

# Office of Graduate and Professional Studies Overview



**Dr. Karen Butler-Purry**

Associate Provost for Graduate and Professional Studies

Graduate Advisor Workshop  
3 August 2016

Working Draft Document

# TEXAS A&M UNIVERSITY 2015-2020 STRATEGIC PLANNING

Graduate Education related

**GOAL 1:** Provide an outstanding educational experience for all students as evidenced by:

- **Strong appreciation for the value of the educational experience**
- **High completion rates**
- **Timely graduation norms**
- **High placements upon graduation**

# We can do even better! Strategies to Improve on Goal 1

- **Strategy 1:** Commit to a University culture that values timely completion of degrees at all levels.
- **Strategy 2:** Commit to a University culture that ensures all students engage in high-impact learning experiences in their curricular, co-curricular, and extra-curricular experiences.
- **Strategy 4:** Strengthen administrative structures for multidisciplinary programs and initiatives, and reinforce their alignment with and recognition by existing disciplinary structures.
- **Strategy 5:** Enhance our ability to ensure that all faculty, staff and students - regardless of their identity – receive recognition and value for their contributions at Texas A&M University.

**GOAL 2:** Produce impactful new knowledge, innovations and creative works as evidenced by:

- High citation, utilization, and display of scholarly outputs
- High levels of support for our scholars
- Recognition of our scholars
- Contributions to solving society's grand challenges

# We can do even better! Strategy to improve on Goal 2

**Strategy 4:** Strengthen administrative structures for multidisciplinary programs and initiatives, and reinforce their alignment with and recognition by existing disciplinary structures, especially in University-focused areas of grand challenges.

**GOAL 3:** Place the needs of the public good at the forefront of our mission as evidenced by:

- Graduating large number of students
- Increased number of graduating students who identify as African-American or Hispanic
- Graduating students with a low student debt burden

# We can do even better! Strategy to improve on Goal 3



**Strategy 10:** Reinforce and support procedures and initiatives to improve recruiting and retention of faculty, staff and students at all levels and from all backgrounds



A Brief Overview

# ENROLLMENT AND DEGREES AWARDED

# Degrees Awarded Overview

	AY 2006	% of total	AY 15	% of total
Total	2,296		3,258	
Master's	1,761	76.7	2,562	78.6
Doctoral	535	23.3	696	21.4
Hispanic	131	5.7	271	8.3
Black	70	3.0	96	2.9
International	755	32.9	1,211	37.2

Source: COGNOS

# Enrollment Overview

	Fall 2005	% of total	Fall 2015	% of total
Total	8,082		11,086	
Master's	3,955	48.9	6,341	57.2
Doctoral	4,127	51.1	4,745	42.8
Hispanic	547	6.8	991	8.9
Black	293	3.6	399	3.6
International	3,044	37.7	4,481	40.4

In addition, for Fall 2015, we enrolled over 2,700 first professional doctoral degree program students in DDS, DVM, JD, MD and PharmD

Source: COGNOS

# DRAFT - OGAPS STRATEGIC PLAN

and Priorities and Initiatives 2016-2017

# Draft OGAPS Strategic Plan

- **Strategic Goal 1:** Cultivate a diverse and globally aware graduate community
- **Strategic Goal 2:** Enhance the graduate experiences and development of all graduate and professional students, personally and professionally
- **Strategic Goal 3:** Practice intelligent stewardship of resources entrusted to the Office of Graduate and Professional Studies
- **Strategic Goal 4:** Lead and advance graduate education at Texas A&M University and throughout Texas and the nation
- **Strategic Goal 5:** Create and nurture an office climate that leads to excellent performance and collegiality among staff

# OGAPS Priorities and Initiatives for 2016-2017 --- IT

- Next generation graduate student portal, including a new document processing submission system, etc..
- Thesis templates
- Frequently Asked Questions (FAQs), and online tutorials and tools.
- Customer service feedback mechanism to phone/website
- Explore opening the electronic student files via ImageNow to the departments/colleges
- Assess needs and enhance resources and support for off-campus and distance students

# OGAPS Priorities and Initiatives for 2016-2017 --- Processes

- Streamline thesis/dissertation requirements and processes
- Outreach to build positive relationships and enhance communications with graduate advisors.
- Update forms and processing procedures to address new Graduate Faculty membership guidelines

# OGAPS Priorities and Initiatives for 2016-2017

- Coordinated recruiting efforts with colleges, departments, and faculty
- Responsible Conduct of Research minimal training for graduate students
- Spring 2016 Graduate Student Campus Climate Survey
- Expand participation in NSF-funded CIRTL @ TAMU, TAMUS E&S  
AGEP, and G.R.A.D. Aggies – professional development and student  
support initiatives
- Establish guidelines for mixed graduate assistant positions



