

**Graduate School Annual Report  
Summary 13-14  
Harry J. Richards, Dean**

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This report presents a summary of activities by the Graduate School and the units that report to the dean for the 2013-14 academic year. The report is organized around several programmatic and functional activities. The success of the Graduate School and in turn my own success depends on the support of the Graduate School staff, the Graduate Council, Graduate Program Coordinators, Chairs and staff, and the leadership of the Graduate Student Senate. The support I continue to receive from the staff, the faculty and the Graduate Council has been outstanding and very much appreciated.

❖ **Personnel**

➤ **Graduate School**

- Harry Richards, Dean
- Cari Moorhead, Associate Dean
- Jon Adams, Information Technologist III
- Dovev Levine, Academic Counselor
- Candice Brown, Educational Program Coordinator II, Manchester campus
- Sharon Andrews, Senior Administrative Assistant
- Beth Cilley, Student/Academic Services Assistant (admissions)
- Danielle Peterson, Student/Academic Services Assistant (admissions)
- Laurie Witham, Student/Academic Services Assistant (student support)
- Amanda Fontaine, Senior Information Support Assistant (admissions/records)
- Jennifer Cooke, Administrative Assistant II, Manchester campus (joint position with PD&T)
- Donna Laferriere, Administrative Assistant II Manchester campus (joint position with Education and UNHM)
- Graduate Assistants Jonathan Derick (RMP), Michael Griswold (RMP Fall), Jake Kenyon (Communication Science and Disorders), Sharon Osofsky (History)

➤ **Professional Development and Training (PDT)**

- Linda Conti, Marketing (non-status 75%)
- Karina Drumheller, Program Coordinator (non-status 75%)
- Marissa Wegener, Program Coordinator (non-status 100%; resigned January, position unfilled)
- Barbara Lehoullier, Publicity Assistant (75%)
- Angelique Horton, Administrative Assistant Pease (non-status 50%)
- Claire Guilmette, Administrative Assistant, Durham (100% converted to OS in January)

➤ **McNair Program**

- Tammy Gewehr, Director
- Erin Varsalone, Assistant Director (hired March 2014)
- Helen Lonek, Program Assistant

➤ **NRESS**

- Jennifer Bourgeault, Educational Program Coordinator (partial leave to 50% for NRESS to work 50% as Globe Coordinator: off-campus)
- Linda Scoggin, Program Assistant (non-status hourly)
- Serita Frey, Program Director

➤ **Environmental Education**

- Eleanor Abrams, Co-director
- Robert Eckert, Co-director

## ❖ **Staff Development and Leadership**

- **Jon Adams** is an elected representative to the PAT Council, a standing member of the SAS Committee, has provided support to the E-UNH initiative, and has been a key contributor to the UNH Law School merger in the Banner Student environment. He provides technical support to departments using admissions related software applications. He continues his training in a variety of software tools and applications and does volunteer work at the Rollinsford Public Library.
- **Sharon Andrews** attended the Administrative Office Professionals (AOP) Conference. Provided staff support for NEASC Standard 4 along with graduate assistant Deanna Silva. Wrote letters of recommendation for our work-study student for a job and for a scholarship, both of which were successful. Attended a workshop on Tips to Conquer Your Overloaded Inbox and volunteered at the UNH Holiday Skating party.
- **Jennifer Bourgeault**, acting as the US Country Coordinator for The GLOBE (Global Learning and Observation to Benefit the Environment) Program, coordinates a diverse group of 125 fully engaged GLOBE Partners in the US to create a stronger, self-sustainable GLOBE Partnership framework which can eventually provide training, some level of funding and a responsive support network for its membership. In this role, she facilitated a two-day Train-the-Trainer workshop for 23 trainers and trainer candidates in hydrology and soil moisture data collection protocols and the North American Regional Meeting (NARM) at Woods Hole Oceanographic Institution in April. This one-day meeting was attended by 40 partners from universities, NASA centers and non-profits from across the country. Jennifer draws on these experiences in her appointment to the GLOBE Learning Expedition (GLE) Organizing Committee. The GLE is taking place this August in India and she will be organizing the science field trips for participants with the assistance of two NASA employees/GLOBE Partnership Coordinators. The GLE is where students, teachers, and partners from the 120 GLOBE countries gather to share their research and celebrate their academic accomplishments in science. Jennifer continues to provide science professional development for informal and formal educators; including individual K-12 teachers, schools and districts when possible.  
<http://www.globe.gov/web/guest/news/newsdetail/globe/community-spotlight-jennifer-bourgeault>
- **Candice Brown** Participated in a number of workshops, seminars/webinars including: Supervisor's Boot Camp, NH Education Forum, Chamber events, webinars on recruitment, the Manager's Conference, NH Women in Higher Education Conference, Salesforce/CRM, and a survey writing workshop. Brown is a member of the following UNH Manchester Committees: Executive Committee, Veteran's Advocacy Team and UNH Manchester Supervisor's Group, and the Greater Manchester Chamber of Commerce.
- **Jennifer Cooke** was hired in September to replace Jillian Landry. This year she participated on the UNH Manchester Commencement Committee and the "Communities of Inquiry Conference" planning team. She completed training for: Grad School application processing, BANNER, Inquiry Management System, Blackboard, Social Media for Business, PCard, AV/IT Equipment Management Training, WEBI, eVents System, Photoshop, InDesign, and UNH I-9. Also attended AOP Conference.
- **Beth Cilley** served on the UNH Study Abroad Committee. She attended workshops on InDesign and Sales Force. She is a member of the Home and World Mission Board of the Community Church of Durham, liaison to Families First in Portsmouth, and Vice President, Friendship Force of the New Hampshire Seacoast.
- **Amanda Fontaine** attended SkillPath Conferences on Social Media Marketing (August 2013) and Adobe Photoshop (May 2014), as well as workshops on Beginning Photoshop and InDesign. She was accepted into the MA program in Sociology for fall 2014.
- **Tammy Gewehr** Attended the Council for Opportunity in Education conference in Chicago, IL (September 2013) the COMPAC for Faculty Diversity (November 2013), Conference for New Directors put on by COE (November 2013) in Arlington, VA. She served as State Liaison for NEOA (2013-2014). This spring, she taught INCO 610, Proposal Writing Workshop, to 12 McNair scholars preparing

for their summer research fellowship. She attended Diversity & Inclusion as a Community at UNH with Guest Speaker Sam Offer (March 2014). She also attended University of Maryland/College Park McNair conference with 3 students who presented their research and the annual NEOA conference for staff development in Bridgeport, CT this past April 2014. She took two students to present their research at the University of Washington McNair Conference (May 2014). Fall of 2014 she will join the President's Commission for the Status of People of Color.

- **Donna Laferriere:** Participated on the Recruitment and Retention Committee and the STEM Discovery Lab working group; was involved with the planning of the annual "Communities of Inquiry" Conference in May; assisted with Grad Student Appreciation Week; attended Campus Community meetings; attended the public/teaching forums for the hiring of a Microbiology Assistant Professor & Director of the Center for Academic Enrichment; completed training for: BANNER, Inquiry Management System, PCard, AV/IT Equipment management.
- **Dovev Levine** continued making progress towards completing his dissertation and is targeting a graduation date of September 2014 from the Natural Resources and Environmental Studies program. He attended the Northeastern Association of Graduate Schools Annual meeting in Toronto in April.
- **Helen Lonek** attended the Office Professionals Conference on Powerful Leadership in April 2014 and continues to be a member of the Operating Staff Council.
- **Cari Moorhead** has continued to actively represent the Graduate School and the University on and off campus. Regionally she is serving her second term on the Executive Committee of the Northeastern Association of Graduate Schools. She chaired the awards committee for the ETS/ NAGS Award for Excellence and Innovation in Education, presented at the Annual Meeting, Toronto, and April, 2014. The Graduate Research Conference broke another participation record this year with over 100% growth in the past 5 years. Our goal for this year was to hit the 200 mark for participation and the move to the Whittemore Center, Touse Arena allowed us to meet that mark. Our PFF/ PFP program is a strength area of the graduate school and Cari will continue to develop strong programming to support graduate student professional development, working with on campus and off campus resources. On campus, Cari continued her work to support the mission of inclusive excellence by serving as a member of the University Diversity Council. There has been an ongoing conversation about getting preferred names and gender neutral pronouns into Banner. Cari has worked with a wide range of stakeholders to move the project along. Despite considerable effort the project has hit several bumps, more political than technical. The current thinking is that the project ought to be done in 2 phases, with preferred name first and gender neutral pronoun coming later. Cari plans to hand off the project to the new CDO when one is hired. She participated in the annual NADOHE conference and has also become more involved in the NEAGAP work. Now that the NEAGAP grant funds have run out Cari plans to be very involved in the effort to continue the work of the consortium in recruitment and retention of highly qualified underrepresented students. Cari taught Grad 963, "The Undergraduate Culture Today" during J-Term. This summer, she is again teaching RMP 664, "Internship" a core graduation requirement for students completing the bachelor's degrees in Recreation Management and Policy. She plans to strengthen our ties with the Foundation through her work with UNH faculty and staff alumni, which already led to the creation of a Graduate School project for the #UNH50K challenge. She has continued to develop her ties with the Leadership New Hampshire alumni/ae throughout the state.
- **Danielle Peterson** attended workshops on Unlawful Harassment Prevention, Teambuilding for Increased Productivity, Social Justice, Performance Management Skill Building, At-Risk, How to Pronounce Chinese Names, Adobe In-Design and Sales Force.
- **Erin Varsalone** of the McNair Scholars Program was hired March 2014. She attended Diversity & Inclusion as a Community at UNH with Guest Speaker Sam Offer. She also attended University of Maryland/College Parks McNair conference with 3 students who presented their research and the annual NEOA conference for staff development in Connecticut this past April 2014. This fall Erin will join the President's Commission for the Status of Women.

