School of Graduate Studies
Strategic Plan Summary
2008-2009

Mission:
The School of Graduate Studies (SGS) provides a support network that promotes excellence in graduate education, and supports current and prospective graduate students in achieving their full potential. We do this by

- Advocating for graduate education;
- Recruiting and retaining students;
- Assuring quality control in graduate programs;
- Managing and distributing financial support;
- Providing support services for graduate students; and
- Partnering with others to promote graduate education.

The School of Graduate Studies fulfills its responsibilities through the efforts of the Dean, the staff of the school, and the faculty committees that oversee and govern graduate education, in collaboration with other academic units and offices in the university. The overall responsibilities of the School of Graduate Studies include, but are not limited to the following:

- Assisting with faculty governance by staffing and supporting various committees, including the UMKC Graduate Council, the Interdisciplinary Ph.D. Executive Committee, the Graduate Officers Committee, and the Interdisciplinary Ph.D. Coordinators Committee;
- Managing the Interdisciplinary Ph.D. program and its more than 350 enrolled students, including processing applications for admission, tracking individual student progress and certifying completion of degree requirements;
- Assisting with the recruitment of graduate students;
- Serving as liaison to other universities/institutions regarding graduate education;
- Processing of applications for Graduate and Doctoral Faculty membership;
- Promoting alumni relations with graduate programs;
- Seeking external funding for graduate education;
- Certifying all theses and dissertations for acceptance;
- Processing scholarship and fellowship applications and awards for graduate students;
- Processing and awarding graduate student travel grants;
- Assisting with and participating in workshops, training programs, formal classroom teaching and other educational programs;
- Awarding fee remissions for Graduate Teaching Assistants and Graduate Research Assistants;
- Processing and awarding non-resident fee remissions to graduate students;
- Providing funds to academic units to support graduate programs;
- Reviewing proposals for new graduate courses and modifications to existing courses;
- Certifying graduate teaching assistants to participate in classroom teaching;
- Participating in internal and external reviews of graduate programs;
- Assisting with the development of new graduate degree programs and certificates and their approval;
- Reviewing proposals for new disciplines and revisions to existing disciplines in the Interdisciplinary Ph.D. program; and
- Maintaining and providing institutional data and program information on graduate students for internal and external reports.

The School of Graduate Studies also assists Academic Affairs and the Provost’s Office by:

- Managing academic misconduct cases for all schools that do not have a student honor code;
- Advising the Provost on matters related to graduate education;
- Assisting with the resolution of student grievances;
- Assisting with policy development, implementation and review;
- Serving in oversight capacity and support for the Institute for Human Development.
UMKC Goal 1: Access to Quality Learning and Teaching

**SGS Goal:** The School of Graduate Studies is a partner in strengthening graduate education and attracting and retaining outstanding graduate students.

**SGS Goal:** UMKC graduate students receive exemplary services that enhance their educational experiences and assist them in completing their academic programs.

**Actions:**
- Partner with academic units to enhance recruitment and diversify the student body
- Conduct surveys and compile assessment data on graduate students for use by academic units
- Partner with academic units to expand graduate programs in focus areas
- Assess the quality of services provided by SGS to graduate students

**Measures:**
- Assessment plan and surveys of students/alumni completed and analyzed
- Resources targeted to diversity goals
- Minority recruitment and retention enhanced
- SGS is contributor to expanding/enhancing graduate programs

UMKC Goal 2: Academic and Research Achievement and Quality

**SGS Goal:** Strengthen the Interdisciplinary Ph.D. program

**SGS Goal:** Encourage and reward graduate scholarship, education, and innovation.

**Actions:**
- Survey doctoral student needs and use the results for program improvement
- Strengthen the Interdisciplinary Ph.D. program through focused resource allocation and expanded services
- Develop and support workshops, lectures, and award programs that enhance scholarship
- Assist students and academic units in competing for national recognition

**Measures:**
- Increase retention and completion rates of Interdisciplinary Ph.D. doctoral students
- Enrollment in Interdisciplinary Ph.D. program increases by 3% annually
- Surveys demonstrate positive response from students
Retention of students in Interdisciplinary Ph.D. program exceeds the national average by more than 10%

Expand the Preparing Future Faculty program

**UMKC Goal 3: Community-University Engagement**

**SGS Goal:** Community partnerships in graduate education advance institutional goals.

**Actions:**
- Partner with external constituents in graduate education

**Measures:**
- Advancement activities successfully engage community members
- Community partners are participants in our graduate programs

**UMKC Goal 4: Valuing People & Creating a High-Performance Organization**

**SGS Goal:** Our staff members are inspired contributors to fulfilling UMKC goals.

**SGS Goal:** We attract and nurture top quality faculty and staff.

**Actions:**
- All SGS staff members develop and use a professional growth plan annually
- Address salary inequities amongst SGS staff members with respect to market levels
- Assist in recruiting faculty and staff members to the university
- Provide a flexible work environment that benefits both SGS and faculty/staff

**Measures:**
- Salary analysis conducted and appropriate changes made
- 100% of SGS staff members have a professional development plan
- Current and prospective faculty members are provided with information about best practices in graduate education
- Development opportunities provided to staff members
Goal 5: Developing and Managing Resources and Improving Processes

**SGS Goal:** Obtain funding from external sources to meet unit goals

**SGS Goal:** Develop and manage resources consistent with budget model

**Actions:**
- Identify new funding sources and pursue opportunities through teamwork and partnerships
- Identify and cultivate new and existing donors for SGS
- Implement budget model

**Measures:**
- Expenditures reflect unit priorities
- External funding is obtained to support graduate students or graduate program
- Balanced budgets are maintained