Mississippi State University  
Graduate Council  
September 30, 2016

Agenda

Call to Order: Dr. Lara Dodds, Chair

Welcome and Introductions

Approval of minutes: May 5, 2016

Report from the University Committee on Courses and Curricula: Dr. Dana Franz

Report from sub-committee on Thesis and Dissertation formatting guidelines: Dr. Dana Franz

Accelerated Program in Public Policy and Administration: Dr. Brian Shoup

Graduate Faculty Appointment Policies: Dr. Lori Bruce
  • Renewal periods for Tenured and Tenure-Track Faculty
  • Definition of Graduate Faculty and Committee Composition

Report from the Graduate School: Dr. Lori Bruce

Report from the Graduate Student Association: Billy Wilemon

Old Business

New Business

Adjourn
May 5, 2016

PRESENT: Tim Barnett, Heather Blackwell (for Christina Hillesheim), Russell Carr, Tim Chamblee, Lara Dodds, Dana Franz, Richard Harkess, Priscilla Hill, Beth Miller, David Morse, Lynn Reinschmiedt, Dan Reynolds, Scott Roberts, Kirk Swortzel, Bob Wolverton (for Frances Coleman)

ABSENT: Amy Adkerson, Ashli Brown-Johnson, Lori Bruce, Deborah Eakin, Steve Elder, Julia Hodges, Rebecca Long, Allison Pearson, Peter Ryan, David Shaw, Keith Walters

GUESTS AND REGULAR ATTENDERS PRESENT: Kathy Griffin, Chris Rousseau, Pam Sullivan

I. The May 5, 2016, meeting of the Graduate Council of Mississippi State University was called to order by Chair Lara Dodds at 1:33 PM in Room 611 of Allen Hall.

II. Dodds asked for a motion to approve the April 8, 2016, minutes. Motion to approve made by David Morse, seconded by Beth Miller. Motion carried unanimously.

III. Report from University Committee on Courses and Curricula, UCCC: Kirk Swortzel

- Graduate Minor in Business Analytics – Swortzel stated that this proposal is a graduate minor in Business Analytics for master’s students. It requires students to complete 9 graduate credit hours, comprised of 6 required graduate hours and 3 elective graduate credit hours. Dodds asked Council if they were in favor of accepting the graduate minor in Business Analytics. Motion was made by Dana Franz, seconded by Dan Reynolds. Motion passed.

- Modification of PhD in Mechanical Engineering – Swortzel stated this modification will formalize course hour requirements, clarifying test scores, GPA, direct admit going from a bachelor’s to a PhD, including limiting Directed Individual Study hours and including a requirement of two semesters of Graduate Seminar (ME 8011). It also clarifies aspects of program policy such as the appeals process for academic dismissal. A course hour requirement has been added to replace the existing course hour recommendation, and a mathematics course requirement has been added. Dodds asked Council if they were in favor of accepting the modification of PhD in Mechanical Engineering. Motion was made by Dana Franz, seconded by Dan Reynolds. Motion passed.

- Modification of MS in Mechanical Engineering – As with the PhD in Mechanical Engineering, this modification of the MS in Mechanical Engineering will formalize course hour requirements, including limiting Directed Individual Study hours and including a requirement of one semester of Graduate Seminar (ME 8011). It also clarifies aspects of program policy such as the appeals process for academic dismissal. Dodds asked Council if they were in favor of accepting the modification of the MS in Mechanical Engineering. Motion was made by Dana Franz, seconded by Dan Reynolds. Motion passed.
• Program Proposal: Graduate Certificate PSS/ABE Certificate in Precision Agriculture - Swortzel discussed the graduate certificate PSS/ABE Certificate in Precision Agriculture and stated there is a need to train students in the broad array of precision agriculture technologies. This certificate program complements the MSU PSS/ABE crop production and Ag Engineering majors, research and other majors taught across College of Agriculture and Life Sciences (CALS) departments. This certificate features emerging technologies in decision-based agricultural planning and implementation. The certificate requires a minimum of 16 hours with at least 10 credit hours specific to Precision Agriculture coursework and six additional hours of electives or optional courses. PSS/ABE 2543 may be required as a leveling course and graduates may need a combination of Option 1 (focuses on GIS course) and Option 3 (focuses on crop production, soils, etc.) to meet graduate credit requirements. Dodds asked Council if they were in favor of accepting and moving the certificate proposal forward. Motion was made by Dana Franz, seconded by Dan Reynolds. Motion passed.

