JUMP START!
New Grad Coordinator Training

WORKSHOP 2: September 29th, 2017

Graduate School
UNIVERSITY OF WISCONSIN–MADISON
JUMP START!
Introductions

» Name
» Program(s)
» When you started
» Most useful thing you learned in Jump Start 1 Workshop
Goal Setting Activity

» Write goals down throughout the presentations today
Workshop 2: Agenda

» Admissions
» Fellowships & Funding
» Academic Planning & Assessment
» Campus Data Resources
» Professional Development
» Degree Process
Format

» 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 Staff

» Judy Bauman, Director of Admissions

» Admissions Staff work by the first letter of the applicant’s last name
  > Rebecca Chapman (A-H)
  > Debbie Klimek (I-O)
  > Kasey Fiske (P-Z)

» Randy Tackett, International Credentials Evaluator
Decentralized process at UW
> Program does initial review of applications
> Graduate School reviews applications recommended for admission by the programs.

Graduate School **minimum requirements**
> Undergrad GPA of 3.0 in the last 60 semester hours or Masters degree with 3.0 GPA
> Bachelors degree from regionally accredited US institution or a comparable degree from an international institution
> English proficiency for those whose native language is not English, or whose undergraduate instruction was not in English, must provide an English proficiency test score (TOEFL, IELTS, MELAB)
> International applicants are required to have adequate financial resources to cover expenses for the duration of their studies at UW-Madison
> If minimum requirements are not met, a pro sheet will be requested.
> **Please note. The Graduate school does not require the GRE.**
Admissions Statistics

<table>
<thead>
<tr>
<th>FALL 2017</th>
<th>APPLICANTS</th>
<th>ADMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOMESTIC</td>
<td>8,853</td>
<td>2,533</td>
</tr>
<tr>
<td>INTERNATIONAL</td>
<td>9,415</td>
<td>810</td>
</tr>
<tr>
<td>TOTAL</td>
<td>18,268</td>
<td>3,343</td>
</tr>
</tbody>
</table>
Electronic Application (E-App)

» Applicants can apply up to 3 graduate programs
» The application fee is $75 for all
» International students pay an additional $6 document processing fee for I-20 related documents
» E-app has an inherent work flow
  > Adaptive display
  > The applicant must pay the application fee by credit card or fee grant, before submitting the application
Citizenship Information

Domestic Citizenship Information
- Place of Birth
  - Country of Birth: United States
  - City: Madison
  - State: Wisconsin
- Citizenship
  - Country of Citizenship: United States
  - Citizenship: US Citizen
  - Do you have a US Social Security number? Yes
  - Please enter SSN below

International Citizenship Information
- Place of Birth
  - Country of Birth: China
  - City: Beijing
- Citizenship
  - Country of Citizenship: China
  - Citizenship: US Citizen
  - Do you have an International Taxpayer Identification Number (ITIN)? Yes
  - Current Visa Status: Select
  - Will you be bringing dependents with you? No

Save & Next
Federally mandated that we ask as a two part question. If ethnicity is ‘Yes’, then additional values of Cuban, Puerto Rican, Mexican and other Hispanic appear. This is specific to UW-Madison.
Program selection is term specific and will only appear if your program accepts applications in that term.

Applicants can apply to 3 programs.
Supplemental Application

» Programs decide what questions they would like to ask their applicants
  » For example a program can ask
    » What is your area of interest?
    » Which faculty member do you want to work with?
    » How many months of research experience do you currently have?
  » Programs also decide how applicants answer the questions
    » Drop down list
    » Check boxes
    » Upload a document

» One question can appear in applicant review as a column
» Adding, updating or changing a supplemental app can only happen before the beginning of a term
» If you don’t have a supplemental application or would like to update yours please contact Debbie Klimek by email debbie.klimek@wisc.edu
Two of the three programs have a supplemental app question
Statements and CV

» Programs listed are what applicant applied to earlier in the application
» One statement of purpose can be written for all the programs by copying and pasting
» The applicant can also choose to write individual statements of purpose for each program
» Programs inform students what information is needed in the statement of purpose on their website
» CV/Resume will be one document
Recommendations

- Programs listed are what applicant selected earlier in the application
- Applicants assign a recommender to each program
- Applicants can write a note to the recommender what program they are writing the recommendation for or if they are recommending for multiple programs
- Programs inform the Graduate School how many recommendation letters are required
» Applicants can upload unofficial transcripts for program review
» After the applicant has been recommended for admission, the Graduate School will request official transcripts for final review and admission (new process)
» The final official electronic transcripts will then be made available in Applicant Review
» International applicants may still have to submit paper transcripts for review
» The residency menu will take applicants out of the E-App and to the residency smart app

» Residency asks specific questions to determine if the applicant is eligible for residency status

» Once the applicant has finished the residency questions they are taken back to the E-App
Graduate School
Admission Systems

» GWIS
  > Still using but will go away once Applicant Review is live
  > Old and outdated
  > One size does not fit all
  > High Maintenance

