Graduate Enrollment Management (GEM) Recap

Thank you for joining the Graduate School staff at the first eGEM Summit. We hope you received a wealth of information to better manage your programs. We have placed the breakout session notes in eGEM for your review and look forward to reviewing your enrollment and graduation projections and associated enrollment management plans. Towards that end, following are some important dates:

<table>
<thead>
<tr>
<th>Event/Activity</th>
<th>Audience</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>eGEM Summit</td>
<td>Everyone</td>
<td>September 15, 2016</td>
</tr>
<tr>
<td>Enrollment/Graduation Projections Due</td>
<td>GPDs/Chairs/Associate Deans</td>
<td>October 15, 2016</td>
</tr>
<tr>
<td>Enrollment Management Plans Due</td>
<td>GPDs/Chairs/Associate Deans</td>
<td>October 15, 2016</td>
</tr>
<tr>
<td>Projection and Plan Feedback</td>
<td>Graduate School Staff to Academic Units</td>
<td>November 2016</td>
</tr>
<tr>
<td>Enrollment Management Plan Implementation</td>
<td>GPDs</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

The September 15 eGEM summit was a rare and valuable opportunity to bring together campus academic leaders in graduate education. Observations, ideas and concerns shared during the event by its participants provide a qualitative data set that will stimulate ongoing discussion at all levels and help us collectively continue to build and improve graduate education in the years ahead.

Particularly informative for us in the Graduate School were the breakout sessions. We have collated and summarized our notes from those sessions and placed them, in bulleted format, on the eGEM platform in the Resources section.
● Student Success Break-out Notes
● Marketing and Outreach Break-out Notes

We encourage you to review those summaries and discuss key points with your chair and graduate faculty. Because of the highly useful results of the eGEM Summit, Graduate School leadership is considering the best way to continue this trajectory. Sentiment expressed by you through the brief on-line survey following the Summit supports this approach. This important conversation will continue.

### Recruitment and Admissions

**Host an Information Session for Prospective Students**

Hosting an Information Session or Open House is an excellent opportunity for prospective students to visit campus, meet currently enrolled students, alumni, faculty and staff, tour a program's facilities, and learn what makes a program unique. Better yet, host an on campus AND an online Information Session to reach prospective students both near and far. No worries, the Graduate School has the tools and expertise necessary to support these efforts and will collaborate with you every step of the way.

Contact Maryanne Maree-Sams in the Graduate School to arrange a Prospective Student Information Session. It's important to plan ahead so the event can be marketed in a myriad of ways. The Graduate School utilizes AdmissionPro's Event Management System for prospective students to electronically RSVP for the Information Session.

**Admissions Counselors Available to Help with Recruitment Efforts**

The Graduate School Admissions Counselors are available to assist with your recruitment efforts and support prospective students with the application process. Counselors can assist Graduate Program Directors with program specific information sessions, open houses, GRE searches, and much more. Please feel free to reach out to us.

Maryanne Maree-Sams, Graduate Enrollment Counselor, 704-687-7243, MaryanneMaree-Sams@uncc.edu
Marianne Williford, Graduate Enrollment Counselor, 704-687-7245, mwillif4@uncc.edu
Allison Brinkley, Graduate Enrollment Counselor for Business Programs, 704-687-7267, abrinkley@uncc.edu

The Graduate School has received invitations for representatives to participate in Graduate School Fairs, primarily at other colleges and universities. If you are interested in registering to attend a recruitment fair, contact Maryanne Maree-Sams at MaryanneMaree-Sams@uncc.edu.

Alan Freitag of the Graduate School will be attending an Education Expo at Camp Lejeune, North Carolina, on October 19. He'll potentially meet with hundreds of service members and their families and will be happy to represent your program. If you have collateral materials you'd like Alan to take with him to the Education Expo, be sure to get those items to him by Monday, October 17. Also, when you encounter any military veterans inquiring about your graduate program, be sure to refer them to the Graduate Assistantships for Veterans program described on the [Graduate School Funding] web page (scroll down to "Veterans Graduate Assistantships."