IV. Report from sub-committee on Thesis Submission formatting guidelines: Dana Franz
• Franz stated the sub-committee is in the study phase but has no report. Franz asked Council to send her any concerns or specific issues with dissertation or thesis format. The committee will be meeting in the next few weeks and will begin to make their initial report.

V. Report from the Graduate School: Dr. Lori Bruce, Dean
• No report.

VI. Report from the Graduate Student Association: Heather Blackwell for Christina Hillesheim
• Heather Blackwell reported the GSA had a great year and they are currently transitioning to the new officers.

VII. There being no further business, Dodds asked for a motion to adjourn. A big thank you was given to Dan Reynolds for providing ice cream. Motion to adjourn made by Russell Carr, seconded David Morse. Meeting adjourned at 1:50 PM.
ACCELERATED PROGRAMS
(BACHELOR’S/MASTER’S COMBINED DEGREE)

Proposal for adding an Accelerated Program, i.e. Bachelor's/Master's combined degree program. This proposal should be completed in its entirety and support letters attached before submitting to the Office of the Graduate School, Mail Stop 9703, 617 Allen Hall, Phone: 662-325-7400.

College: Arts and Sciences
Department: PSPA
Major: Political Science
Concentration: Public Administration
Contact Person: Brian Shoup
E-mail: bds223@msstate.edu
Mail Stop: 9561
Date Initiated: August 30, 2016
Effective Date: January

PROPOSED Accelerated Degree Description

1. Department Information:
   Department Head: P. Edward French
   Graduate Coordinator: Christine Rush
   Department contact information: PO Box PC, Mississippi State, MS 39762

2. Graduate Catalog Accelerated Degree Description:

   e.g. Highly qualified undergraduates in the Department of XXX are encouraged to consider applying to the Accelerated Program. This program permits students to earn up to X hours of graduate level coursework during their final year of undergraduate studies. Student take graduate level courses and earn both
undergraduate credit and graduate credit simultaneously. Students need to consult with a potential graduate advisor to ensure graduate credit could be applied to a Program of Study for the graduate degree. Application to this program may be made as early as the end of the junior year (i.e., after completion of 90 or more hours of graded undergraduate courses). Student interested in applying to the Accelerated Program should contact the Department's Graduate Coordinator, Dr. XXX for more details.

Highly qualified FSPA undergraduates are encouraged to apply to the Accelerated Program. This program permits students to earn up to 9 hours of graduate level coursework during their final year of undergraduate studies. Students can take graduate level courses and earn both undergraduate and graduate credit simultaneously. Students need to consult with a potential graduate advisor to ensure graduate credit could be applied to a Program of Study for the graduate degree. Application to this program may be made as early as the end of the junior year (i.e., after completion of 90 or more hours of graded undergraduate courses). Students interested in applying to the Accelerated Program should contact the Department's Accelerated Program Director, Dr. Brian Shoup, for more details.
3. Departmental requirements for entrance to the accelerated program:

This section should state Departmental Requirements (if any) that are above and beyond the University minimum requirements which are

- a GPA of 3.50 or higher on a 4.00 system for all undergraduate work, and
- a minimum of 60 hours toward a Bachelor's degree.

Example Departmental Requirements

- completion of course XXX
- a statement of professional interests and goals from the applicant

If the department has no additional requirements beyond the University minimum, simply state "no requirements beyond University requirements" in this section.

No requirements beyond University requirements.
4. **Standard guidelines from the Graduate Council to be included in the catalog (not to be altered by the proposing department):**

For students enrolled in an Accelerated Program (i.e. Bachelor's/Master's combined degree program), the MSU Graduate Council has established these guidelines in cooperation with the Registrar's office:

Once the student is accepted into the accelerated program, the student and the advisor may select up to nine hours that will satisfy both undergraduate and graduate requirements. These courses may be split level (i.e. split 4000-6000 level) or 8000 level classes. The student should take the courses for graduate credit (i.e. 6000-level or higher). The combination of undergraduate and graduate credit hours may not exceed 13 hours within a semester.

The student should use the Undergraduate Enrollment in Accelerated Degree Program form to (i) receive from the Office of the Graduate School a level override that enables the student's enrollment in the graduate course(s) and (ii) activate a process with the Registrar's office to obtain both undergraduate and graduate credit for the course. After successfully completing the graduate-level class(s), the Registrar will grant credit for the undergraduate course and give the same grade as received for the graduate course. For the case of a split-level class, the transcript will show credit for both 4000-and 6000-level on the transcript. In the case of an 8000 level class, a special topics undergraduate course of the same title will be entered on the transcript to allow dual credit.