❖ **Promotion and Tenure**

- Reviewed and acted on 38 cases for Promotion and/or Tenure.

❖ **Graduate Council Actions/Discussion:**

- Met with Bruce Mallory, Interim Director of the Carsey Institute, to discuss the proposal for the Carsey School of Public Policy.
- Met with Judy Robb, Faculty Fellow, to discuss the NEASC Accreditation.
- Endorsed proposal to increase stipends for graduate assistants for 2014-15.
- Discussed the Graduate School Self-Study and developed a statement highlighting the role the Graduate School plays in graduate education and student advocacy and encouraging that the graduate dean and the graduate school be given more authority related to issues around graduate education at UNH.
- Met with the visiting team on the Graduate School Review.
- Approved a proposal to accept on-line graduate courses from accredited universities as transfer credits.
- Approved a proposal to move from a paper to an electronic system of submission of theses and dissertations effective with the December 2014 graduation.

❖ **Programmatic Actions:**

- Approved a proposal to replace two existing options (Music Studies and Music Education) in the MA in Music program with three new options (Composition, Conducting, and Musicology).
- Approved a proposal for a name change in the MA program in Development Policy and Practice to Community Development Policy and Practice.
- Approved a proposal for a name change in the certificate in Children's Health and Disability to Intellectual and Developmental Disabilities with a specific track for NH-LEND trainees and a separate track for other students (Social Work).
- Approved a proposal for a certificate in Curriculum & Instructional Leadership.
- Approved a proposal to revise and rename the MED program in Teacher Leadership to Educational Studies.
- Endorsed a proposal to change the department name of Family Studies to Human Development and Family Studies and concurrently approve the name of the major to reflect the department name.
- Approved a proposal for a PhD program in Molecular and Evolutionary Systems Biology.
- Approved a proposal for an option in Children in Youth and Communities in the PhD program in Education (Education and HHS).
- Approved the consolidation of the Basic and Advanced certificates in Ocean Mapping into a single certificate in Ocean Mapping.
- Approved a proposal to bring in an external team in the fall of 2014 for a proposal to restructure the PhD programs in Biological Sciences, provided the College Executive Committee endorses the proposal in summer 2014.
- Suspended admission to the MA program in Environmental Education and the PhD program in Economics.

❖ **Program Review:**

- Revised University Program Review Guidelines with support and concurrence of the Deans Council and Provost Office.
- Completed Graduate School Review. External review conducted January 16-17, 2014. Report received February 17, 2014.
- Completed reviews of Civil Engineering, Computer Science and Painting.
- Conducted external review for History.
- Agreed to conduct an external review of MALS in the fall (October 7-8, 2014).

❖ **Admissions/Enrollment (Fall and Summer 2014 application data is as of June 1, 2014)**

- 2178 enrolled in the Fall of 2013 versus 2196 students in the Fall of 2012, a 0.8% decrease; 2055 students enrolled in Spring 2014 versus 2065 students in the Spring of 2013, a 0.4% decrease.
  - Fall 2013 enrollments included 160 U.S. minorities (a 3.2% increase over Fall 2012) and 254 international students (a 4.9% increase over Fall 2012). Both are historical highs. International students come from 54 different countries.
- The applicant pool for Fall 2014 admission is 2323 compared to 2401 for Fall 2013. This is a 5.2% decrease from 2013 and a 2% decrease from 2010.
  - Applications from NH residents for Fall 2014 total 635 compared to 702 for Fall 2013. This is a 9.5% decrease from 2013 and an 14.6% decrease from 2010.
  - Applications from NE residents outside of NH for Fall 2014 total 539 compared to 550 for Fall 2013. This is a 2% decrease from Fall 2013 and a 6% increase from Fall 2010.
  - Applications from US residents outside of New England for Fall 2014 total 565 compared to 581 for Fall 2013. This is a decrease of 2.7% from Fall 2013 and a 3.8% increase from Fall 2010.
  - International applications for Fall 2014 total 579 compared to 612 for Fall 2013. This is a 5.3% decrease from Fall 2013 and a 6% increase from Fall 2010.
  - Applications from US minority applicants for Fall 2014 total 189 compared to 200 for Fall 2013. This is a 5.5% decrease from Fall 2013 and a 19.6% increase from Fall 2010.
- Applications for Spring 2014 totaled 437 compared to 419 for Spring 2013, an increase of 4.3%. New enrollments for Spring 2014 totaled 133 compared to 136 for Spring 2013, a decrease of 2.2%.
- Applications for Summer 2014 totaled 273 compared to 302 for Summer 2013, a decrease of 9.6%. New enrollments for Summer 2014 totaled 144 compared to 133, an increase of 9.6%.
- The number of students accepting admission for Fall 2014 is 592 compared with 637 for 2013. This is a 7% decrease from 2013 and a 4.4% increase from 2010.
- Quality of admitted applicants for Fall 2014 remains strong with a mean UGPA of 3.47 and GRE scores of 153 verbal/154 quantitative/3.9 writing (all consistent with GPA and scores for Fall 2013).
- 186 UNH undergraduate students were admitted to the graduate school as accelerated master's students in 21 distinct programs during the 13-14 academic year. The number of admissions is an increase of 7.5% from 12-13.
- Recruitment of underrepresented students continued via the following efforts:
  - Continued efforts to enhance relationships with minority-serving institutions, including Georgia Southern University, Elizabeth City State University, and University of Puerto Rico-Mayaguez. In each case, the connection is through a faculty member, alum of UNH or a current graduate student.
  - We continue to work closely with Professor Karen Graham, Director of the Leitzel Center and the Northeast Alliance for Graduate Education and the Professoriate (NEAGEP) to develop recruitment strategies to increase minority applicants in STEM fields. Funding from NEAGEP supported visits to UNH from prospective underrepresented applicants, including McNair Scholars from Wesleyan and UConn. These were typically multi-day visits coordinated by the Graduate School to meet with prospective faculty members and current graduate students in their fields of study. Funding from the Graduate School and the Leitzel Center also provided travel costs to send UNH faculty, graduate students and staff on recruitment trips to the University of Puerto Rico-Mayaguez and the Annual Conference for National Society of Black Engineers.
  - We continue to target McNair Programs across the country as part of our recruitment efforts. Direct electronic correspondence was provided to each Scholar and Coordinator in the 130 McNair programs. Connections with New England-based McNair Programs are proving to be a useful pipeline of diverse graduate students, and this is being supported through initiatives including the above mentioned campus visits. For the Summer and Fall 2014 terms, a total of 9 applications from McNair Scholars were received. 4 were admitted (2 accepted admission, 2 declined admission), 4 was denied, and 1 is currently under review.

- The Institute for the Recruitment of Teachers (IRT) at Phillips Andover continues to provide a portion of our minority applicants. As one of the original institutional sponsors of the program, our relationship with IRT has served us well over the years. For the Summer and Fall 2014 terms, we received 10 applications from IRT students and 9 were offered admission.