» Applicant Review
  > Currently in a test environment (stage)
  > Fixes are being done this week that were reported by programs on the feedback document
  > On October 6th, production will be available to programs for setup. Create checklists, email templates, review forms
  > Live mid October
  > Much more flexible to allow for different programs workflow
  > Modern look and feel
<table>
<thead>
<tr>
<th>Request</th>
<th>Latest Action</th>
<th>R</th>
<th>Completion Date</th>
<th>Name</th>
<th>A</th>
<th>PDF</th>
<th>Campus ID</th>
<th>Plan</th>
<th>D/</th>
<th>Sex</th>
<th>Birth Date</th>
<th>Entered/Received</th>
<th>M/R/T</th>
<th>Name</th>
<th>Checkbox</th>
<th>Select for Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>G20</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>09/05/2017 09/08/2017</td>
<td>0/4/3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>G20</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>09/07/2017 09/06/2017</td>
<td>0/2/3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>G20</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>09/23/2017 09/23/2017</td>
<td>0/2/3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>G20</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>09/31/2017 09/21/2017</td>
<td>0/3/3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>G20</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>09/12/2017 09/12/2017</td>
<td>0/3/3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>G20</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>09/12/2017 09/10/2017</td>
<td>0/3/3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Almost All Tabs/Pages

- Page Description
- Upper blue filter box
- Action Buttons: Send Email, Add/Remove applicants in group, Download
- List of Applicants

List of Applicants

Page Description

Blue Filter Box

Action buttons
Tabs across top will always show, but security defines the number of tabs seen.

Create Checklist Items, Email Templates, Groups, Saved Filters, Review Scale, Teams, Table columns for each Tab

Once created, you can use within different tabs as you do your worklist
Applicant Review - Manage

Create Groups

» Click **Groups** button on **Manage** Tab
» Click + **Add group button**
» Name Group
» Click on **Create Group** Button
» You can **Edit** name of the Group once created, if desired
» Use **Edit Administrators** button to allow others to change the group
Quick counts for Citizenship and AOF eligibility

- Hover to see counts
- Don’t confuse with DataMart (Admissions Queries)
Applications that have been started but not yet submitted

Check box next to applicant name or check box above applicant list to select all applicants
Example of using a Group = Groups

- Create **Group Name** under MANAGE TAB if not already done.
- Select applicants by clicking checkbox next to applicant name
- Select blue ‘Add to Group’ action button (below blue filter box)
- List of applicants appears as a popup. Select Yes
- I selected Judy’s group from pull down
Applicant Review - Unsubmitted

» Judy’s Group has now been created
  > Select Judy’s Group from blue filter box
  > Judy’s group will appear
  + I can add/remove applicants from group by selecting them and choosing appropriate action.
  + **Groups will only show on pages where the group was created.** A group I created in unsubmitted should not be showing in the Final Processing tab.
Applications that have been submitted but not yet moved to Review and Recommend

Additional filters available in blue filter box

Actions: Add/remove group, Download, Request GPA Eval, Assign, Move to review

Move to Review

> Select Applicants
> Click White move to Review Action button
Applications that have been moved to review but not yet given a recommendation

Assign applicants to a Team of faculty or an individual faculty for Review or to Recommend/Not Recommend

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Term</th>
<th>Campus ID</th>
<th>Reviews</th>
<th>Completed Reviews</th>
<th>Latest Review Date</th>
<th>Average Score</th>
<th>Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>addani, ravichandra</td>
<td>Computer Sciences MS</td>
<td>Fall 2017-2018</td>
<td>907820011</td>
<td>0/0</td>
<td>0/0</td>
<td>0/0</td>
<td>-</td>
<td>Intern</td>
</tr>
<tr>
<td>Adiga, Akshay</td>
<td>Computer Sciences MS</td>
<td>Fall 2017-2018</td>
<td>9078780113</td>
<td>0/0</td>
<td>0/0</td>
<td>0/0</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Advani, Laxish</td>
<td>Computer Sciences MS</td>
<td>Fall 2017-2018</td>
<td>9077768399</td>
<td>0/0</td>
<td>0/0</td>
<td>0/0</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>
Applications that have been recommended but not yet reviewed by the Graduate School

Includes applicant that I recommended on previous tab

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Latest Action</th>
<th>Latest Action Date</th>
<th>Action History</th>
<th>Communication History</th>
<th>Prosheet</th>
<th>Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbas, Syed Hussain</td>
<td>Computer Sciences MS</td>
<td>Dept Rec-Intl No Aid - G80</td>
<td>9/25/2017</td>
<td>Action History</td>
<td>Communication History</td>
<td>Not Admit, Phil's Test 1</td>
<td></td>
</tr>
<tr>
<td>ADAIK, DEBARSHAN</td>
<td>Computer Sciences MS</td>
<td>Dept Rec-Full Standing - G60</td>
<td>9/28/2017</td>
<td>Action History</td>
<td>Communication History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adakar, Surabhi Mayurak</td>
<td>Computer Sciences MS</td>
<td>Dept Rec-Full Standing - G60</td>
<td>9/26/2017</td>
<td>Action History</td>
<td>Communication History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>addani, snechandra</td>
<td>Computer Sciences MS</td>
<td>Dept Rec-Intl Aid Pending - G81</td>
<td>9/26/2017</td>
<td>Action History</td>
<td>Communication History</td>
<td>Intern</td>
<td></td>
</tr>
</tbody>
</table>
Applications that have been reviewed by the Graduate School but not matriculated

