<table>
<thead>
<tr>
<th>2 Goals</th>
<th>7 Objectives</th>
<th>8 Indicators</th>
<th>8 Criteria</th>
<th>8 Findings</th>
<th>9 Actions</th>
</tr>
</thead>
</table>

**Assessment : 2007 - 2008 : Administrative Support :**

Graduate Studies, Office of
GOAL: Effective And Efficient Administrative Practices

Objective  Effective Shared Governance
Graduate programs are best served when the faculty and administration take joint responsibility for program quality. The Office of Graduate Studies will create procedures that promote shared governance.

Associated Goals: Effective And Efficient Administrative Practices

Indicator  Develop/Maintain Avenues For Shared Governance
Creating multiple venues for input promotes faculty buy-in and encourages the sharing of ideas. The number of official venues for input is a measure of success.

Criteria  Avenues for Shared Governance
The number of avenues for input providing avenues for seeking disseminating information is an indicator of progress/success.

Finding  Maintained Venues for Shared Governance
The Graduate Council Membership was expanded in 2005-2006 and was maintained in 2006-2007 and 2007-2008 academic years. The Doctoral Advisory Committee was created late in the 2005-2006 academic year and continues to function. Doctoral Advisors for pending programs are invited to attend as non-voting members. Minutes for both groups are posted online via the Office of Graduate Studies website. Once a semester, the Dean of Graduate Studies meets with the entire group of graduate advisors.

Indicator  Number Of Policies Reviewed
A regular review process is an essential component of maintaining currency and effectiveness. The Office of Graduate Studies, in conjunction with the Graduate Council will review policies directly impacting graduate education and make recommendations to the Council of Academic Deans.

Criteria  Number of Policies Reviewed
A regular review process should ensure that over a designated period of time, all policies directly impacting graduate studies are reviewed for currency and relevancy to the institution’s mission. At least one-third of the policies related to graduate studies should be reviewed each year.

Finding  Policies Reviewed
No policies were scheduled to reviewed during the 2007-2008 academic year and the policies directly related to graduate studies were reviewed during the two previous years. However, in implementing the Graduate Faculty Status Policy, APS 801014, the Graduate Council discussed some ways to improve the policy. The policy will be reviewed in the 2008-2009 academic year.

Actions for Objective:

Action  Maintain Existing Shared Governance Venues
The current combinations of shared governance venues is providing ample opportunities for input. Continue with the same processes for the upcoming 2008-2009 academic year. However, slight changes in the composition of the Graduate Council will be sought to produce an improvement in the representation broadbased academic areas.

Action  Policy Review
The review cycle will be repeated. One-third to one-half of the policies directly related to
graduate studies will be reviewed by the Graduate Council, if appropriate, the Doctoral Advisory Committee.
GOAL: Effective And Efficient Administrative Practices

Objective

Maintain An Effective Records System

The administration of graduate studies requires an information system that promotes efficient and effective input and use of data. The Office of Graduate Studies will work with Computer Services to develop and maintain an information system that promotes the effective and efficient administration of graduate programs.

Associated Goals: Effective And Efficient Administrative Practices

Indicator

Maintain/Improve Records System

The ability to track student progress, whether in the admission process or during their academic career, is an essential component in administering graduate education. The Office of Graduate Studies will regularly monitor the records system and suggest/make improvements, as needed.

Criteria

Records System Related Initiatives and/or Improvements
Evidence that initiatives and/or improvements took place is indicative of developing and/or maintaining an adequate records system.

Finding

Improving Records System
During the year the Office of Graduate Studies added three documents to its document imaging process. The admission documents are: reference letters, personal statements, and essays. Additionally, the Office of Graduate Studies trained personnel from the Office of International programs to scan in the respective documents.

Actions for Objective:

Action

Expand Paperless Process
Work with Computer Services to develop an online application to further facilitate move to a paperless admission and records keeping process.
## GOAL: Effective And Efficient Administrative Practices

### Objective

**Maintain Currency Of Policies**

Policies should be reviewed on a regular basis to ensure that policies are aligned to promote university and college objectives.