### Graduate Applications Snapshot as of 9-30-2016

<table>
<thead>
<tr>
<th>Application Status</th>
<th>SPRING</th>
<th>FALL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2017</td>
<td>2016 (as of 1-6-2016)</td>
</tr>
<tr>
<td>Total Apps</td>
<td>2,288</td>
<td>3,085</td>
</tr>
<tr>
<td></td>
<td>In-Progress (not submitted)</td>
<td>Accepted</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td>1,116</td>
<td>1,148</td>
</tr>
<tr>
<td>Accepted</td>
<td>317</td>
<td>1,144</td>
</tr>
<tr>
<td>Denied</td>
<td>129</td>
<td>449</td>
</tr>
<tr>
<td>Intends to Enroll</td>
<td>207</td>
<td>882</td>
</tr>
<tr>
<td>Does Not Intend to Enroll</td>
<td>5</td>
<td>60</td>
</tr>
</tbody>
</table>

**Graduate Academic Affairs, Graduation and DegreeWorks**

**Graduation**
The Graduate School is now in the process of “pre-clearing” students for December graduation. The deadline to apply for graduation was **September 19th**. Our office will reach out to program directors if we are unable to “pre-clear” any of your students and will provide explicit instructions on the necessary steps to adjust student audits. As a reminder, DegreeWorks will be used to clear all graduate students for graduation.

**Fall Deadlines**
- October 3rd: Master’s thesis proposal defense deadline
- October 7th: Doctoral dissertation formatting review deadline
- November 7th: Dissertation defense deadline for December graduation
- November 21st: Master’s thesis formatting review deadline
- December 2nd: Master’s thesis defense deadline

Full graduation checklists for both master’s and doctoral students are now available on the Graduate School’s website: [http://graduateschool.uncc.edu/current-students/graduation](http://graduateschool.uncc.edu/current-students/graduation).

Reminder: Students must be enrolled in order to graduate. Students who have completed all requirements and expect to defend within the first four weeks of the Spring semester may request to register for GRAD 7999 or GRAD 9999.

**Thesis AND Dissertation Committees**
Beginning in Fall 2016, the Graduate School will track thesis committees. According to the catalog, thesis committees must include at least three faculty members with current graduate faculty appointments. Thesis Committee Forms are due to the Graduate School no later than the time of a student’s Proposal Defense. The Graduate School is working to put committee members in Banner so that they will appear on a student’s audit in DegreeWorks.

**Dissertation Defense Announcements**
Students can now submit their own Dissertation Defense Announcements at [http://graduateschool.uncc.edu/current-students/graduation/submit-your-dissertation-defense-announcement](http://graduateschool.uncc.edu/current-students/graduation/submit-your-dissertation-defense-announcement). The link to the Graduate School’s Dissertation Defense Announcements will be sent out by Academic Affairs on Monday morning instead of the entire list of defense announcements. Announcements are housed on the Graduate School website. Remember that dissertation defenses must be announced publicly 10 days prior to the defense.

**All Graduate Faculty** should check DegreeWorks to verify that the audits are accurate for their students. Reminder -- audits reflect the approved curriculum in the Graduate Catalog. If your program sees a repeated error, please check the catalog to make sure the course or rule is included.

**Accessing DegreeWorks**
DegreeWorks can be accessed through my.uncc.edu. The link for faculty can be found on the Faculty tab, under Course Related Resources & Policies. The link for students can be found on the Student tab, under Academic Resources. If you have trouble with access, please contact the Help Desk. Other questions may be directed to degreeworks@uncc.edu. General information can be found on our website graduateschool.uncc.edu/degreeworks.

Update Advisors in Banner
DegreeWorks will automatically populate with the list of students that you advise when you log in. However, this list is only as good as the data in Banner. It’s important to take the time to verify that the students you advise have you identified as such in Banner. Detailed instructions for updating the advisor for a student can be found at http://advising.uncc.edu/advisor/banner/option-a.

Training

eGEM Open Swim Training
Fall 2017, 2018, and 2019 projections and the corresponding enrollment management plan that serves as a roadmap to achieve the projections are due in eGEM by October 15th. Enrollment and graduation projections and plans should align to your college’s strategic plan. For more information and to access eGEM, visit https://egem.uncc.edu.

