Vireo User Profile

The following profile can benefit institutions currently using Vireo or considering its use. This information can be used to identify institutions with similar characteristics, to identify best practices in Vireo use, and to raise awareness of potential challenges when considering new initiatives, so please provide as much information as possible. This profile will be kept on the Vireo Users Group site, and we encourage you to update it as often as necessary to maintain accuracy.

Institution

Name: Texas A&M University

Is this Part of a System: Yes ☒ No ☐ (if so, please note which system below)

Other: Texas A&M University System - system institutions are independent from Texas A&M University

Texas A&M University includes branch campuses:
- Texas A&M Galveston (ETDs processed at main campus)
- Texas A&M Qatar (not currently enrolling graduate students)

Web Sites

Main: http://www.tamu.edu/

Thesis Office: http://thesis.tamu.edu/

Institutional Repository: http://repository.tamu.edu/handle/1969.1/2

Contact or Representative Information

Name: Laura Hammons

Title: Director, Thesis Office

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Institution Statistics

- **Enrollment (from Fall 2009)**

Undergraduate:	38, 809
Masters:	5,919
PhD:	3,464
Professional:	510
Total:	**48,702**

- **Number of colleges and departments**

Colleges:	11
Departments:	63

- **Number of degree programs**

Undergraduate:	120
Masters:	
Doctoral:	240 (master's and doctoral)

- **Degrees granted per year**

Undergraduate:	7,000
Masters:	
Doctoral:	3,000 (master's and doctoral)

- **Thesis, dissertations and papers submitted per year**

Undergraduate:	100
Masters:	466
Doctoral:	597
Total:	**1163**

Campus Infrastructure

Institutional Repository:	DSpace
Student System:	Banner
Course Management:	BlackBoard
Library Automation:	Voyager
Search or Discovery:	None

Graduate/Thesis Office Information

Head of Office:	Laura Hammons, Director, Thesis Office
Reporting Structure:	The Director of the Thesis Office reports through the Assistant Vice President for Graduate Studies to the Associate Vice President for Graduate Studies.
Number of Employees:	5 budgeted employees (including director), 3 student employees, and approximately 9 part-time temporary reviewers
Operations:	The Thesis Office accepts manuscripts for each of the three graduation semesters (fall, spring and summer) and reviews each manuscript thoroughly for format and style. In 2008, the office assumed responsibility for the review of theses from the Office of Undergraduate Research. In 2009, this service was expanded to the Honors Programs Office. Manuscripts go through an average of 2.5 iterations before approval. The office accepts the Survey of Earned Doctorates and AAUDE Graduate Student Exit Survey in addition to thesis specific forms (such as the Signed Thesis/Dissertation Approval Form, Copyright and Availability Form and ProQuest Publication Agreement). Electronic submission has been mandatory since 2004, but was optional beginning in 2002. All doctoral dissertations are also submitted to ProQuest via CD with paper publication agreements being sent via postal mail.
IT Environment:	Library IT hosts and supports Vireo and works with the Thesis Office to remedy problems. The Graduate Office and Library collaborate on a regular basis to resolve issues with respect to technology, process, and policy.
Training:	Do you offer training to students: Yes ☒ No ☐
	If yes, please describe: The Thesis Office provides a variety of options for students to obtain guidance and assistance in the preparation of their ETD.

- Twice annual campus-wide Information Seminar and Walk-In Clinic

- Twice annual Workshop Series addressing formatting, Vireo submission, and template use
- On-demand presentations for student groups and departments
- In-person or Skype individual pre-submittal conferences
- Comprehensive *Thesis Manual,* Microsoft Word Template, and a variety of other instructional handouts made available via our website

Vireo Information

Version:	1.0; moving to 1.0.1 in June 2010
Hosted by:	TDL ☐ Local IT ☒
Number of ETDs in System:	7,665 (as of May 13, 2010)
# Embargoed:	944
Collection Information:	Office of Graduate Studies, Theses and Dissertations
	Office of Undergraduate Research, Research Scholars Theses
	University Honors Program, Research Fellows Theses
Stage of Implementation:	Vireo was piloted at Texas A&M from Spring 2008 through Fall 2008. It was fully deployed in Spring 2009. ETD records were moved from our legacy system to Vireo in late Spring 2009. Over 2,000 records have been harvested from Vireo into our institutional repository.

Interaction or Links to Other Campus Systems

Student System:	The Thesis Office maintains information in Vireo as well as Compass (our student information system). The Thesis Office processing fee is billed via entry into Compass. Submission, clearance, and thesis titles also must be entered into Compass to facilitate degree audit and commencement processes. Data are not exchanged between the two systems.
Library:	Cataloging historically has occurred prior to release into the repository; however, since implementation of Vireo, ETDs have been released simultaneously to the IR and for cataloging. In future, this workflow may change.
Operations:	The Thesis Office maintains an Access database and paper forms to manage student paperwork and clearance requirements. Information is hand entered into this database upon notice of a student's scheduling of the final exam. The office does not utilize the ProQuest Administrator tool or the Online Survey of Earned Doctorates.

Current Initiatives

- The Thesis Office is preparing to launch this summer a series of online training modules to provide guidance to students in the preparation of their thesis at any point in their academic career and from any location where students may be located.
- The Thesis Office began meeting regularly with constituents from the Library in 2009 to enhance services to students and better address/manage technology needs and challenges. This has resulted in the mass publication of over 2,000 ETDs into our repository in early 2010 and in a new campaign to educate students on their rights, responsibilities and choices with respect to copyright.

Current Challenges

- Our biggest challenges with Vireo arise because of the large number of records requiring management through Vireo
    - System performance is slow
    - We have difficulty managing certain aspects of our workflow because of lack of specificity between documents under review and revisions received
    - We have a need for more specialized reporting
    - We need functionality to perform bulk actions on a certain sub-set of records (to enable mass publication and mass emailing)
    - We need a greater level of specificity on administration of the system. With the incorporation of undergraduate theses into Vireo, from 2 separate departments, we have an added level of confusion and inefficiency with all records being managed in a single instance of Vireo