Graduate Chair Matters
September 22, 2017
Overview

- Welcome & Introductions
- Overview of GCM
- Updates on UHM Graduate Education
- Q & A
- Meet with Graduate Student Services
Introductions
Why Graduate Chairs Matter
Graduate Chair Duties

- serving as liaison between the department, the Office of Graduate Education, UHM, and any other such agencies with which the graduate program comes in contact
- reviewing and signing all official forms and memos required by the Office of Graduate Education
- serving on the Graduate Assembly
- scheduling and conducting graduate faculty meetings
- updating and maintaining list of graduate program graduate faculty
- responding to requests for program information from prospective graduate students
- maintaining files for each graduate student
- scheduling preliminary advising, qualifying examinations (written and oral), and other advising conferences with students
- publicizing the availability of achievement scholarships and nominating students for such awards
- administering the admission of applicants to the program
- certifying final degree checks
- submitting annual doctoral student progress report
- and much more....
In sum, Graduate Chairs handle:

- Administrative Functions (related to graduate students and faculty)
- Recruitment Activities
- Retention/Student Success Activities
- Overall quality control (curriculum, SLOs, committee membership, etc.)
- Managing complaints/grievances
SO...mahalo for your support of graduate education!

- We are here as your partners in this important endeavor!
- GCM is one way we hope to keep the information flowing in both directions to best serve our graduate students!
- Next, we’ll share some updates from OGE
Graduate Education Updates
OGE updates

- Recruitment Activities
- Orientation & Professional Development for Graduate Students
- GCM & Open House opportunities for collaborations
- Administrative Processing – online supplemental document submission system rolled out for Sp 2018 admissions
What Can You Do?

- Have a start-to-finish program strategy
  - recruitment efforts, program requirements, course availability, graduate data (including student satisfaction and placement)

- Assess faculty mentoring efforts
  - inform graduate students of program requirements, milestones, career pathways
What Can You Do, cont.

- Help set up pipeline of talented students to graduate school
- Consider developing 4+1 programs, 3+2
- Consider wider range of online coursework and programming
- Funding opportunities – grant-writing, TA positions
What Can you Do, cont.

- Ensure program websites function as a full reference for graduate students
  - *up-to-date, informative, and appealing*

- Ensure highly responsive admissions practices
  - *Students’ decisions are heavily impacted by interaction with faculty*
How Can We Help?
Concluding thoughts, comments, questions?
Mahalo!