❖ **Academic Support Services**

- 755 Master's degrees, 11 CAGS/EdS, 43 post-baccalaureate certificates and 75 PhD degrees were awarded (September 2013, December 2013 and May 2014). (up 10 master's, 1 pbacc, 11 PhD)
- Hosted the annual PhD luncheon in May which was attended by over 80 PhD students and faculty sponsors. This luncheon is very much appreciated by both the students and their sponsors and highlights the breadth and quality of the research conducted by our doctoral students across campus.
- Sent 11 warning letters to students from the summer 2013, 45 warning letters to students from the fall 2013 who had received grades below B- and 25 for the spring 2014. (down 1 from 120-13)
- Sent 11 letters to students with a cumulative GPA below 3.0 at the end of the spring term, 37 at the end of fall, and 18 at the end of summer.
- Dismissed a total of 12 students for failure to make satisfactory progress during the year (up 1 from last year).
- Acted on 326 general academic petitions during the academic year (up 11 from 2012-13).
- Reviewed and acted on 116 requests for transfer of credit. This includes both transfer credit from outside universities and non-degree credit work at UNH (down 17 from 2012-13).
- Acted on and approved 19 requests for an extension of the time limit for doctoral students to reach degree candidacy (down 10 from 2012-13).
- Acted on and approved 84 (1 certificate, 43 master's and 40 PhD) requests for an extension of the time limit to complete a graduate degree. (down 52 from 2012-13)
- 27 students had their student status inactivated due to the expiration of their time limit to complete the degree. (14 certificate, 5 master's, 8 PhD) (up 1 from 2012-13)
- Processed 385 special grade reports (up 42 from 2012-13).
- Monitored records of 146 students who had special conditions or stipulations on their records at the point of admission and worked with program chairs to insure that requirements had been met.(up 20 from 2012-13)
- Reviewed and approved 40 (29 master's, 9 PhD, 2 certificate) leave of absence requests including leaves for both personal and documented medical reasons (down 1 from 2012-13).
- Processed 41 voluntary withdrawal requests from students. (1 certificate, 29 master's, 11 PhD) (down 2 from 2012-13)
- 100 students had their degree status discontinued for failure to register. (82 masters and 18 PhD). (up 17 from 2012-13).
- Our collaboration with the Research Office and the Fellowships Office continue to be productive. We have seen increased momentum with the NSF Graduate Fellowships Program. While our overall number of awards was the same, we had an increased yield of honorable mentions this year. Last summer we developed a program with McNair that will enhance the McNair program and also allow for potential fall NSF GFP applicants to strengthen their proposals. For this year, we have expanded the discussion to include Connect and Upward Bound as part of our overall strategy to expand our 'pipeline' opportunities.
- The Graduate School continues to work very closely with Disability Services for Students to ensure that graduate students with already documented disabilities, and/or newly discovered disabilities are addressed. As per federal law, students must have documented disabilities to warrant accommodations. Students right out of high school tend to have more recent documentation, whereas graduate students often have to go get retested, or in many cases tested for the first time. One particular ongoing challenge is determining the appropriate accommodation for the academic work unique to graduate students, e.g., comprehensive exams, oral exams. DSS, in particular Kathy Berger, has been very willing

to work with the student's advisor, the program/department and the Graduate School to ensure fairness for the individual student is maintained without violating the essential nature of assessment.

- Last year we mentioned the issue of incomplete grades (IC's), which are at times used by faculty working with students who claim to have disabilities. This year we broadened our concern about IC's to the general student body. In January we sent the names of all students with IC grades to their respective Graduate Program Coordinator. There were 153 students across campus with 180 IC grades (some students have two and in one case three). We made it very clear that identifying these students was a way to strengthen faculty's role but making sure that faculty know that they can limit the amount of time that a student has to complete the course. Generally the extra data were well received given that we were working in the spirit of helping address issues sooner rather than later.
- Again this year we saw a number of Graduate students experiencing minor to significant mental health issues. Last year's workshop with the staff from the Counseling Center seemed to have helped make the staff more aware of the need to be able to communicate with the Dean's Office and the Department, i.e., fully understanding the need for students to know the implications of signing a release form or not.
- Continued national attention to high profile school shootings have encouraged faculty to take issues with students very seriously e.g., concern due to anger/behavioral issues. This year we had only one meeting with police backup and no graduate students appeared on the UNH police activity report.
- As evidenced by the graduate review, our Preparing Future Professionals programs are consistent with the national trend that career planning, placement and alumni tracking are all areas that the Graduate School must attend to more carefully. This year, working with Charlene Zerbinopoulos from Paul College Career Services, we conducted workshops on job searches, on how to create a resume rather than a CV, and how to sell yourself at an interview. We also worked with Catherine Blake to teach students about how to utilize the power of LinkedIn. Other workshops include using professional networks such as AWIS to provide insights into job opportunities outside of the academy.
- We continue to conduct background checks on all students who will be on an assistantship and have yet to find a problem that would preclude a student from their role on an assistantship due to a failed background check. As per the Graduate Council, the department is not notified of any discrepancy unless there is a determination that the issue would cause a threat to the campus.
- In addition to the ordinary mixture of academic actions, a limited number of cases involving significant amount of extra time, attention and legal counsel advice were handled. Based on discussion with general counsel, it is not unreasonable to expect an increase in the number of law suits or threats of law suits given the high levels of financial investment in higher education.
- We had one situation this year, which ultimately ended when the student was dismissed where there were approximately 10 offices and as many as 30 staff and faculty members all working with the same student. Many of the people involved did not know the extent of the situation and the Graduate School played an integral part in ensuring that there was one place where all of the information was coming together to get the clearest picture of what was really going on with the student. We will continue to work with the BIT team and others in the Division of Student and Academic Services to ensure that the Graduate School is central to university responses for graduate students.

#### ❖ **Graduate School – Manchester Campus**

- Held two Advisory Board meetings.
- Thirteen programs were offered through the GSMC this year: MBA, MED in Elementary Education, MAT and MED in Secondary Education, MED in Teacher Leadership, EDS in Educational Administration, MPA, MPH, MSW, and the MS IT. Certificates in Public Health, Software Systems Engineering and Substance Use Disorders are also offered. New certificate in Curriculum & Instructional Leadership and MED in Educational Studies has been approved. MED in Teacher Leadership was suspended.
- Participated in 50+ recruitment activities from August – May, some of which included: regular information sessions; Fall (All Programs) Open House; program specific information sessions;

undergraduate open houses/community events; information tables at a number of locations, including hospital education fairs, chamber events, military events, association meetings, area colleges, Professional Development & Training Conferences, etc.

- Hosted 3 Professional Development opportunities for graduate students in informational interviewing, preparing for doctoral study and resume writing.
- Hosted 3 undergraduate preparatory workshops on applying to graduate school, writing personal statement, creating resume for the graduate school application.
- Continued to update and expand the use of social marketing platforms, Facebook, Twitter and LinkedIn to promote programs.
- Prospective student phone/email inquiries were 473 in 13-14, up from 465 in 12-13, from 470 in 11-12, from 512 in 10-11, down from 549 in 09-10.
- Enrolled 116 graduate degree students in Summer 2013, compared with 171 in Summer 2012.
- Enrolled 274 graduate degree students in Fall 2013, compared with 273 in Fall 2012.
- Enrolled 277 graduate degree students in Spring 2014, compared with 286 in Spring 2013.
- Marketing and outreach efforts in the greater Manchester community include the Chamber of Commerce, the Local Government Center, the American Public Health Association, the UNH Benefits Fair, the Tri-City Expo, and a number of employee benefits fairs at local hospitals.
- Sponsored general orientation sessions in the fall, spring and summer for new students at the GSMC.
- Participated in the MBA, MPA, and MPH new student orientation programs.
- Conducted two graduate adjunct faculty orientation sessions.
- Worked with PDT in delivering professional development programs through GSMC.
- Worked with the MPA, MPH, MSW and MBA programs on their hooding ceremonies.
- Worked with MPH program on its Grand Round Series.

