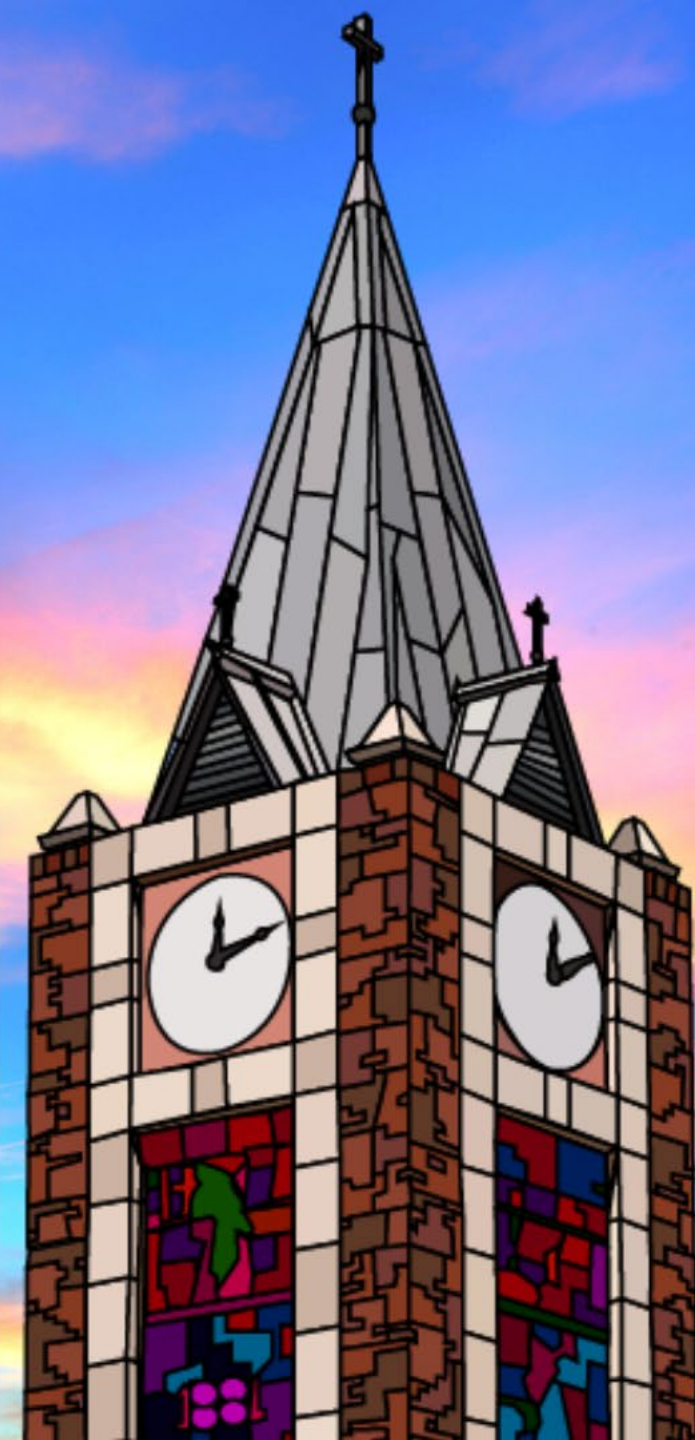


Resources for Small Offices

DR. TRINIDAD MACIAS

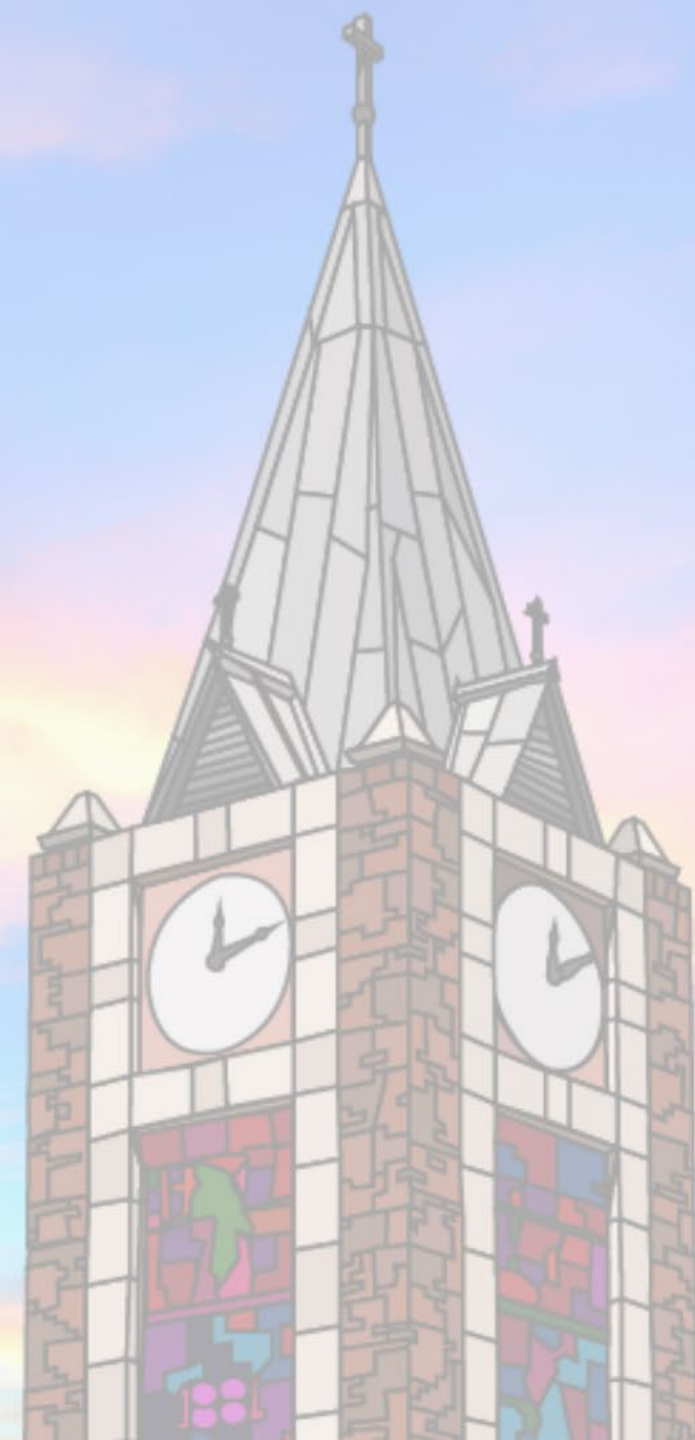
Director of Graduate Studies
University of the Incarnate Word
San Antonio, TX