This is an applicant that I chose to ‘not recommend’ on the Review and Recommend Tab

When that action is taken, the applicant is moved to final processing since no further action is needed.
Applicant Review Links

» Applicant Review Test (stage)
   > https://stage.apps.grad.wisc.edu/ApplicantReview

» DataMart/Admission Queries Test (stage)
   > https://stage.apps.grad.wisc.edu/DataMart

» Applicant Review Test Feedback Document (stage)
   > https://docs.google.com/a/wisc.edu/document/d/10ur5smpPMMmRPtyWKf5OSnrn9Uo-zH6YrSss3O5ILvM/edit?usp=sharing

» Production link for Applicant Review available October 6th for setup of checklists, forms, email template
Online Status Check

» Used by Applicants to review information from both the Program and the Graduate School

» Lives in My UW

» Information fed by the Academic Programs
  > Checklists: Shows if an application is complete or missing items
  > Communications: Shows emails sent via Applicant Review
  > Program Decisions: Shows if an applicant has been ‘recommended for admission’, withdrawn...

» Information fed by the Graduate School
  > Missing documents/information, e.g., official transcripts with degree posted OR for international applicants; the I20 was sent on ...
  > Financial statement form-Available for international applicants upon recommendation for admissions
  > Shows Grad School Final Decision
Admission Codes and Processing

Rebecca Chapman
Senior Student Status Examiner
rebecca.chapman@wisc.edu
(608)262-6749

» Codes entered by programs
» Codes entered by the Graduate School
# Program codes for Recommending Admission

[https://kb.wisc.edu/gsadminkb/page.php?id=35609](https://kb.wisc.edu/gsadminkb/page.php?id=35609)

## 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. Is 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 applicants)</td>
</tr>
</tbody>
</table>
### Graduate School Action Reason Codes

**GRADUATE SCHOOL ACTION REASON CODES**

#### Program Action - APPLICATION

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G00</td>
<td>Available for Recommendation</td>
</tr>
<tr>
<td>G02</td>
<td>Missing Records</td>
</tr>
<tr>
<td>G03</td>
<td>Examiner Approved - Dept Recom</td>
</tr>
<tr>
<td>G04</td>
<td>Evaluation Available</td>
</tr>
<tr>
<td>G05</td>
<td>Dean's Review</td>
</tr>
<tr>
<td>G06</td>
<td>GS Follow-Up</td>
</tr>
<tr>
<td>G07</td>
<td>Change of Session</td>
</tr>
<tr>
<td>G08</td>
<td>Reentry Request</td>
</tr>
</tbody>
</table>

#### Program Action - RECONSIDERATION

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G09</td>
<td>Reconsideration - Same Session</td>
</tr>
<tr>
<td>G31</td>
<td>Intl Pending</td>
</tr>
<tr>
<td>G32</td>
<td>Intl Pending - UW FinAid Pending</td>
</tr>
<tr>
<td>G33</td>
<td>Intl Pending - No UW Money</td>
</tr>
<tr>
<td>G35</td>
<td>Intl Pending - No TOEFL/IELTS</td>
</tr>
</tbody>
</table>

#### Program Action - DEFER DECISION

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G11</td>
<td>Admit - Full Standing</td>
</tr>
<tr>
<td>G12</td>
<td>Re-entry</td>
</tr>
<tr>
<td>G17</td>
<td>Admit on Probation</td>
</tr>
<tr>
<td>G18</td>
<td>Temporary Admit on Probation</td>
</tr>
</tbody>
</table>

#### Program Action - ADMINISTRATIVE WITHDRAWAL

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G57</td>
<td>GS Withdrawal</td>
</tr>
</tbody>
</table>
Codes That Require Action from Applicant

» G02- Missing Records: Missing academic records/transcripts. GS examiner notifies applicant via MyUW Status Check

» G06- GS Follow-Up: Additional or updated information requested from applicant usually related to financial information for international applicants

» G31- Intl Pending: GS examiner approves program recommendation. Further financial documentation is required

» G32- Intl Pending: UW Financial Aid Pending GS examiner approves program recommendation with aid pending. Further financial documentation required.

» G33- Intl Pending: No UW Money GS examiner approves dept. recommendation with no aid from dept. Further financial documentation required.