To support your efforts to establish projections and plans, Open Swims are being held in Denny 101 on Oct 6th and 11th and we invite you to participate as needed. Similarly, if you prefer a one-on-one meeting to support your efforts, feel free to email Johnna Watson directly. Click the following link to RSVP to attend an Open Swim: https://goo.gl/forms/971qyp6XXcrmYYQo1.

DegreeWorks Training
DegreeWorks training for departments or programs will be held on request. Email degreeworks@uncc.edu to schedule a time.

eGRAD Training
Learn how to use eGRAD for recruitment and admissions. Email kathygiddings@uncc.edu to schedule a time.

FYI

Build Your Graduate Enrollment Management Plan in eGEM

www.egem.uncc.edu

University Goal 1 in UNC Charlotte’s 2016 – 2021 Institutional Plan, to “Deliver a high-quality, accessible, affordable, and integrated academic experience that produces responsible citizens and a competitive workforce,” includes an objective (1.2) to “Implement the graduate enrollment management plans, which integrate the degree attainment goals of the UNC system with respect to the capacity of UNC Charlotte to accommodate and house additional…… graduate students, such implementation to take place through Fall 2020.”

Graduate Program Directors should build and implement an enrollment plan (in eGEM) for each program of study at the graduate level. The Graduate Enrollment Plan should be informed by the strategic plan of the academic college, and directly reflect efforts to integrate graduate education at the University and proactively shape enrollment to meet established enrollment and graduation projections. Advantages of projecting enrollment and graduation goals and managing a Graduate Enrollment Plan in eGEM:

● Online space to develop and manage goals, objectives and tasks required to achieve enrollment and graduation projections. The Graduate Enrollment Plan should be a working, action-oriented document that is routinely updated and modified.
● Opportunity to identify resources required to achieve enrollment and graduation goals; this effort should be made through your Department Chair/School Director or Dean.
- Access to information: The Graduate Enrollment Plan is stored in the cloud so anyone with an interest and/or need to know the information can see it.
- Focus on retention to graduation efforts (persistence) as much as recruitment of new students. Ability to document marketing and recruitment activities to determine effective efforts, as well as mentoring and advising activities.

**Faculty Awards - Deadlines Approaching**
Please be sure to nominate faculty for the Harshini V. de Silva Graduate Mentoring Award or the First Citizen’s Bank Scholars Medal. Deadlines are early November.

**3MT Competition- Coming Soon!**
The Graduate School will pilot a 3MT competition this year. We are working on the details for the competition and expect to hold it this spring. Additional information will be forthcoming. Please look for it!

**Funding**

**NSF Graduate Research Fellowship Program:** Julie Goodliffe emailed 360 new graduate students at UNC Charlotte enrolled in eligible programs and encouraged them to apply for the prestigious NSF Graduate Research Fellowship Program. Please encourage your eligible students to communicate with Dr. Goodliffe directly to learn more about the application process.

The program provides fellowships to individuals selected early in their graduate careers based on their demonstrated potential for significant achievements in STEM. Three years of financial support is provided by the program for graduate study that leads to a research-based master’s or doctoral degree in STEM or STEM education. Benefits include: five year fellowship period with three years of financial support, annual stipend of $34,000, cost of education allowance of $12,000 to the institution, professional development opportunities, XSEDE supercomputer access for Fellows and honorable mentions, no service requirement, and access to supplemental funding to sustain research while on medical deferral (e.g. maternity/paternity leave).

**Graduate School Philanthropic Award Competitions:** The 2017-18 Graduate School Philanthropic Awards will be available through the NinerScholars Portal. Three fellowships for new students will require a Graduate Program Director nomination in order for students to apply. Students will not see these awards unless they are nominated. These are the Wayland H. Cato Jr. First-Year Graduate Fellowship, Herschel and Cornelia Everett Foundation First-Year Graduate Fellowship for a Master’s Student, and the Herschel and Cornelia Everett Foundation First-Year Graduate Fellowship for a Doctoral student. Students will be matched to the other fellowships - Joanna R. Baker Memorial Graduate Fellowship, DRRreaM Graduate Fellowship, Faye Jacques Memorial Graduate Fellowship, John Paul Lucas, Jr. Scholarship for Educational Leadership, and the Zonta Club Scholarship based on eligibility criteria. The Craig R. Brown Graduate Fellowship is new for 2017-18. We are working with the University Scholarship Office to be able to offer it through the NinerScholar’s Portal.