*Associated Goals*: Effective And Efficient Administrative Practices

### Indicator

**Number Of Policies Reviewed**

A regular review process is an essential component of maintaining currency and effectiveness. The Office of Graduate Studies, in conjunction with the Graduate Council will review policies directly impacting graduate education and make recommendations to the Council of Academic Deans.

### Criteria

**Number of Policies Reviewed**

A regular review process should ensure that over a designated period of time, all policies directly impacting graduate studies are reviewed for currency and relevancy to the institution's mission. At least one-third of the policies related to graduate studies should be reviewed each year.

### Finding

**Policies Reviewed**

No policies were scheduled to reviewed during the 2007-2008 academic year and the policies directly related to graduate studies were reviewed during the two previous years. However, in implementing the Graduate Faculty Status Policy, APS 801014, the Graduate Council discussed some ways to improve the policy. The policy will be reviewed in the 2008-2009 academic year.

### Actions for Objective:

**Action**

**Policies Reviewed**

The review cycle will be repeated. One-third to one-half of the policies directly related to graduate studies will be reviewed by the Graduate Council, if appropriate, the Doctoral Advisory Committee.
GOAL: Effective And Efficient Administrative Practices

Objective
Promote Program Assessment
Graduate programs should develop and maintain processes and procedures to assess their effectiveness. The Office of Graduate Studies will promote the development of a university-wide process for program reviews.
Associated Goals: Effective And Efficient Administrative Practices, Quality Graduate Programs

Indicator
Development/Maintenance Of Systematic Process For Program Review
A systematic process for program review promotes quality. A process that encourages a self-study to include an external component contributes to a continuous improvement process.

Criteria
Creation of program review process
The creation of a program review manual for doctoral programs is the targeted end product for this objective.

Finding
Program Review Manual for Doctoral Programs
A manual for the review of doctoral programs was created and sent to the Council of Academic Deans (CAD). The manual was approved and the program reviews will begin in the 2008-2009 academic year. The doctoral programs in Criminal Justice and Educational Leadership will conduct program reviews.

Actions for Objective:

Action
Doctoral Program Review Manual
The Doctoral Program Review Manual was approved by the Council of Academic Deans. The doctoral programs in Criminal Justice and Educational Leadership will use the manual and conduct self-studies during the 2008-2009 academic year.
## GOAL: Quality Graduate Programs

### Objective
**Promote Faculty Research**
Faculty that are active researchers are better prepared to be mentors and bring an expertise to the classroom that promotes knowledge of the literature, appreciation of research and emphasize the scientific practitioner model. Creating and disseminating knowledge is a key component of graduate programs. The Office of Graduate Studies shall contribute to an environment that promotes faculty research.  

**Associated Goals:** Quality Graduate Programs

### Indicator
**Funds For Faculty Travel**
Funding for faculty travel will promote faculty research and development. The amount of funding the Office of Graduate Studies can provide the academic colleges is an indicator of success with respect to promoting faculty research.

### Criteria
Increase in funding for faculty travel  
An increase in funding from the Office of Graduate Studies will be indicative of continued and expanded support.

### Finding
**Funds Supporting Faculty Travel**
In academic year 2007-2008, the Office of Graduate Studies provided $130,000 in funds to support research related travel members of the graduate faculty, through June 2008. This was a 27% increase over the funds provided in the 2006-2008 academic year.

### Actions for Objective:

**Action**  
Increase funding for Faculty Travel  
The funds from the Office of Graduate Studies have contributed to an increase in the research productivity of the graduate faculty. The Office of Graduate Studies will continue to support faculty travel and hopes to increase its level of support in the 2008-2009 academic year.
## GOAL: Quality Graduate Programs

**Objective**

Promote Program Assessment

Graduate programs should develop and maintain processes and procedures to assess their effectiveness. The Office of Graduate Studies will promote the development of a university-wide process for program reviews.

*Associated Goals:* Effective And Efficient Administrative Practices, Quality Graduate Programs

### Indicator

**Development/Maintenance Of Systematic Process For Program Review**

A systematic process for program review promotes quality. A process that encourages a self-study to include an external component contributes to a continuous improvement process.

### Criteria

**Creation of program review process**

The creation of a program review manual for doctoral programs is the targeted end product for this objective.