#### ❖ **Technology Support 2014**

- Increased focus on recruitment and marketing; added new pages to the graduate school website to highlight achievements and provide some history of the graduate school; initiated project for Salesforce Customer Relationship Management (CRM) application for managing prospective applicants to our graduate programs; created variety of reports to provide contact information with prospective applicants to increase VIP communication and tracking of our application pool; increased visibility of our social media communications.
- Contributed to e-UNH efforts; worked with various offices on campus to create reports and tracking tools to manage new e-UNH initiatives and programs; assisted the social work department by providing resources, reports, and Banner integration for their new MSW online program.
- New programs and increased visibility on program information; worked with the Dean's Office to track and report on new programs in the graduate school via Banner and WEBI reports; refined existing website to better display program requirements and provide ease of access to policy through the graduate school online catalog.
- Redesigned advancement and alumni tracking project; created Ph.D. database of all past doctorate graduates (1100+ records) in Banner; migrated various data sources of Ph.D. alumni data into the new database; worked with graduate assistants to use this database for tracking our graduates; continue to work with advancement office to get data feed to expand our internal database.
- UNH Law School student (CAMS) and admissions (ACES) integration; primary focus of the entire year has been spent on assisting the UNH Law School staff and UNH Offices in migrating CAMS and ACES records into Banner Student; created numerous data mappings, feed files, reports, and documentation for migrating both student and application data to Banner; provided training and assistance on using Banner and UNH policy to law staff; continue to work on integration of the two databases and schools.
- Worked on new online process to allow dissertation year fellowship (DYF) and summer TA fellowship (STAF) applications online via our website. Current goal is to bring this project online for the 2014-15 academic year.

- Continued to refine and polish the graduate school website including a face-lift for the new UNH logo and updates to the core UNH website style. Current plans are to investigate the feasibility of converting to a Drupal based web server, and if possible, migrate to Drupal for AY 2015-16 along with major overhaul to the look of our existing website.
- Enhanced social media communications by increasing posts and interaction via our Facebook and linked pages. More emphasis on using social media to inform students and applicants of special events as well as engage in more interaction between our office and our students.
- WEBI report conversion almost completed, with the goal to have all mandatory reports converted by late fall of 2014. New graduate school reports have been added as well as a suite of UNH Law School based reports for both admissions and student areas.
- Started project to join the Configuration Management tool provided by UNH IT to provide increased security and protection of all office computers.
- Provided technical support, training, and data to various offices on campus, including the e-UNH group, ECG, the Registrar's Office, OISS, GSMC, academic programs and admissions.

#### ❖ **Marketing**

- Initiated efforts to utilize Salesforce, which will strengthen our management and tracking of prospective and active applicants. Full implementation of Salesforce is expected to begin in August.
- Ran monthly graduate education information sessions at both the Durham and Manchester campuses.
- Ran radio advertisements on NHPR during the fall and spring to promote graduate education on the Durham and Manchester campuses.
- Represented UNH graduate programs at 10 graduate fairs.
- Advertised on several prominent online sites, including Pandora Radio.
- Advertised in the UNH Magazine to promote graduate programs.
- Advertised in The New Hampshire via print and online site to promote graduate programs.
- Finalized the production of one-page briefs for each graduate program. These will be used in both print and online formats to promote graduate education.

#### ❖ **Faculty and Student Awards and Support:**

- Worked with the deans to raise stipend levels for 2014-15: Level I: \$15,550; Level II: \$16,580; Level III: \$17,800. The student health benefit plan and full tuition waivers are included in the overall package.
- TA/GA/RA orientation programs in August and January (over 300 students attended).
- **Faculty Fellowships – 10 awards for summer 2014 (6 junior and 4 senior):**
  - David Bachrach, History (Senior)
  - Cristy Beemer, English
  - Daniel Bromberg, Political Science
  - Gonghu Li, Chemistry
  - Mihail Miletkov, Accounting & Finance
  - Sean Moore, English (Senior)
  - Shelley Mulligan, Occupational Therapy (Senior)
  - Winston Thompson, English
  - Ethel Sara Wolper, History (Senior)
  - Kang Wu, Chemical Engineering
- **Dissertation Fellowships – 15 awards for 14-15 (47 applications received):**
  - Behailu Aklilu, Genetics
  - Lindsey Cole, Psychology
  - Lucas Dietrich, English
  - Firat Eren, Mechanical Engineering
  - Molly Gallaher, History

- Amanda Larson, Physics
- Ying Li, Computer Science
- Chao Liu, Chemistry
- John McClain, Mathematics Applied
- David Mensching, Civil Engineering
- Jennifer Walsh, Natural Resources & Earth Systems Science
- Baole Wen, Mathematics Applied
- Shauna Wight, English
- Justin Young, Sociology
- Ye Zhang, Mathematics
- **Part-time Scholarships**
  - Program was suspended due to budget rescission
- **Graduate Fellowships and Assistantships to Enhance Quality and Diversity**
  - Seven students (6 master's and 1 doctoral) were awarded fellowships for the 14-15 AY as part of our program to recruit the "best and brightest" to attend UNH (requires departmental match). ***Four of these awards went to enhance diversity.***
  - Six students will be continuing on fellowships for AY 14-15. (5 masters and 1 doctoral) (***five diversity.***)
- **2014 SUMMER TA FELLOWSHIPS – 50 awards (115 applications received)**

<ul style="list-style-type: none"> <li>▪ Behailu Aklilu, Genetics</li> <li>▪ Deepthi Bhogadhi, Chemistry</li> <li>▪ Rory Carroll, Natural Resources Wildlife</li> <li>▪ Colleen Chapman, Zoology</li> <li>▪ Matthew Coyle, Microbiology</li> <li>▪ Eyob Demeke, Mathematics</li> <li>▪ Kristiana Dixon, Psychology</li> <li>▪ Joshua Folmar English Writing</li> <li>▪ Bruce Fritz ,Physics</li> <li>▪ Molly Gallaher, Biochemistry</li> <li>▪ Kyle Gray, Mathematics</li> <li>▪ Pegah Jarash-Shamsabadi, Civil Engineering</li> <li>▪ Sarah Joiner, Chemistry</li> <li>▪ Chao Liu, Chemistry</li> <li>▪ Ian Marshall, Mathematics</li> <li>▪ John McClain, Mathematics Applied</li> <li>▪ Eric Morison NRESS</li> <li>▪ Derek Nelson, History</li> <li>▪ Vilmarie Sanchez ,Education</li> <li>▪ Kevin Schuster, Biochemistry</li> <li>▪ Catherine Welter, English</li> <li>▪ Patricia Wilde, English</li> <li>▪ Benjamin Wormwood, Psychology</li> <li>▪ Rongfang Yang, Chemistry</li> </ul>	<ul style="list-style-type: none"> <li>▪ Moh'd Alomari, Chemistry</li> <li>▪ Evan Brand, Mathematics Applied</li> <li>▪ May Chaar, Zoology</li> <li>▪ Lindsey Cole, Psychology</li> <li>▪ Sarah Dean, Psychology</li> <li>▪ Amanda Demmer, History</li> <li>▪ Sara Edquist, Zoology</li> <li>▪ Sarah Franco English</li> <li>▪ Steven Furnagiev, Economics</li> <li>▪ Xiongzhuo Gao, Biochemistry</li> <li>▪ Brianna Isenberg, Animal Science</li> <li>▪ Tong Jin, Chemistry</li> <li>▪ Lauren Kordonowy, Genetics</li> <li>▪ Andrew Maguire, Natural Resources Wildlife</li> <li>▪ Alyssa Martino, English Writing</li> <li>▪ David Mensching, Civil Engineering</li> <li>▪ Ali Nassiri, Mechanical Engineering</li> <li>▪ Mehdi Noiuri Aghjeh Kandi, Mechanical Eng.</li> <li>▪ Kara Sarver, Plant Biology</li> <li>▪ Mimi Szeto, Mathematics Applied</li> <li>▪ Baole Wen, Mathematics Applied</li> <li>▪ Christopher Williams , Psychology</li> <li>▪ Wen Xi, Biochemistry</li> <li>▪ Ye Zhang, Mathematics</li> </ul>
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- **Travel Grants**
  - Awarded 160 travel grants to students to present their research and scholarship at conferences around the world.
- **Graduate Council Awards**
  - **Graduate teaching awards to:**
    - PhD Award – May Chaar, Mathematics
    - PhD Award – Matthew Coyle, Microbiology

- PhD Award – Derek Nelson, History
- Master’s Award – Ethan Baker, Microbiology
- **Graduate research/scholarship/creativity awards to:**
  - PhD Award – Sarah Batterson, History (graduated May 2013)
  - Masters Award – Mahala Ruddell, History (graduated September 2013)
- **Graduate Faculty Mentor Award**
  - Presented the 2013 Faculty Mentoring Award at the fall 2013 University Awards dinner to Jeff Bolster, History
  - Announced Don Hadwin, Mathematics, as the 2014 Faculty Mentoring Award recipient.

