



## Student Fee Review Board Funding Application for Fiscal Year 2015-2016

GRADUATE RESOURCE CENTER  
Name of Unit

LAWRENCE A ROYBAL      Executive Director  
Dean/Director      Title

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\$ 142,125  
Total Amount Requested

### CERTIFICATION

I certify that the statements herein are true and complete to the best of my knowledge and accept the obligation to comply with the terms and conditions of the Student Fee Review Board. I understand that the SFRB is a **recommendation** body and that its funding allocations are subject to revision by the Budget Leadership Team before final approval.

Talal Saint-Lôt  
Submitted By (Print Name)

 Lawrence Roybal      09/05/2014  
Department Head Signature      Date

Please submit an electronic version of this application via email to [SFRB@unm.edu](mailto:SFRB@unm.edu) and a 15 hard copies of this application plus to the ASUNM Office, Student Union Building suite 1016.

**DEADLINE September 5, 2014, 5:00 PM.**

**\*Late applications will not be accepted**

## *Executive Summary*

As a first-time SFRB applicant, the Graduate Resource Center (GRC) hopes to secure \$142,125 which comprises about one third of its \$455,700 projected annual budget for the academic fiscal year 2015-2016. As former UNM students themselves, staff members at the GRC understand that an increase in student fees will add to the large financial burden students already bear as they struggle to graduate. However, by funding the GRC, students will be expressing their willingness to invest in themselves by ensuring that there will always be a place at UNM where students who aspire toward advanced degrees can find the academic support and motivating environment they need to succeed. We are hoping that the SFRB's commitment to supporting students will be complemented by institution and foundation funding sources in order to establish the GRC as a permanent student service center at UNM.

The overarching goal of the GRC is to support students in achieving their graduate and professional goals at the University of New Mexico. The GRC is administered by Graduate Studies and is staffed by a full-time director, program specialist, program coordinator, ten graduate student employees, two undergraduate student project assistants, and three retired volunteers.

The GRC's services are tailored for a wide audience of undergraduate students, graduate & professional students, and faculty. In addition, the staff collaborates with existing academic, peer, and social support initiatives to maximize the effectiveness of all services campus-wide for graduate students. Project assistants, who are advanced graduate students, provide guidance to undergraduate students with questions about graduate school. The graduate consultants, who are doctoral-level graduate students, help students clarify ideas, map out research plans, move writing and research projects to the next stage, and develop a better understanding of the expectations for a given genre of writing.

The GRC facilities include a commons area, conference room, graduate assistant area with seven workstations, staff office space, and a student computer lab with seven PC workstations. The center offers all students a welcoming environment for study and collaboration, including computer workstations, and free printing and meeting areas, which have helped make the GRC a second home to many of the students it serves.

1. Describe the history and mission of your unit, and how its services support the mission of the University. Please address each of the following bullet points in your answer.
  - a. What services does your unit specialize in that are not offered in a similar form elsewhere within the University?

The Graduate Resource Center was established at the University of New Mexico in October 2010 with a mission to encourage undergraduate students to consider post baccalaureate graduate and professional degree programs and to support doctoral and masters students toward graduation. Since its inception, the center has been entirely funded by a five-year grant which concludes on September 30, 2015.

### Guidance in Planning for Graduate School

Also, prior to the GRC, there was no UNM department devoted toward recruiting undergraduate students into graduate school and there was no place for students to seek guidance in planning for graduate school. Over the past three years, the GRC developed the following programs to meet the needs of UNM undergraduate students thinking about graduate school:

- One-on-One Planning for Grad School Consultations
- Graduate School 101 Workshops Series
- Annual Shared Knowledge Conference
- Class Presentations on Applying to Graduate School
- Planning for Graduate School Mixers & Tabling Events
- Lobo Talks on Graduate & Faculty Research Projects

### Graduate Academic Support

Before the GRC, the university did not have a central department devoted to providing academic support for doctoral and masters students. In many cases, these students are not receiving enough attention from their department or advisers and may not graduate unless they are able to find assistance elsewhere. The GRC helps meet the various needs of graduate and professional students by providing writing and research support to students through a series of workshops, seminars, and symposia to develop academic, research, and professional skills, as well as providing the avenues to make the connections that are essential to student success. Our graduate consultants also lead group sessions on key academic topics, such as study strategies and thesis/dissertation completion, and serve as informal peer advisers. GRC services for graduate students include:

- One-on-One Writing & Statistics Consultations
- Academic Skills Development Workshops Series
- Dissertation/Thesis Writing Camps
- Dissertation/Thesis Writing Support Groups
- Fellowship Programs
- Graduate Student Orientation

Fiscal Year Oct 1 – Sept 30	Students	Visits	Hrs
2010-2011	770	2696	4933.9
2011-2012	1318	5634	11661
2012-2013	1265	4615	9669.7
*2013-2014	958	3743	9216.1

**b. How does your unit serve the University's commitment to diversity?**

Increasing diversity in graduate and professional programs has always been one of the primary goals of the GRC since its inception. The University of New Mexico's U.S. Department of Education PPOHA Title V grant, which has funded the GRC for the past four years, focuses on three specific goals through the GRC:

