STATE UNIVERSITY OF WEST GEORGIA
OPERATIONAL PLAN
FISCAL YEAR 2005

STATEMENT OF ASSESSMENT RESULTS
UNIVERSITY UNIT: GRADUATE SCHOOL

STATEMENT OF ASSESSMENT RESULTS

1. To what degree did your unit/department achieve its stated goals for Fiscal year 2003?

Goal 1: The Graduate School continued to operate as effectively and efficiently as possible. The Office attempts to maintain close communication with each program so that we can keep our literature up to date and give accurate information to those who inquire about our programs. The Graduate School keeps its web page current as more and more individuals go to our web page to obtain information about our programs and apply to the Graduate School. We have placed an “IMPORTANT DEADLINES AND DATES” link on our web page in an attempt to ensure that current and prospective students do not miss important deadlines such as deadlines for applying to masters programs in Psychology and masters and Ed.S, programs in Counseling. We are adequately staffed with student workers. However, an associate dean would greatly improve the office’s effectiveness in undertaking large projects and helping to increase the quality of graduate education at UWG. S/he could also work with various subcommittees of COGS. New computers have been ordered that will ensure that at least five staff have computers that run at 320 GHZ. This will enable staff who need the most computing power to be able to run Windows XP more efficiently and better handle more sophisticated software in areas such as publishing, web page design, spreadsheets, and the like.

2. What goals and stated objectives remain to be achieved?

Goal 2: Graduate Office staff attended various staff development activities. By way of example, Ms. Elaine Heath-Ward and Ms. Patricia Wells attended the annual meeting of the National Association of Graduate Admissions Professionals. Ms. Dianne Smith continued in her role as co-chair of the alternative dispute resolution committee and attended meetings related to this role. All other staff attended development workshops as well. The Dean attended meetings of the University System’s Administrative Committee on Graduate Work, kept up with e-mails on the Council of Graduate School’s discussion list, read all copies of the Council of Graduate School’s and National Association of Graduate Admissions Professional’s newsletters, and attended the meeting of the Georgia Psychological Association.

3. How did your department use assessment results to improve its effectiveness? See Narrative

Please see goals statement for FY 2004
Goal 3: The Graduate School remains active in recruitment activities (please see attached list in Appendix A). The College of Education's Georgia Responds programs had the greatest impact on overall Graduate School enrollment. Graduate programs such as History and Applied Computer Science are having some success as well. Graduate enrollment increased during fall and spring semesters relative to the same school term the previous year. However, summer enrollment declined.

Goal 4: Our Graduate School receives recognition through our web page. This year the Graduate School will produce an electronic newsletter and will have a link to it from our web site. Graduate Office staff attended a national convention and mingled with those from many other universities. The Graduate Dean will attend the meeting of the Council of Graduate Schools this year. This goal would be enhanced by the appointment of an associate dean to the office.

Goal 5: Minority recruitment activities continue. Recruitment trips were taken to the Atlanta University Center’s Career Day, Ft. Valley State University, Savannah State University, and Clark Atlanta University. As usual, the Graduate School was represented at the annual Leadership Development Seminar held this year in Macon. We had our highest AA enrollment ever this past fall. The Dean also spoke to a group of entering students associated with the Black Male Initiative and serves as advisor for five AA student organizations.

Goal 6: This goal was obtained. Specifically the Office has worked closely with Dr. Deb Jenkins in the development of certain policies for the Ed.D. program, and Dean Jenkins taught a course for the Gerontology program. Dean Jenkins also spoke at the 10th anniversary celebration of the Gerontology program. The Office also has worked closely with graduate programs to assist in the recruitment of graduate students.

Goal 7: The Office remains hopeful that this goal will be accomplished soon.