❖ **Graduate Research Conference(GRC)**

- The GRC was held April 16<sup>th</sup> and 17<sup>th</sup> in conjunction with the Graduate and Professional Student Appreciation Week.
- Due to increased student participation the Poster Presentations were moved this year to the Whittemore Center Arena floor. Over 100 posters were presented by 110 graduate students.
- The Graduate Faculty Reception was held in conjunction with the Poster Presentations on the 16<sup>th</sup> in the Whittemore Center.
- Oral presentations were held on the 17<sup>th</sup> at the Holloway Commons Conference Center where 85 students presented their research.
- Continuing the tradition where the Graduate Mentor of the Year recipient for the current year serves as the Keynote Speaker, Professor Jeffery Bolster, History, presented.
- 53 graduate students participated in GRC related events on the Manchester campus throughout the months of April & May in the MPA, MPH MS IT and Education graduate programs.

❖ **Programming**

- **Fellowship Information Sessions**
  - NSF Information Session (61 students attended)
  - DYF Information Session (30+ students attended)
  - Summer Teaching Assistant Fellowship information session (40+ students attended)
- **Preparing Future Faculty Luncheon Series**
  - Welcome PFF (36 students attended)
  - Job Interview Skills (13 students attended)
  - The Search for Funding (24 students attended)
  - How to get your articles published (14 students)
  - Large Lectures (9 Students attended)
- **Preparing Future Professional Series**
  - The Hiring Process in Academia (32 Students Attended)
  - The Thesis/Dissertation (10 students attended)
  - Grant Writing (21 students attended)
  - Resume Writing/Career Planning (7 students attended)
  - Presentation Skills (9 students)
  - Linked in (21 students)
- **Professional Development Workshops (Manchester Campus)**
  - Resume Writing Workshop (5 students)
  - Conducting Informational Interviews Workshop (5 Students)
  - Preparing for PhD Programs workshop (5 students)
- **Dinner & a Movie/Lecture Series**
  - Discussion on Deep-water Horizon Spill (13 students attended)
  - Mark Brooks: World War Z (15 students attended)
  - Give a Damn? (15 students attended)

- Dinner and A Movie with Lee Daniels (23 students)
- Dinner and A Faculty Research Excellence Seminar (10 students attended)
- **Student Organization Support**
  - GSS First Day Survival Social at Scorpions (25 students attended)
  - GSS Graduate Student Dinner at Margaritas
  - Meet n' Greet Mixer w/ Graduate School at Libby's (80 students attended)
  - Grad Student Bowling
  - GSS Ice Cream Social at Dairy Bar (September 4<sup>th</sup>)
  - First Thursday Social Hours
  - Meet n' Mixer w/Graduate School (35 students attended)
  - GPSAW/MUB annual breakfast
- **Various Programs Co-Sponsored with other Departments/Programs**
  - AWIS Panel Discussion: Removing gender barriers in STEM (30 students)
  - AWIS Gender Equity in Academic Science: A Discussion (20 students)
- **Social Programs**
  - Homecoming 5K Race (12 students attended)
  - Homecoming grad student ticket purchase (70 tickets purchased for graduate students)
  - Take a Grad Student to Lunch (200 students)
- **Graduate School Workshops/Receptions**
  - Graduate School Workshop for Honors Program Students (September, 20 students)
  - Graduate School Workshop for Golden Key Honor Society (October, 30 students)
  - Graduate School Workshop for Hamel Center Research Students (September, 15 students)
  - Applying to Graduate School Workshop co-hosted with University Advising and Career Center and Center for Academic Resources (September, 50 students)
  - Graduate Education and Accelerated Master's Information Sessions:
    - September (120 students)
    - October (77 students)
    - November (42 students)
    - December (22 students)
    - February (30 students)
    - March (20 students)
    - April (4 students)
  - "Mapping Your Future" (Grad/Career Workshop co-hosted with OMSA, CFAR and UACC):
    - October (35 students)
    - April (10 students)
  - Graduate Student Social Event co-hosted with Graduate Student Senate:
    - September, 60 students
    - January, 40 students
    - April, 60 students
  - Thesis Workshops:
    - Fall 2013: 4 held (64 total students)
    - Spring 2014: 4 held (64 total students)
- **Representation at Campus-Wide Events**
  - University Day Picnic and Student Activities Fair (September)
  - UNH Graduate School Fair (October)
  - UNH Benefits Fair (October)
  - UNH Commencement Fair (April)

#### ❖ **College Teaching**

- Our Summer College Teaching Program offered in cooperation with the Center for Excellence in Teaching and Learning had 71 registrations in 10 courses in 2013 compared to 119 registrations in 12 courses in 2012. Face to face and on-line courses are offered.
- Preliminary counts indicate that our 2014 Program has 54 registrations in 8 courses. The APA grant which subsidized enrollments in GRAD 980, Teaching Psychology ended last year resulting in a decrease in enrollments of ~ 20 students for this summer.

#### ❖ **NRESS**

- The interdisciplinary doctoral programs in Natural Resources and Environmental Studies and Earth and Environmental Science under the umbrella of Natural Resources and Earth System Sciences remain the largest doctoral program on campus.
- Enrollments in NRESS in the fall of 2013 were 68 versus 76 in the fall of 2012 and 63 in the spring of 2014 versus 68 in the spring of 2013.
- 10 students completed their PhD during the year.
- The program is completing a self-study and will bring an external review team in the fall of 2014.

#### ❖ **Environmental Education**

- The interdisciplinary program in Environmental Education which includes faculty from Education and Natural Resources enrolled 7 students (2 new) in the summer of 2013 versus 11 students (6 new) in the summer of 2012. Enrollments in the fall of 2013 were 4 versus 6 in the fall of 2012 and 5 in the spring of 2014 versus 7 in the spring of 2013.
- Six students completed their MA degree in the 13-14 AY. All continuing students (5) are expected to graduate by the end of summer 2014.
- As noted last year, given limited faculty support (faculty retirements and administrative reassignments and resignations) and lack of student interest a decision was made at the end of the fall 2013 semester to suspend the program until a core faculty can be identified to champion the program. If there is no interest shown within 2 years the program will be permanently closed.

#### ❖ **Community Development Policy and Practice**

- The program changed its name from Development Policy and Practice for summer 2014 to more accurately reflect the content of the curriculum and to attract more students.
- The program was initially conceived as a 14 month program in which students are on campus for two consecutive summers and complete coursework on-line during the academic year. In 2013, a 24 month track was added in order to spread the academic year component over two years.
- Thirty-nine applications were received for this summer's class compared to 51 for summer of 2013, 48 for summer of 2012 and 29 for summer of 2011. Over 50% of the applications received each summer have come from international applicants.
- Thirty students have enrolled in the program prior to this summer. Nine new students have enrolled this year.
- Fifteen students have graduated, 3 have withdrawn and 7 have had their degree status discontinued.

#### ❖ **Geospatial Science**

- Three GSS courses were offered this past year. Applied GIS for Research, GSS 805, offered in summer 2013 enrolled 15 students. The J-term course Elements of GSS, GSS 800, enrolled 10 students while the spring term course on Crowdsourcing Mapping, GSS 896, enrolled 15 students. As of June 10, the summer term course on Applied GIS for Research has registered 8 students.
- Two students are enrolled in the certificate as their primary program. Seven students have enrolled in the certificate as a secondary program.
- There are 3 students at various stages of application to the program.

