

**Muhammad R. Hajj**

Annual Activity Report

Graduate School

Dates included: January 10, 2014- July 1, 2014

**Description of appointment:**

My appointment is 50% at the graduate school as Associate Dean and 50% in the department of Engineering Science and Mechanics. My presence at the graduate school is usually during the afternoons and during weekly meetings on Tuesday and Friday mornings.

**Duties & accomplishments for Graduate School January-July, 2014**

A. Transformative Graduate Education

1. GRAD5004 GTA workshop for Fall 2014- expected enrollment 650 students
  - a. Coordinated enrollment-
    - Worked with GS staff members to make sure that the internal enrollment system functions as necessary and to load the enrollment into Banner;
    - Communicated with GPC to use the enrollment system;
    - Dealt with exceptions or individuals who cannot be present for Phase I of workshop with contracts for alternative plans.
  - b. Invited presenters and developed workshop schedule-
    - Requested proposals for sessions, organized into schedule, communicated with presenters through Spring and Summer;
    - Recruited presenters for some of the sessions;
    - Introduced a new presentation on “Family Education Rights and Privacy Act (FERPA)” in Phase I of the GTA workshop;
    - Introduced new sessions in phase II on “securing the Human”, and “supporting neurodiverse students in the classroom”;
  - c. Worked with Monika Gibson and Student Services to prepare the leaflet, reserve rooms, refreshments and meals for Phase I.
  - d. Worked with NLI to develop on-line enrollment system for Phase II sessions
  - e. Responded to frequent queries from GPC, GPD and enrolled students before and during workshop.
  - f. Worked with the GA who will assist with verification of attendance, record attendance, communicate with students, and grade assignments.
  - g. Met with students who received “I” in previous years to develop remediation plans to change the grade as needed.
2. GRAD5304: Preparing the Future Career Professional
  - a. Refined course syllabus and assignments from previous years. This year’s class was based on inquisitive learning.
  - b. Worked with students on developing a list of questions about job search, mentoring, leadership, networking, entrepreneurship, diversity, communication, teamwork, ethics, work-life balance.
  - c. Invited relevant speakers related to discuss the above topics.
  - d. Evaluated student assignments and final project.

- B. Attended and participated in standing committees and commissions
  - 1. Deans' meeting and staff meeting in Graduate School.
  - 2. Commission on Undergraduate Studies and Policies (twice per month)- participated and voted on behalf of Dean DePauw.
  - 3. Commission on Graduate Studies and Policies (twice per month)- attended but did not vote.
  - 4. CARS-CAGS (monthly lunch meeting)- participated as a member.
  - 5. Member of advisor committee of IMSD grant representing graduate school.
  
- C. Continuing Education & professional service  
Attended the Conference of Southern Graduate Schools (February 2014 San Antonio TX)
  
- D. Graduate School programs & policies
  - 1. Annual progress review of graduate students  
Requested and received submitted reports from departments, worked individually with departments that had questions or needed help in developing a system of evaluation.
  - 2. Coordinator for Graduate School awards  
Outstanding Dissertation Award, Graduate Student Teaching Excellence Award, Graduate Student Service Excellence Award, Outstanding Graduate Student Awards (one MS and one PhD from each college), Outstanding Interdisciplinary Student Award, Outstanding Graduate Alumni Achievement Award.
    - Worked with Monika Gibson and Pat Goodrich on the selection process for awards.
    - Invited and coordinated the selection committees for each award (except Outstanding Graduate Student Awards as this done directly and independently by each college)
    - Communicated with nominees and winners.
  - 3. Assisted with Graduate School on-line catalog approvals after submission by programs and colleges—degrees, program description and facilities.
  - 4. Assisted with development of forms and translation of policies, as needed.
  
- E. Daily graduate school decision making and student counseling
  - 1. Course withdrawals after deadline
  - 2. WG approval
  - 3. Resignations
  - 4. Approval of Special Study requests
  - 5. Requests for tuition relief
  - 6. Grade changes
  - 7. Issues with student progress
  
- F. As needed
  - 1. Participated in alumni meals, celebrations, reunions, graduate school functions
  - 2. Assist with strategic planning discussions for Graduate School.

## **Future Goals**

1. Develop more elements, e.g. videos, for the sessions and presentations of the GTA workshop, GRAD 5004. Having said this, it is still important to bring the students together for a couple of days. So, the elements to be developed should aim at enhancing the delivery of the material rather than canceling the students meeting times.
2. Work on the blog site to provide the material relevant to GTA to explain responsibilities and provide as much information as possible about policies and resources.
3. Work with Dean DePauw on the development of the newly established GTA academy of excellence.
4. Develop GRAD 5304 into a more coherent course that covers specific aspects on a regular basis in addition to having invited speakers.
5. Advertise GRAD 5304 to make sure that students from different colleges take the class.
6. Develop an electronic system for submission of student evaluations.
7. Work on the deadline for the awards and on the evaluation process for some of them.