

End of Year Report: July 1, 2012 – June 30, 2013
Graduate Admissions & Academic Progress

- Received 12,118 online applications
- 4,817 accepted graduate applicants
- Awarded 2,079 degrees and certificates
- Processed 344 Non-VT Graduate Program Faculty requests
- Electronic signature system created by STL launched on September 17, 2012. Over 1,100 exams have been successfully completed in ESS.
- Active participation by GAAP staff in GSv3 initiatives (training workshops, 120 experience, summits, suggestions to G5).
- BDMS scanning is up and running for incoming forms. We implemented WORKFLOW which allows for *teams* to be set to process paperwork on a first come, first served basis. Items are scanned in when received and once scanned in, any member of the Graduate School staff with BDMS can look up the status of the item. This has helped ensure rapid response to inquiries from students and academic units as to the status of paperwork. In addition, it keeps individual desks clear of paperwork and reduces the amount of misplaced paperwork. Phase 2 of WORKFLOW development is underway that will send automatic emails to students when paperwork is processed and marked as complete.
- G5 recommended moving away from CollegeNet and to our own in-house application created by STL. We have worked this year with STL to have the new application created that will reproduce the CollegeNet application. We had hoped to launch July 1st but due to some delays, we anticipate launching the new application in August.
- Janice served as a member of the Hobsons implementation team representing admissions and also working with AIS to get the data feeds needed to synchronize Hobsons with Banner created.
- Transitioned working job title from processor to advisor and updated job descriptions for GAAPs staff.
- Transitioned to advisor assignments by major. This has help with consistency in working with students and academic units. In addition, students and academic units have a point of contact in the Graduate School rather than random assignment.
- Rearranged physical office layout in 244 to maximize space usage and offer additional workspace as needed for other staff in the Graduate School. Added 244 conference area.
- Continued working with AIS to complete and launch system for acceptance decision letters to be viewed/received online like is currently available for rejection decision letters. There have been many setbacks on the side of AIS to get this project completed.

- Met our goal of reviewing submitted plans of study within one month of receipt rather than waiting until September and February (months prior to the application for degree deadlines) to focus on approving plans.
- Reviewed GAAP processes to reduce inefficiencies. Began processing transcripts at the time of admission recommendation from the department reducing time spent on rejected applications. Evaluated items to review for ETDs and documented items we must continue to review.
- Worked with Registrar's Office to get graduate level transfer credit hours accepted by the Graduate School on plans of study noted on graduate transcripts.
- One staff member, Nick Vaught, resigned to follow his spouse to graduate school out of state.

Goals for July 1, 2013 – June 30, 2014

- Transition from gradappl to grads for incoming emails
- New online application up and running by start of Fall 2013
- New admission committee application review system up and running by start of Spring 2014
- Add preliminary exam requests and degree verification forms to the Electronic Signature System
- WORKFLOW phase two completed
- Review of all admissions and academic progress website content to clarify and remove outdated, inaccurate or duplicate information.
- AIS launching acceptance letters online
- Continue identifying ways we can become more efficient and provide timely service
- Begin using fileman secure server transfer to receive/send files from/to departments to minimize potential FERPA violations by using email.
- Use of recruitment and admissions Contact Center with new phone system