» G35- No TOEFL/IELTS: Applicant missing TOEFL/IELTS.
Graduate School Admission Codes

» G11- Admit Full Standing

» G12- Re-entry

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

» G17- Admit on Probation

» G18- Temporary Admit on Probation
Matriculation Codes

» G70 = Manual matriculation
» AUTO = Matriculation via programming
» The last step of the admissions process
» All admission codes are moved to the Registrar’s side in SIS
  > Registrar’s Office runs term activation (eligible to enroll file)
  > Registrar’s Office creates appointments for students to register
Admissions: International

Randy Tackett
International Credential Evaluator
Office of Admissions

Graduate School
UNIVERSITY OF WISCONSIN-MADISON
What the International Credential Evaluator does

» Review academic records for the required level. *Is it a Bachelor's degree or equivalent?*
» Review academic records for the required quality. *Is it a "B" average or equivalent?*
» Review English proficiency requirements. *Does the TOEFL or IELTS score meet our minimum requirement?*
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](http://info.gradsch.wisc.edu/education/admissions/requirements.html)
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 as code G04.
Applicant home country, International. Fall 2016

- China: 4276
- India: 2370
- Korea: 633
- Taiwan: 307
- Iran: 228
- Saudi Arabia: 101
- Germany: 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
» Admissions requirements page has information for each country
  > https://grad.wisc.edu/admissions/requirements/
» 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 in the fall
» Seminar will eventually migrate to Knowledge Base document
» For more information:
  > Randy Tackett
  > rtackett@grad.wisc.edu
  > 262-0805
Training Goals

» Learn the Graduate school’s minimum requirements for international applicants.

» Evaluate international academic documents to determine if the applicant meets minimum admission requirements.
Fellowships & Funding

Cassandra Rademaekers
Fellowship Director

Graduate School
UNIVERSITY OF WISCONSIN-MADISON
Recruitment and Retention Through Fellowship Support

Graduate Student Support Competition (GSSC)

- Focus on Recruitment and Retention promising practices
- Funding may be used to provide full fellowship support, stipend supplementation, welcome checks, summer support, general graduate student support, etc.
- Launched in October, due in early November
- Same application for all 4 divisions.
- Graduate Student Support Allocation (GSSA) is now part of GSSC
Recruitment and Retention Through Fellowship Support

Graduate Student Support Competition (GSSC) cont.

- **AOF Recruitment Funds:** Recruitment Funds, through the GSSC application, that are aimed at underrepresented, first generation students, funds can be used for:
  a. Advertising to targeted audiences
  b. Visits to campus
  c. Sending UW-Madison staff to recruiting events
  d. Other inventive ways to attract qualified underrepresented graduate students to campus (coordinate with your **GRS community** or the Graduate School on ways to leverage these funds and/or recruiting opportunities).
Recruitment and Retention Through Fellowship Support

External Fellowships supported through the UW-Madison:
https://kb.wisc.edu/gsadminkb/page.php?id=73571

- Mellon/ACLS Dissertation Completion Fellowship
- ACLS Robert H. N. Ho Family Foundation Program in Buddhist Studies Fellowship
- BTAA/Smithsonian Institution Fellowship Program
- Charlotte W. Newcombe Fellowship
- Ford Foundation Fellowship Programs
- Hertz Foundation Fellowship
- Mellon – Council for European Studies Dissertation Completion Fellowship
- National Physical Science Consortium Fellowship
- National Science Foundation Graduate Research Fellowship Program
- NIH Training Grants and NRSA Fellows
- Robert Wood Johnson Health Policy Research Scholars Program
- Social Science Research Council (SSRC) Fellowships
- Eurasia Program Fellowships
- International Dissertation Research Fellowship (IDRF)
- Spencer Dissertation Fellowship
- Rome Prize (American Academy in Rome)

Academic programs may request supplementation from the Graduate School for external fellowships that are not on the approved supplementation list. External Agency Supplement Request Form
Other Recruitment Support

Fee Grants  https://grad.wisc.edu/admissions/fee Grants/  
- For applicants who participated in a pipeline program; grew up in a low income family (verification form)
- Programs can purchase coupon codes with coupon code purchase form to provide to applicants feegrants@grad.wisc.edu

Competitive Enhancement Awards
- One-time award available to programs when applicant is trying to decide between UW-Madison and another institution; decided on a case-by-case basis
- Availability announced in February, administered by the Associate Dean, Lisa Martin
Other Recruitment Support

Collaborative Recruitment Fund

- Encourage the support of strong collaborative partnerships that are geared to recruiting top candidates to the PhD, DMA, and MFA programs in all four divisions across campus
- Competition opens in *early spring*

Going to a Recruiting Event?

- Share your event information on the Graduate School Recruitment calendar

Need Recruiting Supplies?