We will notify GPDs when these awards are available in the portal. Expect to hear from us by the end of October. The deadline for completed applications is March 1, 2017 with the exception of the Giles Fellowship, which has a deadline of April 15, 2017. Once posted, students and faculty may access the awards from http://scholarships.uncc.edu/. Please visit the Graduate School’s Funding page for a complete list of the awards and eligibility requirements at http://graduateschool.uncc.edu/funding/graduate-school-funding. The awards will be available through the NinerScholars Portal later this month.

**Master's Thesis Awards - Call for Nominations:** The Graduate School announces the 2017 Master’s Thesis Award competition in two categories: Humanities and Fine Arts (1 award) and Mathematics, Physical Sciences, and Engineering (1 award). The award is $200 and an engraved plaque. Winners will be entered in the Council of Southern Graduate School’s competition, where the award is $1,000. Nominations are due by October 26th at 5:00pm. Please see additional information on the Center for Graduate Life’s website.

**External Fellowship:** The National Academy of Education is accepting applications for the NAEd/Spencer Postdoctoral Fellowship Program, which supports early-career scholars working in critical areas of educational
scholarship. Fellows will receive $70,000 for one academic year of research, or $35,000 for each of two contiguous years, working half time. International applicants are also welcome to apply. Applications are due November 3.

And here’s a note from the Institute for Broadening Participation:

This is the time of year we at IBP try to remind students of upcoming grad fellowship and undergraduate scholarship deadlines. Many programs have application deadlines in the coming weeks and months! Please share the following information with your students!

Students can browse 77 different fellowship and scholarship listings here:


Or use our advanced search feature to narrow down their selections:


Students can also sign up to receive notifications about programs:

http://pathwaystoscience.org/form.aspx

Thank you!

The Institute for Broadening Participation (IBP)
www.PathwaysToScience.org

For Your Students

Professional Development Workshops

Job Offers and Salary Negotiations
October 5, 12:30-1:30 PM, Center for Graduate Life, Cone 268
Facilitated by Dr. Patrick Madsen, Director, University Career Center
When dealing with your job search and the eventual conversation around compensation and benefits, many view a job offer in terms of the money extended by the employer. Salary is only one aspect of a job offer to consider when reviewing a potential job offer. The negotiation process requires an individual to gather information about the industry, job function, and how you compare as a candidate. This workshop provides participants with a broad look at salary negotiation, what resources are available to prepare, and time to practice. Register

The Monthly Grind: Getting the Support you Need to Succeed
October 6, 12:30-1:30 PM, College of Health & Human Services Bldg, 128
Do you feel inadequate as a graduate student? Are you aware of all the numerous resources available to you? Join us for lunch and interact with fellow grad students at 'The Monthly Grind' where our theme for this month is focused on getting the support you need to succeed. Sponsored by GPSG and the Center for Grad Life's Grad Life Fellows. RSVP: tinyurl.com/MonthlyGrind

Fall Dissertation Boot Camp
Center for Graduate Life, Cone 268
October 9: 1:00-5:00pm; Monday & Tuesday, October 10 & 11, 10:00am-4:00pm
Dissertation boot camps provide multi-day opportunities for doctoral students to devote focused time and attention to one goal: making progress on their dissertations. The boot camps offer a quiet space to work, structured writing time, and writing-related resources and support; because all participants are actively engaged in writing their
dissertations, the boot camps also serve to decrease the sense of isolation that many doctoral students feel during the dissertation process. Please register by October 4th Registration and more information about camp eligibility.

