

Office of Graduate Studies

Academic Affairs

Administrative Unit Assessment

FY 18 (July 2017-July 2018)

Department and Assessment Report Information

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For which department or area are you reporting?	Office of Graduate Studies
What is the name and MGA email address of the person responsible for this report?	Kevin Cantwell kevin.cantwell@mga.edu

Departmental Mission and Goals

The mission and goals of the department should be consistent over a 5 year period, although some institutional changes may necessitate and prompt a change in mission or goals for specific departments. In this section, you will report the mission statement for your department as well as the long term goals (5 year range) for the department.

What is the mission statement for this department/area? Your mission should explain why the department/area exists and who it serves.	The Mission of the Office of Graduate Studies is to develop and offer graduate degrees suitable for working adults that address the needs of the region and anticipate a growing knowledge economy.
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What are the goals for this department? These should be the "big things" the department/area intends to accomplish within 5 years.	The OGS will build graduate enrollment through new and current program development. The OGS will support students, faculty, and staff in achieving their educational and professional development. The OGS will serve the community by building OGS and MGA relationships with private and governmental partners.
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Objectives

Each year, every department should identify objectives the department hopes to accomplish in the next year. These should align with departmental goals and the MGA strategic plan. In the next section you will be reporting on the objectives you set and whether or not you achieved them in FY 18. Later in the document you will report on objectives you hope to accomplish in the coming fiscal year, FY19.

Objective 1

Objective 1: What was this department's first objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	Collaborate with constituent partners to create and promote graduate programs that anticipate and meet regional workforce needs.
Objective 1: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	New programs submitted to governance bodies and evidence of program promotion.
Objective 1: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	1 program developed and submitted; 1 marketing plan developed; 2 meetings of Graduate Studies Community Advisory Board
Objective 1: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	90%. MSW approved by Senate and submitted to USG but not yet approved; graduate marketing plan completed with MarComm; two meetings of Graduate Studies Community Advisory Board held, one in fall 2017, one in spring 2018.
Objective 1: Did your department meet this objective?	The department met this objective.
Objective 1: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	The take away for the MSW is USG hesitancy in approving graduate degree without an undergraduate degree in place, although OGS and new school did project numbers from the undergraduate degree in Public Service who had taken the social work courses and those graduates from MGA who went on to MSW programs around the state. Change - redouble our efforts in communicating campus-wide about new programs and with the USG office.

Objective 2

Objective 2: What was this department's second objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	Track enrollment, retention, and progression for program enhancement.
Objective 2: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	OGS tracks this data through our Monday numbers report; new students from semester to semester; and the number of students who graduate.
Objective 2: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	Our enrollment goal was to increase 37% from the fall 2017 mark of 119 students to 163 students for fall 2018.
Objective 2: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	At the time of this report we have enrolled 176 students for an 11% improvement over our goal.
Objective 2: Did your department meet this objective?	The department exceeded this objective.
Objective 2: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	Digital advertising works for the MSIT program as we are nearly at 100 MSIT students for fall 2018; that a concentrated effort by the graduate coordinator in Management helped that program recover from a a tiny first cohort to nearly 20 students; that the quality of the MSN program is becoming well-known statewide and there are nearly more students that the student to teacher ratio allows; that the MAT program is attractive to students but careful communication has to go out for the MAT regarding the testing calendar and the application deadline. As a note to all of us, we have had 312 graduate students at the time of this report, averaging over 100 per academic year; 11 of those students have been our own staff and faculty members, which indicates that graduate education is integral to staff and faculty development and that the combined cultures of graduate student, staff, and faculty will continue to help MGA cement its internal morale.

