

Utica College Office of Graduate Studies

Vision, Mission, Objectives, and Outcomes

Vision

We envision inclusive and thriving graduate education experiences with strong graduate student services at Utica College.

Mission

The mission of the Office of Graduate Studies is to provide a quality, streamlined graduate experience by supporting graduate students and faculty, administering effective and consistent policies and procedures, and connecting graduate students to each other and Utica College.

Objectives

❖ *Support graduate students and faculty*

- **Outcome:** The campus community, including Seniors taking 500-level graduate courses, will recognize the Office of Graduate Studies as a resource for assistance, guidance, support, and advocacy. (cognitive – knowledge)
 - **Significant Activity:** Coordinate Graduate Student Orientation
- **Outcome:** Graduate students and faculty will seek assistance from the Office of Graduate Studies. (affective – responding to phenomena)
 - **Significant Activity:** Provide tools to help graduate students be successful (e.g., OGS website)
 - **Significant Activity:** Staff is customer service-focused
- **Outcome:** Members of the campus community who seek assistance from the Office of Graduate Studies will feel supported. (affective – valuing)

❖ *Administer effective and consistent policies and procedures*

- **Outcome:** Members of the campus community will know to contact the Office of Graduate Studies for clarification and guidance about policies and procedures relevant to all graduate students. (cognitive – knowledge)
 - **Significant Activity:** Assist others in navigating graduate policies and procedures
- **Outcome:** Members of the UC graduate community (students, staff, and faculty) will feel that policies and procedures are clearly defined and easy to follow. (affective – valuing)
 - **Significant Activity:** Review and revise graduate forms and procedures
 - **Significant Activity:** Move to electronic submission of theses and capstone projects

❖ *Connect graduate students to each other and Utica College*

- **Outcome:** Graduate students will participate in opportunities to engage with other graduate students and the Office of Graduate Studies. (affective – responding to phenomena)
 - **Significant Activity:** Increase informational communication to graduate students (e.g., Grad Connect e-newsletter)
 - **Significant Activity:** Create opportunities for graduate students to engage with one another and other members of Utica College (e.g., Trax Connect, programs)
- **Outcome:** Graduate students will feel as if they are a part of the Utica College community. (affective – valuing)
 - **Significant Activity:** Plays significant role in coordinating the Graduate Commencement Ceremony