- Contact the Graduate School (at least 3 weeks before the event) for Fliers (e.g., SROP, McNair), Folders with inserts, Tablecloths with GS logo, etc
- Complete the Recruitment Request Form on the Graduate School website: [https://grad.wisc.edu/diversity/rec_form/](https://grad.wisc.edu/diversity/rec_form/)
Office of Fellowship and Funding Resources
Partners in Recruitment and Support
Assistant Dean
Marty Gustafson
marty.gustafson@wisc.edu

Graduate School
UNIVERSITY OF WISCONSIN-MADISON
Academic Planning & Assessment

Marty Gustafson
- New program development
- GFEC / governance
- Assessment

Kelly Haslam
- Program review data
- Program review process training

Peter Kinsley
- Data reports
- Data requests
- Exit surveys
- Tableau

Emily Reynolds
- Guide
- Minors
- Curriculum changes
- Governance policy

Tori Karalis
- 131 Programs
- “AYC” support and services
- DCS Liaison
Academic Planning can help with all the changes your program might want to make to:

- Degrees/Majors
- Named Options
- Doctoral Minors
- Graduate/Professional Certificates
- Capstone Certificates
Academic Planning can help with all the changes your program might want to make to:

- 269 Awardable Degrees/Majors
- 82 Current Named Options
- 136 Named Doctoral Minors
- 24 Graduate/Professional Certificates
- 22 Capstone Certificates
These changes include:

- Making a new program
- Changing an academic home
- Renaming
- Moving online
- Discontinuing a program
- Suspending admissions
- Substantially changing curriculum/requirements
- Changing admitting status
These changes include:

- Making a new program (15)
- Changing an academic home (1)
- Renaming (5)
- Moving online (0)
- Discontinuing a program (13)
- Suspending admissions (6)
- Substantially changing curriculum/requirements (?)
- Changing admitting status (0)
We will help you through required Governance

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

<table>
<thead>
<tr>
<th>Department/Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Committee or equivalent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School/College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Planning Council (APC) or equivalent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Faculty Executive Committee (GFEC)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus <em>(for some actions)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>University Academic Planning Council (UAPC)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>System <em>(for some actions)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Regents</td>
</tr>
</tbody>
</table>
We’re also here to help with Program Reviews.

**3 Year Progress Report**
- Graduate School check-in with new graduate programs to review implementation. We’ll send a form.

**5 Year Program Review**
- Campus-led (APIR) for new programs. We’ll provide a training workshop, find a GFEC member for committees, provide data to committee, and offer templates.

**10 Year Program Review**
- S/C Led. We’ll provide a training workshop, find a GFEC member for committee, provide data to committee, and offer templates.
10 Year Program Review - What To Expect

Year 8  Provost → Dean → Program charged to conduct a self-study.
• Use the self-study (15-25 pages) template
  [https://kb.wisc.edu/vesta/page.php?id=63649](https://kb.wisc.edu/vesta/page.php?id=63649)
• Can/should use existing campus data resources

Year 9  The Dean receives the self-study and charges a review committee (including a GFEC member) to conduct the program review and write a report.
• The program will coordinate meetings and provide information to the committee.

Year 10 Report is reviewed by the School/College Academic Planning Council and discussed at a GFEC meeting.
• The program may be asked for additional information or to take part in follow-up actions.
Common themes for Graduate Program Review

- Funding
- Degree Completion and Time to Degree
- Career Services and Post-Graduation Outcomes
- Advising/Mentoring and Professional Development
- Diversity and Climate
- Admission Practices
- Evidence of Student Learning
- Effectiveness of Administration and Services
Sample Recommendations

- Create/improve program handbook
- Create a grievance procedure
- Adjust admission and funding offer practices
- Create/improve student advising practices and monitoring of satisfactory progress
- Improve time to degree/completion rates
- Improve program diversity and/or climate
- Articulation of program learning goals and assessment plans
Program Review Training

• If you have a review this year, mark your calendar for Fall Workshop
  • Monday, October 16
  • 1:00-2:30pm
  • Union South TITU

• Spring Workshop – may be possible as well

• Materials are also posted Vesta KB online
  • https://kb.wisc.edu/vesta/search.php?cat=5891
Learning Outcomes Assessment
Provided by the Office of the Provost + the Grad School

» Every program has learning outcomes. You can find them in the Graduate Guide. ([Check out where here!](https://assessment.provost.wisc.edu/))

» What do we do with learning outcomes?
  > July 1, 2016 – Assessment plans due
  > 2016-2017 – Assess at least one learning outcome
  > 2017-2018 – First Assessment Report due November 1, 2017

See: [https://assessment.provost.wisc.edu/](https://assessment.provost.wisc.edu/) for info!
• Online
• Updated 3x a year for governance actions (people, professional development and contacts box may be changed at any time)
• University Record: information must be accurate and changes are archived.
What’s in Guide?

» Both Undergraduate and Graduate catalogs
» All Degrees/Majors, Graduate/Professional Certificates, Capstone Certificates, and Doctoral Minors
» “Front matter”
» Design/visual appeal = more photos
» Integrated with other systems
Minimum Degree Requirements and Satisfactory Progress Chart

AFRICAN LANGUAGES AND LITERATURE, M.A.