❖ **Responsible Conduct of Research (RCR)**

- RCR is a joint responsibility of the dean of the Graduate School and the Senior Vice Provost for Research. Dr. Julie Simpson is Director of Research Integrity Services and Professor Thomas Pistole, Chair of the RCR Committee.
- Dr. Pistole, Dr. Simpson & Associate Dean Moorhead coordinated and offered the third annual training to fulfill the Graduate School doctoral RCR training requirement. Approximately 110 students attended the one 3.5-hour session in September 2013 after completing the 11 Web-based RCR modules. Graduate faculty volunteers facilitated small group case study discussions.
- Dr. Pistole and Dr. Simpson offered one section of GRAD 930 (Fall 2013). 10 students enrolled.
- Dr. Pistole and Dr. Simpson coordinated and offered three RCR training sessions (that met NSF & USDA NIFA requirements). Enrollment was as follows: 24 in October 2013; 27 in February 2014; and 17 in May 2014. Dr. Summer Cook co-facilitated the May session with Dr. Pistole.
- Dr. Pistole and Dr. Simpson provided an RCR training session for Dr. Ruth Varner's NSF Research Experiences for Undergraduates (REU) students (14) in June 2013.
- Dr. Simpson gave ethical and responsible conduct of research and scholarly activity presentations at the Fall 2013 and Spring 2014 graduate assistant orientations (approximately 300 attendees total).
- During AY14, Dr. Simpson gave ethical and RCR presentations in approximately 25 undergraduate and graduate classes (275 attendees), and to 2 groups of faculty.
- At the request of Dr. Jessica Bolker, Dr. Simpson facilitated a class session for LSA 950 Scientific Communication entitled *Ethical Issues Related to Scientific Communication* (8 students).
- UNH participated in a survey of RCR programs conducted by Duke University.
- Dr. Simpson supervised a graduate student independent study working on data collected at UNH graduate assistant orientations since 2005 looking at RCR knowledge of incoming students.
- The UNH Responsible Conduct of Research and Scholarly Activity Committee met 7 times. In AY14, the Committee accomplished the following:
  - Endorsed revisions to UNH Policy on Ownership and Management of Research Data, which was then forwarded to constituent groups for review.
  - Endorsed revisions to the UNH Policy on Misconduct in Scholarly Activity, which was then forwarded to constituent groups for review.
  - Recommended to the Faculty Senate changes to the Student Rights, Rules, and Responsibilities document to make it consistent with the UNH Policy on Misconduct in Scholarly Activity vis-à-vis the definition of plagiarism, and to include in its scope for undergraduate research (in addition to undergraduate and graduate coursework).
  - Provided feedback on the revised format for the UNH Web-based RCR training.
  - Reviewed and provided feedback on the content of 7 revised UNH Web-based RCR training modules.

❖ **McNair Program**

- Webpage – We have been working with IT to redesign our webpage which will launch on June 26<sup>th</sup>, 2014.
- Pre-McNair – our Pre-McNair program has been in place since 2008. This past fall was the first year we were able to fill all open McNair slots with Pre-McNair students, thus negating the need for recruiting. Currently we have 9 Pre-McNair students who have met all eligibility and GPA requirements and will be invited to join the McNair program for the 2014-2015 academic year.
- 2013 Summer cohort – Served 13 scholars during last summer's research program & offered 3 courses.
- One McNair Scholar was awarded the UDALL and another a Goldwater Scholarship (2013-14).
- For two years in a row 2012 (George Adams) and 2013 (Eric Sales) McNair Scholars were awarded the Erskine Mason award.

- Twenty students presented their research at the following conference: URC, University of Maryland College Park McNair conference, the National McNair Research Conference, Lake Geneva, WI, Neuroscience conference in San Diego, CA.
- Offered 1 course (INCO 610) during the spring to introduce McNair Scholars to writing research proposals.
- Completed and submitted the federal Annual Performance Report for 2012-2013. Thirty-one participants were served by the program; 61% met low-income, first generation eligibility criteria.
- Seven seniors graduated in 2013 of which 4 have been admitted and enrolled in graduate programs.
- 12 seniors graduated in 2014, of which 8 applied, 3 were accepted and plan to enroll in the fall 2014.
- The total number of completed doctorates from the UNH McNair program is 42, there are 17 currently enrolled in doctoral programs and 129 have obtained their Master's degrees.

#### ❖ **Professional Development and Training**

- PDT offers its programs at Pease in Portsmouth, on the Durham campus, and on the UNH campus in Manchester. PDT's primary market is New Hampshire, southern Maine, and northern Massachusetts. Conferences draw from the wider New England region; institutes and online offerings draw from a national and international audience. Programs serve a variety of licensed and non-licensed professionals, including office, technical, and managerial staff at all levels; teachers, school administrators, and other school personnel; health and human service professionals; land surveyors; soil scientists; and other professionals--representing a broad spectrum of manufacturing, non-manufacturing, education, retail, and service industries, small to large in size.
- PDT offered 287 one-day seminars and workshops throughout the year, five one-day major conferences, and a summer Violin Craftsmanship Institute, comprised of 13 different week-long workshops. In addition PDT offered 14 short-term certificate programs, on-site customized training (noncredit and credit), five online courses developed by PDT, and numerous online noncredit offerings for professional and personal development in partnership with Cengage Learning and University Learning Institute.
- Of the 287 workshops offered, PDT delivered 233 workshops (compared to 223 last year, 231 the year before, and 225 the year before that) with 2864 enrollments **as of the 5-28-14 tally** (with June workshop enrollments still to come) (compared to final enrollment figures in previous years of 2829 participants last year, 2817 the year before, and 2791 the year before that) in the areas of leadership, management, supervisory skills, communication skills, human resources management, professional coaching and training, sales and marketing, project management, engineering management, construction management, land surveying, soil science, teaching and school administration, guidance counseling, social work, occupational therapy, grant writing and fundraising, coaching children and teens, computer applications, web design and development, and digital publishing and graphic design.
- Held 5 Conferences for a total of 745 participants. This is a decrease of 165 conference participants over last year with one fewer conference than last year. The conferences were:
  - Annual Tax Institute with IRS and NH Department of Revenue Administration (157 attendees);
  - Fall Powerful Leadership Conference for Managers, Supervisors, Project & Team Leaders (200 attendees – sold out);
  - Spring Powerful Leadership Conference for Managers, Supervisors, Project & Team Leaders (202 attendees – sold out);
  - Fall Conference on Dealing with Potential Violence in Schools (91 attendees)
  - Spring Conference on ADHD (103 attendees)
  - Spring Conference for Office Professionals (136 attendees).
- Offered summer workshops in Soil Science, Teaching, Social Work and Counseling, Computers, Project Management and Supervisory Skills (163 enrollments)
- Held the 40th Annual Violin Institute (122 enrollments versus 114 enrollments in 2012).
- Administered 24 days of in-house training compared to 25 days last year, for 11 New Hampshire companies (PC Connection, BAE, NH Ball Bearings, Teledyne, North Branch Construction, St. Gobain,

Franklin Pierce Nursing Department, LawnDawg, NH Distributors, Lonza, Merchants Fleet, and UNH Advancement).

- Set up and managed registrations for the UNH College of Liberal Arts summer Harry Potter MOOC.
- Held two Partnership for Technology & Management Advisory Board Meetings.
- Enhanced promotion efforts while cutting marketing costs utilizing direct mail, email, online, and LinkedIn promotion, along with NPR sponsorships, plus digital promotion through targeted media.
- Coordinated and promoted off-campus graduate credit contracted courses in conjunction with the English Department and the Mathematics Department.
  - The Learning through Teaching Program (English) was offered at Dover Middle School, Barrington Elementary, Barrington Middle, Garrison Elementary, Winchester Elementary, Stratham Cooperative Middle School, Brown Elementary, KA Brett School, The Paul School, and Epping Elementary. It was also offered at three off-campus locations. The total enrollment for these offerings was 170.
  - The Math-in-Context Program was offered at the following schools: Hampstead Central, Derry Village for a total of 43 enrollments.
- PDT provides the oversight and approval for CEUs sponsored by UNH units at no cost. PDT approved/coordinated CEUs for 17 University-sponsored offerings. The total number of participants in these offerings was 274 individuals. CEUs assigned to the offerings varied from .1 to 3.0 CEUs. A total of 183.3 CEUs were awarded. The Paul College, the Leitzel Center, UNH Cooperative Extension and the College of Engineering and Physical Sciences were the units for which the CEUs were approved and coordinated.
- Online Course Activity:
  - Repackaged, in collaboration with the program in Environmental Engineering, an online credit course into an online noncredit course geared to licensed professionals in the Northeast and selected states. Coordinated the Blackboard logistics and did all of the marketing for the course.
  - Continued to offer Ed2Go and Gatlin online courses through PDT. Profit from this program is \$10,000 to \$12,000 per year.
  - Continued partnership with The Course OnLine to offer online test prep class for Project Management Certification from the Project Management Institute.
  - Continued to partner with Pet Partners by offering two Animal Assisted Therapy courses (one fall and one spring). Both sold out at 25 enrollments each.
  - Offered two online webinars on bullying topics.
- Completed the design and launched the new PDT Drupal-based website in fall 2013.
- Maintained, updated, and expanded marketing database of inquiries, past students, and potential clients, contained in over 350 separate targeted lists of individuals, trade associations, and professional contacts, totaling more than 1/2 million records and 35,000 email addresses. Purchased a subscription to a marketing database that would provide access to email addresses of professionals throughout the region/country in a very targeted fashion. Utilized Constant Contact for some of the email blasts to get more statistical tracking of email effectiveness.
- Provided specific information about applicable offerings to approximately 100 professional associations for posting on their websites or inclusion in their newsletters.
- Continued to supplement or transition from direct mail promotion to email marketing.
- Increased promotional activities via the web, email promotion, electronic and social media, print and broadcast media, and direct mail. Several monthly targeted email blasts are disseminated to several thousand professionals, including past students, inquiries, and new contacts. In addition each year we share a table with Paul College and the Browne Center at various high-profile business and educator Expos and Conferences.
- Collaborated with the Graduate School on efforts to co-promote degree and noncredit programs/offerings on the Manchester campus.
- Provided extensive input about our EVENTS registration system for the current project at UNH to

