Office of Graduate Studies

Academic Affairs
Administrative Unit Assessment
FY 19 (July 2018-July 2019)

Department and Assessment Report Information

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For which department or area are you reporting?	Office of Graduate Studies
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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.

What are the goals for this department? These should be the "big things" the department/area intends to accomplish within 5 years.	*OGS will build graduate enrollment through new and current program development. *OGS will support students, faculty, and staff in achieving their educational and professional development. *OGS will serve the community by building OGS and MGA relationships with private and governmental partners.

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 FY19. Later in the document you will report on objectives you hope to accomplish in the coming fiscal year, FY20.

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? (i.e. 80% participation, 5% enrollment growth, 7% change in engagement)	1 program developed and submitted; 1 marketing plan developed; 2 meetings of the 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)	*MET 100%: Two new master's degrees were approved by the University System of Georgia (MA Technical Writing and MS Occupational Therapy); *DID NOT MEET: 50% only one meeting of the Graduate Studies Community Advisory Board (fall 2018) held; *MET: 75% marketing plan developed by MarComm with advisement from OGS. The MA in Technical writing has already begun, with a first semester enrollment of 11 students; that number represents 220% of the first cohort of both the Management degree (fall 2017) and the MAT degree (summer 2016). This degree represents the first master's degree in the new School of Arts and Letters. The MSOT has been submitted to SACSCOC as a sub-change by OGS; and a letter of intent was sent to the ACOTE accrediting body by the School of Health Sciences to get on its accrediting calendar. When we begin accepting students, this will be the first graduate degree headquartered on the Cochran Campus and the second degree in the School of Health Sciences. As a note, an MEd was developed by the School of Education and Behavioral Sciences; approved by the Senate; and sent to the USG. The USG is working

	with MGA on its revision for possible fall 2019 consideration. OGS has worked with MarComm to maintain billboards and Georgia Public Radio ads for its new graduate degrees, with advertising support provided in part by the OGS foundation budget.
Objective 1: Did your department meet this objective?	The department exceeded 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 marketing plan remains elusive as MarComm outlines what they can budget as it maintains control of these outcomes. The MSOT will take a multi-year build out for faculty hiring and secondary accreditation, but two new degrees is a big plus, demonstrating USG support for Georgia's newest state university. Will need to make sure that the OGS Community Advisory Board meets twice in the coming year to complete the creation of a foundation scholarship.

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 pulled from Banner; new students from semester to semester; and the number of students who graduate.
Objective 2: What was your target outcome for this objective? (i.e. 80% participation, 5% enrollment growth, 7% change in engagement)	Our target enrollment for fall 2018 was 163; we exceeded that by 54 students for a 33% increase over target. Our target enrollment for spring 2019 was 174 students; we exceeded that by 57 students for 33% increase over target. At the time of this report, fall 2019 exceeds fall 2018 by 11% with 241 students; our target was 205 students (set in fall 2017); we surpassed that target by 18%. In AY18 we graduated 53 graduate students; in AY19 we graduated 90 graduate students, with the 100th graduate degree conferred in May 2019. This represents a 70% increase in graduate degrees year to year. 12 faculty and staff from MGA have now earned a master's degree from MGA. During spring 2019, graduate enrollment represented over 3% of MGA's total enrollment; the goal of OGS is to hit 5% in five years (2024), the so-called 5-5 Plan.
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)	100%.
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?	The most important thing we have learned again is that a single point of admission contact for all graduate students helps all programs track applications, and that the Monday numbers reports give the university-wide list a regular snapshot of what their unit needs to do to close the gap between applications and registration. Once this list goes out, OGS calls/emails all coordinators about completing application files,

	making admission decisions, admitting students, and then registering students. MAT is lagging (31% drop from fall 18 to fall 19), but school leadership is addressing structural changes to the program. Changing the Management degree from face-to-face to fully online has helped it grow from 24 students in fall 2018 to 60 in fall 2019 for a 149% growth in one year.

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 policy.
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; and updated OGS Catalog.
Objective 3: What was your target outcome for this objective? (i.e. 80% participation, 5% enrollment growth, 7% change in engagement)	4 graduate assisantships; at least one grad student presenting at conference; one meeting per semester of Graduate Student Advisory Council.
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)	The School of IT sponsored four semesters of graduate assistantships (100%); two graduate students presented to national IT conference and University Advisory Council, respectively (100%); there was one meeting each semester of the Graduate Student Advisory Council (100%) completion of graduate catalog (100%), although the Smart Catalog function has not been updated at the time of this report due to software/interface issues between MGA and vendor. *The School of Business budgeted for four semesters of graduate assistantships for AY20 as a new line and the second school to sponsor graduate assistants. This will double the number of students in 2020 receiving assistantships. OGS completed on online orientation module for graduate students as an element of graduate student support; we will begin tracking site visits fall 2019.
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 and participation outside of the online classroom continues to be a challenge; we increased student engagement by 50% as defined by direct contact by the Director of Graduate Student Policy and Support with graduate students via assistantship training, graduate student council, and writing practicums.

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 a teaching circle; completion of the Graduate Faculty Handbook.
Objective 4: What was your target outcome for this objective? (i.e. 80% participation, 5% enrollment growth, 7% change in engagement)	Two meetings per year of teaching circle; approval of the 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)	MET 75%. Dr. Clayton organized a presentation at the Georgia Council of Graduate School on May 17, 2019: "Fostering a Growth Mindset and Discovering the Hidden Curriculum in Graduate Education." Four faculty and staff members participated, including two graduate faculty, the Graduate Studies Librarian, Chancellor's Learning Scholar, and MGA's Governor's Teaching Fellow. OGS did not organize a teaching circle but our Chancellor's Learning Scholar convened a Faculty Learning Community that met often during AY19, including nine graduate faculty members. OGS did not complete a graduate faculty handbook as the Dean of OGS and the Provost determined that a much more streamlined graduate faculty credentialing process would suffice; a Graduate Faculty Credentialing MEMO was reviewed and modified by deans, approved by the Academic Personnel Policies Committee and the Senate, and put in place fall 2018. OGS additionally reviewed, edited, and modified the MSN Nursing Handbook.
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?	Faculty engagement takes faculty leadership. OGS will help support this leadership in order to encourage more faculty development.

Future Plans

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.	AY19 Closing the Loop: 1) OGS will increase student enrollment to 205 students for fall 2019 for a 26% improvement over our fall 2018 target of 163 students (MET); 2) OGS will guide one new master's degree through the approval process on campus and through the USG during AY19 (MET); 3) OGS will increase graduate student participation in governance and policy development by 10% as measured by contact hours (MET); 4) OGS will complete the approval process for graduate faculty credentialing and create a Graduate Faculty Roster with 100% of current faculty accounted for through an updated Graduate Credentialing memo (MET). AY20 Continuous Improvement Plans: 1) 75% of all new graduate students will visit the online orientation module; 2) the MAT program will increase its fall 2020 cohort by 5% 3) the graduate catalog will modify two policies for AY21: the good standing policy and the repeated course policy; 4) 100% of all graduate programs will provide a report on how they are addressing rigor over undergraduate coursework and how they are documenting and defining student research/projects
Based on this assessment, please share your thoughts on the current status and future direction of this department or area.	Graduate education represents an important element in how we define Middle Georgia State University. OGS provides critical support for coordinators, especially, as they admit, orient, register, teach, retain, and graduate their students. When SACSCOC reviews our 5-year report, it will be reviewing graduate education for the first time since our Level Change. OGS plays an essential role in leading, monitoring, and supporting these efforts.