Presentation Goals

Provide solutions/resources we have used to tackle reoccurring obstacles.

Provide a forum for discussion on best practices across various institutions.



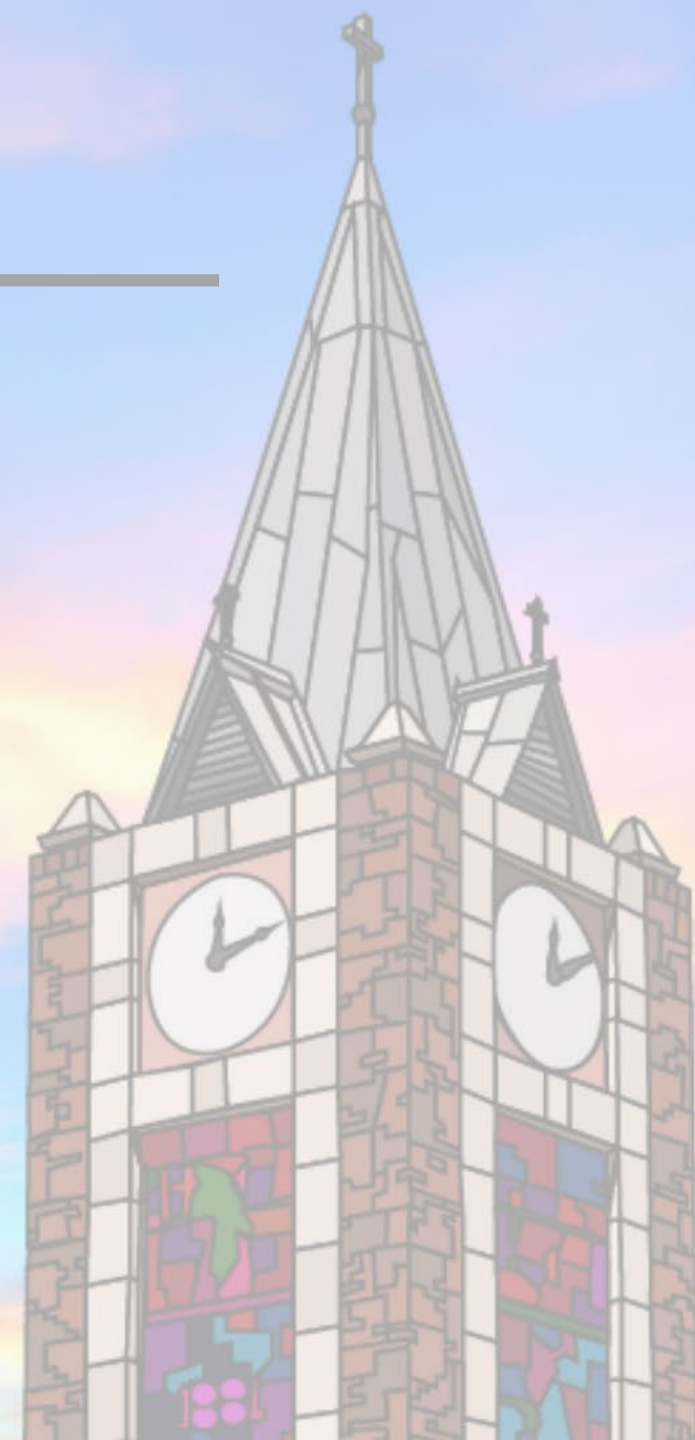
University of the Incarnate Word

Founded in 1881, the University of the Incarnate Word is inspired by Christian values "to educate men and women who will become concerned and enlightened citizens within the global community."

