JUMP START!
New Grad Coordinator Training

WORKSHOP 2: September 30th, 2015

Graduate School
UNIVERSITY OF WISCONSIN–MADISON
Advancing Knowledge through Education and Research
Introductions

» Name
» Program(s)
» When you started
Workshop 2: Agenda

» Admissions: Detail & International
» Graduate Student Diversity
» Fellowships & Funding
» Academic Planning & Assessment
» Navigating Institutional Policies
» Campus Data
» Professional Development
» Degree Granting & Clearing
» Full agenda with numerous presenters

» Quick questions
  > After each section

» Complex question
  > Save for the end
  > Note cards to write your questions throughout the workshop

» Presenters will be around after the workshop for individual specific questions
Admissions in Detail

Judy Bauman, Director of Admissions
Sandy Onsrud, Student Status Examiner
Office of Admissions & Academic Services

Graduate School
UNIVERSITY OF WISCONSIN–MADISON
Advancing Knowledge through Education and Research
GWIS Codes, Communication, and GWIS Lite

» A general review of GWIS codes.
» Using GWIS Lite
» Make your life easier with GWIS communication tools
GWIS codes

» When an application has been submitted these are the GWIS codes you will see
» G00 and G01 (no application fee)*

Change of term GWIS code  G07
Reentry   GWIS code        G08
Refer to this guide on your GWIS ‘list’ page.
**Recommending for Admission**

**Department Action Reason Codes**

**ISIS ACTION/REASON CODES - DEPARTMENTS**

**Program action=DEFER DECISION**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G60-Dept Rec</td>
<td>Dept recommends admission without conditions (even if prosheet required)</td>
</tr>
<tr>
<td>G61-Dept Rec</td>
<td>Dept recommends admission on probation</td>
</tr>
<tr>
<td>G63-Dept Rec</td>
<td>Dept recommends admission for master's degree only, i.e., not a good fit for the PhD program. This is not a degree level change. If you need to change the applicant from a PhD to a Masters please contact the alpha split.</td>
</tr>
<tr>
<td>G65-Dept Rec</td>
<td>Dept recommends admission with deficiencies</td>
</tr>
<tr>
<td>G66-Dept Rec</td>
<td>Dept recommends admission on probation with deficiencies</td>
</tr>
<tr>
<td>G80-Dept Rec</td>
<td>Dept recommends admission without funding (a G80-series code is required for international applicants)</td>
</tr>
<tr>
<td>G81-Dept Rec</td>
<td>Dept recommends admission pending funds (a G80-series code is required for international applicants)</td>
</tr>
<tr>
<td>G82-Dept Rec</td>
<td>Dept recommends admission with funds; Department sends aid letter to GS (a G80-series code is required for international applicant)</td>
</tr>
</tbody>
</table>
Graduate School GWIS Codes That May Require Action From You

» **G02- Missing Records**
  > Missing academic records/transcripts. GS examiner notifies applicant. (Note in MyUW Status Check, telling them what is missing)

» **G06- GS Follow-Up**
  > Additional or updated information requested from applicant.

» **G10- Prosheet Requested**
  > Prosheet requested. Justification required from department (Examples: low TOEFL, low GPA, narrative transcript, education not comparable to a US degree).
GWIS Codes That Require Some Action from Applicant

- **G06- GS Follow-Up** Additional or updated information requested from applicant
- **G31- Intl Pending** GS examiner approves dept. recommendation. Further financial documentation required. Memo is posted in GWIS/Student status page.
- **G32- Intl Pending –UW FinAid Pending** GS examiner approves dept. recommendation with aid pending. Further financial documentation required. Memo is posted in GWIS/Student status page.
- **G33- Intl Pending- No UW Money** GS examiner approves dept. recommendation with no aid from dept. Further financial documentation required. Memo is posted in GWIS/Student status page.
- **G35- No TOEFL/IELTS** Applicant missing TOEFL/IELTS. Memo is posted in GWIS/Student status page.
Graduate School Admission Codes

» G11- Admit - Full Standing
  > New grad admitted with no conditions

» G12- Re-entry
  > Re-entry admitted with no conditions

» G13- Temporary Admission - Missing Final Transcript (bachelor degree posted and date that degree was conferred)

» G17- Admit on Probation

» G18- Temporary Admit on Probation
Note on Temporary admits

» There will be a note on their OASIS/My UW status check

» Your admission is provisional. Please submit the document(s) listed below to the Graduate Admissions Office (see address at the bottom of this page). If documents have not been received by the third week of classes, a hold will be placed to prevent future enrollment.
Final transcript has been sent to Graduate School

Once the Graduate admissions office has received the final transcript, you can see this in the applicant page in GWIS.

