

SOM Graduate Education Office initiatives, changes, etc.

2018-2019

- Formed Graduate Education Executive Committee
- Recruited and on-boarded
 - Dr. Roxann Roberson-Nay, Assistant Dean for Graduate Recruitment and Admissions
 - Ms. Mary Rosenthal, BSDP Coordinator and Administrative Assistant
- Revised/clarified degree completion steps for students
- Revised orientation for incoming advanced degree students
- Eliminated requirement for degree candidacy forms from DegreeWorks and Language from Bulletin for
 - M.S.-BIS (3 concentrations)
 - M.S.-ADD
 - M.S.-GCO
 - MPH-MPH
 - M.S.-PBP-BN
- Eliminated
 - Oversight of Paramedics program
 - Use of hardcopy graduation applications for all but pre-fall 2014 matriculates
 - Overrides database and form retention in Graduate Education Office
 - Handling of poster boards for MP and MCV Campuses
 - Eight MBG concentrations (ongoing)
- Revised student exam packs
 - Eliminated student transcripts and other information
 - Eliminated previous evaluation forms and database entry
 - Provided new M.S. final defense instructions
 - Provided new Ph.D. candidacy instructions
 - Provided new Ph.D. final defense instructions
- Implemented
 - Quatro reports each semester for graduate program director follow-up
 - Use of DocuSign for Degree Candidacy Forms
 - Use of DocuSign for ETDs
 - Use of Google intake survey to compile program/curriculum changes
 - Formal process for graduate student concern reporting and handling
 - Use of Google form for Substitutions/Waivers
 - Systematic process for considering applicants rejected from PH.D. programs for admission to related M.S. programs
- Initiated Bulletin clean-up
 - Reorganized the representation of course requirements for most programs
 - Facilitated updating of dual-degree listings in Bulletin
 - Facilitated the revision of several M.S. and PH.D. curricula
 - Reorganized and revised entries for descriptions of graduate programs and several foundational aspects, application processes, satisfactory academic progress, change in degree program, termination of enrollment, and the School of Medicine Graduate Programs Committee
- Developed clarified guidelines for Ph.D. student funding, emergency funding and support for training grant shortfall
- Initiated and implemented F31 NOW

- Facilitated increasing Ph.D. base stipends to \$30,000/yr
- Initiated systematic tracking of Ph.D. stipends nationally
- Web activities
 - Redesigned graduate student resources page with several revised policies and guidelines for graduate students
 - Launched graduate education office webpage with graduate faculty resource section that includes policies and guidelines for graduate program directors, admissions directors, advisors and graduate advisory committees
 - Revised all SOM Graduate Education pages
- Initiated gatekeeper outreach as part of communication, promotion and advertising plan
- Launched GradEd facebook page
- Initiated admissions kick-off organizational meeting