develop a new "shopping cart" for noncredit offerings.

- It is expected that the final accounting for PDT will show that operations for non-credit workshops, conferences, institutes and on-line activities will come in above target with a net a profit of ~ \$200,000. Customized noncredit and contracted credit will also report a profit.

#### ❖ Graduate Student Senate – GSS (see Appendix D)

#### ❖ Scholarship and Service

- Member UNH Law Academic Integration Committee
- Co-chair of Standard 4 “The Academic Program” for UNH’s NEASC Accreditation
- Member eUNH Advisory Committee
- Member Planning Committee Carsey School for Public Policy
- Member Marine School Advisory Committee
- Member NH LEND Executive Committee
- Member Advisory Board for the Center for Family Business and CEO Forum
- Senior Advisor on the Northeastern Association of Graduate Schools (NAGS) Executive Committee.
- Member of the CGS Nominating Committee (2013)
- Member of the COE/CGS McNair Program Advisory Committee
- Member, Board of Directors for the Hardee Center for Leadership and Ethics at the Florida State University (2012 – present)
- Consultant – University of Phoenix

#### ❖ FY14 Goals and Action

- Keeping graduate education a visible focus of the mission of a comprehensive research university. The internal review team on graduate education raised this issue and the need for the general marketing of the university to increase the visibility of graduate education. **New marketing initiatives underway.**
- Working with the college deans to provide high quality graduate education. More frequent and focused reviews for graduate programs were recommended by the internal review team on graduate education. Finding the appropriate balance for such reviews within the 10 year cycle of department reviews needs to be addressed. One recommendation, beyond providing annual metric data to the deans could be that the 5 year mid-cycle review be quantitatively focused. **Program review guidelines adopted.**
- Graduate compensation, particularly the low level base stipends, remains a fundamental issue in order to attract and maintain a high quality student body. This was one of the major points of the internal review. Directly related to this issue is the requirement to pay tuition from grants for RAs which inhibits funding of graduate students on those grants. **Stipends increased for FY15; Incentives for PI’s to include RA’s on grants under review with Senior VP for Research.**
- Restoring the 35 % cut to graduate financial aid. **Partial Funding restored for FY15.**
- Monitoring proposals to restructure the Student Health Benefit Plan with a goal of keeping affordable plans available for all students. **Ongoing.**
- Maintaining and expanding graduate enrollments, particularly in professional masters programs and expanding the role e-learning in delivery of these programs where appropriate. **On-line MSW program commenced January 2014.**
- The need for accessible, adequate and affordable Graduate and Family Housing on or very near to campus continues to be an issue. The campus master planning process has recognized this need and it is important that the Graduate School keep this issue as a priority. **Ongoing.**
- Working with students who have medical and emotional issues to balance their needs with the appropriate academic and non-academic services that are required to insure their success if they remain in the university or to counsel them out is challenging and time consuming. **Ongoing.**
- 60% of Departments/programs who responded to a recent survey of program coordinators see the Graduate School as taking on a more direct role in the tracking and maintaining of contact with alumni.

In addition to working more closely with the Alumni Association, exit/alumni surveys are being developed. **Under development.**

- Work with the Library and ProQuest to transition to an electronic submission of theses and dissertations and to include these publications in the electronic depository in the Library. **Approved by Graduate Council to commence with December 2014 graduation.**
- Strengthen relations with Advancement and enhance private funding for graduate education. **Ongoing.**
- Monitoring and responding to actions at the federal level that impact TRIO, graduate and research funding. **Ongoing.**

❖ **FY15 Goals**

- Update strategic plan
- Coordinate review and mapping of doctoral program quality, research strengths and program capacity with Senior-Vice Provost for Research.
- Develop incentives, with the Senior Vice-Provost for Research, for PI's to support research assistants on grants.
- Investigate the potential to return a portion of the F&A rate to the Graduate School to support graduate research and academic initiatives.
- Review of graduate student cost of education.
- Develop a marketing plan in line with University Communications and Marketing rebranding effort.
- Work with post Huron Task Force Committee to extend graduate programs, facilities and technology upgrades, and space on the Manchester campus.
- Revise Dissertation Year Fellowship and Summer TA Fellowship process.
- Update Graduate Coordinator Handbook.
- Review graduate program handbooks and establish some general guidelines and templates for program use.
- Complete and administer surveys each semester of admitted students who do not enroll, admitted students who do enroll, students who leave without a degree, and exit surveys for degree recipients.
- Update PhD Alumni database and work with the Alumni Office on a tracking system for master's students.
- Develop a proposal to present to the Graduate Council relative to "critical mass" for a program to be maintained or to trigger a program review outside of the normal program review cycle.
- Complete Law School integration and review alignment of master's programs within the Law School with the Graduate School.
- Work with the staff of the Counseling Center to enhance and improve communication among and with graduate students, faculty and staff relative to the unique challenges graduate students face.
- Enhance collaboration among the colleges and related units for marketing and delivery of professional and executive development activities across the university.

**APPENDIX A**  
**Mission, Vision and Goals**  
*The Graduate School*  
Harry Richards, Dean

❖ **Mission**

- The mission of the Graduate School is to provide innovative, responsive and accessible master's, doctoral and certificate programs of the highest quality in line with the university's "Blueprint for the Future, UNH in 2020". Graduate programs foster a close interdependence between research and classroom teaching and enhance the undergraduate experience at the university. The graduate faculty and students work together to creatively generate new knowledge and disseminate that knowledge. The Graduate School is a source of intellectual capital for the University, the region, and the nation. The Graduate School extends its programs and services to central and southern New Hampshire by offering professional graduate programs for working adults on the Manchester campus.

❖ **Vision**

- The Graduate School and in particular, doctoral education distinguishes UNH as a research university. Master's programs, both research and professional, further enhance the university's public land-grant, sea-grant and space-grant mission. The Graduate School provides leadership to support the scholarly and creative efforts of the faculty and students, advances the principles of ethical conduct of research and scholarship, articulates and champions an institutional perspective on graduate education, promotes interdisciplinary scholarship and ensures that its graduates are prepared to become leaders in the 21<sup>st</sup> Century.

❖ **Goals**

- Increase the visibility of graduate education on the campus, in the state, the nation and the world
- Maintain a strong relationship between research and graduate education to best align the academic and research programs of the university
- Enhance the diversity of our students and faculty
- Ensure competitive compensation packages for graduate assistants
- Increase the support for graduate students through competitive fellowships and scholarships; professional development programs (Preparing Future Faculty - PFF, Preparing Future Professionals - PFP, Responsible Conduct of Research - RCR); and community development activities
- Ensure that PhD enrollment and graduation rates are at levels appropriate to the university's position as a high research activity institution
- Ensure graduate programs are of the highest quality through a sustained process of program review
- Ensure policies are maintained and students are treated equitably
- Support and encourage the development of selective new graduate programs that build on the strengths of the faculty in both Durham and Manchester
- Foster the development of international collaborations and dual degree programs as appropriate
- Support the development of program delivery models, including on-line learning, that enhance high quality graduate programs to meet the changing nature of today's students
- Develop high quality academic and research programs with the UNH School of Law

❖ **Success**

- The Graduate School is an essential partner and valuable resource to the campus. Success is measured by the effectiveness of the Graduate School and the dean's advocacy for graduate education through collaborative efforts with the college deans, the research office, the Graduate Council, the Graduate Student Senate, the Graduate Coordinators, the Graduate Faculty and the program staff at UNH.