1. Reduce Hispanic students' time to degree and increase completion rates for masters programs.
  2. Increase Hispanic students' retention and completion rates for doctoral programs.
  3. Increase the proportion of Hispanic students enrolled in graduate programs.
- The GRC has contributed to increasing the proportion of Hispanic students enrolled in graduate programs from 21.9% in 2010 to 23.5% in 2012 and increasing the percentage of Hispanic students graduating from masters programs from 21% in 2010 to 26% in 2012.
  - Through collaborative efforts with organizations such as the Project for New Mexico Graduates of Color (PNMGC), McNair/ROP, the Honors College, the El Centro de la Raza, El Puente Fellowship, and several others, the GRC is able to provide a variety of workshops covering topics that help prepare undergraduate students who are low-income, first-generation, or come from underrepresented backgrounds, to plan for and apply to graduate school.
  - The GRC's commitment to diversity does not simply help enrich the student body; it also enhances the educational experience for all students by promoting interdisciplinary research and mixing across cohorts and degree levels. The workshops, writing camps, writing groups, fellowship programs, and university-wide conferences that the GRC offers are all venues that provide environments where undergraduate, masters, and doctoral students from departments across the university will come together to learn and work toward graduation.

<b>Ethnicity</b>	<b>Students</b>	<b>Visits</b>	<b>Hours</b>
<b>African American-Black</b>	88	386	718.2
<b>American Indian</b>	147	700	1578.5
<b>Asian &amp; Asian-Pacific Islander</b>	159	1285	2515.5
<b>Hispanic</b>	737	4246	8924.8
<b>White</b>	869	4791	11600
<b>Unavailable</b>	1044	4545	8650
<b>Did not Specify</b>	125	732	1481.3

	<b>Students</b>	<b>%</b>	<b>Visits</b>	<b>Hrs</b>
<b>Female</b>	1940	66.5	11112	24241
<b>Male</b>	1228	33.5	5574	11240

2. Briefly describe each program/project in your unit that is funded specifically by student fees. What are the outcomes, so far, of each program/project?
  
3. Describe any increase in SFRB funding you are requesting, and provide justification detailing how raising student fees will improve your unit's impact on the student population.
  - a. Please complete Budget Form B for funding increases and one-time requests.

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4. Describe student participation in your unit, and any plans to improve it, addressing each of the following bullet points.
  - a. How are students involved in the governance/decision-making of your unit?
  - b. How many students do you employ (including graduate assistants, interns, etc.)?

Under supervision of center staff, student employees perform a large part of the GRC's work by directly serving their peers.

**The GRC currently houses a total of twelve (12) student employees:**

- **Two undergraduate student program assistants** provide administrative support by answering phones, making appointments, and checking students in and out of writing and statistics consultations. Undergraduate program assistants are also responsible for major components of GRC events such as registration during conferences and student orientations.
- **Two especially trained PhD students** provide consulting services on writing and one PhD student supports students requiring statistical data analysis through one-on-one appointments.
- **Two other PhD students** support students writing their dissertations or theses by providing long-distance coaching services through assisting students with setting and meeting timelines toward graduation and reviewing drafts of their writing project.
- **One PhD student** provides one-on-one support to students seeking assistance with quantitative data analysis using statistical computer software
- **One master's degree student** serves as special project assistant focused on undergraduate recruitment initiatives and marketing/communication of our annual student conference.
- **Three Winrock fellows**, who are also PhD students, provide support to all GRC projects, conduct GRC workshops, and help organize the annual Shared Knowledge conference.
- **One graduate school adviser** is available two days a week through a partnership with TRIO Student Support Services to assist students who are planning for graduate school.

Each of these student employees play an integral role in the daily operations of the GRC and serve as representatives of the center while conducting class presentations, facilitating outreach at tabling events, and performing other activities that contribute to professional and academic development. Each Monday morning, our entire team discusses the activities for the week, decides work assignments, and sets the weekly schedule.

**5. Describe specific improvements your unit has made in the last fiscal year to the visibility/accessibility of its services, and any plans to further improve visibility/accessibility.**

The Graduate Resource Center has made several adjustments to its marketing/communications strategy during the last fiscal year to increase the accessibility of its services, including modifications to its website, social media strategy, and email listservs.

**GRC Website**

The number of users visiting the GRC website has more than tripled from about 500 users in August 2013 to over 1,500 in August 2014. Today, the GRC website averages about 100 visits per day, primarily due to an effort to increase user interactivity, improve ease of navigation, and the ability to accommodate mobile phone and tablet users.

Our website is [UNMGRC.UNM.EDU](http://UNMGRC.UNM.EDU)

**Social Media**

Since augmenting the GRC's presence on Facebook and Twitter, the GRC has noticed a significant increase in attendance to workshops and the use of its services. Currently, the GRC's social media presence has grown to over 250 Facebook friends and over 225 Twitter followers.

