

# Office of Graduate Studies

Academic Affairs  
Administrative Unit Assessment  
FY 19 (July 2018 July 2019)

## Department and Assessment Report Information

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For which department or area are you reporting?	Office of Graduate Studies
What is the name and MGA email address of the person responsible for this report?	Kevin Cantwell kevin.cantwell@mga.edu

## Departmental Mission and Goals

The mission and goals of the department should be consistent over a 5 year period, although some institutional changes may necessitate and prompt a change in mission or goals for specific departments. In this section, you will report the mission statement for your department as well as the long term goals (5 year range) for the department.

What is the mission statement for this department/area? Your mission should explain why the department/area exists and who it serves.	The Mission of the Office of Graduate Studies is to develop and offer graduate degrees suitable for working adults that address the needs of the region and anticipate a growing knowledge economy.
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What are the goals for this department? These should be the "big things" the department/area intends to accomplish within 5 years.

\*OGS will build graduate enrollment through new and current program development.  
\*OGS will support students, faculty, and staff in achieving

## Objectives

Each year, every department should identify objectives the department hopes to accomplish in the next year.

These should align with departmental goals and the MGA

	<p>with MGA on its revision for possible fall 2019 consideration.</p> <p>OGS has worked with MarComm to maintain billboards and Georgia Public Radio ads for its new graduate degrees, with advertising support provided in part by the OGS foundation budget.</p>
<p>Objective 1: Did your department meet this objective?</p>	<p>The department exceeded this objective.</p>

Objective 1: What did your department learn from working toward this objective? What changes will you make based on this effort next year?

The marketing plan remains elusive as MarComm outlines what they can budget as it maintains control of these outcomes. The MSOT will take a ~~my~~ year build out for faculty hiring and secondary accreditation, but two new degrees is a big plus, demonstrating USG support for Georgia's newest state university.

## Objective 2

<p>Objective 2: What was this department's second objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.</p>	<p>Track enrollment, retention, and progression for program enhancement.</p>
<p>Objective 2: How did your department measure this objective? (Survey, budget, number of participants, jobs completed, measurable time and/or effort)</p>	<p>OGS tracks this data through our Monday number pulled from Banner; new students from semester to semester; and the number of students who graduate.</p>
<p>Objective 2: What was your target outcome for this objective? (ie. 80% participation, 5% enrollment growth, 7% change in engagement)</p>	<p>Our target enrollment for fall 2018 was 163; we exceeded that by 54 students for a 33% increase over target.          Our target enrollment for spring 2019 was 174 students; we exceeded that by 57 students for 33% increase over target.          At the time of this report, fall 2019 exceeds fall 2018 by 11% with 241 students; our target was 205 students (set in fall 2017); we surpassed that target by 18%.          In AY18 we graduated 53 graduate students; in AY19 we graduated 90 graduate students, with the 100th graduate degree conferred in May 2019. This represents a 70% increase in graduate degrees year to year.          12 faculty and staff from MGA have now earned a master's degree from MGA.          During spring 2019, graduate enrollment represented over 3% of MGA's total enrollment; the goal of OGS is to hit 5% in five years (2024), the so-called 55 Plan.</p>
<p>Objective 2: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)</p>	<p>100%.</p>

	<p>making admission decisions, admitting students, and then registering students. MAT is lagging (31% drop from fall 18 to fall 19), but school leadership is addressing structural changes to the program. Changing the Management degree from face-to-face to fully online has helped it grow from 24 students in fall 2018 to 60 in fall 2019 for a 149% growth in one year.</p>
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### Objective 3

<p>Objective 3: What was this department's third objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.</p>	<p>Provide opportunities for graduate students in assistantships, scholarships, and the development of graduate student policy.</p>
<p>Objective 3: How did your department measure the objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)</p>	<p>Aggregate semesters of graduate assistantships; graduate student attendance at outside meetings; meetings of the Graduate Student Advisory Council; and updated OGS Catalog.</p>
<p>Objective 3: What was your target outcome for this objective? (ie. 80% participation, 5% enrollment growth, 7% change in engagement)</p>	<p>4 graduate assistantships; at least one grad student presenting at conference; one meeting per semester of Graduate Student Advisory Council.</p>
<p>Objective 3: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)</p>	<p>The School of IT sponsored four semesters of graduate assistantships (100%); two graduate students presented to national IT conference and University Advisory Council, respectively (100%); there was one meeting each semester of the Graduate Student Advisory Council (100%) completion of graduate catalog (100%), although the Smart Catalog function has not been updated at the time of this report due to software/interface issues between MGA and vendor.          *The School of Business budgeted for four semesters of graduate assistantships for AY20 as a new line and the second school to sponsor graduate assistants. This will double the number of students receiving assistantships.          OGS completed online orientation module for graduate students as an element of graduate student support; we will begin tracking site visits fall 2019.</p>
<p>Objective 3: Did your department meet this objective?</p>	<p>The department met this objective.</p>
<p>Objective 3: What did your department learn from working toward this objective? What changes will you make based on this effort next year?</p>	<p>Student support and participation outside of the online classroom continues to be a challenge; we increased student engagement by 50% as defined by direct contact by the Director of Graduate Student Policy and Support with graduate students via assistantship training, graduate student council, and writing practicums.</p>



## Future Plans

Please identify at least four measurable objectives