**APPENDIX B**  
**Opportunities for New/Revised Programs**

- ❖ **Certificate Programs:**
  - Construction Management – CIE, Law and Paul (under discussion)
- ❖ **Graduate School:**
  - Expand and develop professional training opportunities that can be added to a number of STEM master's programs using the national professional science master's model – PSM
  - Interdisciplinary master's in Analytics – start date January 2015
  - Public Policy – MPP to be discussed with launch of Carsey School
- ❖ **CEPS:**
  - Add non-thesis track and collaborate with Paul College and local businesses to provide professional training opportunities for masters students in Chemistry (see PSM)
  - Joint programs with international university partners
- ❖ **COLA:**
  - Criminal Justice – add track in MA in Justice Studies or MPA
  - Consider moving the MPA to the Manchester campus (close down the Durham program)
  - Education – add an on-line track to Educational Studies to commence January 2015
  - Education – rename the EDS major to Educational Leadership and add options appropriate to professional credentialing needs in the state
  - EDD program in Education on the Manchester campus (cohort model – admit every 3 or 4 years)
- ❖ **COLSA:**
  - Proposal for restructured PhD program in Biological Sciences for Fall 2015 is under review.
  - MS in Nutritional Sciences to include Dietetic Internship Program (under discussion)
  - Add non-thesis tracks in MS programs and collaborate with Paul College and local businesses to provide professional training opportunities for MCBS and Biological science majors (see PSM)
- ❖ **HHS:**
  - MS in RMP (connect to North East Passage)
  - Interdisciplinary doctoral program in Health Sciences building on faculty strengths in Kinesiology and Therapeutic Recreation
- ❖ **Paul:**
  - PHD or DBA in Business and/or restructure PhD in Economics to include other faculty in Paul
  - Add majors in the MBA program (finance, international business, entrepreneurship, MOT)
  - Reinstate the MOT program
- ❖ **UNH Manchester:**
  - MS in Computer Information Systems in collaboration with Computer Science Department
- ❖ **UNH Law School:**
  - Establish a protocol for dual JD/PhD (interest and on hold until after integration)

**APPENDIX C**  
**Mission, Vision and Goals**  
***Office of Professional Development & Training***  
***(Graduate School)***  
Harry Richards, Dean

❖ **Mission**

- The mission of UNH Professional Development & Training (PD&T) is to offer professionals in schools, businesses, and government and nonprofit organizations in New Hampshire and the surrounding region a wide range of professional development opportunities. Programs include noncredit, one-day workshops, short courses, certificate programs, conferences, institutes, customized in-house training and on-line webinars. PD&T coordinates with UNH departments to offer contracted, off-campus, graduate-level credit courses designed to enhance skills and knowledge of the professions served. PD&T programs assist professionals in developing new skills, enhancing current skills, or obtaining the continuing education required to maintain their professional licenses. Training is offered in a number of fields, including: business and industry, teaching and school administration, health and human services, engineering, soil science and surveying, violin craftsmanship, and other professional fields as identified and as the need arises. Programs take place on the UNH campuses in Durham and Manchester and at the PD&T Training Facility at the Pease Tradeport. PD&T is also the University's provider of CEUs, and coordinates the awarding of CEUs for all units at UNH.

❖ **Vision**

- UNH, through the office of Professional Development & Training, will deliver high quality educational and training programs that meet the continuing education needs of professionals in the state and region in support of the state's economic viability in the 21st century.

❖ **Goals**

- Identify through advisory committees, market research, and state licensing requirements the training needs facing current and potential target audiences
- Collaborate with and extend the expertise of the University's Schools and Colleges to help meet the training needs of business and industry in the state
- Employ the most qualified faculty, including faculty from the University of New Hampshire, to deliver the programs
- Build collaborative relationships with professional societies and groups that can inform the content of program offerings
- Maintain and build the visibility and reputation of programs through in-depth, targeted marketing campaigns and practices
- Ensure that programs are of the highest quality through regular program evaluation

❖ **Impact**

- PD&T offers approximately 250 workshops and seminars to over 3000 enrollees each year demonstrating the University's commitment to a thriving workforce in the state of New Hampshire.

**APPENDIX D**  
**Graduate Student Senate Report**  
June 2014

The Graduate Student Senate of the University of New Hampshire is the official voice of over 2,200 full- and part-time graduate students all three UNH campuses. This year the Senate continued to further its mission of representing the graduate student voice and promoting morale and community.

While all matriculated UNH graduate students are non-voting members of the GSS, the leadership is comprised of the officers and elected Senators. This year those were:

President – Ian Cohen; Vice President – Joe Gilbert; External Affairs Officer – John McClain; Treasurer – Deanna Silva; Programs Coordinator – Madhav Baral; and Clerk – Dan Tran

COLA Senators – Jay Derick, Mike Verney, Kei Saito, and Luke Dietrich; CEPS Senators – Surupa Shaw and Harrison Roakes; COLSA Senator – Brianna Isenberg; Graduate School Senator – Matt Smith; Paul Senator – Mica Kurtz; CHHS Senators – Myles Lynch and vacant; Forest Park Senator – vacant; Babcock Senator – Patrick Lacroix; Manchester Senator – Tom Cronin

These representatives and others served on numerous committees, including but not limited to SARRC, UCAPC, Faculty Senate, Campus Recreation Steering Committee, Carsey School Planning Committee, MUB Board of Governors, Transportation Policy Committee, Graduate Council, the USNH Board of Trustees, Alumni Association Board of Directors, all four of the President’s Commissions, and the Student Health Benefits Plan Advisory Committee. Of course the GSS was again very involved in the process of reviewing the mandatory fees charged to graduate students.

Major events sponsored or co-sponsored by the GSS included:

An orientation table at Resource Fair; Welcome Week activities for new and returning students; Holiday Extravaganza and Spring Fling dinner socials; First Thursday monthly free pizza socials; hot beverage stand at UNH Homecoming; lunch and a tour at Redhook Brewery; a MUB movie night; Fall and Spring ice cream socials; activities during Graduate and Professional Student Appreciation Week and GRC. The GSS also put together a Relay for Life team that raised over \$2,000!

This year the GSS undertook the cause of graduate student participation in the election for Student Trustee. In the past, graduate students were unable neither to vote in elections nor run for the position. After bringing this to the attention of the USNH Board of Trustees, the GSS officers began working with the leadership of the undergraduate Student Senate to address this issue. The GSS looks forward to fostering better collaboration with the undergraduates.

The GSS hosted a myriad of speakers at its meetings this year, covering a range of topics, including: President Huddleston and Provost MacFarlane talking about their idea of the role of graduate students at UNH; Stacey Hall speaking about the Campus Recreation expansion; Mark Rubinstein speaking about the outdoor pool; Judy Robb speaking about the NEASC site visit; Bruce Mallory speaking about the planning for the Carsey School; Donna Marie Sorrentino and Chief Dean speaking about policies regarding sexual harassment and assault; and Pat McCabe and Cathy Leach speaking about changes to the UNH Policy and Procedures for the Protection of Minors.

This spring, the GSS made a constitutional amendment to add a Senator seat for the newly incorporated UNH School of Law. Law students enthusiastically participated in this year’s GSS election for the first time. The elected leadership for next year is:

President – Mike Verney; Vice President – Mica Kurtz; Treasurer – Madhav Baral; External Affairs Officer – Tobi Afolayan; Programs Coordinator – Tim Roemer; Clerk – vacant

COLA Senators – Amanda Demmer, Kassie Sarr-Dietershagen, and two vacancies; CEPS Senators – Ian Cohen and Alireza Ebadi; COLSA Senator – Kelsey Juntwait; Graduate School Senator – Matt Smith; Paul Senator – Scott Lemos; CHHS Senators – Myles Lynch and vacant; Forest Park Senator – Amanda Sobel; Babcock Senator – Patrick LaCroix; Manchester Senator – Michael Pinkham; Law Senator – Michael DiPietro

This ends a very successful academic year for UNH's Graduate Student Senate.

Sincerely,

Ian Cohen, GSS President