Greetings from Graduate School Operations!

Spring is in full swing, with new faces, new students and new marketing at JCGS. We are rolling out a new campaign this spring “It’s Your Time. Master It.” You will find our banners on campus, followed by new and fresh images in our marketing materials.

Recruitment visibility remains a high priority for JCGS staff as we have attended the UCO Spring Career Fair, Greater Grads Career Fair, Langston University Career Fair, Oklahoma Research Day and soon, the Oklahoma Christian University Career Fair. Student traffic has been encouraging at all events as we seek to raise our visibility and engagement with prospective metropolitan graduate students.

Welcome to Heather Siess!

Heather Siess is a new addition to the Graduate Office staff, Heather assumed the role of Matt Snell as Admissions Specialist. She assists each individual with their specific needs. She reviews and processes domestic applications for admission, evaluates transcripts, prepares all admission correspondence, reviews student documentation with Graduate Program Advisors, assists students with enrollment issues and maintains student records.

Heather has a recent Masters of Education from Oklahoma City University and has been a warm and welcoming addition to our staff.

We are fortunate to announce Matt Snell in our new hybrid position of Information Specialist. General duties include Website and Social Media maintenance, Catalog publication, data and report retrieval, and Graduate College Publications.
JCGS Program Directors’ Training
On February 19, JCGS (Elise Marrs, Terry Nolan, Heather Siess and Syretha Leverett), CETTL (the Center for Excellence in Transformative Teaching and Learning, Dr. Jeff King) and Dr. John Springer, English/Graduate Council Member sponsored a training session for new and continuing Graduate Program Directors. Attention focused on admission, enrollment, and graduation rules. Eighteen faculty attended.

JCGS Thesis Advisor Training
Also on February 21, King and Springer, with help from Marrs, conducted a training and sharing session with new thesis advisors, which included thesis management and professional exchanges among the disciplines as to how they conduct their theses. About 20 attended.

JCGS International Visitors
In July, Vice Rector Lorenza Rega of the University of Trieste (Italy), a UCO partner, came to UCO to work on student and faculty exchanges and to discuss possible double degree programs.

Last October, two visitors came from UCO partner Swansea University (Wales, UK). Mr. Robert Rhys, Welsh, Director, Arts & Humanities Centre for Graduate Study and Co-Director of Swansea@UCO.

and Dr. Steve Sarson, Senior Lecturer, History and Classics, and Student Advisor in Swansea@UCO PhD Program, visited UCO and JCGS for the purpose of advancing that Ph.D. program.

This March, Dr. Emily Petermann, Assistant Professor, Seminar für Englische Philologie, Department of American Studies, Georg-August Universität Göttingen (UCO partner), Germany, came to promote our new student exchange program and to initiate faculty exchanges.
April saw the arrival of the faculty colleagues from Ostrava University in the Czech Republic (UCO partner). Prof. PhDr. Aleš Zářický, Ph.D., Dean of the Faculty of Arts, i.e., Liberal Arts & Fine Arts (Field: Czech and Eastern European Social History);

Doc. Mgr. Marek Otisk, Ph.D., Secretary of Department of Social Studies, Study Program Director of Philosophy, and Vice-Dean for International Relations and Development (Fields: History of Philosophy, Metaphysics, Islam),

PhDr. Daniela Rywiková, Ph.D., Faculty in Department of Art History, Institute for Regional Studies, came to promote student and faculty exchanges.

Also in April, UCO partner, the Université de Savoie (France) sent Dr. Emma Bell, Maître de conférences en civilisation britannique, to further UCO – Savoy (Humanities) relations.

Swansea @UCO Ph.D. Program
The Swansea@UCO Ph.D. program now in its second year, sponsored two seminars last fall. The first took place at UCO and featured presentations by second-year student Paula Farley on academic and social activist Elizabeth Fox-Genovese and by Swansea historian Steve Sarson on trans-Atlantic aspects of slavery and trade,. Patti Loughlin, Pam Washington, Brett Sharp, and Jessica Sheetz-Nguyen also commented.

Later in October 2012, new students Rose Neal and Emily Stacey and their advisors Pam Washington and Brett Sharp traveled to Swansea for orientation, and during that period, linked back to UCO for our first Trans-Atlantic video seminar. All Swansea@UCO Ph.D. Program faculty and students presented summaries of their research work and Dr. Sheetz-Nguyen previewed her new book on the London Founding Hospital.
Enrollments
After a four-year period with graduate head-count enrollment increased in every semester, the numbers declined slightly in Fall 2012, from 1,816 to 1,757, still 15.2 percent ahead of five years ago. The Fall 2012 decline reflects the increasing local job opportunities as the 2007- recession continues to abate. Jobs are so plentiful that OKC has as of March 2013 has for eight straight months led the nation in low-rate of unemployment.

