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Academic Unit Report - Graduate Studies [Effective 2018]

University of South Florida St. Petersburg

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AUR - Graduate Studies

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Division Mission Statement: University Mission Statement: Inspire scholars to lead lives of impact.

Unit Mission Statement: Through a holistic approach that marries academic and student services, the Office of Graduate Studies provides dual advocacy in "all matters graduate" for graduate students and the graduate programs that serve them.

<i>Outcome/Objectives</i>	<i>Means of Assessment</i>	<i>Findings</i>	<i>Use of Findings</i>
<p>Increase Applications - To achieve a 5% increase in the number of applications for each of the academic colleges, Kate Tiedemann College of Business, Arts and Sciences and Education.</p> <p>Outcome/Objective Status: Active</p> <p>Planned Assessment Year: 2018 - 2019, 2019 - 2020</p>	<p>One-Time Activity - Number of applications reported by College will be tracked by the Office of Graduate Studies</p> <p>* Criterion for Success: 5% increase in all Colleges CAS = +[headcount], KTCOB =+[headcount], COE = +[headcount]</p> <p>* Person(s) Responsible: Michael Slattery (and team to including marketing, recruitment, admissions)</p>	<p>Reporting Period: 2018 - 2019</p> <p>Conclusion: Did Not Meet Expectations</p> <p>Applications were increased by 5% in both the KTCOB and the CAS; however, COE applications fell by .5% (03/11/2019)</p> <p>Analysis of Findings: Applications for master's program in COE programs continue to decrease nationally. New strategies will need to be set for future years once we know what additional (new) programming will be available for USFSP Graduate Students once the USF System has been consolidated in 2020.</p>	<p>Use of Findings: Unfortunately, the number of applications decreased substantially in all three colleges. While a decrease in business programs was forecasted as a result of a strong economy which has the effect of fewer people applying to professional programs, the decreases in Education and Arts and Sciences were not anticipated. The announcement that the USF System would be consolidated in 2020 resulted in prospective students reconsidering if they should apply during a time when program offerings' continuation at USFSP is uncertain. In addition, the College of Arts and Sciences closed two of its programs (Environmental Science and Policy and Liberal Arts) to new applications. Consolidation plans are to centralize all admissions and therefore, USFSP's Office of Graduate Studies will no longer be</p>

Outcome/Objectives	Means of Assessment	Findings	Use of Findings
<p>Enhance student success. - Improve the communication plan for students on academic probation. Outcome/Objective Status: Completed Planned Assessment Year: 2018 - 2019</p>	<p>Ongoing Activity - Feedback from College and Program Advisors * Criterion for Success: 100% of students entering into probationary status will be notified early with specifics regarding what efforts need to be made to return to good standing. Greater participation by program advisors. * Person(s) Responsible: Donna Knudsen</p>	<p>Reporting Period: 2018 - 2019 Conclusion: Meets Expectations Multiple meetings with graduate program/College advisors regarding specific students and actions required resulted in 100% collaboration between academic advisors and Graduate Studies regarding the communication stream to the students and on their behalf. (07/05/2019) Analysis of Findings: Continuation of increased advising collaborations will result in enhanced retention and completion rates and a greater understanding at the advisor level of the options available to students who are struggling academically.</p>	<p>involved in the application process. Any future goals regarding enrollment are still to be determined. (07/05/2019) Use of Findings: Will use this information to suggest a more robust scheduled offering of COE programs made available at the regional, branch campuses (03/11/2019)</p>
<p>Unit Reorganization - transition of duties - As a result of consolidation efforts, the USFSP Graduate Studies team must begin to reorganize to add system-level responsibilities and to adjust to no longer having admissions as responsibility. Outcome/Objective Status: Active Planned Assessment Year: 2018 - 2019, 2019 - 2020</p>	<p>Ongoing Activity - Memorandums of Understanding, new organizational structure, HR reclassifications, collaborative planning with USFT and USFSM * Criterion for Success: Ongoing collaboration with other units - both local and system. Completed training for new initiatives (i.e. ETD, waiver system, etc.) * Person(s) Responsible: Knudsen and entire team</p>	<p>Reporting Period: 2018 - 2019 Conclusion: Meets Expectations Director has been meeting bi-weekly with USFT Graduate Studies associate dean and has served on four sub-groups and a steering committee for system-wide graduate student success strategic plan. Assistant Director has drafted for discussion a plan to guide the transition of graduate admissions to centralized admissions in USFT. Recruiters and admissions processor have turned their attention to brainstorming events that will continue to bring prospective students to USFSP while personnel are training for new duties that will now be considered system-wide procedures (i.e. office of post docs, research symposiums, waiver distribution and electronic thesis and dissertation procedures. This process has not been without its difficulties as much needs to be finalized. Yet, Graduate</p>	<p>Use of Findings: Plan developed by USFSP was delivered to USFT Admissions. However, they are not prepared to transition as quickly as originally stated. Therefore, Graduate Studies continues admissions and will maintain this goal into the new assessment year. (10/14/2019)</p>

<i>Outcome/Objectives</i>	<i>Means of Assessment</i>	<i>Findings</i>	<i>Use of Findings</i>
		<p>Studies personnel have successfully mapped out a way forward once decisions regarding reporting structures are better defined. (07/05/2019)</p> <p>Analysis of Findings: This will be an ongoing process for a couple of years. Evaluation will center not only on whether or not these transitions take place, but also by the determination of added value to the unit's local initiatives and the level that unit personnel remain motivated and flexible during the process.</p>	