly productivity of the faculty is documented in unit annual reports.

The overall strength of technological resources in the classroom.

Graduate enrollment increased in the fall to its highest level in several years. Enrollment in areas such as Educational Leadership, Counseling, and Media/Instructional Technology, and History remains strong.

This year completed the second year of the regular evaluation of graduate faculty.

A new certificate program was approved in Nursing which will begin accepting students soon.

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

The Ed.D. program is strong and produced its first graduate in May. Nursing produced its first graduates in December and the M.S. Applied Computer Science its first graduate in May.

We had the largest African American graduate student enrollment in the history of the university in the fall.
The first “A Celebration of Graduate Student Research” was held in March. The Dean of the Graduate School and several Graduate office personnel had a significant involvement in this activity.

A preliminary proposal for a doctoral degree in Psychology was approved at the university level.

The Committee on Graduate Studies continued to fulfill its role as an able policy making body for the Graduate School.

Specific Accomplishments of the Graduate School Office

The Office engages in a myriad of activities during the year to ensure that graduate enrollment remains strong, that students are treated well (e.g., training new student workers to say the right thing and to also say, “I don’t know.”) The Office successfully handled difficult students and difficult situations from time to time. The Office engages in procedures to increase effectiveness and efficiency. Therefore only a few activities can really be highlighted below. During FY 2004 the Dean of the Graduate School and the Graduate School Office had the following accomplishments:

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

Graduate student recruitment activities continued. (Please see Appendix A). The Graduate School Office continued work on the CD-ROM which it hopes to bring to closure soon. The web page is under reconstruction and
will be completed soon. Radio ads were redone for radio stations broadcasting in Carroll and Coweta counties. The new ads involved student testimonials. Focus groups were held separately with Middle Grade and Early Childhood Education students to attempt to determine why our enrollment in these areas had declined. The office was represented at a recruitment fair at Lockheed for the first time.

C The Dean provided graduate faculty with links to Council of Graduate Schools’ and National Association of Graduate Admission Professionals’ newsletters.

C Faculty won research awards in the Arts Research award area. The recipient of the other Graduate Faculty Research award has not yet been chosen.

C Graduate Office staff attended various staff development activities. Ms. Patricia Wells attended conferences on Banner and international student admissions. Ms. Dianne Smith continued in her role as co-chair of the alternative dispute resolution committee and attended meetings related to this role. Patricia Wells and Elaine Heath-Ward attended the meeting of the National Association of Graduate Admissions Professionals for the first time. The meeting was held in Boston.

C Ms. Dianne Smith was nominated for exempt employee of the year. Ms. Cherie Holt and Ms. Alice Wesley were nominated for non-exempt
employees of the year. Ms. Kizmet Kendrick was nominated for student employee of the year.

The staff celebrates staff birthdays in a grouped fashion, gives a Christmas celebration for staff and students, participates in the campus gift program for needy children at Christmas time, and also receives Blizzards from the Dean once a summer. Individual staff also give students they have worked with graduation and birthday gifts at their own discretion. All of these and other activities make for close and cordial working relationships among staff and students.

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, 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 represented the Office on the Staff Advisory Committee at different times during the year.

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 at least four years. Four staff have worked in the Office for over ten years and another for
seven years. This contributes to a wealth of experience and knowledge in the office.

1. Graduate Office staff continue to operate in an efficient and effective manner.

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 and the 10 year celebration of the Gerontology program.

2. The Dean also served as program chair for the sixth year for the Administrative Committee on Graduate Work’s Leadership Development and Minority Recruitment Seminar which was held in Macon this year in March.

3. The Dean also served 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 graduate course in Gerontology during spring semester.

5. He a talk to youth involved in the Black Male Initiative here on campus.
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 group works closely with the Carroll County Chamber of
   Commerce, Carroll Tomorrow, and other local jurisdictions to help bring
   new employers to county and also to help with the expansion of existing
   businesses such as PrintPak.

C. Continued to serve on the New Hope Children’s Center advisory board.

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

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

F. Participated in fund raising for “A Day” for the 18th straight year.
Goals and Their Measurement

Goals for 2003-04 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 2004 - 2005 may be found in Appendix D.

Graduate School Office Goals for 2004 - 2005

C Develop policies with COGS and for the Graduate School Office in several areas: These include:
   a. A policy for dealing with requests for outside committee members.
   b. Examine the need for by-laws for COGS
   c. A policy for release of copies of file information to students including transcripts from other universities.
   d. A policy for certificate programs

C Work to improve the effectiveness of the Graduate School’s web page.

C Complete work on the university’s CD-ROM.

C Continue to recruit in as energetic and effective fashion as possible.

C Obtain funding for an Associate Dean of the Graduate School.

C Increase funding for graduate research assistantships under the influence of the Graduate School Office.

C Continue efforts to communicate with graduate faculty about issues pertinent to graduate education.

C Teach a UWG 1101 course this fall.
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. Graduate faculty are being evaluated on a regular basis.
2. Problems such as late registration are discussed and dealt with at COGS’ meetings.

Graduate School Office

3. We continue to do what we can to increase attendance at Graduate School Recruitment luncheons. Inviting more students to the Graduate School’s recruitment luncheons has helped but each year is different.

4. We have decreased 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.** We have now stabilized in ordering 5000 printed copies of the Graduate School catalog. As of May we had no catalogs left which is an appropriate time to run out of catalogs for a current school year.

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 on radio ads have had little directly measurable impact so far. However local and statewide radio ads work to increase both local and regional (NPR ads are probably picked up in counties in adjoining states as well) recognition of the Graduate School and the State University of West Georgia.

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.