Liberal Arts has led the way in head-count enrollment increases with 53 percent over the five years. Business has grown by 19 percent. Only Mathematics and Science declined due to the repositioning of the Forensic Science Institute outside of that college.

Over 71 percent were female. About 70 percent of graduate education happens in the evenings; about two-out-three of the students attend part-time; the average graduate student is 33 year old. Oklahoma MSA accounts for 73 percent of the students. Another 12 percent come from the rest of Oklahoma. International locations also account for 12 percent.

Here is the ethnic break down of the spring students:

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>% Diff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caucasian</td>
<td>1,090</td>
<td>1,143</td>
<td>1,232</td>
<td>1,147</td>
<td>1,070</td>
<td>-1.80%</td>
</tr>
<tr>
<td>African-American</td>
<td>130</td>
<td>155</td>
<td>157</td>
<td>158</td>
<td>157</td>
<td>20.80%</td>
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<tr>
<td>American Indian</td>
<td>62</td>
<td>63</td>
<td>60</td>
<td>76</td>
<td>60</td>
<td>-3.20%</td>
</tr>
<tr>
<td>Asian</td>
<td>32</td>
<td>36</td>
<td>26</td>
<td>31</td>
<td>35</td>
<td>9.40%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>41</td>
<td>52</td>
<td>71</td>
<td>80</td>
<td>79</td>
<td>92.70%</td>
</tr>
<tr>
<td>International*</td>
<td>106</td>
<td>142</td>
<td>191</td>
<td>200</td>
<td>205</td>
<td>93.40%</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>0.00%</td>
</tr>
<tr>
<td>Two or More Races</td>
<td>---</td>
<td>12</td>
<td>50</td>
<td>47</td>
<td>61</td>
<td>---</td>
</tr>
<tr>
<td>Not Declared</td>
<td>62</td>
<td>136</td>
<td>65</td>
<td>74</td>
<td>88</td>
<td>41.90%</td>
</tr>
<tr>
<td>Total</td>
<td>1,525</td>
<td>1,740</td>
<td>1,854</td>
<td>1,816</td>
<td>1,757</td>
<td>15.20%</td>
</tr>
</tbody>
</table>

JCGS Evaluation.

In August 2012, Dean Richard Bernard asked Dr Wayne Lord (Forensics Chair), Dr. Jamie Mock (Humanities), and Dr. Kirk Webster (Educational Leadership) to serve as ad hoc committee to evaluate the Jackson College of Graduate Studies. Here is their report, presented to the Graduate Council, March 12, 2013.

With the support of the GC, Dr. Bernard and the committee have agreed to meet to further evaluate and operationalize their suggestions, with a report due to the GC next year.

Jackson College of Graduate Studies (JCGS)
Self-Evaluation: Spring 2013
GC Ad-Hoc Committee on Best Practices

Summary of Preliminary Findings and Recommendations
March 12, 2013

Pursuant to the Council of Graduate Schools publication, entitled An Essential Guide to Graduate Admissions (Washington 2012), Jackson College of Graduate Studies (JCGS) Dean Richard M. Bernard commissioned the UCO Graduate Council Ad-Hoc Committee on Best Practices. The committee was tasked with conducting a comparative review of JCGS admission policies and practices in light of the aforementioned guidelines.

The Best Practices Ad-Hoc committee was comprised of Dr. Wayne D. Lord, Dr. James Mock, and Dr. Kirk Webster. The committee held periodic meetings (discussions, document reviews, and interviews) between September 2012 and March 2013. The committee received outstanding cooperation and support for JCGS management and staff.

The committee evaluated JCGS policies, procedures, and practices in five (5) Best Practice categories:
I. Best Practices: Organizational Structure and Management
II. Best Practices: Admission Policies and Practices
III. Best Practices: Admission Evaluation
IV. Best Practices: Post-Admission Activity
V. Best Practices: Program Development and Strategic Planning

Tentative (Preliminary) Findings and Recommendations

The JCGS employs a centralized graduate admissions management and organization scheme consistent with the majority of Council of Graduate School Universities (62%).