# MEET THE OGAPS STAFF

# Associate Provost

**Karen Butler-Purry, Ph.D., P.E.**



***Associate Provost for Graduate and Professional Studies  
Professor of Electrical and Computer Engineering***

**OGAPS**

***Supports and promotes the advancement  
of Graduate and Professional Studies at  
Texas A&M University***

# Leadership Team



**Dr. Rosana Moreira**  
Assistant Provost  
*Administration, Recruiting*



**Dr. Leonard Bright**  
Assistant Provost  
*Professional Development  
Ombuds Services*



**Dr. Shannon Walton**  
Director  
*Recruiting and New Students*



**Rachelle Dudley**  
Chief of Staff & Director  
*Business Admin, Budget, HR  
Administrative oversight*



**Rachel Krolczyk**  
Director  
*Thesis and Dissertation  
Services  
Document Processing*



**Yvonne Costello**  
Assistant to the APGPS  
*Supports Dr. K. Butler-Purry*

# Records Processing Team



Russell Ramirez  
Assistant Director



Kim Widdison  
Graduate Student  
Specialist IV



Savannah Sanchez  
Graduate Student  
Specialist III



Tyler Fadal  
Graduate Student  
Specialist III



Debbie Starnes  
Graduate Student  
Specialist III



Karen Seago  
Graduate Student  
Specialist III  
Part-Time

- ***Facilitates document processing relating to graduate students' progress toward their specific graduate degree.***
- ***Advises faculty, staff and graduate students on university-established policies and procedures for graduate students.***

Rachel Krolczyk  
Director  
Thesis & Dissertation  
Services  
Records Processing

# Thesis and Dissertation Services Team



Amy Motquin  
Assistant Editor



Ashley Schmitt  
Assistant Editor



Roberta Caton  
Editorial Assistant



Dan Kiniry  
Editorial Assistant  
Part-Time



Courtney Van Gemert  
Editorial Assistant  
Part-Time

Rachel Krolczyk  
Director  
*Thesis & Dissertation Services  
Records Processing*

- ***Reviews each electronic thesis, dissertation and record of study (ETD) for uniformity, consistency and adherence to university guidelines for quality.***
- ***Provides a wide range of preparation support and coordinates release of the ETD for public access.***



# Administrative and Programmatic Support Team



**Linda Thurman**  
Graduate Student Specialist IV

*Administers student fellowships, awards and grants  
Processes non-resident waivers  
Supports R. Dudley*

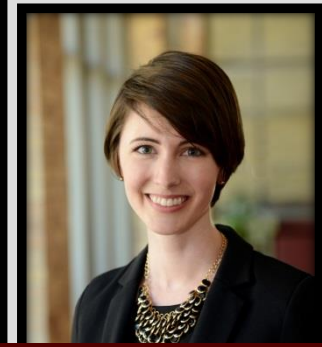


**LaRhesa Johnson**  
Graduate Student Specialist IV

*Processes graduate faculty membership and 689 courses, GC support  
Supports Dr. R. Moreira*



**JaeCee Crawford**  
Senior IT Consultant



**Cherise Castille**  
Graduate Student Specialist III  
Assists processing team



**Jessica Alvarado**  
Administrative Assistant

*Manages student workers  
Supports L. Bright, S. Walton, R. Krolczyk, R. Dudley*



**Stacy Hernandez**  
Graduate Student Specialist II

**Rachelle Dudley**  
Chief of Staff & Director  
*Business Admin, Budget, HR  
Administrative oversight*

- **Fields all incoming phone, e-mail and walk-in inquiries.**
- **Manages retention of graduate student records.**
- **Connects students and other stakeholders with resources and information.**

# Ombuds Officer



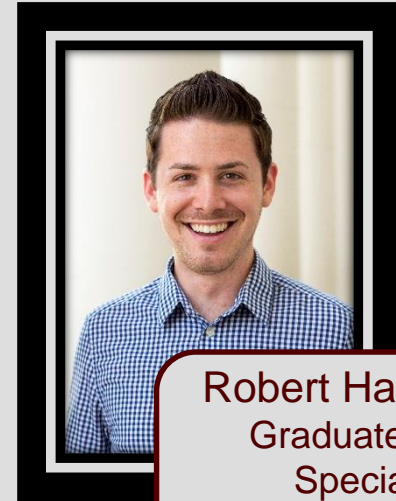
Dr. Teresa Wilcox  
Ombuds Officer

- *Assists graduate students, faculty, staff and administrators to informally solve conflicts involving graduate students. This is accomplished by serving as a neutral listener, information resource, advisor and intermediary.*
- *Does not disclose information provided in confidence, except to address an imminent risk of serious harm.*
- *Advocates for the processes of graduate education by being equally open and accessible to all parties – students, faculty, staff and administrators.*
- *Treats all who voluntarily seek services with respect and dignity.*

