

## Graduate Student Services 2012-13 Annual Report

### GSSO activities

- Managed programming and services for graduate students in the GLC. Examples of programs:
  - GLC café continued weekly in Reading Room; added occasional enhancements of featured organizations, mug swap, book swap and other activities to draw in new students
  - Group tours to interesting campus locations continued: horticulture gardens, terrarium making, ICTAS, WareLab, etc.
  - Potluck for 150+ students during Thanksgiving and Spring breaks tradition continues
  - Workshops and programs: understanding taxes; effective reading; CXWORX fitness; presidential debate discussions; honor system trainings; nutrition 101; game nights; stress management; SafeZone trainings; career mapping; finding funding; origami; book club; etc.
  - Expanded Graduate Education Week activities:  
<http://graduateschool.vt.edu/events/gew/>
  
- Organized GLC Open House (Oct 19)  
<http://www.graduatelifecenter.vt.edu/openhouse2012.html>
  
- GLC reservations and related correspondence were successfully transitioned to Information Desk/Welcome Center
  
- Immigration services and trends:

	2009	2010	2011	2012	2013
Int'l admissions	963	749 (22% ↓)	825 (10% ↑)	885 (7% ↑)	945 (7% ↑)
Immigration forms issued	511	436 (15% ↓)	424 (3% ↓)	465 (9% ↑)	481 (3% ↑)
New int'l student arrival		323	327 (1% ↑)	395 (20% ↑)	377 (5% ↓)

- International admissions are up for the third year in a row, and form issuance increased as well (though neither are back to 2009 level). Yield, however, is expected to be up again.
- Top countries represented among new students are China (191), India (110), Iran (24), South Korea (19) and Germany (13)
- Offered OPT and H-1b1 immigration workshops each semester, all well attended.
- Processed 109 co-op applications, down 12% compared to last year. However, co-op applications for Fall 2013 (processed in summer 2013)

seem to be increasing significantly, signaling improving employment conditions.

- Blacksburg immigration advisors covered NCR from August through February while a position there was unfilled.
  - Added two new DSO's: Bronwen Watts to serve the National Capital Region and Tina Lapel to serve Blacksburg campus.
- Assistantships/Fellowships/Scholarships:
    - Processed nearly 300 tuition award and corresponding funding entries.
    - Provided training, consultation and general support for over 200 university staff who manage tuition remission and assistantship contracts at various departments.
    - Monitored over-awards and resolved problems.
    - Monitored under-enrollment reports and worked with students and departments to ensure compliance with assistantship eligibility requirements.
    - Managed 125 assistantships on behalf of the Graduate School from coordinating details with departments; to issuing contracts; entering PAF's, tuition remission awards and funding; and verifying employment eligibility for new student employees.
    - Managed more than 20 Memoranda of Agreements (Conacyt, SREB, Vietnam Education Foundation, GEM, etc).
  - Publications:
    - Graduate School Handbook and Planner 2013-14
    - Posters and displays documenting student achievement, events, and new initiatives

### **GSSO director's activities**

- Committees/commissions/memberships/service:
  - BOV Grad Rep selection committee
  - Graduate Student of the Year selection committee chair
  - Commission on Student Affairs
  - University Council on International Affairs
  - GLC Advisory Board
  - Fiscal and Operations Director selection committee chair
  - NCR immigration advisor search committee
  - Cranwell International Center director search committee
  - Residence Life Learning Coordinators search – interview committee
  - GSSO Graduate Assistant search committee
  - Digital Media Content Manager search committee
  - Student Centers and Activities program review committee (year long weekly engagement, chaired by Justin Camputaro)
  - Task force on international visitors

- ASSESS working group
  - Graduate contract process review committee (chaired by Melinda Vest)
  - VT Women Connect advisory board
  - Served as a mentor in the Women's Leadership and Mentoring Program managed by the Women's Center
  - Research day planning group (chaired by Glenda Scales)
  - Open Access Week planning (Gail McMillan)
  - Judge for Study Abroad photo contest
  - "Ethics in Higher Education Administration" panelist
- GHS advising
    - Oversaw the management of 21 GHS cases (same as last year)
- Assessment
    - Participated in ASSESS workshops
    - Managed assessment activities in Graduate School that meet university (and SACS) requirements (entry survey; 120 walk-in traffic tracking; communication tools survey; pace account management changes)
- Conferences/presentations/professional development:
    - Co-presented at CGS conference: Up close and personal with technology
    - Graduate coordinators' fall meeting
    - Safety summit planning
- Social media:
    - *GLC Weekly* blog continued
    - Managed Graduate School Facebook page entries
    - Updated GLC website
- New programs, projects and initiatives:
    - GLC side patio paved, furniture installed
    - Worked with Eric Margiotta, Auxiliary Student Center Operations Coordinator, on selecting and ordering new furniture for mezzanine and Auditorium corridor
    - Student service area (GLC 120) improvements:
      - Adjustments to advising stations and receptionist desk
      - Banner on receptionist desk
      - Posters in mezzanine and 120
      - Adjustments to staffing based on tracked traffic patterns
    - Contributed to "Ethics Commons" project led by Jen Henderson
    - Contributed to organization of first graduate advising workshop/panel discussion (with Ennis McCreery and Janet Rankin)
      - <https://secure.graduateschool.vt.edu/weblog/monthlymemo/2013/04/04/1365092280000.html>
    - Attended GLC Information Desk staff meetings to provide cross-training and create more seamless experience for GLC visitors

- Managed Zelma Harris's transition into new position for data management and assessment coordination