The JCGS actively incorporates Departmental standards, policies, and practices into UCO graduate admissions practices.

The JCGS conducts efficient and effective graduate admissions management consistent with the available staffing, financial, and technological resources.

The JCGS organizational and management system is consistent with the CGS guidelines in most realms.

The JCGS is characterized by evolving staffing and technology requirements in light of an expanding service base (increased domestic and international enrollment, expanding cooperative doctoral programs, veteran’s initiatives, and UCO’s emerging “Metropolitan University” focus).

The JCGS should consider the development and implementation of several organizational and management initiatives targeted at automated data management, expanding service base (domestic and international) facilitation, customer relationship management (CRM), Metropolitan University integration, short and long-term strategic planning, JCGS doctoral and master’s level program evolution, and JCGS visibility. These initiatives should include:

1. Develop and implement a comprehensive graduate student database management, customer service, and program analysis system.
2. Establish a JCGS Ad-Hoc committee to facilitate the development and implementation of such a system.
3. Digitize existing and future JCGS applicant, enrolled student, and alumni files, including supplemental
post-graduate information and records.

4. Establish a records and survey-based JCGS program evaluation system, targeted at continuing graduate program evaluation, recruitment prioritization, alumni networking, and JCGS strategic planning.

5. Explore supplemental staff enhancements via undergraduate and graduate student worker venues and programs.

6. Enhance existing liaison initiatives between the JCGS and the UCO Foundation, Alumni Association, and other UCO-based entities targeted at expanding graduate alumni participation in the JCGS.

7. Solicit a dedicated UCO Foundation representative to JCGS.

8. Implement a comprehensive JCGS alumni tracking and communication system.

9. Establish an extra-mural JCGS Advisory Board comprised of prominent members of the OKC metropolitan region to provide periodic JCGS program review/evaluation, graduate/community liaison, alumni-student networking, and strategic planning recommendations.

10. Expand existing liaison initiatives with the UCO Office of International Student Affairs, Veterans Programs, Student Disabilities Services, and Minority Student support services.

11. Establish regular meetings with the UCO Office of Legal Counsel, Student Disability Services, Veterans services and other entities targeted at ensuring compliance with applicable laws, regulations, and program requirements.

12. Develop comprehensive short and long-term targeted staffing level requirements consistent with the expanding/evolving domestic and international JCGS service base and emerging doctoral programs.

13. Review the current and future organizational structure of JCGS executive management structure in light of the evolving roles and responsibilities of Deans, Associate Deans, and professional staff.

14. Establish a JCGS Ad-Hoc committee on the role of JCGS in UCO Metropolitan University initiatives.

15. Establish a comprehensive, periodic, data-based program targeted enhancing, modifying, and focusing graduate student recruitment and retention initiatives.

16. Continue the Ad-Hoc committee on best practices to help review and address future council of Graduate Schools (CGS) guidelines and recommendations.

17. Establish additional initiatives targeted at enhancing JCGS visibility at UCO and within the Metropolitan University community.

Policy Changes approved by the Graduate Council

During the Spring 2012 semester, the GC approved and sent to the Provost’s Council and the Provost requests for the following policy changes.

Motion to Set Meeting Times and Quorums for the Graduate Council
Background. The new Graduate Faculty Handbook does not specify meeting times and places for the Graduate Council though it does specify meeting times and places for the Graduate Faculty as a whole, as follows.

The Graduate Faculty shall meet at least once each year, generally during the month of April. A quorum for transacting business shall be the number present at the meeting. Special meetings may be called by the Dean of the JCGS, whenever Graduate Faculty action is needed. A special meeting must be called if ten percent of the Graduate Faculty so petition.

Proposed New Wording Underlined, for the end of the Graduate Faculty Handbook, after the words, “The term of office of Graduate Council Members will be three academic years, from July 1 of the first calendar year through June 30 of the second calendar year.”

The Graduate Council shall meet periodically during each year, generally three to four times in the fall and two-three times in the spring. The number of meetings may be increased or decreased as needed. A quorum for transacting business shall be a majority of the voting membership. The Dean of JCGS may call special meetings, either in-person or electronic meetings, whenever Graduate Faculty action is needed. If ten percent of the Graduate Faculty so petition a special meeting must be called.

B. Motion to Strengthen English-Language Admission Requirement

Background. There is a small but potentially-significant variation in wording between the Graduate Catalog and that in the Oklahoma State Regents, Policies and Procedures Manual (http://www.okhighered.org/state-system/policy-procedures/part3.shtml) Chap. 3, Sec. 5., p. 59. This change would bring UCO’s wording in line with the manual.