MINIMUM DEGREE REQUIREMENTS AND SATISFACTORY PROGRESS

To make progress toward a graduate degree, students must meet the Graduate School Minimum Degree Requirements and Satisfactory Progress in addition to the requirements of the program.

MINIMUM GRADUATE DEGREE CREDIT REQUIREMENT
30 credits

MINIMUM GRADUATE RESIDENCE CREDIT REQUIREMENT
24 credits

MINIMUM GRADUATE COURSEWORK (50%) REQUIREMENT
Half of degree coursework (15 credits out of 30 total credits) must be completed graduate-level coursework; courses with the Graduate Level Coursework attribute are identified and searchable in the university’s Course Guide.

PRIOR COURSEWORK REQUIREMENTS: GRADUATE WORK FROM OTHER INSTITUTIONS
With program approval, students are allowed to count no more than 6 credits of graduate coursework from other institutions. Coursework earned five or more years prior to admission to a master’s degree is not allowed to satisfy requirements.

PRIOR COURSEWORK REQUIREMENTS: UW–MADISON UNDERGRADUATE
With program approval, students are allowed to count no more than 7 credits of coursework numbered 300 or above from a UW–Madison undergraduate degree.

CONTACT INFORMATION

African Cultural Studies
College of Letters & Science
African Languages and Literatures, M.A.
608-265-4151

Department of African Cultural Studies
afchals@mailplus.wisc.edu
608-262-2487
1410 Van Hise Hall 1220 Linden Drive
Madison, WI 53706

» Each major program has a degree requirements “chart”. Ensure this matches your program’s perception.

» Page includes each active degree plan in the program.
Doctoral Minors

» Have spotlight for the first time
» Typical tabs used: Overview, Requirements, Admissions, People

<table>
<thead>
<tr>
<th>AFRICAN LANGUAGES AND LITERATURE, DOCTORAL MINOR</th>
<th>AFRICAN STUDIES, DOCTORAL MINOR</th>
<th>AFRO-AMERICAN STUDIES, DOCTORAL MINOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRICULTURAL AND APPLIED ECONOMICS, DOCTORAL MINOR</td>
<td>AGRONOMY, DOCTORAL MINOR</td>
<td>AIR RESOURCES MANAGEMENT, DOCTORAL MINOR</td>
</tr>
<tr>
<td>ANIMAL SCIENCES, DOCTORAL MINOR</td>
<td>ANTHROPOLOGY, DOCTORAL MINOR</td>
<td>ART HISTORY, DOCTORAL MINOR</td>
</tr>
</tbody>
</table>
Coming Soon!
Guide Training – go sign up!

» Your edit window opens October 2 and closes November 22. Other edits possible after but only through specific Graduate School, School/College, or governance channels.

» October 2 http://go.wisc.edu/81sw4a
» October 5 http://go.wisc.edu/qcl851
» October 6 http://go.wisc.edu/5ej896
» October 10, 9:00–11:00am http://go.wisc.edu/u2834z
» October 10, 2:30–4:30pm http://go.wisc.edu/ynv7i4
» October 11 http://go.wisc.edu/063r03
» October 12 http://go.wisc.edu/xyet6v
Curriculum / Program Requirements

Curricular changes may include:

> **Change** of number of required **credits**
> **Significant** **restructure** of program **curriculum**

Curricular changes need school/college approval

> Once approved by the school/college APC or curriculum committee, notify Emily Reynolds
What if my program changes curricular requirements?

» The Graduate School reviews the request and response, looking for:

> Whether the changes are in compliance with Graduate School policy

> Information regarding the change and if it can be reflected in the Graduate Guide 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, if the changes significantly alter the program)
Campus Data Resources

Peter Kinsley
Policy & Planning Analyst
peter.kinsley@wisc.edu

Kelly Haslam
Academic Planner for Program Evaluation
kelly.haslam@wisc.edu

Graduate School
UNIVERSITY OF WISCONSIN–MADISON
Data Trivia!

» What are the four disciplinary divisions?
  > Arts and Humanities
  > Biological Sciences
  > Physical Sciences
  > Social Sciences
  > See right column on this page: https://grad.wisc.edu/about/gradedreports/

» Which program receives the most applications?
  > Computer Science
  > For 2016-17, Computer Science received 1797 applications!
Data Trivia!

» Which program graduates the most students per year?
  > Social Work
  > In 2015-2016, they graduated 173 students

» Which programs have the highest percent of targeted minority students?
  > Afro-American Studies with 70% for Fall 2016
  > Non-language/area studies: Counseling Psychology with 39% for Fall 2016
Data Trivia!