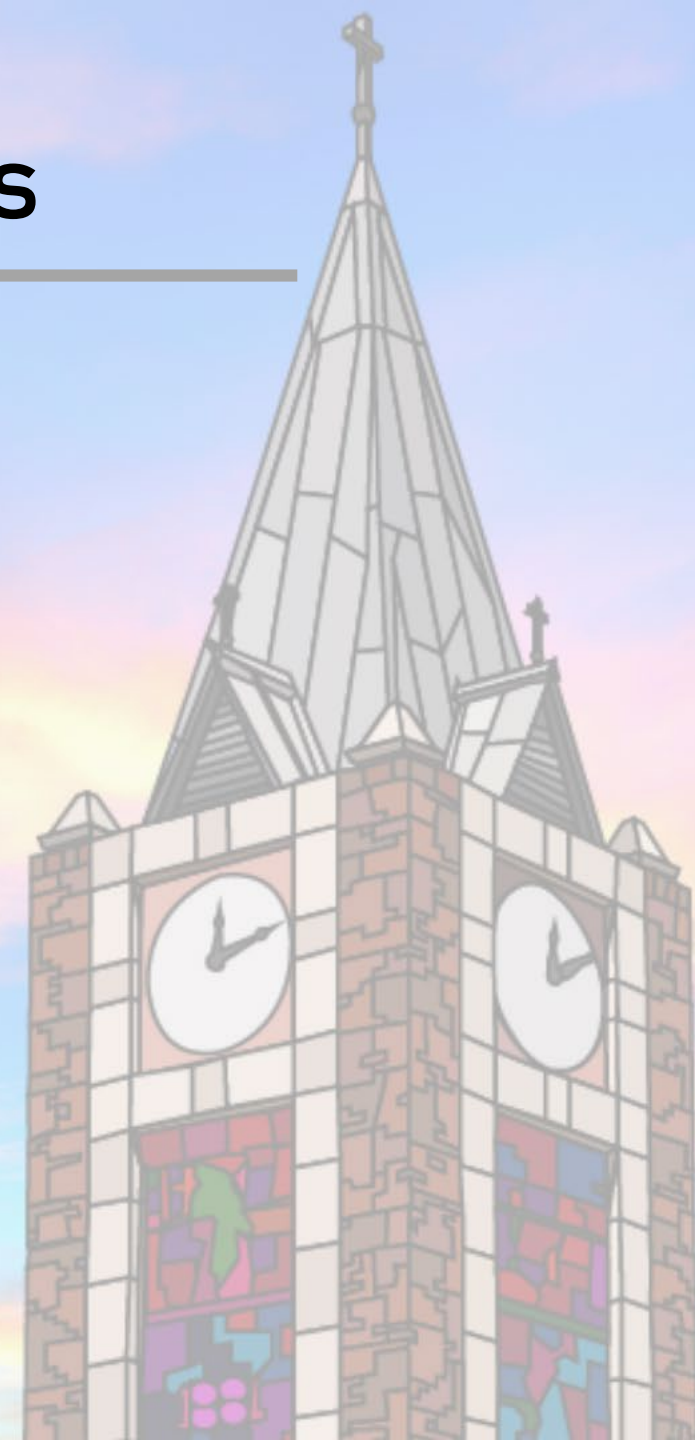
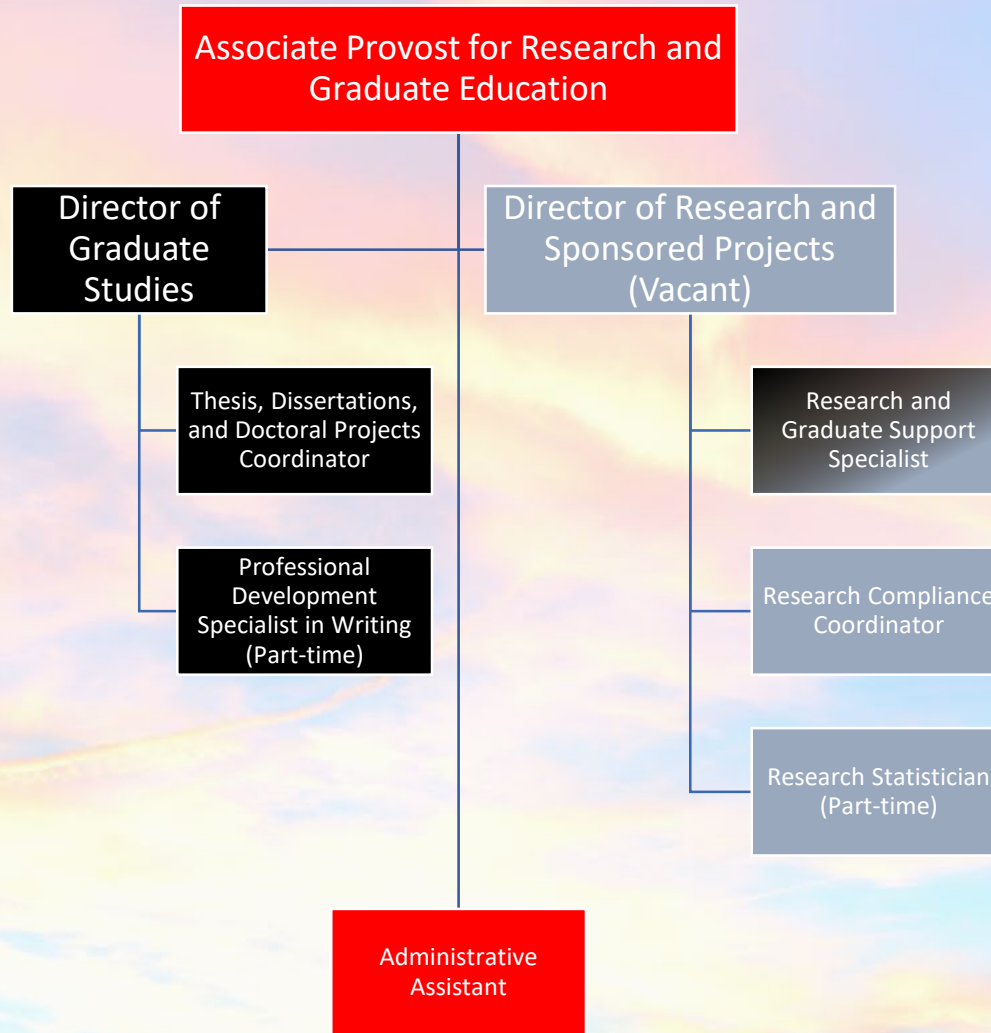
Largest Catholic university in Texas

