The Graduate School Assessment Plan

The Graduate School
University of North Dakota

Joseph N. Benoit, Dean
Wayne E. Swisher, Associate Dean

August 27, 2009
The Graduate School Assessment Plan

Mission Statements:

The Graduate School has responsibility for all graduate work at the University, except for that leading to the Doctor of Medicine (M.D.) and Juris Doctorate (J.D.). It is the purpose of the Graduate School to provide opportunity for advanced study beyond the limits of undergraduate courses, to make available the resources of the University in such combinations as will meet the occupational, intellectual, and cultural needs of qualified post-baccalaureate students and to encourage original investigation and creative scholarship. The University of North Dakota offers the largest and most diversified graduate school in the region. A number of unique facilities and support resources augment the instructional and research program. In addition, the Graduate School offers extensive off-campus program offerings through the Division of Continuing Education.

The Graduate School Office supports the University of North Dakota mission and upholds the policies of the University in all matters that relate to graduate education. As an administrative unit within the University, the Graduate School office is dedicated to providing a service oriented approach to helping graduate students as they pursue an advanced degree.

I. Objective 1:

A. The Graduate School supports maximizing the enrollment in graduate programs with the goal of improving the quality of admitted students and optimizing faculty-student ratios
   i. Facilitate recruitment of new students
   ii. Assisting with stipends, tuition waivers and other forms of funding
   iii. Promoting enrichment programs that supplement coursework
   iv. Reviewing faculty accomplishments in areas of teaching, research and creative scholarship

   1. Assessment Data to be Gathered
      a. Credentials of admitted students
      b. Application yield
      c. Annual funding for graduate students
      d. Program faculty activity

II. Objective 2:

A. The Graduate School will promote professional development activities for graduate students
   i. Promote workshops and other experiences that prepare students for success in their chosen field of study
   ii. Promote university wide programs devoted to improving instruction for graduate students
   iii. Provide annual awards in recognition of student and graduate faculty achievement

   1. Assessment Data to be Gathered
      a. Student and faculty participation in workshops
      b. Results of surveys of participant satisfaction
      c. Success in promoting recognition of outstanding graduate student and faculty accomplishments
III. Objective 3
A. The Graduate School will provide oversight of graduate educational programming in a way that promotes continuous improvement
   i. Provide guidance on expectations and standards for Responsible Conduct of Research
   ii. Evaluate all graduate programs according to predetermined metrics and in accordance with NDUS requirements
   iii. Promote continuous improvement of programs through ongoing assessment activities
   iv. Assist department in modification of curriculum and development of new degree programs
      1. Assessment Data to be Gathered
         a. Program evaluation recommendations
         b. Changes resulting from program evaluations
         c. Changes resulting from ongoing assessment activities
         d. Student enrollment, retention and completion rates
         e. Scholarly/creative accomplishments of students and faculty
         f. Participation of faculty in graduate student mentoring (i.e., advisory committee membership, teaching of graduate classes, etc.)

IV. Objective 4:
A. The Graduate School will create new alliances with other institutions for graduate level academic and research partnerships
   i. Facilitate connections between UND graduate programs and programs at other NDUS institutions
   ii. Facilitate connections between UND graduate programs and other North American institutions
   iii. Facilitate connections between UND graduate programs and international universities
   iv. Promote and facilitate faculty-to-faculty research relationships with partner universities
   v. Maintain and expand joint degree programs and bridge programs
      1. Assessment Data to be Gathered
         a. Number of contacts made with other institutions
         b. Number of students enrolled through partnership programs
         c. Faculty participation in partnership programs
         d. Evidence of scholarly/creative collaboration resulting from partnerships
V. Objective 5:  
A. The Graduate School will manage graduate enrollment in accordance with University projections for campus-wide growth  
   i. Promote diversity  
   ii. Facilitate and coordinate recruitment activities that target underrepresented and underserved populations  
   iii. Sponsor recruiting events that target diverse populations  
   iv. Develop marketing materials that are appropriate for The Graduate School's target audience  

   1. Assessment Data to be Gathered  
      a. Number of recruiting events attended and/or sponsored by The Graduate School  
      b. Number of prospects resulting from recruiting events  
      c. Number of applications completed by prospects  
      d. Diversity of students resulting from recruitment initiatives  
      e. Program level and overall student enrollment  
      f. Retention and completion rates of students  

Objective 6:  
B. The Graduate School will publicize the quality of its graduate programs and graduate students  
   i. Articulate a clear message from The Graduate School that is appropriate for the target audience  
   ii. Coordinate with University Relations and the UND Alumni Foundation to encourage publications of stories related to graduate students and their mentors  
   iii. Effectively use The Graduate School webpage and other forms of electronic media to communicate with stakeholders  
   iv. Effectively use traditional media such as print, radio and television to communicate with stakeholders  

   1. Assessment Data to be Gathered  
      a. Metrics appropriate to each form of media  

VI. Objective 7:  
A. The Graduate School will create an efficient work environment in the Graduate School Office  
   i. Maintain staffing that can handle the workload of the office  
   ii. Ensure that facilities and resources are adequate for staff to provide services required of The Graduate School  
   iii. Provision of training opportunities for Graduate Program Directors, Graduate Faculty, Students and Administrative Personnel that allow them to more effectively interface with The Graduate School office  

   1. Assessment Data to be Gathered  
      a. Satisfaction survey data  
      b. Types and number of services provided by The Graduate School  
      c. Outcomes of services provided  
      d. Types and number of training opportunities and participation in the various training opportunities by the target audience  
      e. Number of Graduate School Staff who participate in professional development opportunities aimed at improving their own job performance
VII. Objective 8:

A. Department Chairs, Graduate Program Directors, Deans, and Graduate Faculty will be satisfied with the effectiveness and efficiency of graduate program evaluations and other forms of assessment

i. Management of formal program evaluation and ongoing assessment activities

   1. Assessment Data to be Gathered

      a. Number of programs evaluated annually
      b. Timeliness of program evaluations
      c. Changes resulting from program evaluations
      d. Satisfaction survey data from Department Chairs, Graduate Program Directors, Graduate Faculty and Deans
      e. Satisfaction survey data from the Graduate Committee
      f. Satisfaction survey data from evaluation team members
      g. Input from the Vice-President for Academic Affairs