The mission of the School of Graduate Studies is to provide service and support for post baccalaureate study at Alcorn State University. In fulfilling its mission, the School of Graduate Studies assists students with admission processes, monitoring and communicating progress toward completion of degree, certifying completion of the degree, and accurate and efficient record keeping.

SCHOOL OF GRADUATE STUDIES

Alcorn State University

Goals and Objectives

Tactical Action Plan

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I. Goal: <u>Student Centered</u>: School of Graduate Studies will develop and improve programs and services that enhance the personal, social, financial, and educational advancement of students in all aspects of campus culture that support student learning and development, increase the number of new graduate degree programs to attract and retain high achieving students.

1. During Academic Year 2009, implement an enrollment management program to attract highly academically qualified students and increase the number of those students in degree programs.
2. Beginning in Academic Year 2009 in order to be fully implemented by Academic Year 2011, increase the funding available for graduate assistantships so that students receive an amount adequate for subsistence, thereby making the program more competitive and attracting students sufficiently qualified and skilled to assist with research.
3. By Academic Year 2014, hire additional personnel (i.e., an Enrollment Management Coordinator) and provide professional development opportunities for them in order to ensure the School's personnel have the appropriate skills and expertise to meet the needs of graduate students and carry out the School's mission.
4. Beginning in Academic Year 2009, continue to improve the services to clientele as it relates to communication, resources, programs and services through implementing an e-Business environment (i.e. a paperless admissions process).
5. By Academic Year 2010, implement a systematic process for assisting graduate students in applying for National Merit Scholarships/Fellowships.
6. By Academic Year 2009, collaborate with departments to ensure there exists a functioning and effective advising and mentoring program for every graduate student.
7. Beginning in Academic Year 2009 and continuing every academic year thereafter, collaborate with the Graduate Council to ensure that every graduate student has the opportunity to conduct advanced research.
8. Beginning in Academic Year 2010 and continuing every academic year thereafter, collaborate with the Graduate Council to ensure that every graduate student has the opportunity to participate in learning experiences which focus on global affairs, environmental studies and leadership development.
9. Beginning in Academic Year 2009, collaborate with the Global Programs office to develop a multicultural event targeting graduate students each semester which will increase to quarterly activities by Academic Year 2010.
10. Beginning in Academic Year 2009, and continuing every academic year thereafter, collaborate with the Graduate Council to ensure that every graduate course is evaluated by students and that the evaluations are carefully reviewed and used to improve the effectiveness of instruction.
11. During Academic Year 2010, appoint members of the Graduate Student Organization to participate in a campus-wide committee which will sponsor activities on campus to encourage a healthier lifestyle.
12. During Academic Year 2010, collaborate with the department chairs to implement a strategy to create on-campus work opportunities for graduate students.
13. During Academic Year 2009, collaborate with department chairs to encourage participation of graduate students in national organizations.
14. During Academic Year 2010, collaborate with department chairs to develop an event which will result in a roundtable discussion with business, professional and education leaders to ensure that curriculum of graduate courses is relevant to prospective employers.
15. By Academic Year 2014, collaborate with the Graduate Council in order to increase the number of online course offerings by 25%, and by Academic Year 2019, to ensure that 50% of all graduate credit hours will be available online.

II. Goal: <u>Academic Excellence</u>: The School of Graduate Studies will design and implement new and effective academic programs that encompass expansion of scholarly research skills.

1. During Academic Year 2009, continue the planning of the Biotechnology program (ensure that funds to support personnel, building, and curriculum are in place) in order to have the program fully-funded and operational by Academic Year 2012.
2. By Academic Year 2014, offer a doctoral degree program in either Education or Agriculture.
3. Beginning in Academic Year 2009 and continuing every academic year thereafter, utilize cutting-edge curriculum delivery models and technology, including online courses, satellite centers, increased-distance learning, hybrid programs, peer instruction and weekend courses in order to make graduate education accessible to, and engaging for more students.
4. During Academic Year 2009 and continuing every academic year thereafter, strengthen research exposure and research skills of graduate students, through on-campus and off-campus research opportunities undertaken with national research laboratories and other institutions.
5. Beginning in Academic Year 2009 increase the School of Graduate Studies graduation rate by 5% and continue this every academic year thereafter?
6. Beginning Academic Year 2009 the School of Graduate Studies will increase enrollment of graduate students by 2% and continue this every academic year thereafter?