**Email Listserv**

In an effort to streamline communications and marketing announcements, the GRC successfully established its own listserv through a graduate student list provided by Graduate Studies in order to ensure that every single graduate & professional student receives weekly email updates about GRC services and events.

**PAW.UNM.EDU**

More recently, the GRC has led a campus-wide effort to consolidate all of the professional and academic workshops being offered by various departments into a united, easily accessible online schedule. Due to this initiative, students can now access 'PAW.UNM.EDU' to view all of the workshops that are being offered during the semester at UNM.

## 6. How does your unit collaborate with other campus units and/or off-campus entities?

Forming collaborations with other departments and students organizations when planning and coordinating events is a strategy the GRC employs in all of its projects, not only to ensure their success but also to leverage available resources and to avoid duplicating efforts. The GRC maintains key collaborations with several organizations including:

- Graduate Studies
- Project for New Mexico Graduates of Color (PNMGC)
- Center for Academic Program Support (CAPS)
- Graduate and Professional Student Association (GPSA)
- Associated Students of the University of New Mexico (ASUNM)
- Office of the Vice President for Research (OVPR)
- Career Services
- ENgaging LAtino Communities for Education (ENLACE)
- Division for Equity and Inclusion
- Division of Student Affairs
- Division of Enrollment Management
- The Robert Wood Johnson Foundation (RWJF) Center for Health Policy
- The Andrew W. Mellon Foundation
- The Bilinski Foundation
- Women's Resource Center (WRC)
- LGBTQ Resource Center
- Dean of Students
- Mentoring Institute

With these and many other partners, the GRC offers an array of services and events such as co-sponsored colloquia, graduate student orientations, consultations, writing support groups, workshops, classroom presentations, outreach activities, research symposia, a graduate student conference, and more. By sponsoring events organized by the Graduate and Professional Student Association, Raza Graduate Student Association, and the LGBTQ Resource Center, among several others, not only does the GRC gain further visibility in the UNM community, but it is also able to bring together partners and help further strengthen the community overall.

The GRC also works with pre-collegiate programs and undergraduate student organizations to provide information about graduate school and to encourage prospective students and current undergraduates to consider pursuing advanced degrees. This is accomplished through graduate school information panels, presentations, and program support for prospective graduate and professional students, including spring, summer, and fall graduate student Jump Start Orientations.

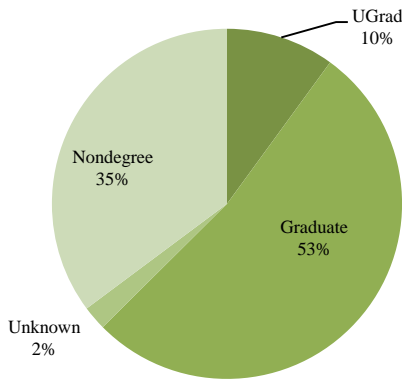


7. What methods have been used in evaluating your unit’s impact on the student population (e.g. surveys, focus groups, interviews), and how effective have those methods been?

**Program Evaluation**

Through a partnership with the Institute for Social Research at UNM, the GRC performs program evaluations for each of its services through individual student evaluations, which are collected after workshops or events. The Institute for Social Research collects and synthesizes the information on an annual basis to provide summary reports for each of the GRC’s services. In addition, the program evaluations also include overall statistics, which indicate the demographics of students receiving our services.

**Students Served by Degree Level**



Services	Students	Visits	Hours
Planning for Grad School	109	145	134
Stats	171	517	588
Writing	1002	2819	2702
Workshops	1869	5349	6686
Writing Camps/Groups	658	5182	15039
Orientations	740	818	3665
Fellowships	104	491	1592
Other	344	743	1335

**Annual Student Survey**

With the support of the Institute for Social Research at UNM, the GRC also performs an annual survey of students comparing the experiences and expectations of students that have used GRC services and students that have not used GRC services. Over a quarter of the students that, used GRC services in the past and over 16% of the students that had not used GRC services participated in the survey. On average, students who used GRC services were more confident that they would complete their degree programs; they also agreed that GRC services had been helpful and that GRC staff had been helpful.

8. What are your unit's current non-SFRB sources of funding (e.g. Instructional & General, state or federal grants, self-generated revenue), and if applicable, what additional funding sources are you seeking this fiscal year?
  - a. What increases or decreases from non-SFRB funding sources do you anticipate compared to your budget last year?
  - b. Please complete Budget Form C for non-SFRB income.

#### **U.S. Department of Education Title V Grant**

The Graduate Resource Center is currently entering its fifth and final year of a five-year grant through the US Department of Education Title V PPOHA program. During the federal fiscal year beginning on October 1, 2014 and ending on September 30, 2015 the GRC will be receiving a total of \$455,704 for operations and personnel.

#### **2015-2016 Academic Fiscal Year**

To date, the GRC has not secured any non-SFRB funds for the 2015-2016 academic fiscal year besides original federal grant funds which will help cover expenses during the months of July, August, and September.

9. What are your unit's current plans to address the recommendations of last year's SFRB? We understand that these plans are subject to change in response to any unexpected developments later in the fiscal year.

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