Current Wording, p. 15
“Students in limited categories may present evidence of completion of a minimum 12-week course of study at an OSRHE-approved English language school.”

Proposed Wording.
“Students in limited categories may present evidence of completion of a minimum 12-week course of study at an OSRHE-approved English language school, with at least two-thirds of the 12 weeks of instruction at the advanced level.”
C. Motion to Set Minimum Hours for FT Graduate Students

Background.
Variations exist in our listings of the minimum hours constituting FT graduate work. OSHE policy states: “A full-time graduate student is one enrolled in a minimum of nine credit hours per semester in an academic year or a minimum of four credit hours in a summer session.” UCO Enrollment Policies state that full-time graduate status is nine graduate credit hours for fall or spring semesters and five graduate credit hours in the summer session. Students with a mixed enrollment of graduate & undergraduate credit must enroll in nine graduate hours or have a combined total of twelve hours to achieve full-time status. The Graduate Catalog says that “for Federal aid eligibility purposes” the minimum for all semesters is nine. Enrollment Management reports that the same number holds for eligibility for both tax benefits and Federal financial aid is a rigid minimum number nine for fall, spring, or summer terms. U.S. Immigration also says nine hours but allows a variation if the institution submits a written policy document which allows a lower number. University Policies and Guidelines No. 3.17 for RA's and TA's requires six hours in fall and spring and three hours in summer. The Office of Research and Support sets the minimum at six hours for RA's, except for those RA's in their last semester who have a minimum of three hours. The CMS rule is a minimum of five graduate hours except in the student’s final semester when three graduate hours are sufficient with special permission from their Department Chair. Athletics says six for their Graduate Interns, fall and spring. Human Resources says five hours, fall and spring. There may be other definitions. Academic Affairs and JCGS recommend the wording below.

Current Wording, p. 19.
“Enrollment Status. For Federal aid eligibility purposes, graduate students enrolled in 9 or more graduate hours (fall, spring, and summer semesters) are considered full time students. Half time is 5-8 graduate hours.”

New Wording. p. 19
Enrollment Status. A full-time graduate student is one enrolled in a minimum of nine credit hours per semester in a fall or spring semester or at least five graduate hours in the summer.

Enrollment Status and Assistantships. Full-time graduate students with teaching assistantships, research assistantships, or graduate assistantships (a graduate assistantship is a graduate intern employed in a non-academic department) must enroll in at least five graduate hours, except that in their final semester, full-time graduate students working as TAs, RAs, or GAs may take a minimum of three hours. The summer minimum for TAs, RAs, and GAs is three graduate hours, or a commitment to enrollment as a full-time graduate student in the following fall.

Enrollment Status and Financial Aid. Enrolling in fewer than nine hours in any fall, spring, or summer term even if receiving a teaching assistantship, research assistantship or graduate assistantship may
affect a student’s eligibility for financial aid. Students should direct questions about their own financial aid to the Financial Aid Office.

**Student Status**

- **Fall FT**
- **Spring FT**
- **Summer FT**
- **Last Semester FT**

<table>
<thead>
<tr>
<th>Minimum Hours</th>
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</thead>
<tbody>
<tr>
<td>Grad Student w/o TA, RA, or GA</td>
</tr>
<tr>
<td>Grad Student with TA, RA, or GA</td>
</tr>
<tr>
<td>Grad Student with Federal Financial Aid or Tax Benefits</td>
</tr>
</tbody>
</table>

**Motion to Allow an Optional Path to Conditional Admission based on Graduate Work Completed at Another University**

**Background.**
A provision in the 1999-2000 Graduate Catalog (p. 5; paragraph 5c) allowed students to demonstrate admission worthiness by successfully completing graduate work at other universities. For unknown reasons that provision has disappeared. This change would restore this provision.

Currently JCGS offers conditional admission to students with low undergraduate GPAs (2.5 GPA earned fewer than five years ago; 2.25 GPA earned more than five years ago). JCGS also has frequent requests for admissions from students with even lower undergraduate GPAs, but who, subsequently pulled themselves together, enrolled in graduate hours at another university, and successfully completed six or more hours of graduate work. This change would give them a chance to earn a UCO graduate degree, but that chance would come with the restrictions on other conditionally-admitted students.