**EDUCATION**

**Self-Reported** SAV: 3.1
**Undergrad GPA:**

**School:** Metropolitan State University  
Saint Paul  
BA UGRD 12/15/2012  
01/03/2013 (transcript received date)

The degree will be posted in ISIS and it will be listed under the school your new graduate student received it from.
Matriculation Codes

G70


AUTO- Auto-Matriculation

Automatic creation of student record by a program that is executed on a certain date.
Why look at GWIS after your applicants have been admitted?

**Program Action=WITHDRAWAL**

- **G58-Dept Withdrawal**
  Dept withdraws and notifies applicant (i.e. app fee not paid, applicant not coming, incomplete file)

**Program Action=APPLICANT WITHDRAWAL**

- **G59-Applicant Withdrawal**
  Applicant Denied Program Offer of Admission

**Program Action=DENY**

- **G90-Dept Refusal**
  Dept refuses admission and notifies applicant
UNDER TASKS:
Manage Communication Templates (to create or change a template)
Communications with Applicants (to send template email to applicant(s))

TO CREATE A TEMPLATE:
Creating a Template

Click the red ‘help’ buttons for directions on creating templates and using merge codes. There should not be an applicant list when creating a template.
Communications with Applicants

Communication with Applicants from Task, Select applicants under ‘Comm’ column, Click ‘Go’ by ‘Comm with Applicants.’

Previous communications sent to each applicant can be seen by clicking on the envelope icon under ‘Comm’ Column. These are also show to the applicant in the Status Check through My UW.
Send Communication

Selected applicants from list page will show at top/Select Template/Use this template.
Check the box if you do not want to send email to applicants that have already received this email.
You can see a history of all emails sent to applicant by clicking on envelope icon in’ History’ column.
After you have authorized your faculty, you will need to send them this link to use gwis-lite

Grad School authorizes the Grad Coordinator for faculty authorization. Grad Coordinator can add or delete faculty.

Graduate School authorizes the Grad Coordinator for faculty authorization. Grad Coordinator can add or delete faculty.

GWIS Lite (for faculty)

Grad School authorizes the Grad Coordinator for faculty authorization. Grad Coordinator can add or delete faculty.

Graduate School authorizes the Grad Coordinator for faculty authorization. Grad Coordinator can add or delete faculty.

Information you will see may be covered by the Family Educational Rights and Privacy Act (FERPA). Treat everything you see the way the Act requires.

To view your department's student information:
1. Please select a program and a term.
2. Choose options for name limits, sorting, and table highlighting.
3. Click the button that says "Show Me These Applicants".

Select a program/department: [Civil & Environmental Engr (G175)]
Select a term to view: [Fall 2014-2015]
Last names beginning with: [A to Z]

Having trouble with long lists? Try using the alphabet split or check here: [ ]

Sort by: [ ] Name [ ] Latest Action [ ] Date Entered (most recent first)
Table highlight: [ ] Yes [ ] No
Ethnic code/AOF eligibility: [ ] Yes [ ] No

Show Me These Applicants
Clear

Tools:
* GWIS-Lite Users Authorization Tool [https://my.gradsch.wisc.edu/gwis/admin-lite.html]
* GWIS-Lite URL: [https://my.gradsch.wisc.edu/gwis-lite]
* GWIS Query and Reporting Tools
* Program/Unit Directory Information
* Adjust Program deadline, checklist items, and etc.

Go here to authorize your Faculty to use GWIS Lite

After you have authorized your faculty, you will need to send them this link to use gwis-lite
Select Faculty members

Search for NetID:

Last Name:  
First Name:  
NetID:  
Go

Current committee members for G807: ALL:

<table>
<thead>
<tr>
<th>NetID</th>
<th>Name</th>
<th>Academic Plan</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DAVID</td>
<td>ALL</td>
<td></td>
</tr>
<tr>
<td>wv</td>
<td>WHITNEY</td>
<td>ALL</td>
<td></td>
</tr>
<tr>
<td>h</td>
<td>HALCYON</td>
<td>ALL</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PAUL BEARDE</td>
<td>ALL</td>
<td></td>
</tr>
</tbody>
</table>
Unlike GWIS, GWIS Lite has areas for faculty to make notes on their applicants. Notes may or may not be viewed by other committee members depending on faculty access level.

GWIS Lite – Faculty cannot make G6x recommendations. Also communication functionality does not exist.

**INDIVIDUAL NOTE**

(Funding/Advising responses are viewable by Grad Coordinator and Admissions chair.)

- **Funding/Advising Response:**
  - Advise and Fund
  - Fund Only
  - Neither Advise nor Fund
  - Advise Only

**GROUP NOTE**

(Note is viewable only by admissions committee members of this program)

- **Final Decision:**
  - Admit-Full Standing
  - Admit-Probation
  - Admit-Deficiencies
  - Refuse-see note for details
  - ...
Grad Coordinator can see final decision in GWIS.