Objective 3

Objective 3: What was this department's third objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	Provide opportunities for graduate students in assistantships, scholarships, and the development of graduate student policies.
Objective 3: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Aggregate semesters of graduate assistantships; graduate student attendance at outside meetings; meetings of the Graduate Student Advisory Council; updated OGS Catalog.
Objective 3: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	4 semesters of graduate assistantships; 1 graduate student attendance at outside meeting; 2 meetings of the Graduate Student Advisory Council; updated OGS Catalog by July 2018.
Objective 3: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	100% graduate assistantships; 100% graduate student attendance at outside meeting; 100% meetings of the Graduate Student Advisory Council; 100% updated OGS Catalog.
Objective 3: Did your department meet this objective?	The department met this objective.
Objective 3: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	Student support outside of graduate curriculum is a challenge; our goal is 10% more engagement of graduate students in Graduate Student Advisory Board activities.

Objective 4

Objective 4: What was this department's fourth objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	Provide and document graduate faculty professional development
Objective 4: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Development of teaching circle; completion of the Graduate Faculty Handbook.
Objective 4: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	2 meetings per year of teaching circle; approval of Graduate Faculty Handbook by Council, Academic Personnel Policies Committee, and Senate.
Objective 4: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	75% Although the teaching circle was not formed as a function of the Graduate Studies Council, 23 faculty and staff attended and/or presented at the Spring 2018 statewide meeting of the Georgia Council for Graduate School, which was funded both by OGS travel funds and a new Foundation line proposed and budgeted during the fall 2017 Foundation requisition process. The Graduate Faculty Handbook was tabled in spring 2018, but that conversation led to a new policy for graduate faculty credentialing, which has been reviewed/modified by the Office of the Provost and the Deans' Council.
Objective 4: Did your department meet this objective?	The department met this objective.
Objective 4: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	Teaching circles have to be formed by the leadership of graduate faculty and cannot rely on OGS; the Foundation support of graduate faculty has been a game changer (OGS will continue to support graduate faculty through remaining funding for calendar year 2018 and will seek additional funding based on our outcomes for calendar year 2019). OGS will complete the approval process for graduate faculty credentialing by spring 2019.

Future Plans

<p>Please identify at least four measurable objectives for the next fiscal year. In listing the objectives, please use the format shown in these examples.1) The Department of X will improve services levels by 5% as measured by our satisfaction survey. 2) The department to X will provide training in ABC for at least 73 MGA faculty and staff.</p>	<ol style="list-style-type: none">1) OGS will increase student enrollment to 205 student for fall 2019 for a 26% improvement over our fall 2018 target of 163 students.2) OGS will guide one new master's degree through the approval process on campus and through the USG during AY19.3) OGS will increase graduate student participation in governance and policy development by 10% as measured by contact hours.4) OGS will complete the approval process for graduate faculty credentialing and create a Graduate Faculty Roster with a 100% of current faculty accounted for through an updated Graduate Credentialing memo.
<p>Based on this assessment, please share your thoughts on the current status and future direction of this department or area.</p>	<p>The work of OGS has been productive and has contributed to building a comprehensive culture of graduate education. In the summer of 2018, efforts in strengthening current degrees has resulted in a 48% enrollment increase from 119 fall 2017 to 176 fall 2018. MSIT in particular has responded to digital advertising pushes, and both the MAT and the MSM have responded to intense application-by-application efforts to enroll students. The MSN degree has 41 students enrolled for fall 2018, which is 193% more students than its first spring 2016 cohort. Foundation budget lines have been established to support graduate faculty development, and the Graduate Studies Community Advisory Board met twice and has worked to establish a foundation scholarship for a graduate student, pending approval of the terms by the Foundation and the Advisory Board.</p> <p>The Graduate Catalog successfully migrated to a Smart Catalog format in fall of 2017 and its update fall 2018 iteration has been posted for public access. The OGS front desk is the point of expertise for all matters of graduate education. We are successful because when a student, faculty member, or administrator calls, we help them quickly and efficiently. Without OGS, policy would not be organized, vetted, posted, and maintained, and the dozens of students who call would not have the direct number of our expertise. Creating new graduate programs requires broad conversations among faculty and staff, SACSCOC, the USG, and our private partners, but implementing and promoting</p>

	the degrees requires a central location and an single voice.
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Form run:

Tuesday, February 12, 2019

