

# Office of Graduate and Professional Studies Overview



Graduate Advisor Workshop  
10 January 2017



Rachel Krolczyk  
Director

# 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*



**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



Dan Kiniry  
Editorial Assistant  
Part-Time



Courtney Van Gemert  
Editorial Assistant  
Part-Time

Rachel Krolczyk  
Director  
*Thesis & Dissertation Services  
Records Processing*

Jennifer Rosenberg  
Editorial Assistant  
Part-Time

- ***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, Supports R. Dudley*



LaRhessa Johnson  
Graduate Student Specialist IV

*Processes graduate comm. faculty membership and 689 courses, GC support, Processes non-resident waivers, Supports Dr. R. Moreira*



JaeCee Crawford  
Senior IT  
Consultant



Stacy Hernandez  
Graduate Student  
Specialist III

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

Laura Rueda  
Administrative Assistant  
*Manages student workers  
Supports L. Bright, S. Walton, R. Krolczyk, R. Dudley*

Hailey Galloway  
Graduate Student  
Specialist II  
*Assists processing team*

- ***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.***

# Recruiting and Student Success Team

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.***



Tasmin Washington  
Graduate Student  
Specialist IV  
*New Student Recruiting and  
Student Success*



Dr. Anna Ye Du  
Management Analyst



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



**Isah Veronica D. Juranek**  
Program Coordinator

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 (URM) who complete science, technology, engineering, and mathematics (STEM) doctoral degrees and continue on to the professoriate and competitive post doctoral positions*
- *Offers activities and funding for URM graduate students*
- *Partners with STEM departments, colleges, faculties, and student organizations on activities to support the project goal*

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

# 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. Leonard Bright  
Assistant Provost  
*Professional Development*

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

Natalie Zgabay  
Graduate Student Specialist IV  
*Professional Development, CIRTL,  
Coordinates 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.**

<http://grad-aggies.tamu.edu/>

# CIRTL (Center for the Integration of Research, Teaching and Learning) Team

*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.*

<http://cirtl.tamu.edu/>

CIRTL @ TAMU learning outcomes include the levels below. They offer programs (with associated certificates) 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/>

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

# CONTACT INFORMATION

# OGAPS Calendar Subscriptions

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](#)

#### 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.

# OGAPS Calendar Subscriptions

<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 Spring 2017

ATM  
TEXAS A&M  
UNIVERSITY

Graduate Advisor Brown Bags  
Office of Graduate & Professional Studies

Date	Time	Room	Topic	Registration
Jan. 24	11:30am - 1pm	OGAPS Consultation Annex- Evans 612	Understanding Graduate Committee Faculty	<a href="https://ers.tamu.edu/default.aspx?eventid=3082">https://ers.tamu.edu/default.aspx?eventid=3082</a>
Feb. 21	11:30am - 1pm	OGAPS Consultation Annex- Evans 612	How to Get the Graduate Student Data You Need	<a href="https://ers.tamu.edu/default.aspx?eventid=3083">https://ers.tamu.edu/default.aspx?eventid=3083</a>
March 21	11:30am - 1pm	OGAPS Consultation Annex- Evans 612	Writing Resources for Graduate Students	<a href="https://ers.tamu.edu/default.aspx?eventid=3084">https://ers.tamu.edu/default.aspx?eventid=3084</a>
April 25	11:30am - 1pm	OGAPS Consultation Annex- Evans 612	Research Proposal, Prelim Exam, and Final Exam	<a href="https://ers.tamu.edu/default.aspx?eventid=635">https://ers.tamu.edu/default.aspx?eventid=635</a>