Grad coord can see final decision by chair in regular GWIS. These codes must be translated into isis values when making program recommendation.
Admissions: International

Randy Tackett
International Credentials Evaluator
Office of Admissions & Academic Services

Graduate School
UNIVERSITY OF WISCONSIN–MADISON
Advancing Knowledge through Education and Research
What the International Credential Evaluator’s office does

» Review academic records for the required level.
» Review academic records for the required quality.
» Review English proficiency requirements
Review English Proficiency Requirements

» Is a test required or is the applicant exempt?

» Tests accepted are TOEFL, IELTS, or MELAB
  + TOEFL=Test of English as a Foreign Language
  + IELTS=International English Language Testing System
  + MELAB=Michigan English Language Assessment Battery

» Test score minimums, and ESLAT requirements:
  > http://info.gradsch.wisc.edu/education/admissions/requirements.html
When do we evaluate?

» When department recommends for admission
» When department requests an evaluation:
   » Use code G83 (evaluation request),
   » or G84 (rush evaluation)
» When the evaluation is done it will appear in GWIS along with code G04.
Some countries from which we admit applicants

number of admitted applicants fall 2015

- China: 455
- India: 200
- Korea: 87
- Taiwan: 26
- Brazil: 14
- Turkey: 13
- Germany: 13
- Canada: 13
Documents needed to admit

» Transcripts
» Degree certificates, if degree is finished
» Documents needed in native language, and English, unless the institution is exclusively English
» Funding letter, if you are funding
» The process for issuing I-20 for visa is separate, and comes after this academic document process

» Directory of International Institutions:
  > http://grad.wisc.edu/admin/gradcoordinators/iadmiss/index.html
Instruction on doing evaluations

» Seminar given every fall
» Knowledge Base document will have complete instructions
» Seminar will eventually migrate to Knowledge Base document
» For more information:
  > Randy Tackett
  > rtackett@grad.wisc.edu
  > 262-0805
Diversity & Inclusion in Graduate Education

LaRuth C. McAfee, Ph.D.
Assistant Dean, Office of Diversity, Inclusion, & Funding
LaRuth.McAfee@wisc.edu, 608-265-2906

Graduate School
UNIVERSITY OF WISCONSIN–MADISON
Advancing Knowledge through Education and Research
What do our data tell us?
What data do we collect?

» Citizenship status

» Race/ethnicity
  > Students of color – generally refers to all non-White students
  > Underrepresented minority (URM) – Black/African-American, Hispanic American, Native American/Alaska Native, others based on discipline
  > Targeted minority – URM + Southeast Asian American

» Gender
  > Women considered underrepresented in some fields (men in some, as well)

» Previous program participation
  > McNair Scholars Program
  > Summer Research Opportunity Program
  > Wisconsin Alliance for Minority Participation
  > Institute for the Recruitment of Teachers
  > Other TRiO program
  > FASTrack/BANNER
  > PEOPLE Program

» Highest education level of parents/guardians
Things to Consider in Planning

» What are trends in this program?
  > Demographics of students applying, admitted, entering
  > Demographics of all students in program
  > Retention/graduation rates, time-to-graduation, appointment types by demographic

» What is my program doing to recruit/retain diverse students?
  > Opportunities for partnerships with MSIs (use SED, professional org data)
  > Indication of program climate, how issues being addressed
  > Initiatives based on what has worked for similar programs

» What are trends for peer institutions, similar disciplines?
  > Data from professional organizations
  > Information from 2011 NRC report (2005-06 data)
  > Program Profiles from Graduate School
What does the Graduate School Office of Diversity, Inclusion, & Funding do?
The Office of Diversity, Inclusion and Funding plays a central role in creating an inclusive and multicultural educational landscape through the retention and recruitment of diverse students, especially those of domestic minority and low-income/first generation college backgrounds, who have been traditionally under-represented in graduate education. We work to promote a shared campus-wide commitment to an inclusive climate for all UW-Madison graduate students through initiatives such as the McNair Scholars Program and the Graduate Research Scholars communities. In addition, the unit oversees the Graduate School’s fellowship and funding competitions, serves as the coordinating unit for multiple external fellowships, and provides assistance to graduate students, staff, and faculty on campus-wide funding issues.
Retention impacted by two key areas:

> Academic engagement
> Social engagement

⇒ need to make sure current/new initiatives take both into account

• Also should align with knowledge of what works in retention of diverse students
Seven communities by discipline

- GERS (Engineering)
- L&S C-GRS
- Ed-GRS
- SciMed GRS (CALS, SMPH, Pharm, Vet)
- Nursing GRS
- EnviroGRS
- Business GRS

Eligible students flagged in GWIS during admission process

Initiatives aimed at supporting students

- Professional development activities
- Social activities
- Outreach to prospective students, community
  + Preview weekends in biological sciences, engineering, chemistry
- Support for faculty/staff
Student Support & Recognition