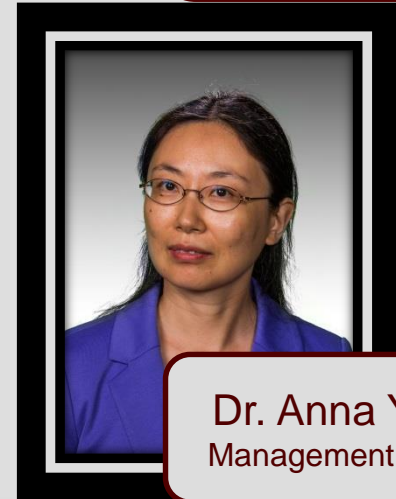
Dr. Rosana Moreira  
Assistant Provost  
*Recruiting and Student Success*

Dr. Shannon Walton  
Director  
*Recruiting and Student Success*

- ***Performs recruiting activities in coordination with colleges and departments to attract high-quality, diverse graduate students to TAMU.***
- ***Facilitates new graduate student orientations.***
- ***Facilitates TAMU Graduate Fellowships and Graduate Student Awards selection processes.***
- ***Partners with faculties and graduate student organizations to support graduate student success.***

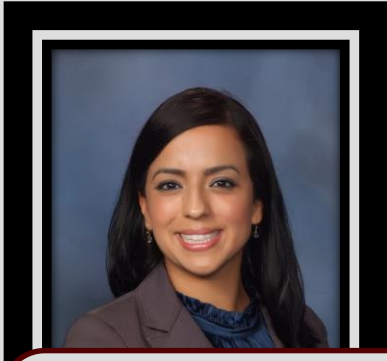


Robert Hammarburg  
Graduate Student  
Specialist IV  
*New Student Recruiting and  
Student Success*



Dr. Anna Ye Du  
Management Analyst





**Dr. Rose Santos**

Graduate Student Specialist IV  
Professional Development, CIRTLL,  
Coordinates OGAPS workshops

**Dr. Leonard Bright**  
Assistant Provost  
Professional Development  
Ombuds Services

- *Administers Professional Development Repository.*
- *Offers professional development workshops.*
- *Facilitates OGAPS workshops.*

- **Through G.R.A.D. Aggies, partners with colleges and non-academic units on professional development initiatives. Produces a G.R.A.D. Aggies newsletter.**
- **Students can now earn a G.R.A.D. Aggies Professional Development Certificate for their involvement in PD events.**
- **Certificate offerings include three levels: basic, intermediate, and advanced. For more information, see [grad-aggies.tamu.edu](http://grad-aggies.tamu.edu)**

*Facilitates the Texas A&M University CIRTL project - an NSF-funded initiative - in partnership with colleges. The CIRTL Network includes over 40 institutions nationwide focusing on professional development in teaching for doctoral and post doctoral scholars. See [cirtl.tamu.edu](http://cirtl.tamu.edu) for more information.*



**Dr. Rose Santos**  
**Graduate Student Specialist**  
**IV**  
*Professional Development, CIRTL,  
 Coordinates OGAPS workshops*

CIRTL @ TAMU learning outcomes include the levels below. They offer programs tailored to each level.

Associate – Describe and Recognize Value

Practitioner – Engage

Scholar – Advance and Disseminate

**1) Associate Level**

Academy for Future Faculty (AFF)-  
<http://cte.tamu.edu/Graduate-Student-Support/Academy-of-Future-Faculty>

Graduate Teaching Consultant Fellows Program (GTC)-

<http://cte.tamu.edu/Graduate-Student-Support/Graduate-Teaching-Consultant-Program>

**2) Practitioner Level**

College Classroom Teaching (CCT)-  
<http://cte.tamu.edu/Graduate-Student-Support/College-Classroom-Teaching-Integration-of-Research>