Hispanic Serving Institution and Yellow Ribbon School

20 Master's Degrees; 3 Doctoral Degrees ; 5 Health Profession Doctorates



Office of Research and Graduate Studies



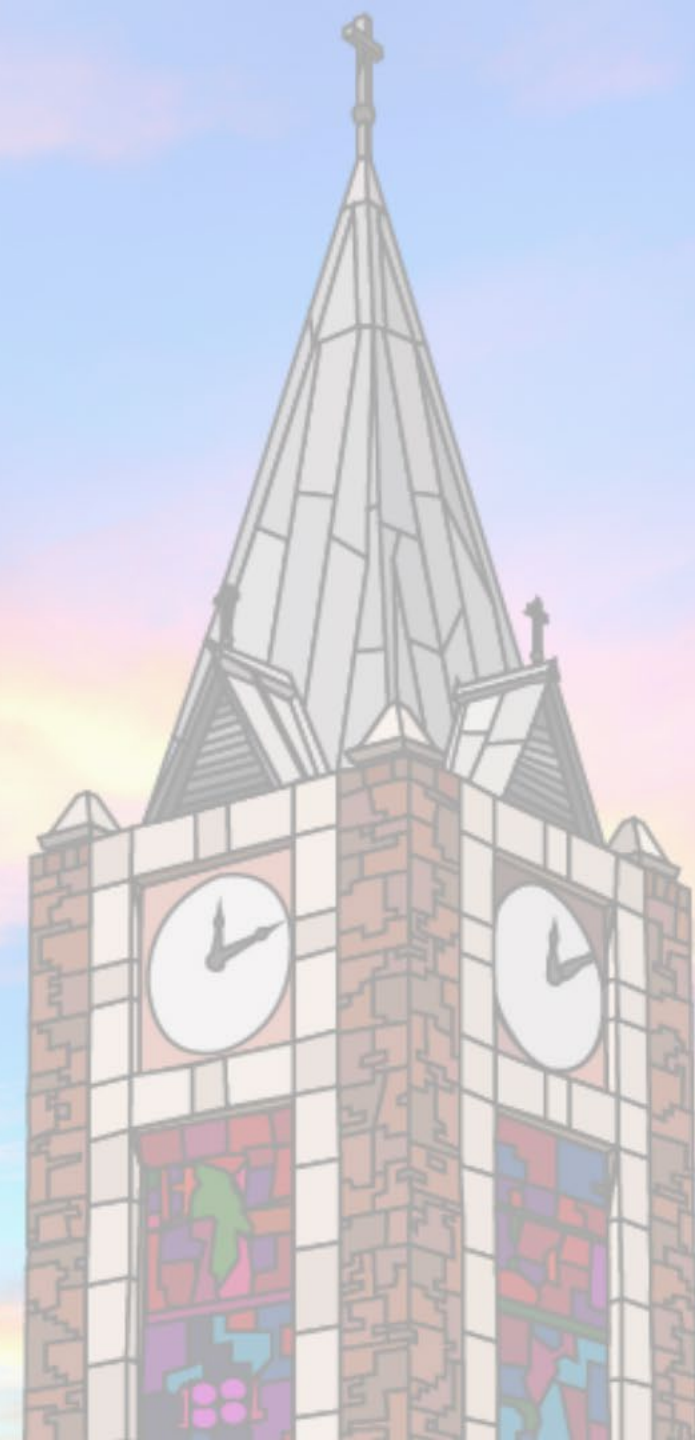
Approach

Biggest Resource:
Your Voice

TIME: Focus Friday-
Reserve an hour for
staff development

MONEY: Resources
used are either free,
low cost, or existing
university resources

PEOPLE:
Partnerships/Shared
Resources/Develop
ment



Daily Operations

Award Application Management

Challenge

- Paper applications/ then pdf via email to different reviewers.