» Multicultural Graduate Network
  > Bridge gap between admissions and enrollment
  > Create spaces to help diverse students build community
  > Provide learning, professional development opportunities to support graduate students

» Bouchet Graduate Honor Society
  > Dissertators/PhD-holders who exemplify scholarship, leadership, character, service, advocacy for underrepresented students may be considered
  > Inductees asked to serve as mentors to younger students
Student Research Grants

» Online application open year-round with multiple review deadlines
  > http://grad.wisc.edu/studentfunding/grantscomp
  > All graduate students eligible to apply
  > The Graduate School will not directly pay programs that cover student expenses

» Conference Funding
  > $600, $1200 to present/perform work at a conference

» Research Travel Funding
  > $600, $1200 to perform research activities off-campus
  > Limited number of $1500 awards for international work
Retention begins in the recruitment phase!!!

Retention impacted by two key areas:

> Academic engagement
> Social engagement

=> recruitment needs to take into account both areas
Recruitment: Pre-Application to Application

Pre-Application Activities aimed at Students from Underrepresented Demographics

- Prospect System
- Pipeline Programs: SROP, McNair, etc.
- Partnerships
- Campus Visits
- Grad Recruitment Fairs
- Faculty Talks

Student Applies to UW-Madison
Recruitment: Post-Application to Enroll

Meetings/Conversations with Faculty
Post-Application

Graduate Research Scholar Communities
Funding Offers

Campus Visits
MGN & Other Campus-wide Efforts

Student is Admitted 😊

Post-Admission

Student Chooses UW-Madison!! 😊😊
Undergraduate Research Efforts

» McNair Scholars Program
  > Year-round research experience for underrepresented minority, low-income/first-gen students
  > Stipends, conference travel funds to professionalize
  > Workshops to help students improve research skills

» Summer Research Opportunities Program
  > Prospective grad students spend summer at UW-Madison doing research, getting to know campus community/area
    > Various programs/offices around campus partner to host students
    > Grad School coordinates common logistics, hosts general events for all participants (welcome, grad resource fair, etc.)
College Partnerships

» Academic partners
  > Florida A&M University
  > Howard University
  > New Mexico State University
  > New Mexico Tech
  > North Carolina A&T
  > Tennessee State University
  > Tuskegee University
  > Universidad del Este (UNE), Puerto Rico
  > University of Illinois at Chicago
  > University of New Mexico - Main
  > University of Puerto Rico - Bayamon
  > University of Puerto Rico - Mayaguez
  > University of Puerto Rico - Rio Piedras
  > Xavier University of Louisiana

» Consortium partners – IRT (Education, related fields), National GEM Consortium (STEM)
  > Provide lists of prospective underrepresented minority students for us to use
  > GEM provides one-time funding for selected students (we still need to supplement)

» Activities
  > Regular visits by UW-Madison faculty/staff/students to partners
  > Exchange opportunities for academic partner faculty/students here
Application Fee Waivers

http://grad.wisc.edu/admissions/fee_grants

» Participants of Targeted Programs
  > Academic Partner Institutions
  > McNair Scholars – anywhere in the US
  > SROP – UW-Madison, other CIC institutions
  > Institute for Recruitment of Teachers (IRT) – Associate Program, Intern Summer Workshop
  > WiscAMP

» Students from Low Income Families
  > Students complete form on website, send PDF to Office of Fellowships & Funding Resources (offr@grad.wisc.edu)

» Departments may also choose to cover application fees for students they want to target
The Graduate School and GRS communities can not do all the work!!

Examples of things to keep in mind with underrepresented students:

- How are academic policies explained to students?
- How are students finding community within the program, outside of academics?
- How are students supported through family situations?
- How are program faculty/staff equipped to work with students from underrepresented backgrounds?
Program-Based Efforts

» On-Campus Activities
  > Support during visit programs (pre-app, post-admit)
  > Periodic check-ins with students once here
  > Monitoring of attendance/interactions at program events
  > Use of survey data to determine differences by demographic group of interest, actions to minimize gaps

» Recruitment Efforts by Faculty
  > Include targeted recruitment of diverse students into travel
  > Participate in Graduate School partnerships
  > Seek diverse candidates for faculty, postdoctoral positions

» Other ideas you have!
Student-Led Efforts

» Some funding available to support new campus-wide student organizations aimed at underrepresented and/or underserved graduate students
  > New Black Graduate & Professional Student Association

» Students interested in starting other graduate student organizations may contact me
  > Gain leadership experience
  > Expand network
  > Advocate for ways to improve UW-Madison experience
Feel free to contact me to talk more about your specific questions/ideas/etc.!