**3) Scholar Level**

Teaching As Research (TAR)- <http://cirtl.tamu.edu/>

# E&S AGEP (Alliance for Graduate Education and the Professoriate) Initiative Team



**Isah Veronica D. Juranek**  
Program Coordinator

<http://tamus-agep.tamu.edu/>

**Dr. Rosana Moreira**  
Assistant Provost  
*Recruiting and Student  
Success*

**Dr. Shannon Walton**  
Director  
*Recruiting and Student  
Success*

- *Facilitates the Texas A&M University-led alliance of Texas A&M System institutions on the E&S AGEP project which focuses on increasing the number of underrepresented minorities who complete science, technology, engineering, and mathematics (STEM) doctoral degrees and continue on to the professoriate and competitive post doctoral positions*
- *Offers activities and partners with STEM departments, colleges, faculties, and student organizations on activities to support the project goal*

Calendars, E-mail addresses, Phone numbers, Brown Bag Meetings

# CONTACT INFORMATION

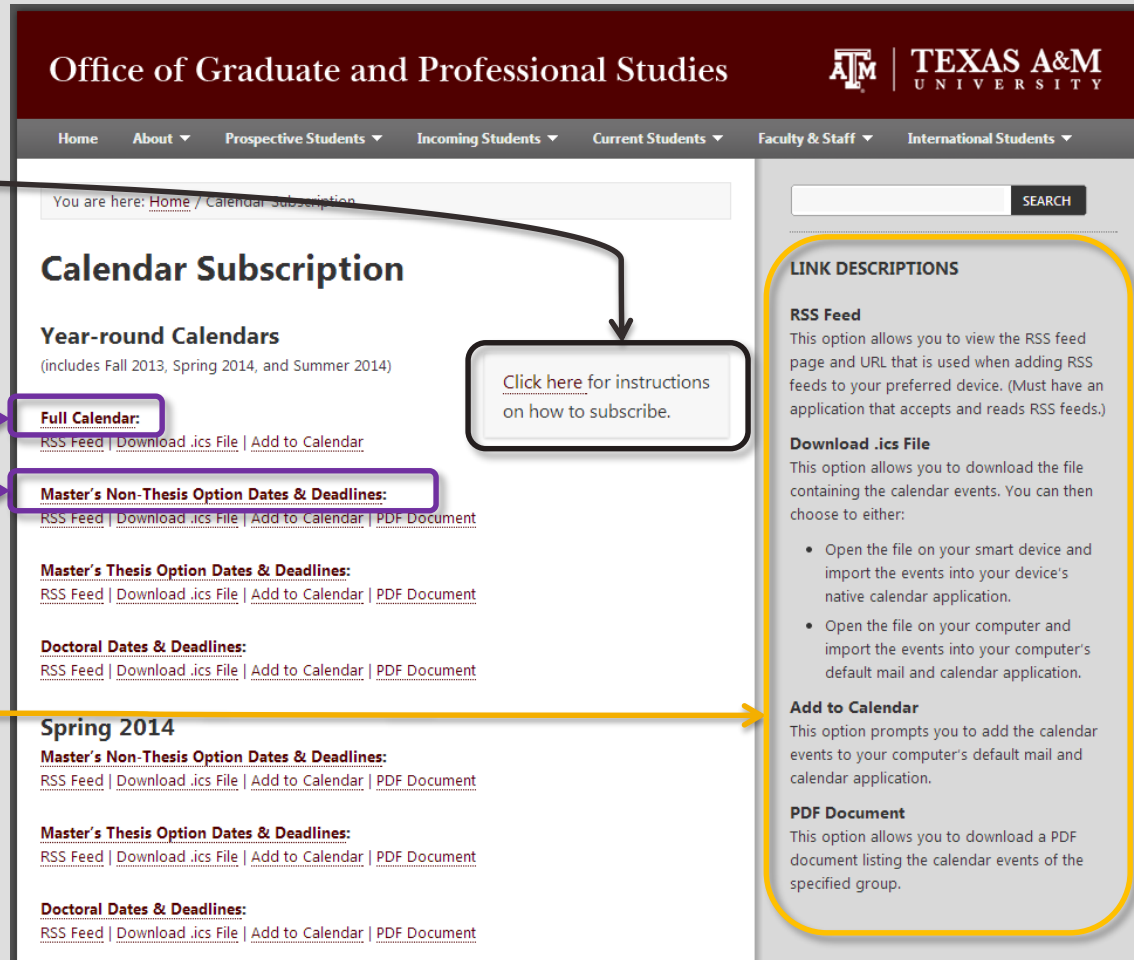
<http://ogaps.tamu.edu/calendars>

Instructions on how to subscribe using your device

Click the headings to view the events listed in a calendar without subscribing

Description of what each type of subscription link is used for:

- RSS Feed
- Download .ics File
- Add to Calendar
- PDF Document



Office of Graduate and Professional Studies

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## Calendar Subscription

### Year-round Calendars

(includes Fall 2013, Spring 2014, and Summer 2014)