III. Goal: <u>Shared Governance and Professionalism</u>: The School of Graduate Studies will implement programs and services which inform students of policies, procedures, and processes which impact their progression through the program, and which will allow students to take an active role governance issues.

1. Beginning in Academic Year 2009 and continuing every academic year thereafter, conduct workshops each semester in order to enhance graduate students' awareness of University policies and procedures, particularly those relevant to their program of study.
2. During Academic Year 2009, activate the Graduate Student Organization and ensure graduate student representation on the Graduate Council.
3. Beginning in Academic Year 2009, all Graduate Council and Graduate Student Organization minutes will be placed online on the School of Graduate Studies web page.
4. Beginning in Academic Year 2009, provide all graduate program departments, school offices, Registrar's Office, and the Academic Affairs office with both hard copies and electronic copies of School of Graduate Studies policies and procedures changes utilizing a signature of receipt delivery method.
5. Beginning in Academic Year 2009, review all School of Graduate Studies survey and evaluation forms to ensure reliability and validity of the same. .
6. Beginning in Academic Year 2010, recommend a graduate student representative for membership on accountability task force.

IV. Goal: <u>Enhancement of Infrastructure and Technology:</u> School of Graduate Studies will evaluate administrative processes and systems to identify opportunities to utilize technology for improvement and efficiency to better serve students, faculty and staff, improve communication with constituents/stakeholders, and efficiently manage resources.

1. During Academic Year 2009, expand online orientation and advising programs for graduate students.
2. During Academic Year 2009, continue the transition to online/digital student records and implement Extender/Online Document Management software. During Academic Year 2010, complete the transition from ScanFlow temporary software.
3. By Academic Year 2010, improve online service by making access to online information more user-friendly (i.e. creation of navigation of links to easily access news, information and forms).
4. During Academic Year 2009, assign School of Graduate Studies personnel specific responsibility for becoming trained on all BANNER utilities applicable to the school.
5. Beginning in Academic Year 2009 and continuing every academic year thereafter, provide adequate storage space for the School of Graduate Studies in order to adequately store and safe keep student files and theses.
6. Beginning in Academic Year 2009, the School of Graduate Studies, through the Graduate Council, will monitor the implementation of CAPP in all graduate degree programs.

V. Goal: <u>Enhancement and Diversification of Resources:</u> The School of Graduate Studies will develop systems and mechanism to increase and diversify sources of funding for graduate programs and services.

1. During Academic Year 2009, develop strategies to assist academic departments with graduate programs to reach out to corporate, small business and educational entities in order to engage in resource development activities sufficient to provide endowed chairs, so that by Academic Year 2014 at least one endowed chair will be established in a graduate program.
2. Beginning in the spring of Academic Year 2010, initiate the development of a graduate student alumni database to foster graduate students participation in the annual campaign so that by Academic Year 2015 at least 30% of graduate alumni make contributions to the annual campaign.
3. Beginning in Academic Year 2009, develop a strategy for increasing funding for graduate assistantships through sponsorships by external entities so that by Academic Year 2019 at least five assistantships are sponsored by external agencies.

VI. Goal: <u>Diversity:</u> The School of Graduate Studies will actively recruit a globally diverse student body.

1. Beginning in Academic Year 2009 and continuing every academic year thereafter, continue established Memoranda of Agreements with international universities (Russia and India) to increase the enrollment of international graduate students, and opportunities for global collaborations among students and faculty.
2. During Academic Year 2009, implement an enrollment management program to attract highly academically qualified international students and increase the number of those students in degree programs.
3. Beginning in Academic Year 2009, ensure representation on the Diversity Council by appointing a member of the Graduate Student Organization to serve on this committee.

VII. Goal: <u>Community Outreach and Engagement</u>: The School of Graduate Studies will encourage collaboration with community partners to improve education and services within the various communities surrounding the university.

1. Beginning in Academic Year 2009, and continuing every academic year thereafter, provide technical assistance to neighboring school districts and community agencies in the area of computer technology through volunteers from the Graduate Student Organization.
2. Beginning in Academic Year 2009, and continuing every academic year thereafter, the School of Graduate Studies will partner with local school districts and businesses to offer quality educational activities and training based on identified needs of prospective and current graduate students.
3. Beginning in Academic Year 2011, and continuing every academic year thereafter, ensure representation on the Center for Excellence for Economic Development and Rural Life Council by appointing a member of the Graduate Student Organization to serve on this council.