Students are permitted to opt out of the accelerated program at any time, at which point they would complete only the undergraduate portion of the program. No additional dual counting of courses would occur after the student opted out of the accelerated degree program.

Students are expected to apply to the graduate degree program during the last semester in which they are enrolled in the Bachelor's program. Application to the graduate degree program would be made through the standard application process via the Office of the Graduate School. Students will receive the Bachelor's degree once the requirements for the Bachelor's degree are met. Students will be required to complete all of the requirements for both the Bachelor's and graduate degrees in order to receive both degrees and those requirements will be identical to the requirements for students enrolled in traditional Bachelor's and graduate degree programs. Students will be classified as undergraduates until they fulfill all the requirements for the undergraduate degree. At that time, upon admission to graduate school, they will be classified as graduate students and will be subject to all the guidelines pertaining to the graduate degree.
5. Support letters required (Please attach)
   a. Department curriculum committee
   b. Department head/chair

Approved: ___________________________  Date: ____________
Department Head

Dean of College or School

Chair, Graduate Council

Dean of the Graduate School

Provost

____________________________
9-6-16

____________________________
9-9-16
Date: September 1, 2016

To Whom It May Concern:

The Department of Political Science and Public Administration is requesting the approval of an Accelerated Program (BA/MPPA combined degree). The department discussed this option at our faculty retreat held August 30, 2016 and voted unanimously to seek this option for our students. We feel the benefits of a program like this would provide an opportunity for undergraduate majors in our department to leave the university with the degrees necessary to be productive in the public sector, while accomplishing this is a shorter period of time. I fully support this request and hope to see this new program in place in the near future.

Sincerely,

P. Edward French, Ph.D.
Interim Department Head
Political Science and Public Administration
September 1, 2016

To Whom It May Concern:

The Curriculum Committee of the Department of Political Science and Public Administration has met to discuss the approval of an Accelerated Program that would allow students to pursue a BA while also receiving credit towards the MPPA degree. The Committee unanimously approved of this option and proposed it to the broader department for discussion at our faculty retreat on August 30, 2016. The Accelerated Program will afford students an opportunity to leave Mississippi State with a degrees that will greatly increase their potential productivity in the public sector as well as provide greater learning opportunities.

Sincerely,

Brian Shoup, Ph.D.
Chair of the Curriculum Committee
Political Science and Public Administration

Christine Rush, Ph.D.

Sawsan Abutabenjeh, Ph.D.
Vasabjit Banerjee

Vasabjit Banerjee, Ph.D.
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**Graduate Student Showcase**

Derrick Jones and Danielle Grimes are 2016 recipients of the prestigious National Science Foundation Graduate Research Fellowships.

Among 2,000 fellows selected this year from nearly 17,000 applicants, Grimes and Jones each will receive three years of financial support, including a $34,000 annual stipend and $12,000 annual cost-of-education allowance. Additionally, they are being provided access to NSF’s Enhanced Cyber-Infrastructure via Extreme Sciences and Engineering Discovery Environment (XSEDE) and also are eligible for funding from the National Science Foundation’s GROW and GRIP programs.

Danielle Grimes is a graduate student in the Department of Agricultural and Biological Engineering. Derrick T. Jones of Belzoni is a graduate student in the Department of Mathematics and Statistics.
Dr. Andrea Varela-Stokes is an Associate Professor at the College of Veterinary Medicine. She received her BS (Animal Science) in 1997 from the School of Environmental and Biological Sciences at Rutgers University, where she was first introduced to parasitology research. She went on to complete a DVM at Cummings School of Veterinary Medicine, Tufts University in 2001, and then a PhD in Infectious Diseases from University of Georgia in 2004. She joined MSU as an Assistant Professor in the Department of Basic Science at the College of Veterinary Medicine in 2007. Dr. Varela-Stokes’ primary research area is in tick-borne diseases, and her current projects focus on tick-borne rickettsial organisms. As a major or co-major professor, she has graduated three PhD students and a MS student, and is currently advising a PhD candidate, Dr. Jung Keun “Kevin” Lee, who is also a board certified veterinary anatomic pathologist, and a MS student, Katie Graham.

Dr. Varela-Stokes’ primary research area is in tick-borne diseases, and her current projects focus on tick-borne rickettsial organisms. Doctoral student Lee is investigating rickettsial interactions in the Gulf Coast tick-rickettsial system, where his expertise in anatomy, veterinary medicine and parasitology has provided a strong foundation for his studies on rickettsial movement in the tick vector and vertebrate host. MS student Graham’s research centers on ticks and tick-borne agents in beef cattle breeds, and her experience as a veterinary technician has allowed her to easily broaden her skills to large animals and bench work. Because her lab’s projects encompass field work, animal studies, and bench work, students gain skills that enable them to approach the vector-microbe system, and infectious diseases, from various perspectives. However, projects are designed to be flexible enough to draw on the strengths of the student while training them and answering the questions at hand. Once in the lab, everyone is a colleague and open-mindedness is an expectation – with an atmosphere where asking questions is desirable and debating is a learning experience that teaches everyone, including the PI, valuable skills.