**Full Calendar:**  
[RSS Feed](#) | [Download .ics File](#) | [Add to Calendar](#)

**Master's Non-Thesis Option Dates & Deadlines:**  
[RSS Feed](#) | [Download .ics File](#) | [Add to Calendar](#) | [PDF Document](#)

**Master's Thesis Option Dates & Deadlines:**  
[RSS Feed](#) | [Download .ics File](#) | [Add to Calendar](#) | [PDF Document](#)

**Doctoral Dates & Deadlines:**  
[RSS Feed](#) | [Download .ics File](#) | [Add to Calendar](#) | [PDF Document](#)

### Spring 2014

**Master's Non-Thesis Option Dates & Deadlines:**  
[RSS Feed](#) | [Download .ics File](#) | [Add to Calendar](#) | [PDF Document](#)

**Master's Thesis Option Dates & Deadlines:**  
[RSS Feed](#) | [Download .ics File](#) | [Add to Calendar](#) | [PDF Document](#)

**Doctoral Dates & Deadlines:**  
[RSS Feed](#) | [Download .ics File](#) | [Add to Calendar](#) | [PDF Document](#)

Click here for instructions on how to subscribe.

#### LINK DESCRIPTIONS

**RSS Feed**  
 This option allows you to view the RSS feed page and URL that is used when adding RSS feeds to your preferred device. (Must have an application that accepts and reads RSS feeds.)

**Download .ics File**  
 This option allows you to download the file containing the calendar events. You can then choose to either:

- Open the file on your smart device and import the events into your device's native calendar application.
- Open the file on your computer and import the events into your computer's default mail and calendar application.

**Add to Calendar**  
 This option prompts you to add the calendar events to your computer's default mail and calendar application.

**PDF Document**  
 This option allows you to download a PDF document listing the calendar events of the specified group.

<http://ogaps.tamu.edu/calendars>

Calendar subscriptions are separated by term and type:

## Terms

- Spring
- Summer
- Fall
- Academic Year

## Types:

- OGAPS Events
- Master's Non-Thesis Option Dates & Deadlines
- Master's Thesis Option Dates & Deadlines
- Doctoral Dates & Deadlines
- Awards & Fellowship Dates & Deadlines
- **Graduate Advisor Brown Bags**
- Ask OGAPS Series
- Graduate Student Workshop Series

## OGAPS and Thesis & Dissertation Services

112 Jack K. Williams Administration Building

(979) 845-3631

*<http://ogaps.tamu.edu>*

### General Contacts

[ogaps@tamu.edu](mailto:ogaps@tamu.edu) - Office of Graduate and Professional Studies

[ogapsprocessing@tamu.edu](mailto:ogapsprocessing@tamu.edu) – Records Processing

[thesis@tamu.edu](mailto:thesis@tamu.edu) - Thesis and Dissertation Services

[ogaps-tatep@tamu.edu](mailto:ogaps-tatep@tamu.edu) - New Teaching Assistantship Training & Assessment Program

[ombuds@tamu.edu](mailto:ombuds@tamu.edu) - OGAPS Ombuds services

[ogaps-award-admin@tamu.edu](mailto:ogaps-award-admin@tamu.edu) - OGAPS Awards Administrator

[ogaps-fellowship-admin@tamu.edu](mailto:ogaps-fellowship-admin@tamu.edu) - OGAPS Fellowship Administrator

[GradCouncilAdmin@tamu.edu](mailto:GradCouncilAdmin@tamu.edu) - Graduate Council Administrator

[grad-aggies@tamu.edu](mailto:grad-aggies@tamu.edu) – Professional Development

[ogaps-latex@tamu.edu](mailto:ogaps-latex@tamu.edu) – LaTeX Support



# Graduate Advisor Brown Bags 2016 – 2017

**ATM**  
TEXAS A&M  
UNIVERSITY

## Graduate Advisor Brown Bags

Office of Graduate & Professional Studies

Date	Time	Room	Topic
Sept. 20	11:30am - 1pm	Evans 612	How to help Students When They Are Struggling / Life Challenges
Oct. 19	11:30am - 1pm	Evans 612	Fellowship Nomination Informational
Nov. 14	11:30am - 1pm	Evans 612	Graduate Catalog Updates for 17-18
Jan. 24	11:30am - 1pm	Evans 612	Understanding Graduate Committee Faculty
Feb. 21	11:30am - 1pm	Evans 612	How to Get the Graduate Student Data You Need
March 21	11:30am - 1pm	Evans 612	Writing Resources for Graduate Students
April 25	11:30am - 1pm	Evans 612	Research Proposal, Prelim Exam, and Final Exam