Understanding the Academic Search Process
October 17, 12:30-2:00 PM, Center for Graduate Life, Cone 268
In this workshop, Dr. Suzanne Boyd, Associate Professor of Social Work, will describe the academic job search process from the very beginning (e.g., faculty opening identified; position description is written) to the end (e.g., contract negotiations; accepting a position). Participants will learn how policies and procedures guide the Search Committee process and timeline. Helpful strategies for successful communication with Search Committee members will also be addressed. Register

A GTA Workshop: Working with Difficult Students
October 19, 12:30-2:00 PM, Center for Graduate Life, Cone 268
Facilitated by: Dr. Judith Krauss, Faculty for Graduate Teaching, Center for Graduate Life
Graduate teaching assistants and Instructors of Record sometimes encounter difficult or challenging students in their classrooms, which can be stressful for all involved. Dr. Judith Krauss will lead a workshop to discuss strategies and suggestions for managing such situations, with the aim of improving outcomes for both teachers and students. Register

Understanding Your Leadership Style
October 19, 3:00-4:30 PM, Center for Graduate Life, Cone 268
Facilitated by Dr. Carrie Silver, University Career Center Register

Using Mediation and Negotiation Techniques to Resolve Conflicts
October 26, 1:00-2:30 pm, Center for Graduate Life, Cone 268
Facilitated by: Dr. Vivian Lord, Interim Director of the School of Social Work, Mediation Program Director, Professor, Criminal Justice and Criminology
Graduate students face numerous personal and professional conflicts throughout their academic experience. This 90-minute workshop from 1:00-2:30pm will introduce graduate students to basic elements of conflict and conflict resolution. Students will learn and practice interest-based skills of "principled" negotiation and conflict resolution. Register

Weekly & On-going:

Dissertation Writing Consultations
Dr. Lisa Russell-Pinson, Faculty Associate for Graduate Writing provides one-on-one support for dissertation writers to improve their academic writing skills, understand the dissertation process, work more effectively with their chairs and committee members, manage their time, set realistic writing goals and deal effectively with issues related to procrastination, perfectionism and imposter syndrome. Email lpinson@uncc.edu to schedule an appointment.

Doctoral Writing Consultations
Doctoral students interested in improving their academic writing are encouraged to meet individually with Haadi Jafarian, CGL's Doctoral Writing Fellow, about coursework, presentation and publications. Email gradlifefellows@uncc.edu to schedule your 45-minute appointment today.

Research Consultations with Project Mosaic - Drop in for yours today!
Mondays, 1:00-3:30 PM & Wednesdays, 4:00-6:00 PM, Center for Graduate Life, Cone 268
Are you a graduate student in need of assistance with your research design, methodology or choosing specific software? Not sure how to implement your statistical analyses or interpret your theses and dissertations results? Take advantage of this free drop-in research consultation service provided by Project Mosaic. Meet individually with Chen Chen, Graduate Consultant with Project Mosaic!
Tranquil Tuesdays: Mindfulness & Yoga
Facilitated by: Cara Blevins, Health Psychology Doctoral Student and 2015-17 Graduate Life Fellow
Looking for a way to stay healthy and centered throughout the semester? Please join us for a complimentary 45 minutes of Yoga followed by 15 minutes of guided mindfulness meditation every Monday! You will have the opportunity to practice Asanas and guided breathing with a certified Yoga instructor as well as engage in mindfulness practices that are related to reductions in stress and increased well-being. Please bring a towel or your own mat.

Writing Assistance in the Center for Grad Life
Mondays-Wednesdays: 2:00-5:00 PM, Center for Graduate Life
Meet with a Senior Writing Tutor from the Writing Resources Center in the Center for Graduate Life on an individual basis. Discuss your writing at any step in your project. Your tutor’s goal is to help you become a better writer, not just to improve a specific paper. By appointment only.

Speaking Resources Center
Tuesdays, 10:00 AM-12:00 PM, 5:00-7:00 PM, Atkins Library Room G33
Thursdays, 5:00-7:00 PM, Atkins Library Room G33
Have you ever been intimidated while giving an oral presentation in a class? Do you need some pointers for organization? Delivery? Content? Research? Or just want some extra aid in polishing up your speeches in order to take them to the next level? The Speaking Resources Center, sponsored by Communication Across the Curriculum (CxC) and cosponsored by the Center for Graduate Life, aims to provide students with aid in crafting oral presentations across a plethora of majors and courses at UNC Charlotte. Book your appointment today by emailing: Tgibso30@uncc.edu.