Solution

- Subscribed to [Submittable](#) which creates a portal and has a backend review process.

Graduate Research Assistant Award Application

Ends on December 15, 2020

More ▾

Submit

Student Travel Award Application

More ▾

Submit

Undergraduate Research Award Application

More ▾

Submit

Graduate Research Award Application

More ▾

Submit

UIW Office of Research and Graduate Studies



Daily Operations

Forms

Challenge

- Paper forms

Solution

- Digitize forms with [JotForm](#) which allows us to have conditional logic and customizable auto responses.
- [Adobe Sign](#)



Leave of Absence Request

Please complete this form to apply for a leave of absence. The form will then be automatically routed for review.

Policy: The Graduate Leave of Absence Policy assists graduate students who must temporarily withdraw from their programs. Reasons for requiring a leave typically include bereavement, illness, care giving, maternity, paternity, and call to active military duty. Students who are granted a leave of absence are declared inactive but not dismissed from the university; however, being declared inactive may affect loans or financial aid, health insurance, and access to university resources including libraries, computers, the Wellness Center, advising, dissertation/thesis committees, and other resources.

Eligibility: A Leave of Absence is granted only to students who a) have completed at least one full semester at the University of the Incarnate Word and are in good academic standing, with a minimum GPA of 3.0 and b) are in good administrative standing, as defined by the criteria of continuous enrollment and the Master's or Doctoral program continuation criteria.

Types of Leave

- **Military Leave :** A student who must interrupt study temporarily to fulfill a compulsory military obligation for a specific length of time will be granted a military leave of absence to fulfill that obligation.
- **Maternity and Paternity Leave :** Students who must interrupt study temporarily because of birth of a child, adoption, foster care, or any related conditions may be granted a maternity and paternity leave of absence.
- **Medical and Compassionate Leave :** A student who must interrupt study temporarily because of physical or psychological illness or care for family member due to health or medical issues may be granted a medical and compassionate leave of absence.
- **Personal Leave :** Students who must interrupt study temporarily for reasons other than those described above may request a personal leave of absence. Reasons may include financial status or other critical matters in one's family, changes in one's outside employment, and other situations.

Full Name *

First Name

Middle Name

Last Name

Daily Operations

Graduate Bulletin

Challenge

- PDF and print Graduate Catalog

Solution

- Used Smart Catalog to digitize and implement a workflow for updates.
- Re-designed to be user friendly

2018-2019 Graduate Bulletin iii

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Accelerated Bachelor's to Master's Programs +

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Communication/Marketing Tools

Policies and Processes

Challenge

- Graduate students unaware of administrative policies and processes.

Solutions

- Utilize tools beyond email.
- Post Blackboard announcements
- Utilize social media: Twitter, Facebook, and Instagram



Fall Extended Term Registration and Financial Deadline

Item is not available.

Posted on: Monday, August 31, 2020 9:00:00 AM CDT



September 1, 2020: Registration and Financial Deadline for Fall extended term (16 week course)

- Last day to register, add, or change schedule
 - [Withdraw or Drop all Courses](#)
 - [Registration Add/Drop Form](#)
- Last day to register for independent study
- Last day to change from graded to pass/fail
- Last day to change from pass/fail to graded
- Last day to change from graded to audit
- Last day to change from audit to graded
- Last day to make payment arrangements
- Last day for 100% refund
 - [Withdraw or Drop all Courses](#)
- Last day to submit information for tuition discounts
 - [Tuition Discounts and Third Party Billing](#)

Related Forms and Links

[Withdraw or Drop all Courses](#)

[Registration Add/Drop Form](#)

[Tuition Discounts and Third Party Billing](#)

[Academic Calendar](#)

Example of Blackboard post on academic deadline.

