

NMHU Unit Strategic Planning: FY21 Plan
Unit name: OIER Examples
VP / Dean / Chair / Director / Lead:
Date submitted:

PLAN - Unit Goals / Objectives										
Unit	Unit / Department Objective	Purpose of Objective	SP Goal 1	SP Goal 2	SP Goal 3	SP Goal 4	SP Goal 5	Status (New or Ongoing)	Timeframe	Measureable outcomes
Grad Office	Finish building and then maintain Graduate Bridges to Success Platform	Transition graduate students effectively and efficiently through NMHU.	X				X	Ongoing	AY 2022	Launch of Graduate Bridges Platform
Grad Office	Initiate and administer the Double Counting Program	Allow highly prepared undergraduates to take graduate courses that also count for undergraduate credit.	X				X	Ongoing	Continuous	Assess how many students are using the Double Counting Program
Grad Office	Develop and maintain thesis award for outstanding graduate theses	Incentivize and award high quality theses.	X	X				Ongoing	Every Spring	The number of awards each year
Grad Office	Improve and digitize procedures to administer more efficiently and effectively serve graduate students and coordinators	Transition graduate students effectively and efficiently through NMHU.					X	New	Continuous	The number and quality of processes digitized and improved each year
Grad Office	Work with Graduate Council to improve policies related to graduate students	Provide fair, clear, and properly administered policy and procedure for graduate students.					X	Ongoing	Continuous	The number and quality of policy changes
Grad Office	Effectively administer the Graduate Assistantship and Scholarship process to have students in the pipeline sooner, and to ensure students with qualified need receive priority.	Ensure effective onboarding and payment of graduate students, factoring international and diverse students' needs.				X	X	Ongoing	Continuous	The timing and number of student scholarship and assistantship awards each semester/academic year
Grad Office	Present graduate office and graduate student initiatives, programs, research, and promotions to the campus community and, where relevant, to external bodies.	Educate people about the graduate office, and promote an active engagement with the community.	X	X	X	X	X	New	Continuous	Number and quality of presentations from Graduate Office and the graduate students
Grad Office	Continue to support approval of new graduate programs at NMHU through internal, Graduate Council, HED, and HLC processes.	Provide current and relevant academic programming based on evolving student needs.	X	X	X		X	New	Continuous	The number and quality of new programs approved through the external agencies
Grad Office	Support the AD Astra scheduling initiative for graduate programs	Improve scheduling at NMHU so students are able to complete courses in a timely manner.					X	New	Fall 2021	Completion of the Graduate Pathways on Ad Astra
Grad Office	Coordinate efforts with Registrar, Admissions, HR, SEM, Financial Aid, Business Office, International Office, Deans, Graduate Coordinators, and other campus entities.	Improve communication, functionality, and student success through collaborative efforts.			X		X	New	Continuous	The number and quality of collaborations and collaborative projects among offices

DO - Implement Plan		STUDY - Assessment			ACT - Improve
Action(s)	Budget implication	Status (Met, Ongoing, Stop)	Outcome(s)	Challenge(s)	Improvement(s)
Work with schools and college to finalize the Bridges Platform and go live	None	Ongoing	Launch of Graduate Bridges Platform	Ensuring buy-in and use with faculty, departments and students.	Awaits assessment.
Administer to students in the new program	None	Ongoing	Assess how many students are using the Double Counting Program	Ensuring student knowledge and participation in the initiative	Awaits assessment.
Initiate the Thesis Award Program and convene a Faculty Review Committee and through Graduate Council	Associated with the award	Ongoing	The number of awards each year	Constituting the Faculty Review Committee to review applications	Awaits assessment.
Continue to improve and digitize documents, including the advent of electronic signatures.	None	Ongoing	The number and quality of processes digitized and improved each year	Ensuring buy-in	Awaits assessment.
Continue to draft policy and present to Council for review and recommendation to the Provost	None	Ongoing	The number and quality of policy changes	Ensuring consensus	Awaits assessment.
Institute the Graduate Studies Calendar and follow it to send out notifications to programs	None	Ongoing	The timing and number of student scholarship and assistantship awards each semester/academic year	Following through with the Graduate Studies Calendar with departments and receiving buy-in in timelines	Awaits assessment.
Collaborate with students on Research Day, continue to present Graduate Studies Office initiatives to conferences	Possible travel funds	Ongoing	Number and quality of presentations from Graduate Office and the graduate students	Ensuring buy-in	Awaits assessment.
Assist in drafting and editing program applications to external bodies and presenting to those bodies	None	Ongoing	The number and quality of new programs approved through the external agencies	Addressing agency concerns	Awaits assessment.
Confirm with AD ASTRA the completion of Graduate Pathways	None	Ongoing	Completion of the Graduate Pathways on Ad Astra	Done	Awaits assessment.
Conduct meetings with these groups and participate in collaborative projectives to realize university-wide objectives	None	Ongoing	The number and quality of collaborations and collaborative projects among offices	Challenge(s) is working together on projects that benefit the university as a whole	Awaits assessment.