Outside of MSU, her responsibilities include Associate Editor (Parasitology) for the Journal of Zoo and Wildlife Medicine, peer reviewer for a variety of parasitology, entomology, and vector-borne disease journals, and president of the Southeastern Society of Parasitologists.
Graduate School Updates

Graduate Degrees Awarded
In 2015-2016 (Fall 2015 – Summer 2016), 893 graduate degrees were awarded. Students in distance programs were awarded 267 degrees (30% of the total); students on the Meridian campus were awarded 24 degrees (3% of the total); and students on the Starkville campus were awarded 602 degrees (67% of the total). Below is a table with the breakdown of degrees by college and campus. The following bar plot shows a breakdown by department.

Fall 2016 Enrollments
The graduate and professional enrollments for Fall 2016 are 3,532, a 3% increase over Fall 2015 enrollments. The following tables and charts provide detailed information on enrollments by college and department.

Fall 2016 Admissions
For Fall 2016, the university received 2372 applications for admission to graduate school. The following tables and charts provide detailed information on applications, admissions decisions, application times, and decision times by college and department.
### 2015-2016 Degrees Awarded

<table>
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<th>College</th>
<th>Distance Master</th>
<th>Distance PhD</th>
<th>Meridian EDS</th>
<th>Meridian Master</th>
<th>Starkville EDS</th>
<th>Starkville Master</th>
<th>Starkville PhD</th>
<th>Grand Total</th>
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<td>Forest Resources</td>
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<td>Veterinary Medicine</td>
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<td></td>
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<tr>
<td><strong>Grand Total</strong></td>
<td><strong>243</strong></td>
<td><strong>24</strong></td>
<td><strong>267</strong></td>
<td><strong>4</strong></td>
<td><strong>20</strong></td>
<td><strong>24</strong></td>
<td><strong>12</strong></td>
<td><strong>602</strong></td>
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</table>

### Graduate Degrees Awarded

**Fall 2015 - Spring 2016 - Summer 2016**

[Graph showing degrees awarded by department]
Fall 2016 Graduate Enrollments

- Veterinary Medicine, 65
- Forest Resources, 142
- Engineering, 668
- Education, 719
- Ag & Life Sciences, 406
- Business, 331
- Arts & Sciences, 723
- UNCL, 132
## All Campuses (10th day)

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<td>Submitted Applications</td>
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<td>Completed Applications</td>
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<td>Yield1 (Submitted App to Completed)</td>
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<td>75%</td>
<td>81%</td>
<td>84%</td>
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<td>Yield2 (Completed App to Admitted)</td>
<td>68%</td>
<td>70%</td>
<td>71%</td>
<td>66%</td>
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<td>Yield3 (Submitted App to Admitted)</td>
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<td>58%</td>
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<td>Yield4 (Admitted to Enrolled)</td>
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<td>46%</td>
<td>46%</td>
<td>47%</td>
<td>56%</td>
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<td>Yield (Submitted App to Enrolled)</td>
<td>25%</td>
<td>24%</td>
<td>27%</td>
<td>26%</td>
<td>28%</td>
</tr>
</tbody>
</table>

* Enrollments include New, Former, Readmitted (anyone who applied for admissions and then enrolled)

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### Submitted Graduate Applications

![Bar Chart of Submitted Graduate Applications]

**Note:** Red indicates application is results of GRE Name Purchase Marketing/Recruitment Campaign

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*Increased Selectivity & Enrollment Growth!!!*
# Fall 2016 Graduate Admissions Applications Start Date

<table>
<thead>
<tr>
<th></th>
<th>Engineering</th>
<th>Ag &amp; Life Sciences</th>
<th>Arts &amp; Sciences</th>
<th>Business</th>
<th>Education</th>
<th>Forest Resources</th>
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<td><strong>63</strong></td>
<td><strong>26</strong></td>
<td><strong>151</strong></td>
<td><strong>2372</strong></td>
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</table>

- **Fall 327** (14%)
- **Spring 1304** (55%)
- **Summer 741** (31%)
Graduate Enhancement Programs

Travel Assistant Grants
The Office of the Graduate School offers Travel Assistance Grants for Graduate Students (TAGGS) annually, for each of two travel periods. For these travel periods, there are corresponding time intervals for submission of applications to request funding (see below). The maximum level of funding awarded is $800 per request. Grants are offered in support of Masters and PhD graduate students who plan to travel to national or international conferences and give a presentation. Travel Awards Grants for Graduate Student – National and International Conferences. This past year, approximately $40,000 were awarded to graduate students via TAGGS.