Collaborative Tools

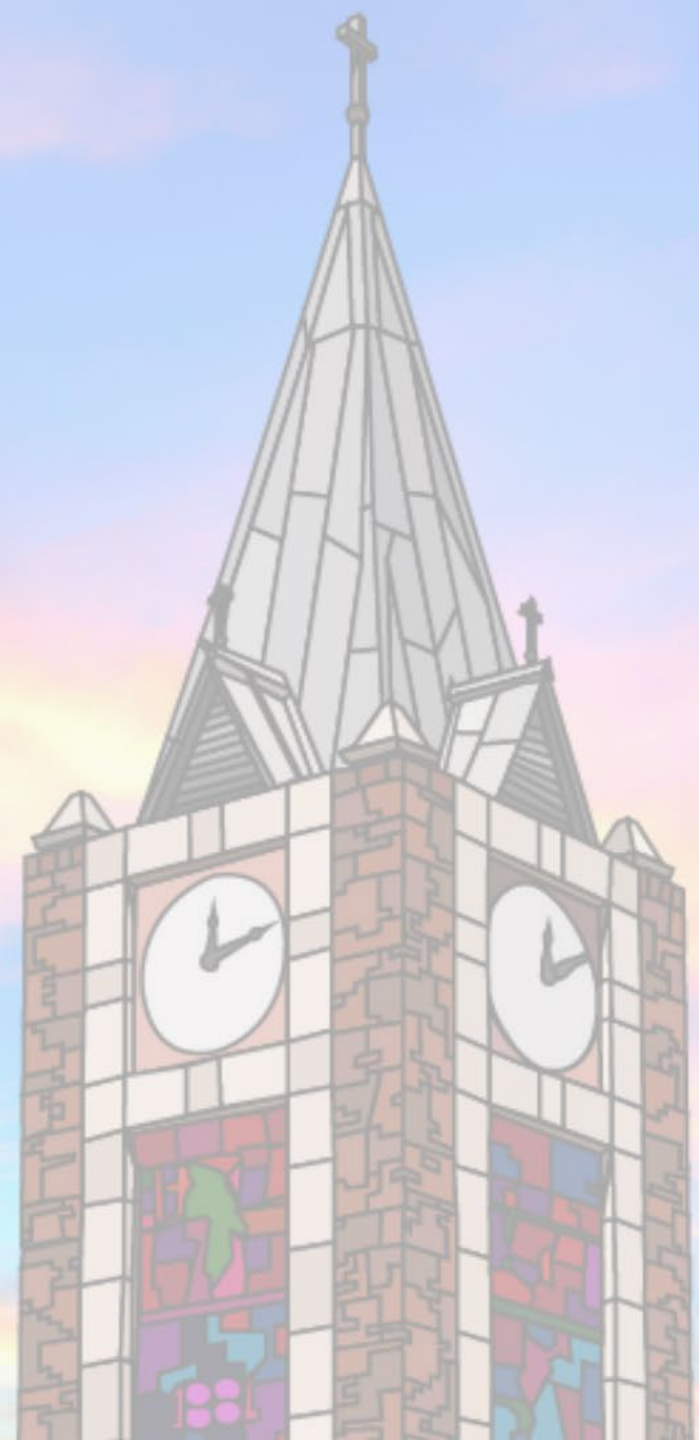
Team Building

Challenge

- Physical location
- Hesitation to do virtual collaborations (Pre-COVID)

Solution

- Utilize existing university resources
 - Teams
 - One Drive
 - Share Point
 - Zoom



Partnerships

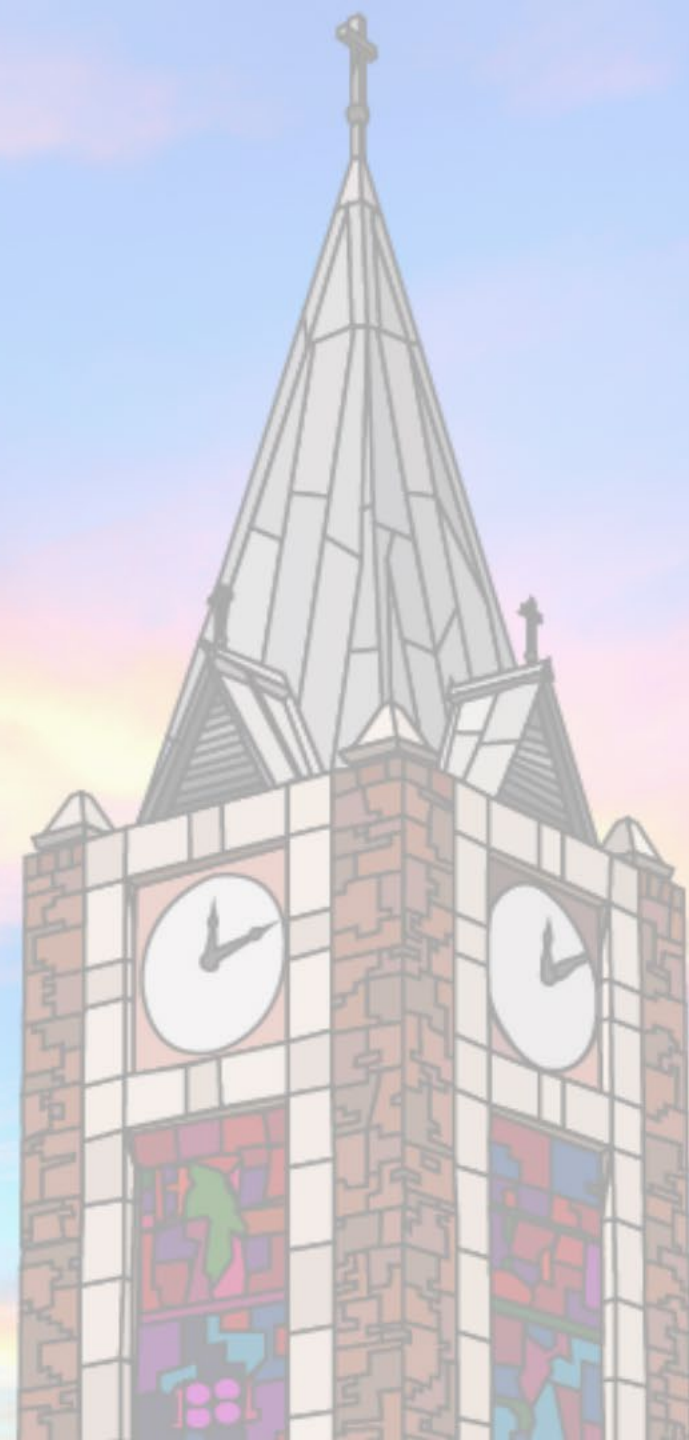
Expanding your Network & Shared Resources

