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UA58/5 Monthly Newsletter

WKU Graduate School

Jim Berger

From: Jim Berger
To: Faculty-All; Staff-All
Subject: GS&R Monthly E-mail
Date: Thu. 10/4/2012

Hi Folks,

I hope you are getting out to enjoy this lovely fall weather before it gets too cold. I wanted to provide you with another update of the goings on in Graduate Studies and Research (GS&R).

Personnel Changes First, I have bad news and good news. The bad news is Justin Schilke, our Assistant Director for Graduate Records, has taken a position at Texas A&M. He has been instrumental in digitizing much of the matriculation process here in the GS&R office. We will miss him and his diligence but wish him well in his new position. The good news is that Colette Chelf has stepped in to take his place and has picked up the ball and run with it. She has adjusted quite nicely and is quickly getting up to speed. We are very grateful for her willingness to take on such a demanding role. As personnel has changed, we have worked to change the e-mail addresses on forms and documents away from personal e-mails to organizational e-mails. Items normally sent to the Assistant Director of Records (i.e. Justin's position) will now be sent to graduate.records@wku.edu. We have worked to change the e-mails on our forms and documents but if you notice one where we need to change it, please let me know. Be sure to delete copies of old forms and use the current form found on the webpage. When looking at documents on the web, be sure to refresh your browser to see the latest version of the page. Thank you for your patience as we work through this transition.

Graduate Assistantships As you are aware, we are working on improving several systems within the office and university. We are working on a number of changes designed to improve the graduate assistantship system. To improve the advertising of available general Graduate Assistantships, we are establishing a page on our website found at: http://www.wku.edu/graduate/faculty_staff/ga_jobs.php that will provide details about the job, contact information, and deadline for applying. For now, the application process will remain the same but this will allow folks to advertise to a larger pool of applicants. If you would like to advertise a general graduate assistantship, please provide me (jim.berger@wku.edu) with the following:

- Job Title (50 characters or less)
- Deadline (Date)
- Job Description (200 words or less)
- Qualifications (100 words or less)
- Department
- Application Materials Requested
- Contact Person, e-mail, and phone number.

GRE and GAP Scores For those of you who make admission decisions, you will notice a little bit more information on the E-signature documents you receive. We have worked with Scott Macomber of IT to add a few more columns that will allow us to put in GAP and GRE scores for the GRE taken prior to 2002, taken between 2002 and 2011, and taken after August, 2011. Also on the E-signature page, you will notice a link to a website that explains the different versions of the GRE and how the respective GAP scores are calculated. You may view this page by visiting: http://www.wku.edu/graduate/prospective_students/admission/requirements.php#gap_tab Our hope is that this information will help you in making the decision whether to admit students to your program.

Graduate Admission Letters Graduate Admissions is working to add admission letters to TopNET to promote electronic access for students, faculty, and staff. We are still working on some of the minor issues but please be on the lookout for this in the near future. When this occurs, we will identify where they are and describe how to find and download them. This process will be only for future letters. Previous letters will not be added to TopNET. We'll be sure to send the start date when we get this process into place.

Association for Graduate Students As the number of graduate programs and students grow here at Western Kentucky University, GS&R has worked to provide support to our incoming, current, and previous graduate students. To that end, we held a reception for all graduate students at the Knicely Center on Monday, September 17th and had a relatively good turnout for such a dreary day. The purpose of the reception was to gather graduate students, give them a brief orientation of graduate studies, and provide them the opportunity to establish a graduate student association. They have met again since that meeting and are in the process of developing a charter and bylaws, picking a name, and determining the group's purpose.   Be assured that we not are trying to supplant the good work that the Student Government Association has been doing. Their purpose has been

governance while this group is really to provide support and a social outlet. Some of the goals are to provide a place where graduate students can learn career advice (how to write a resume/vita, prepare for an interview, conduct a job search, etc.), network with other budding researchers in and out of their fields, attend research symposiums and workshops, and gain advice on various academic and career issues. Be on the lookout for updates as this new group grows and we'd be grateful if you would steer your students to our organization.

Graduate Student Research Finally, as we continue to find ways to promote the fine research and scholarly activities taking place here at WKU, I would like to let you know that we are interested in hearing about graduate student research. We would like to promote and display students on our webpage with a picture and writeup so current and visiting students can see how graduate students are involved at all levels of research. We have recently hired a new graduate assistant who will be helping us revitalize the webpage, organize it better, and include more promotions of the growing research taking place on and off our campus. If you or your colleagues would like to submit the names of graduate students conducting research, we would like to interview them and take their picture so we can promote their good work to our campus community and prospective students. Please send all suggestions to me, Jim Berger via e-mail at jim.berger@wku.edu. Keep an eye out for changes to our website as we continue to improve it as a recruiting and marketing tool.

Thanks again for your patience as these changes are put into place. As always, please let me know if you have any questions and I'll be glad to help.

Take care.

Jim