

# Coffee Talk



October 14, 2015

## Agenda

- Laura Collins
  - Welcome!
  - Reminder: Graduate School Open House, October 20<sup>th</sup> in MT 108, 9am -12pm and 1pm-4pm
- Graduate Student Summit discussion
- Melis – Admissions Office
  - New English proficiency scores/guidelines
  - Reminder to upload department funding or use “department funding” tab.
  - New person at OIP to review international transcripts
- Krista – Recruitment Office
  - One pagers – updates & changes
- Amanda & Lauren – Degree Programs & Certificates Office
  - Updates & Deadlines
- Laura & Ann – Systems Management Office
  - ETD deadline reminder – Nov 20<sup>th</sup>. [montana.edu/etd](http://montana.edu/etd)
  - DegreeWorks updates & questions
  - Annual Report
- Open Q&A

Thanks for coming! Notes from this meeting will be posted on our Resources page: [http://www.montana.edu/gradschool/resources/resources\\_for\\_faculty\\_staff.html](http://www.montana.edu/gradschool/resources/resources_for_faculty_staff.html)

### Meeting Notes:

#### Laura Collins:

Welcome to Fall 2015 Coffee Talk, thanks for coming. Reminder our open house is Oct 20<sup>th</sup> 9-12 and 1-4. All staff are available for questions.

#### Catherine & Jeff, Graduate Students:

Graduate Student summit is Oct 29-30. This is a free event open to all graduate students. New this year is a Research Rendezvous – students may submit posters to be judged for prizes. We encourage participation. Please see the schedule and registration information here. <https://sites.google.com/site/msugradsummit/home>

### Melis and Geraldine

OIP has hired a new international transcripts reviewer to start Oct 19<sup>th</sup>. This person will help departments find comparable universities and authenticate international transcripts. Please note that OIP will not have a say in the admissions decision, but is there to help decipher international transcripts. The procedure is yet to be worked out, but OIP will create an international document review sheet.

Pearson English proficiency test. OIP and the graduate school will now accept Pearson test for English proficiency. See handout for equivalencies.

### Melis

Reminder to use the Funding tab in CollegeNet if you know the funding for your GTA/GRA. Please call Melis with any questions, she is happy to speak directly to departments regarding CollegeNet functionality.

### Krista

Please communicate any changes to your recruitment one-pagers to Krista via email or mark-up the document. Advice for one-pagers: highlight opportunities for potential students – make your program unique and have it stand out. If you create a faculty list, please include their area of research.

Krista has a new inquiry form directly from the graduate school homepage. This link will be added to your one-pagers. Graduate school will look into putting all of the electronic pdfs on one webpage for departments to view or distribute.

### Amanda & Lauren

First audit of students graduating fall semester is complete and students should have received an email from our office with any deficiencies. Nov 20<sup>th</sup> is deadline for graduating students to defend/take comps and submit ETD. Dec 11 is the deadline for missing programs of study. Registration holds will be placed on student accounts. Dec 11 is also the last day to withdraw an application to graduate.

### Laura & Ann

ETD deadline is Nov 20<sup>th</sup>. If students have questions regarding ETD formatting/submission, direct them to [montana.edu/etd](http://montana.edu/etd) or [gradformatting@montana.edu](mailto:gradformatting@montana.edu). The formatting advisor will review a draft at any time. There is a new LaTeX template available, written by Prof. Mark Owkes. Reminder that the Graduate School maintains a typist/editor list (for MS Word) – please read disclaimer and checklist when using this website.

Reminder that Programs of Study will be in DegreeWorks. Ann Vinciguerra is your contact for all DegreeWorks questions.

The Graduate School has completed the 14-15 annual report. It is available electronically here [http://www.montana.edu/gradschool/annual\\_report.html](http://www.montana.edu/gradschool/annual_report.html) or contact Ann Vinciguerra for a printed copy for your department.