### Finding

**Program Review Manual for Doctoral Programs**

A manual for the review of doctoral programs was created and sent to the Council of Academic Deans (CAD). The manual was approved and the program reviews will begin in the 2008-2009 academic year. The doctoral programs in Criminal Justice and Educational Leadership will conduct program reviews.

### Actions for Objective:

**Action**

**Doctoral Program Review Manual**

The Doctoral Program Review Manual was approved by the Council of Academic Deans. The doctoral programs in Criminal Justice and Educational Leadership will use the manual and conduct self-studies during the 2008-2009 academic year.
## GOAL: Quality Graduate Programs

<table>
<thead>
<tr>
<th>Objective</th>
<th>Promote Student Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating and disseminating knowledge is a key component of graduate programs. The Office of Graduate Studies will encourage and facilitate student research. <strong>Associated Goals</strong>: Quality Graduate Programs</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Funds For Student Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding for students to travel to present their work at professional conferences serves to promote and reward research. The amount of funding the Office of Graduate Studies can provide the academic colleges is an indicator of success with respect to promoting knowledge of the literature and research among the students.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Increase in funding for student travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>An increase in funding from the Office of Graduate Studies will be indicative of continued and expanded support.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Finding</th>
<th>Funds Supporting Student Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through June of the 2007-2008 academic year, the Office of Graduate Studies provided approximately $106,500 to support student travel to present at professional meetings. This represented an increase of more than 40% compared to the funds provided in the 2006-2007 academic year</td>
<td></td>
</tr>
</tbody>
</table>

### Actions for Objective:

<table>
<thead>
<tr>
<th>Action</th>
<th>Increase Funding for Student Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Providing funding for student travel promotes quality research and serves as a long-term recruiting tool. With the funds being diverted to supplement recruiting efforts, the Office of Graduate Studies will seek to maintain the current level of support for student travel.</td>
<td></td>
</tr>
</tbody>
</table>
**GOAL: Quality Graduate Programs**

<table>
<thead>
<tr>
<th>Objective</th>
<th>Promote The Recruitment Of Quality Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Successful graduate programs must have quality faculty and students. The Office of Graduate Studies will encourage the academic colleges and programs to actively pursue high quality students.</td>
</tr>
<tr>
<td>Associated Goals:</td>
<td>Quality Graduate Programs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Financial Assistance For Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>While the primary funding source for financial assistance lies within the college and departmental budgets, the Office of Graduate Studies should promote quality and student development by offering supplemental funds. Additionally, funds from the Office of Graduate Studies serve as seed money for development of new programs and initiatives within existing programs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Increase in funding for financial assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>An increase in funding from the Office of Graduate Studies will be indicative of continued and expanded support.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Finding</th>
<th>Funds Supporting Financial Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Through June of the 2007-2008 academic year, the Office of Graduate Studies provided approximately $152,000 in scholarships and/or assistants. This represented a decrease of just less than 2% compared to the funds provided in the 2006-2007 academic year.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Recruitment Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>While the primary responsibility for recruitment of graduate students lies with the respective academic departments and colleges, the Office of Graduate Studies should encourage the recruitment of quality students by providing funds to do so.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Increase in funding for recruitment of students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>An increase in funding from the Office of Graduate Studies will be indicative of continued and expanded support.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Finding</th>
<th>Funds for Student Recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Through June of the 2007-2008 academic year, the Office of Graduate Studies provided approximately $66,600 in funding to support the academic college’s recruitment efforts. This represents a 21% increase over the funds provided in the 2006-2007 academic year.</td>
</tr>
</tbody>
</table>

**Actions for Objective:**

<table>
<thead>
<tr>
<th>Action</th>
<th>Increase Funding for Financial Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>With the increased competition from online programs, the Office of Graduate Studies will seek to increase funding for scholarships and supplemental graduate assistants for emerging programs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action</th>
<th>Maintain/Increase Funding for Student Recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SHSU’s graduate programs, particularly those in the COE, are facing a challenge with the advent of inexpensive online programs. Additional funds will be allocated to help with recruitment.</td>
</tr>
</tbody>
</table>