» Which program has the highest percent of international students?
  > Manufacturing Systems Engineering with 89% in Fall 2016
  > Language/Area studies: Chinese with 73% in Fall 2016

» Which program has the highest percent of female students?
  > Nursing with 96% in Fall 2016

» Which program has the highest percent of male students?
  > Mechanical Engineering with 89% in Fall 2016
Major Data Takeaways: Campus Definitions

- Data resources mentioned here (and more!) are on handout
  - Sometimes the Graduate School or Campus data reports will differ from Program’s own records.
  - Why? We must follow campus/AAU/Federal definitions and guidelines to
    - have data consistency/integrity
    - enable peer data comparisons
Major Data Takeaways Continued: Share Data

- Share data with DGS and other key program/dept leaders to...
  - Serve as lever for positive change
  - Be a form of advocacy for students
  - Illustrate or reinforce what you are seeing in practice
  - Empower yourself to make certain points on behalf of program
Ways to use the data

- Learning outcomes assessment (exit survey)
- Program review and continuous improvement activities
- Student recruitment and retention efforts
- Evaluating program success on different measures over time
- Program planning and development
- Training/research grant and funding proposals
Where can I find data?

» Our long term goal is to provide data that is simple and easy to understand.
   > Moving from static reports to visualizations.

» We want data to be available in context.
   > For example, there will be a data center in Applicant Review to provide applications data.
   > You are provided data packets during program review.

» We want you to access data easily.
   > As we update our website and add to our Grad School Portal in MyUW, we’re thinking of how to build in links to data.
Graduate Program-Specific Reports

For a short time, you can find “Program Profiles” of historical enrollment, application, funding and completions data (through 2015-16) on the Graduate School’s website:

https://tools.grad.wisc.edu/mas/
Data is Evolving on Campus

The “profiles” will soon be replaced by an interactive Graduate Data Explorer:
The explorer is a visual data search tool.
Campus Visualizations are also Available Now

» Academic Planning & Institutional Research (APIR)

https://apir.wisc.edu/students

Enrollment Counts

Degree, Cert, Minor Counts

PhD Completion Rates, Time to Degree
All doctoral and masters students have been sent an exit survey since Fall 2012

Most questions on the doctoral survey are from the American Association of Universities (AAU) Doctoral Exit Survey, and results are submitted by APIR to the AAU.

The Masters survey had limited questions until 2016

Survey Topics include:

Program Orientation and Progress Evaluation
Faculty Advising and Mentoring
Academic and Career Services
Professional Development
Program Climate
Post degree plans
How can I see responses?

For Programs Now:

» First, you need to have **at least 10 responses**
  > We’ll send a report every January
  > 71 programs received in 2017

» See the Knowledge Base under “Graduate School Exit Surveys” for questions and summary data
  > [https://kb.wisc.edu/gsadminkb/page.php?id=56327](https://kb.wisc.edu/gsadminkb/page.php?id=56327)

For the Public:

» Career Outcomes in Graduate Program Profiles (**with at least 5 responses as of spring 2016**)
  > [https://www.gradsch.wisc.edu/mas/](https://www.gradsch.wisc.edu/mas/)
What if I want something specific?

» SIS
  > Information on currently enrolled students
  > Data Center is useful querying tool

» GWIS
  > Program applicant information
  > Replaced by new Applicant Review System in October

» Query Library
  > Tool for “querying” some types specific program data
  > Useful for pulling historical student records
  > Will be replaced in spring, 2018
  > More information: https://kb.wisc.edu/gsadminkb/page.php?id=30349

» General data information and support
  > Peter Kinsley, Office of Academic Planning and Assessment
    (peter.kinsley@wisc.edu)
Professional Development for Graduate Students

Alissa Ewer
Assistant Dean
Professional Development and Communications

Graduate School
UNIVERSITY OF WISCONSIN–MADISON
An 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

IDPs are recommended for all graduate students and postdocs and required for those with NIH funding.
Graduate School is the primary campus resource for IDPs:
» grad.wisc.edu/pd/dp
» Overview video
» Workshops offered
» One-pager for mentors
» Resources for mentors and PIs
» Reporting system to log IDP activity

We are happy to assist you in developing an event for your students or visit your program to host an IDP workshop.
Creating an IDP is a process - not a form.

Variety of options are available:

- DiscoverPD / UW-Madison IDP Template
- myIDP from AAAS
- Imagine PhD (coming October 2017)
- Program-specific IDPs
- Other
IMAGINE PHD

a career exploration and planning tool for the humanities and social sciences

sign in create account
IMAGINE PHD is a Career Exploration and Planning Tool for the Humanities and Social Sciences

ImaginePhD is a free online career exploration and planning tool for PhD students and postdoctoral scholars in the humanities and social sciences.

Humanities and social sciences PhD students and their mentors have long recognized the need for more resources to help bridge the knowledge gap between doctoral education and the realm of career possibilities. ImaginePhD is designed to meet this need by allowing users:

- to assess their career-related skills, interests, and values
- explore careers appropriate to their disciplines
- create self-defined goals
- map out next steps for career and professional development success
Skills, Interests & Values Assessments

To gain a better understanding of your career-related skills, interests, and values please take each of the following assessments.