» LaRuth C. McAfee, Ph.D.
» Assistant Dean, Office of Diversity, Inclusion, & Funding
» LaRuth.McAfee@wisc.edu, 608-265-2906
Fellowships & Funding

Irina Diaz
Fellowship and Funding Coordinator

Graduate School
UNIVERSITY OF WISCONSIN–MADISON
Advancing Knowledge through Education and Research
1. Graduate Student Support Allocation (GSSA)
   » Funds can be used for:
     a. graduate student recruiting: campus visits for prospective or admitted students, sending UW staff members or faculty to recruiting fairs, recruitment materials or advertising;
     b. graduate student travel to conferences; and
     c. graduate student research travel

2. AOF Recruiting Funds
   » Funds can be used for: campus visits for prospective or admitted students who are AOF-eligible, sending UW staff members or faculty to recruiting fairs, recruitment materials or advertising directed at AOF-eligible prospective students.
3. Fellowship/Recruitment Funds by Division
   > Biological Sciences & Physical Sciences: Flex funds competitions
   > Social Studies and Arts/Humanities: Fellowship competitions

4. Advanced Opportunity Fellowships (AOF)/Graduate Research Scholar communities (GRS)
   - EdGRS
   - SciMedGRS
   - GERS
   - L&S C-GRS
   - Business GRS
   - Nursing GRS
   - Enviro GRS

5. Other fellowship, recruiting, or support funds within your department
Academic Planning and Assessment (AP&A)

Marty Gustafson
Assistant Dean
Academic Planning and Assessment
Marty.Gustafson@wisc.edu

Graduate School
UNIVERSITY OF WISCONSIN–MADISON
Advancing Knowledge through Education and Research
Our Team

- Marty Gustafson
  - New programs, process questions, GFEC, non-pooled programs

- Jennifer Martin
  - Program & curriculum changes, graduate catalog, assessment

- Kelly Haslam
  - Program review data and process

- Mary-Butler Ravneberg
  - Graduate program profiles, exit surveys, and data requests
AP&A Works with Programs and Governance to Create or Change Academic Structures

- Degrees and Majors
- Named Options
- Grad/Professional Certificates
- Capstone Certificates
- Doctoral Minors
Contact our office in the Graduate School when you want to:

- Change Program Name
- Create a New Program
- Change the Academic Home
- Offer program online or off-campus
- Discontinue or suspend admissions

Contact us early in your planning process to ensure all the information needed for governance is included in your plans.
Our Governance Process

Department/Program
- Executive Committee or equivalent

School/College
- Academic Planning Council (APC) or equivalent

Graduate School
- Graduate Faculty Executive Committee (GFEC)

Campus
- University Academic Planning Council (UAPC)

System
- Board of Regents (for some actions)
AP&A Supports Graduate Program Review

3 Year Progress Report
- Graduate School check-in with new graduate programs to review implementation and path to sustained success

5 Year Program Review
- Campus-led (APIR) new program review to ensure quality

10 Year Program Review
- Ongoing requirement for all programs
What To Expect in a 10 Year Program Review

- Academic Planning and Institutional Research (APIR) in the Provost’s Office monitor program review dates with your school/college
- School/college deans hold primary responsibility for initiating reviews
- Programs have responsibility for the self-study
  - The Graduate School can provide data for the self-study on time to degree, graduate rates, diversity, enrollment and admissions, exit surveys, and peer comparisons
- School/college deans assemble a review committee (Graduate School provides a GFEC member)
What To Expect from a 10 Year Review for Your Program

- Topics raised during program review
  - Quality of the student experience
  - Evidence of student learning
  - Effectiveness of program administration

- Sample recommendations
  - Create/improve program handbook
  - Create a grievance procedure
  - Articulation of program learning goals and assessment plans
  - Create/improve student advising practices and monitoring of satisfactory progress
  - Improve time to degree/completion rates
  - Improve program diversity
Navigating Institutional Policies

Graduate School
UNIVERSITY OF WISCONSIN—MADISON
Advancing Knowledge through Education and Research
Curricular changes may include:
- Change of number of required credits
- Significant restructure of program curriculum

Ensure that your program’s school/college academic planning council (APC) or curricular committee (CC) has approved the changes
- Once approved by the school/college committee, notify the Graduate School via Jennifer Martin, jennifer.martin@wisc.edu
What happens when the Grad School receives notice of curricular changes?

» Review of the request and response regarding:
  > Whether the changes are in compliance with Graduate School policy
  > Information regarding the change and if it can be reflected in the Graduate Catalog now, or in the next update cycle
  > Whether the curricular changes are appropriately updated on the program’s own website
  > Whether the changes are significant enough to warrant approval at GFEC (very rare)
FALL 2014 = New policy era

» A comprehensive set of policies went into effect Fall 2014; all information regarding these minimum credit requirements is in the Graduate School Academic Policies and Procedures.

» What you should know about your program:

> Your program’s effective date for old and new policies (most
   + What semester your students matriculated (affects their policy).
   + What semester your students will finish (affects their policy).