Challenge

- Limited resources with a graduate focus

Solution

- Build partnerships with other departments and external community members
 - Counseling Services
 - Development Office
 - Peer institutions



Open Discussion

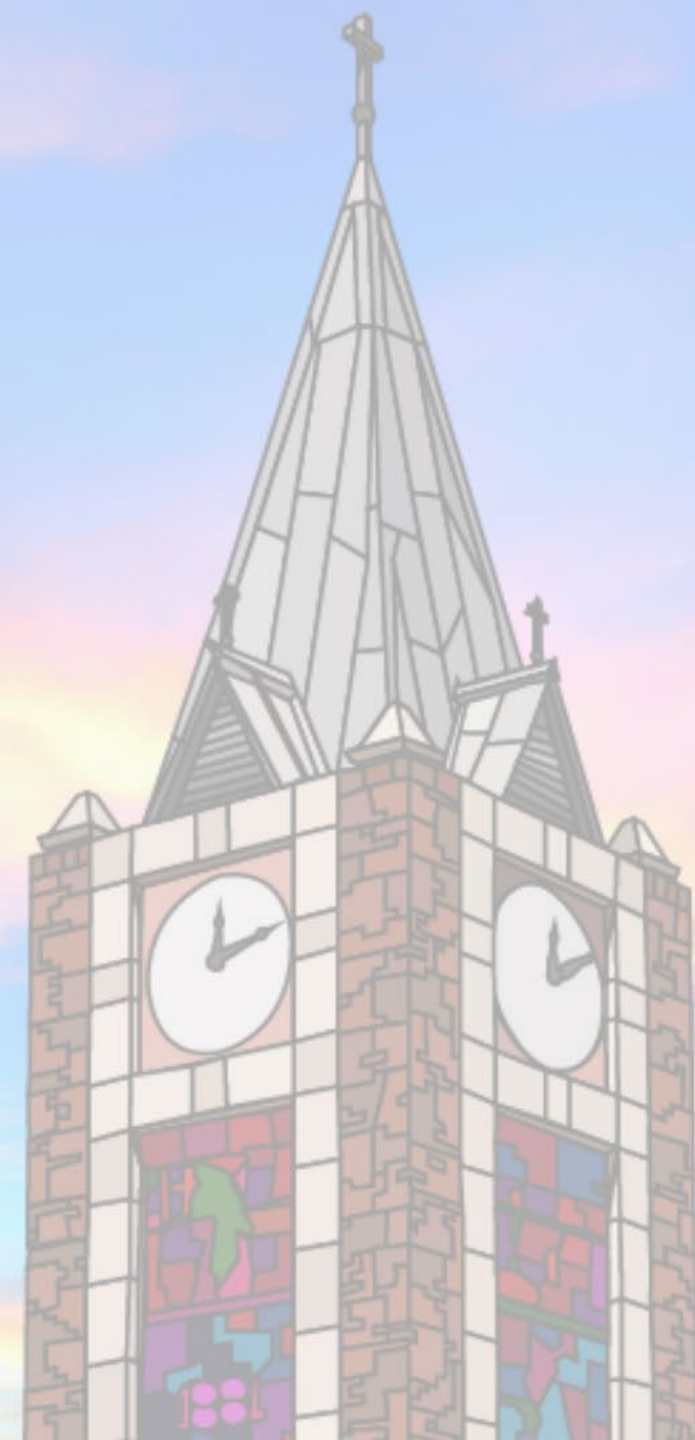
When participating, please introduce yourself: name and institution.

What does your office do well?

How can you do more of it?

Recommendations from participants to assist colleagues with doing more of the office does well.

How can we as a collective continue to grow our shared resources?



Resource List

Administrative- Daily Operations

Tool	Description	Link	Tutorials
Jotform	"Easy-to-use online form builder for every business. Create online forms and publish them. Get an email for each response. Collect data."	https://www.jotform.com	https://www.jotform.com/help/
Adobe Sign	E-signature tool	https://acrobat.adobe.com/us/en/sign.html	https://helpx.adobe.com/support/sign.html?promoid=KLZPVCH8&mv=other
DocuSign	E-signature tool	https://www.docusign.com	https://support.docusign.com/?_ga=2.204549456.1501450744.1601610700-1467733527.1601610700
Submittable	Submittable offers one intuitive place for your entire organization to manage applications or submissions, organize team review, and report on what you've accomplished.	https://www.submittable.com	https://www.submittable.com/lessons/
Microsoft Flow (Now Power Automate)	Easily create automated workflows with Microsoft Power Automate, previously Microsoft Flow, to improve productivity with business process automation.	https://flow.microsoft.com/en-us/	https://docs.microsoft.com/en-us/learn/browse/?products=power-automate&WT.mc_id=webupdates_GEP_PowerAutomate-web-wwl
Blackboard	Learning Management System		
Canvas	Learning Management System		
Microsoft Bookings	Scheduling app	https://www.microsoft.com/en-us/microsoft-365/business/scheduling-and-booking-app	
Calendly	Scheduling app	https://calendly.com	