(Note. This change would not apply to students who earned the six-plus graduate hours at UCO. They would continue to fall under the rules for non-degree seeking students, including those rules allowing them to become degree-seeking students.)

**Current Wording, p. 13. Last paragraph.**
“If the graduate program advisor determines that there is good reason to believe that an applicant will be successful despite the applicant’s lower than minimum GPA, the program may, at its discretion, admit the student on a “conditional” basis provided, that the applicant’s undergraduate GPA was no lower than 2.50 (if graduation within five years) or 2.25 (if graduation more than five years previous to application)….“

**Proposed Wording. p. 13. Last paragraph.**
Retain the above, and add at the end, after “… previous to application), the following:
“or the applicant has completed at least six graduate hours at another regionally-accredited institution(s) and earned a minimum 3.00 GPA for all graduate hours attempted.”

E.
Motion to Standardize the Good-Standing GPA Requirement for Conditional Students

Background. Currently the minimum GPA for good standing for conditionally-admitted students is 3.25 and no grade lower than a B. The same standard for all other students is 3.00. This motion would make the GPA standard the same.

Current Wording, p. 14
1. …must have a cumulative 3.25 GPA for all hours completed and no grade lower than “B” for graduate ours attempted or face dismissal….”
2. Conditionally-admitted students must enroll in person through the Graduate College and are not allowed to enroll for the subsequent semester until grades are posted and their advisors have approved their enrollments.
…
4. Students who fail to meet the required 3.25 …

Proposed Wording.
1. …must have a cumulative 3.00 GPA for all hours completed and no grade lower than “B” for graduate hours attempted. Failure to do so will result in administrative withdrawal and dismissal.”
2. Conditionally-admitted students must enroll in person through the Graduate College. The Graduate College will monitor conditionally-admitted students. If a conditionally-admitted student does not meet the 3.00 GPA requirement, then the college will administratively withdraw and dismiss the student.
…
4. Students who fail to meet the required 3.00 …

[Amended in this meeting, as follows:
2. College will monitor conditionally-admitted students. If a conditionally-admitted student does not meet the 3.00 GPA requirement, then the college will administratively withdraw and dismiss the student. Students so dismissed will not be considered for admission to any other graduate program at UCO. ]

F.
Motion to Clarify Enrollment
Restrictions on Conditional Students

Background.
Regulations on Conditional Students carry outdated language. The current wording of Section 1 is unclear. Section 2 requires in-person enrollment which is no longer necessary or desirable. Section 2 also bars conditional student enrollment until their previous semester’s grades are posted, a time when most of the graduate courses are full. Also, the advisors no longer approve their enrollments, conditional students are allowed to enroll in the graduate courses listed on their Plan of Study.

Current Wording, p. 14 (top of the page, Item 1)
1. “Conditionally admitted students must take 8-12 graduate hours during the first three consecutive UCO semesters …. ”
2. Conditionally-admitted students must enroll in person through the Graduate College and are not allowed to enroll for the subsequent semester until grades are posted and their advisors have approved their enrollments.

Proposed Wording. p. 14 (top of the page, Item 1)
1. “Conditionally-admitted students remain on conditional status for three semesters, beginning with their first UCO graduate enrollment and counting one summer as one semester, or until they complete twelve graduate hours at UCO, whichever comes first. As long as their status is conditional, they may take no more than a total of 12 graduate hours. Once conditional students have completed 12 hours, JCGS will review their grades. Those with cumulative GPA’s of 3.00 or higher then become regular students. Those with GPA’s below 3.00 will be dismissed.”
2. [Omit this section.]

[Amended in this meeting, as follows. Replace “take” in line 4 with “accumulate.”]
G.
GRE Change Requests
(Others approved in Fall 2012 or earlier)

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<tr>
<th>Program</th>
<th>Admission Requirement</th>
<th>GRE Scores showing a minimum of 900, 3.5 on the writing portion</th>
<th>Minimum score of 300 (verbal and quantitative) or 3.5 on the writing portion.</th>
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<tr>
<td>Substance Abuse</td>
<td>GRE Scores showing a minimum of 900, 3.5 on the writing portion</td>
<td>Minimum score of 300 (verbal and quantitative) or 3.5 on the writing portion.</td>
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</tr>
<tr>
<td>Public Admin</td>
<td>GRE Scores showing a minimum of 900, 3.5 on the writing portion</td>
<td>Minimum score of 300 (verbal and quantitative) or 3.5 on the writing portion.</td>
<td></td>
</tr>
</tbody>
</table>