> Please be aware of your program’s Minimum Degree Requirements and Satisfactory Progress chart in the Graduate School Catalog.
At least 50% of credits applied toward the program’s graduate degree credit requirement must be courses designed for graduate work (this includes but is not limited to online, thesis/research, independent study, and practicum/internship credits).

*For students taking coursework through the fall 2015 term, the official University record which identifies programs' documented "graduate level" coursework is each program's Minimum Degree Requirements and Satisfactory Progress chart in the 2014-2016 Graduate School Catalog.

For coursework taken in the spring 2016 term and beyond, the official University documentation of "graduate level" coursework will be identified with the graduate course attribute ("G50%") in the University's Course Guide and Class Guide.

More information regarding the Attribute: http://apir.wisc.edu/grad_attribute.htm
Assessment Activities are ongoing and fluid, responsibility of program faculty leadership

2015 Activity - Learning Goals – (COMPLETE):
> Each program (department chair and/or DGS) asked to submit learning goals for each degree-level in the program.

2016 Activity – Program Assessment Plans – due July 1, 2016:
  + Mapping Your Curriculum – Thursday, October 22, 12:00 – 1:00 pm
  + Mapping Your Curriculum – Monday, October 26, 12:00 – 1:00 pm
  + Methods & Measures for Assessing Learning and Program Quality – Wed, Nov 18, 8:30 – 10:30 am

Contact Regina Lowery [regina.lowery@wisc.edu](mailto:regina.lowery@wisc.edu) and Sarah McDaniel [sarah.mcdaniel@wisc.edu](mailto:sarah.mcdaniel@wisc.edu) with any questions about required assessment activities!
Available electronically
» Published every two years
» “Static”: only GFEC approved changes and directory information may be changed mid-cycle
» University Record: information must be accurate and any changes to catalog mid-cycle are archived.

African Languages and Literature

- Overview
- Doctoral Minor
- Admission
- Courses
- Minimum Degree Requirements and Satisfactory Progress

Administrative Unit: African Languages and Literature
College/School: College of Letters & Science
Admitting Plans: M.A., Ph.D.
Degrees Offered: M.A., Ph.D.
Minors and Certificates: Doctoral Minor

Faculty: Professors Cowell (Arabic language, linguistics, literature, and culture), Olaniyan (African and African diaspora literature, literary theory, popular culture), Songolo (African and Francophone literatures, African and Francophone cinema, literary theory); Associate Professor Thompson (African languages, second language acquisition, African linguistics, African culture); Assistant Professors England (Classical Arabic poetry and prose, Modern Arabic literature), Nimis (Francophone Africa, Lingala language and popular music, the Global South)

Overview
The mission of the Department of African Languages and Literature is to provide research and teaching in the areas of African languages, linguistics, literature, and oral traditions.

The department is the only one of its kind in the United States; it offers curricula leading to both the master of arts degree and the doctor of philosophy degree. Candidates in the program have come from all over the world, including Africa.
Each major program had to provide a completed chart reflecting the program’s compliance with new HLC policy.

Chart includes each active degree plan in the program.
The Graduate School Catalog will enter update stage in mid-October. Edits must be in collaboration with faculty leadership.

Each program may identify *one* Catalog CMS editor.

All edits will be due November 15.

Get a head-start and review your content now!

Email me if you have any questions

> jennifer.martin@wisc.edu
Campus Data Resources

Mary-Butler Ravneberg
Policy & Planning Analyst
Academic Planning and Assessment
marybutler.ravneberg@wisc.edu

Kelly Haslam
Data Projects Manager
Academic Planning and Assessment
kelly.haslam@wisc.edu

Graduate School
UNIVERSITY OF WISCONSIN–MADISON
Advancing Knowledge through Education and Research
Data collected and assembled each year by the Graduate School for each division, program, plan, and subplan as well as for the entire Graduate School.