Resource List

Communications & Marketing

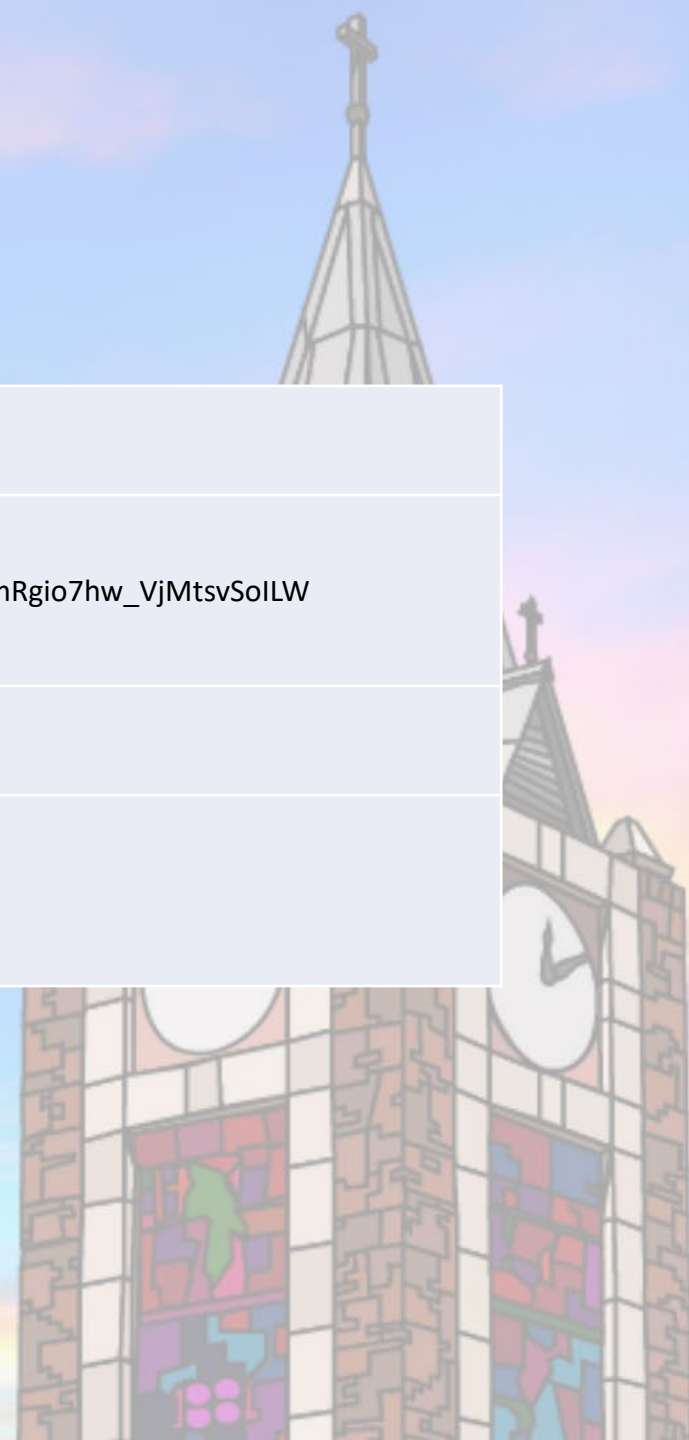
Tool	Description	Link	Tutorials
Canva	Canva is a creative tool to create designs for a variety of occasions.	www.canva.com	https://designschool.canva.com
Microsoft Sway	Create newsletters and presentations with a webpage look.		https://support.microsoft.com/en-us/office/create-in-sway-d30c63b-6548-456d-b0e2-9fcd68bfa7a0?ui=en-us&rs=en-us&ad=us
Mongoose Cadence (testing soon)	Allows for two-way texting options	https://www.mongooseresearch.com/cadence	
Buffer	Pre-scheduling social media posts. It also has other paid options such as analytics	https://buffer.com	Resources
Sprout Social	Mainly review the blog for relevant articles on using social media	https://sproutsocial.com/insights/	
Ring Central	Get more done with integrated messaging, video meetings, and phone calls—on any device.	https://www.ringcentral.com	https://www.youtube.com/user/ringcentral



Resource List

Collaborative

Tool	Video Tutorials
Microsoft Teams	https://www.youtube.com/playlist?list=PLFPUGjQjckXGxmRgio7hw_VjMtsvSoILW
Microsoft 365	https://www.youtube.com/user/officevideos
Zoom	https://www.youtube.com/user/ZoomMeetings/featured



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