

2006-2007 :: Electronic Data Collection - The Office of Graduate Studies**1. Mission Statement:**

The mission of the Office of the Graduate Studies is to support the University's mission in producing engaged graduates, prepared for leadership and contribution to today's constantly changing world. This is accomplished by strengthening the quality and scope of existing masters and doctoral program offerings and also by acting as a catalyst in introducing new degree offerings that develop scholars capable of discovering, integrating and applying knowledge. This training will prepare students for the challenges of living in a fast-paced global economy. Vital to this effort is attracting and supporting focused and highly motivated graduate students to an ever expanding array of advanced degree offering and research opportunities.

2. Objectives:**2.1 Implement an Electronic Data storage and recovery mechanism for graduate student academic information.:**

Information concerning graduate student status flows to the office of the Graduate Dean as paper documents, emails, faxes etc. Generating and compiling this information requires a great deal of human interaction and materials storage. As our graduate student population increases the storage, manipulation and retrieval of this inventory of collected data would need to be handled electronically.

2.1.1 Related General Education Outcome Item(s): 1. Communication; 3. Quantitative Methods

2.1.2 Related Strategic Plan Item(s): II-1 The Education of Leaders; II-3 Investment in People

2.1.3 Related Institutional Priority Item(s):

SP-2 Add 5,000 New Students; SP-6 Increase Number of PhD's Granted; SP-7 Enhance Graduation Rates; SP-8 Reduce Costs; COM-2 Protect Enrollment Gains, Access and Student Quality as part of moving toward Tier One Status; COM-3 Sustain Progress toward Tier One Status in terms of programs, research and faculty quality

2.1.4 Standards and Associations: n/a

2.1.5 Student Related Objective: Yes - This is a student related objective.

2.2 Online application for graduation: Electronic online application for students applying for graduation

2.2.1 Related General Education Outcome Item(s): 1. Communication

2.2.2 Related Strategic Plan Item(s): II-1 The Education of Leaders; II-3 Investment in People

2.2.3 Related Institutional Priority Item(s):

SP-2 Add 5,000 New Students; SP-6 Increase Number of PhD's Granted; SP-8 Reduce Costs; COM-2 Protect Enrollment Gains, Access and Student Quality as part of moving toward Tier One Status; COM-3 Sustain Progress toward Tier One Status in terms of programs, research and faculty quality

2.2.4 Standards and Associations: na

2.2.5 Student Related Objective: Yes - This is a student related objective.

3. Measures & Findings:

3.1 Maintain listing of information on supported graduate students: Develop a data base for teaching and research assistants appointees showing semester of appointment, # of masters and doctoral hours accumulated at UTDalls, visa status if appropriate, number of semesters supported and standardized test scores where appropriate.

3.1.1 Assessment Timeframe: each semester

3.1.2 Success Criteria: 100%

3.1.3 Related Objective(s):

Implement an Electronic Data storage and recovery mechanism for graduate student academic information.

3.1.4 Results Related To Success Criteria:

Listings of supported graduate students are now being generated each semester.

3.1.5 Numerical Results: All goals were and are being met.

3.1.6 Influencing Factors:

Success resulted from the active participation of the academic departments in sharing appointment and financial information on supported students.

3.1.7 Achievement Level: Met

3.1.8 Further Action: No

3.2 Electronic Application for graduation: On line application for graduation now fully tested and in use

3.2.1 Assessment Timeframe: Completed and operational

3.2.2 Success Criteria: Fully operational

3.2.3 Related Objective(s):

Implement an Electronic Data storage and recovery mechanism for graduate student academic information.; Online application for graduation

3.2.4 Results Related To Success Criteria: Students can now apply online for graduation and information is shared with programs, records and bursar.

3.2.5 Numerical Results: Fully operational and successful.

3.2.6 Influencing Factors:

Only problem arises when listing of degree program changes are not communicated to make changes in program. Readily solved when this occurs.

3.2.7 Achievement Level: Met

3.2.8 Further Action: No

5. Closing the Loop:

5.1 This action will continue each semester: Maintain updated information on supported students

5.1.1 Related Objective(s):

Implement an Electronic Data storage and recovery mechanism for graduate student academic information.

5.1.2 Related Measure(s): Maintain listing of information on supported graduate students

5.1.3 Responsible Person: Dean of Graduate Studies

5.1.4 Target Date: Ongoing each semester

5.1.5 Priority: High Priority

5.2 Online application for graduation:

Maintain accurate listing of degree programs listed in online program. Student must be entered in the degree program to continue online processing

5.2.1 Related Objective(s):

Implement an Electronic Data storage and recovery mechanism for graduate student academic information.; Online application for graduation

5.2.2 Related Measure(s): Electronic Application for graduation

5.2.3 Responsible Person: Dean of Graduate Studies

5.2.4 Target Date: Ongoing each semester

5.2.5 Priority: High Priority

6. Analysis:

6.1 Program/Unit Strengths:

6.1.1 Objectives/Outcomes Exceeded or Met: All objectives are being met

6.1.2 Other Strengths:

provides an overview of supported students that will be relevant to the analysis of attrition data.

6.2 Program / Unit Weaknesses:

6.2.1 Objectives / Outcomes Partially or Not Met: met

6.2.2 Other Weaknesses: none

6.3 Other Areas Needing Improvement: none

7. Report:

7.1 Executive Summary: Electronic data collection and processing has been developed and tested

7.2 Top 3 Program/Unit Accomplishments:

Information on supported students and the application for graduation successes provide encouragement to develop additional record keeping and processing strategies. The next agenda will focus on integrating the information on doctoral students admitted to candidacy.

7.3 Research Activities or Publications: none

7.4 Instructional/Training Activities (presented or received): none

7.5 Contributions to UTD: Improved record keeping and data retrieval capability

7.6 Top 3 Program / Unit Challenges: resources and additional personnel needed.

7.7 Detailed Resources Needed to Improve and Fulfill Mission: A full time IR specialist dedicated to graduate studies to interface with new peoplesoft implementation