https://www.gradsch.wisc.edu/mas/

1. Select Program

2. Click on Desired Profile at the Bottom of the Page
What is the status of your postgraduate plans in the next year?

<table>
<thead>
<tr>
<th>Status</th>
<th>Graduate School</th>
<th>Arts &amp; Humanities</th>
<th>Biological Sciences</th>
<th>Physical Sciences</th>
<th>Social Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Returning to, or continuing in, predoctoral employment</td>
<td>181</td>
<td>42</td>
<td>27</td>
<td>44</td>
<td>67</td>
</tr>
<tr>
<td>Have signed contract or made definite commitment for a &quot;postdoc&quot; or other work</td>
<td>1177</td>
<td>131</td>
<td>298</td>
<td>459</td>
<td>284</td>
</tr>
<tr>
<td>Negotiating with one or more specific organizations</td>
<td>106</td>
<td>9</td>
<td>37</td>
<td>37</td>
<td>23</td>
</tr>
<tr>
<td>Seeking position with one or more specific organizations</td>
<td>107</td>
<td>22</td>
<td>21</td>
<td>35</td>
<td>29</td>
</tr>
<tr>
<td>Seeking position but have no specific prospects</td>
<td>277</td>
<td>84</td>
<td>58</td>
<td>74</td>
<td>59</td>
</tr>
<tr>
<td>Other full-time degree program (e.g., MD, DDS, JD, MBA)</td>
<td>33</td>
<td>3</td>
<td>22</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>Do not plan to work or study (e.g., family commitments)</td>
<td>19</td>
<td>9</td>
<td>3</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Other</td>
<td>14</td>
<td>2</td>
<td>4</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>Total</td>
<td>1914</td>
<td>302</td>
<td>470</td>
<td>661</td>
<td>473</td>
</tr>
</tbody>
</table>
A campus tool that allows you to pull data for your specific program or plan.

https://bi2.fastar.wisconsin.edu/workspace/index.jsp

WORKSHOP ON OCTOBER 7TH
» More Profiles for Comparative Analysis
  > Graduate School version
  > Divisional versions (Biological Sciences, Arts & Humanities, Physical Sciences, and Social Studies)

» Academic Planning & Institutional Research (APIR)
  > Data Digest – Quantitative information on major dimensions of the university including students, faculty, staff, and budget
  > Completions/Time to Degree – PhD completion and TTD measures for graduate programs with campus and national peer comparisons

» Office of the Registrar
  > Enrollment Reports
  > Interactive Degree Trends
Major Data Takeaways

- Data resources mentioned here (and more!) are listed on handout
- Please use/share data with program staff and faculty
  - Especially your program profile – at least annually
  - Continuous program improvement efforts
  - Program review and assessment activities
  - Student recruitment and retention efforts
  - Evaluating program success on different measures over time
  - Program planning and development
  - Training/research grant proposals
  - Funding proposals
Professional Development for Graduate Students

Eileen C. Callahan
Director of Professional Development

Graduate School
UNIVERSITY OF WISCONSIN–MADISON
Advancing Knowledge through Education and Research
Professional Development

Planning Your Path
- Individual Development Plans (IDPs)
- What to do and when / transition points
- New Graduate Student Welcome ➔ Dissertator transition and writing support

Skill-building
- Campus collaborators, 100+ professional development events/semester
- Skills include: communication, teaching, mentoring, research ethics, grant-writing, community engagement, software, and much more

Career Development
- Faculty and beyond
- Exploring careers, panels, networking
- Application and interview preparation
Fall event highlights

> First Steps to Building a Personal Brand
  September 21 5:00-6:30 pm 1111 Genetics – Biotechnology Center

> Presidential Management Fellows/PMF Stem Information Session
  September 22 12:00-1:00pm Union South

> Creating an Individual Development Plan (IDP)
  October 7 & 22, 4:30-6:00pm Union South

> Interviewing for Faculty Positions
  October 27 12:00-1:30pm 1111 Genetics – Biotechnology Center

> How to Write a KILLER LinkedIn Profile
  October 29 5:30-6:30pm Union South

> Last Steps to Completing Your PhD
  November 3 12:00-1:30pm 159 WI Idea Room, Education Building

> Perspectives of Hiring Managers: What Employers Look for in Your LinkedIn Profile
  November 10 5:30-7:00pm Location TBA

> For New Dissertators: Tips for a Successful Transition
  November 16 4:30-6:00pm 159 WI Idea Room, Education Building

100+ events each semester! grad.wisc.edu/pd/events
An Individual Development Plan (IDP) is an essential tool to help your students:

» assess their skills, interests, and values

» make a plan for developing skills that will help them meet their academic and professional goals

» communicate with their mentors about their evolving goals and related skills

grad.wisc.edu/pd/idp
IDPs are **recommended** for all graduate students and postdocs and **required** for those with **NIH funding**
Online resources: grad.wisc.edu/pd/idp
Overview video
Workshops:
> October 7 @ 4:30 pm – 6:00 pm
  Union South (TITU)
> October 22 @ 4:30 pm – 6:00 pm
  Education Building Room 159
One-pager to brief mentor(s) about IDPs
Online resources for mentors and PIs
Reporting system to log IDP activity
We are happy to:

» Assist you in developing an event for your students

» Visit your program and meet with students and/or faculty to discuss and develop IDPs
Advice for Students

What To Do and When
Use this guide to stay on track for success.