The **Interests assessment** will help you evaluate what career-related activities you enjoy doing most and those you would prefer to avoid. In the **Skills assessment**, you will consider some of the many skills you may already use and determine your level of experience and ability with each. Finally, the **Values assessment** will help you will reflect upon what is important to you in order to have a satisfying work environment.

Once you’ve completed these assessments you can compare the results with the Job Families that are of interest to you.

- 🔥 Interests Assessments
  - Start A New Interests Assessment

- 🌟 Skills Assessments
  - Start A New Skills Assessment

- ❤️ Values Assessments
  - Start A New Values Assessment
This page contains information about career paths that are of particular interest to humanities and social sciences PhDs and organized into “Job Families”. Each Job Family contains a description of the types of careers and job titles associated with it, as well as resources for career exploration, building job skills, networking, and applying.

You may review each Job Family and “save” it for future exploration, or you may choose to take the assessments first to gain a better understanding of how your skills and interests align with each Job Family.
## Setting Your Goals and Making an Individual Development Plan

Consider your immediate, short-term, and long-term goals both within your graduate program and for your future career. You may use My Plan to create your "individual development plan" – a plan that contains your self-defined goals and establishes a timeline to achieve these goals. Goals that are "SMART" - Specific, Measurable, Attainable, Realistic and Time-based are more likely to happen.
Exercise: Think, Pair, Share

Setting SMART goals

1. Throughout today’s session, brainstorm and jot down goals related to your current responsibilities or career interests.

2. In pairs each person chooses one goal to focus on. Together, brainstorm how you will achieve your goal, the timeframe for completion, and how you will know when you have accomplished it. Use the SMART method of goal setting to describe your goal.

3. Share with the group.
✓ **Remind** your graduate students to develop their Individual Development Plans (IDP)

✓ **Refer** your students to DiscoverPD, the PD events calendar, and Versatile PhD

✓ **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** us for career development training each summer
Degree Granting Process

Elena Hsu, Degree Coordinator
Alexandra Walter, Degree Coordinator
Michelle Holland, Director of Academic Services

Graduate School
UNIVERSITY OF WISCONSIN-MADISON
Degree deadlines

» http://grad.wisc.edu/currentstudents/degreedeadlines/
» Degrees are granted by the term or semester (Fall, Spring, Summer)
» Fall 2017 deadlines:

  - Tuesday, September 5th: Dissertator Eligibility Deadline for Fall 2017
  - Friday, December 1st: Request for all Degree Warrants
  - Friday, December 22nd: Master's Degree Deadline
  - Sunday, December 24th: Doctoral Degree Deadline
  - Monday, December 25th – Monday, January 22nd: 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 for the Spring Window)
  - 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)
Grad School degree coordinators:
  > check and verify information on the warrant and student transcript
  > clear the degree

Office of the Registrar:
  > Get degree info from the Grad School
  > Post degree to student account at the end of each semester
  > Provide degree verification to the student (if needed)
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
» The Graduate School will then confirm that the student has met all of the GRADUATE SCHOOL 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
» Grad Coordinator prints the e-warrant from the email notification

» E-Warrants training document available in the KB

> https://kb.wisc.edu/gsadminkb/page.php?id=34566
Signed Warrant

Masters
Prelim
Professional

- GRAD COORDINATOR sends to Grad School

Doctoral

- STUDENT UPLOADS to ProQuest as part of dissertation deposit
Completing Your Degree

» Masters
» https://grad.wisc.edu/currentstudents/masters proc/
» What you need to do
» Things you need to know
» Other information about your graduation
» Contact: Elena Hsu, Degree Coordinator
Completing Your Degree

» Doctoral

» [https://grad.wisc.edu/currentstudents/doctoral-guide/](https://grad.wisc.edu/currentstudents/doctoral-guide/)

» Formatting Requirements
  > Producing Your Dissertation
  > Format Requirements
  > Additional Guidelines
  > Embargo/Delayed Release

» Checklist

» Contact: Alexandra (Xania) Walter
Doctoral Degree Checklist

1. Precheck (OPTIONAL)
2. Request Warrant
3. Pay Dissertation Deposit Fee
4. Complete Exit Surveys
5. Electronic Deposit to ProQuest (UPLOAD SIGNED WARRANT)
6. Final Review (OPTIONAL)
Degree Completion Letter

» https://registrar.wisc.edu/degree_completion_letters.htm

» Request from the Office of the Registrar before degree is posted

» final grade must be posted
Transcripts & Diploma

- Degrees are posted by the Office of the Registrar
- 4-6 weeks after the end of the semester
- Degree will show in MyUW student center
- Order transcripts online
  > [http://ordertranscript.wisc.edu/](http://ordertranscript.wisc.edu/)
- Diplomas will be sent to the MyUW address 8-12 weeks after the end of the semester
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
» Fellowships & Funding
» Academic Planning & Assessment
» Campus Data Resources
» Professional Development
» Degree Process
Questions?

» Time for questions as a large group

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