Graduate Recruitment Grants and Fellowships
The Office of the Graduate School offers Graduate Recruitment Grants and awards graduate fellowships to assist departments in recruitment of high caliber graduate students. Departments who are awarded recruitment grants are eligible for fellowship funding. Each fellowship is a $2500 supplement to increase an assistantship stipend to be more competitive. This fall, we anticipate awarding approximately $295,000 in recruitment grants and fellowships.

Department Head and Graduate Coordinator Workshops (Sept 21-22)
The fall semester Department Head and Graduate Coordinator Workshops were held on Sept 21 and 22. Approximately 80 Department Heads and Graduate Coordinators attended. This fall’s theme was Strengthening Our International Graduate Student Body. The workshop provided departments with information on the current state of university-wide and department-specific international applications, admissions, enrollments, and awarded degrees. The workshop also provided training on current university policies that directly impact international students, as well as training on processes related to I20’s, Visas, and English language training. The workshop wrapped up with best practices and strategies for recruitment and retention of international students. Special thanks to the International Institute for partnering with the Office of the Graduate School to provide this workshop.

TA Training & Certification (August 8-11)
During August 2016, 318 graduate students completed the TA Training and Certification program. 256 graduate students participated in the Micro-Teaching Certification process. And 89 international graduate students completed the additional International TA training. A special thank you to the 18 faculty and staff members that made presentations during the program. As always, they were outstanding, and the feedback from the graduate students was extremely positive. Also a special thank you to the 70 faculty members who evaluated the graduate students, certifying their ability to teach in the laboratory and/or classroom.

"Writing Your First Grant Proposal" Workshop (August 31)
A new series of research-focused workshops are being offered this fall to graduate students. The first in the series was a facilitated faculty panel on the topic of “Writing Your First Grant Proposal”. The workshop was attended by approximately 90 graduate students. The workshop was co-sponsored by the Office of Research and Economic Development, the Mitchell Memorial Library, and the Office of the Graduate School. Special thanks to the faculty panelists: Julia Osman, Assistant Professor, History; Edwin Webster, Associate Professor, Chemistry; Lori Neuenfeldt, Gallery Director, Art; and Leslie Burger, Assistant Extension Professor, Wildlife, Fisheries & Aquaculture.

The workshop comprehensively addressed both practical and conceptual aspects that are important to the proposal-writing process. Designed for graduate students, the panel introduced on-campus resources to help identify and apply for grant opportunities while sharing their insights and providing real life examples of the do’s and don’ts when beginning the grant writing process.
“Grants for Grads: Searching for Grant Dollars” Workshop (Sept 22)

“Grants for Grads” was the second workshop in the new series of research-focused workshops for graduate students. This hands-on workshop was attended by approximately 45 graduate students. The workshop was co-sponsored by the Office of Research and Economic Development, the Mitchell Memorial Library, and the Office of the Graduate School. Special thanks to Dr. Deborah Lee, Professor and Coordinator, Graduate Student Services, MSU Libraries, for presenting the workshop and introducing graduate student to methods and resources for searching for funding opportunities for research and scholarly activities.

3 Minute Thesis Competition (November 15,16,17)

This fall, Mississippi State University will hold our 4th annual graduate student competition called the Three Minute Thesis (3MT). The competition will be open to all graduate students in good academic standing. The goal is for the student to communicate their thesis/dissertation to the general public (what topic or problem did they address, why is it important, what exactly did the student do, what did they achieve, etc) in 3 minutes or less, using a single static slide. There will be 8 categories:

Masters and Doctoral categories for each of the following:
- Arts and Humanities
- Life and Biomedical Sciences and Engineering
- Physical, Mathematical, Computational Sciences and Engineering
- Social and Behavioral Sciences

Winners will be awarded cash prizes including:
- Grand Champion: $1,000
- Grand Champion Runner Up: $750
- People’s Choice Award: $500
- Each of the Eight Category Winners: $250

Special thanks to Dr. Deborah Lee, Professor and Coordinator, Graduate Student Services, MSU Libraries, for partnering with the Office of the Graduate School to offer training programs to help graduate students prepare for the 3MT competition.