- Beginning Your Studies
- Early/Mid Graduate Career
- Mid/Late Graduate Career
- Preparing To Move On

- Career Exploration
- Research/Scholarship
- Teaching
- Mentoring
- Degree Completion
- Life Skills

grad.wisc.edu/pd/timeline/
GradConnections

- Helpful tips and alumni profiles
- Professional development
- Funding opportunities
- Announcements and deadlines
- All grad students automatically subscribed

Subscribe: join-gradconnections-subscribers@lists.wisc.edu

Monthly emails to your students

- Watch for email from Amy Fruchtman
- FWD or copy/paste, add a personal message (“check out these great opportunities from the Graduate School!”), and send to your students
✓ Remind your graduate students to develop their Individual Development Plans (IDP) grad.wisc.edu/pd/idp
✓ Encourage your students to attend professional development events – watch for monthly emails from Amy Fruchtman and relay this info to your students
✓ Invite us to your graduate program, hang PD event posters, and/or distribute flyers
✓ Subscribe to GradConnections to stay up-to-date join-gradconnections-subscribers@lists.wisc.edu
✓ Refer your students to the graduate professional development calendar grad.wisc.edu/pd/events
✓ Refer your students to the Versatile PhD grad.wisc.edu/pd/versatilephd and What to Do and When grad.wisc.edu/pd/timeline/
✓ Join us for career development training each summer
Degree Granting & Clearing Process

Elena Hsu, Degree Coordinator
Michelle Holland, Academic Services Coordinator

Graduate School
UNIVERSITY OF WISCONSIN–MADISON
Advancing Knowledge through Education and Research
Degree deadlines

» [http://grad.wisc.edu/currentstudents/degreeeadlines/](http://grad.wisc.edu/currentstudents/degreeeadlines/)

» Degrees are granted by the term or semester (Fall, Spring, Summer)

» Fall 2015 deadlines:
  > September 1: dissertator eligibility Fall 2015
  > November 30th: Request for all Masters and Ph.D. Degree Warrants
  > December 18th: Degree Deadline
  > December 21st - January 15th: Spring Degree Window Period

» Window period
  > The time between the end of one degree period (ex: Fall) and the beginning of the next (ex: Spring)
  > **Students must have been registered for the previous semester (ex: Fall)**
  > If all degree requirements are met by the end of the window period, the degree will be granted for the following semester (ex: Spring degree)
  > However, the student will not have to register or pay fees for the next semester (ex: Spring)
Request E-Warrant

» At least 3 weeks before the defense/exam
» GREU is the system used to request e-warrants
   > https://my.gradsch.wisc.edu/greu/sara.html
» Types of warrants
   > Prelim
   > Masters
   > Doctoral
   > Professional
» By requesting a warrant you are verifying that the student has met all of the PROGRAM requirements
Request E-Warrant

» Search in GREU for your student and term of degree
   > Select the appropriate plan for the student (ex: PhD 499 L&S)

» Eligibility checklist for Graduate School minimum degree requirements
   > Enrolled in proper number of credits during that semester
   > No deficient grades (No report-NR, Incomplete-I, etc.)
   > Minimum cumulative GPA
   > Passed minimum number of credits

» Fill out warrant request online, submit

» Degree coordinator reviews e-warrant request
   > Approve or deny
   > Email to coordinator with link if approved
E-Warrants

» Grad Coordinator prints e-warrant from the web
» Signed warrant returned to the Grad School
» E-Warrants Training
  > [https://kb.wisc.edu/gsadminkb/page.php?id=34566](https://kb.wisc.edu/gsadminkb/page.php?id=34566)
Return Signed warrant to the Grad School

» Degrees are granted at the end of each semester
» Degree coordinator checks and verifies information on the warrant and student transcript
» Graduate School clears degree with the Registrar’s Office
» Registrar’s Office posts official degree
Transcripts & Diploma

» Degrees are posted 4-6 weeks after the end of the semester by the Registrar’s Office

» Degree will show in MyUW student center once it has been posted

» Order transcripts online:
  > http://ordertranscript.wisc.edu/

» Diplomas will be sent to the MyUW address 8-12 weeks after the end of the semester
Completing Your Degree

Expecting Your Master’s Degree

Thesis deposit at Memorial is optional (program requirement)

Doctoral Dissertation Formatting & Submission Instructions

Students must deposit their dissertation electronically to ProQuest and schedule a final review at the Graduate School by the degree deadline

Degree Completion Letter

Before degree is posted, request from Registrar’s Office, final grade must be posted
Completely separate from the degree granting process at the Graduate School

Coordinated by the Chancellor’s Office

2 ceremonies per year: May and December

August graduates can attend the May or December ceremony

All grad students must apply to graduate through their MyUW student center by the deadline each semester if they want their name printed in the commencement program

http://www.commencement.wisc.edu/
Jump Start! Part 2 of 2: Today in Review...

» Admissions: Detail & International
» Graduate Student Diversity
» Fellowships & Funding
» Academic Planning & Assessment
» Navigating Institutional Policies
» Campus Data
» Professional Development
» Degree Granting & Clearing
Questions?

» Time for questions as a large group

» Presenters will also be available for 15 minutes to answer individual questions