

Fall All DGS and Associate Deans' Meeting Minutes

Wednesday, October 27, 2021

Duncan Student Center – W210

12:00 – 1:30 p.m.

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**Admissions/Recruitment Next Steps**

**John Lowery – Recruitment Program Director, Graduate School**

(Powerpoint presentation attached)

- 3,448 applications currently started, an increase of 18% from last year at this time
- Include all terms when querying to build emails to prospects in Slate (spring 2022, summer 2022, fall 2022)
- 25% of applicants learn about ND from alumni, both undergrad and graduate
- 21% learn about ND from current or previous faculty
- Promote your graduate program to Notre Dame undergrads
- February 25, 2022 select fellowship nominations are due
- Add a “Request Information” button to your program’s website
- 25% of prospects who submit an inquiry form complete an application
- Catherine Bolton stated that they saw a significant increase in requests for zoom meetings after adding the button as well as an increase in applications which required the need for an improved human infrastructure to process the additional applications.
- Graduate Recruitment can help create a unique email for your program.
- Expanded eligibility for application fee waivers and a revised process for handling the requests.
- Graduate Recruitment will be hosting two virtual open houses with follow-up workshops with Grants and Fellowships and the Career Center
- Graduate School efforts to recruit minority candidates:
  - Summer Research Opportunities Program expected to increase participants from 10-20 students in summer 2022
  - Minority applicants receive a personalized email from Nyree MacDonald w/app fee waiver and invitation to connect with current student volunteers
  - Offers to connect applicants to campus affinity groups
  - Automatic fee waiver
  - More than 50% of recruitment events geared to URM
  - Toolkit for inclusive recruiting coming soon

Recruitment and Admissions continues to supplement prospect names to make up for any decreases directly related to the change in testing requirements.

## **Student Affairs Update**

### **Fr. Gerry Olinger-Vice President, Office of Vice President Student Affairs**

Fr. Gerry is concentrating on three contexts:

1. Pandemic - students are feeling a loss of connection and the sense of belonging, took an emotional toll and made difficulties more pronounced. In the National College Health Assessment survey in the Spring of 2021, 40% of graduate students reported an increase in stress level while 50% reported moderate to serious levels of distress in general (an increase from 36% in the Fall of 2019).
2. Racial Injustice – how we can best serve and support diverse students. A task force was set up to create a framework to study all diverse communities with a central collection/reporting point for all campus-wide initiatives. The Board of Trustees has made diversifying the graduate student population a priority.
3. Religious Disaffiliation – how to develop a holistic educational environment and build community among graduate students.

## **Helping You Help Your Students**

### **John Lubker – Professor of the Practice, Graduate School**

(Powerpoint presentation attached)

In addition to John's presentation (attached) the issue of food insecurity among the graduate student population was discussed. Efforts to provide needy students with dining hall cards has been initiated with long term solutions under discussion. Programs should reach out to the Graduate School if notified of students who are food insecure.

The Graduate School does have an emergency fund available for graduate students facing unexpected urgent financial need. Further information can be found at the following link:

<https://graduateschool.nd.edu/news/emergency-support/>

Current fundraising efforts are underway for new fellowships with the acknowledgement that current stipend levels are only enough to provide a living wage. Graduate student housing, childcare needs have been identified as top priorities with spousal and family health insurance also a need.

Reminder of TimelyCares; Calm app; as resources

We will be sending Red Folders to all DGS and Admin Assistants at the beginning of November – conversation guides and resources and signs to look for students in distress.

Save the date for a training session Mental Health First Aid – we have reserved sessions on Thursday, February 24 and Friday, March 18, 2022 for DGS's and Admin Assistants. Contact Rachel Otwinowski at [rotwinow@nd.edu](mailto:rotwinow@nd.edu) to reserve a seat. See attached flyer for more information.

## **A Catholic Framework to Inform Research and Graduate and Professional Education**

**Laura Carlson – Dean, Graduate School**

After an overview of the Board of Trustees Faculty Affairs, Research and Scholarship initiative related to defining a catholic framework for graduate and professional education and research, the group was asked for feedback on the draft graphic, in response to this prompt: “What reactions do you have to the mission-supporting actions outlined for graduate and professional education? What additional mission-supporting actions should be considered.” The following are some of the comments, questions and suggestions:

- Goal is to strengthen graduate programs
- Find ways to emphasize the holistic side of a graduate education at Notre Dame
- Encourage interdisciplinary efforts i.e., graduate minors, ethics training
- Create space, accommodations and encouragement to pursue these efforts
- Provide opportunity vs. require
- Excellence needs to be cultivated and sustained
- Bold, ethical statements, ex., raise student stipends, provide spouse/family health insurance
- Graduate student TAs are not being rewarded for the important work of teaching undergrads; they are not funded appropriately
- Align an award system that allows students to pursue interests outside their program; extend time to degree, encourage exploration
- Internationalization/global citizenship

Dean Carlson ended the meeting with a short summary on efforts currently offered or being considered/discussed to make Bond Hall an open and welcoming environment for graduate students. Those initiatives include the following:

- In place now:
  - Grad Defense Room <https://graduateschool.nd.edu/policies-forms/doctoral-dissertations-masters-theses/grad-defense-room/>
- Ideas being discussed:
  - Placemaking ideas for graduate students:
  - Conversion of 106 Bond Hall to a graduate student lounge
  - Graduate student lockers
  - Grad Grounds –lawn in front of Bond Hall –modeled after Library Lawn with outdoor furniture, food trucks and special events.
  - Beer Garden behind Bond Hall

*Announcing the New...*

# *Be Well Fund*

The Graduate School's Be Well Fund provides funding to Notre Dame graduate students and postdocs to participate in a wide variety of enriching and entertaining experiences that focus on your wellness. From taking a yoga class to paying for a personal trainer, the Be Well Fund can make it more affordable to focus on your mental, emotional, and physical wellness, allowing you to *Be Well*.



## **The Be Well Fund Criteria:**

- Graduate students and postdocs can apply for reimbursement within the same academic year of purchase date
- \$40 per person can be reimbursed for the following:
  - Paid group exercise class
  - Paid gym membership
  - Purchased at-home fitness equipment
  - Paid meditation phone app
  - Paid hobby supplies
  - Other items where personal wellness justification can be made on the application
- Receipts must be submitted with application
- Apply online at [gradconnect.nd.edu/register/bewellfund](https://gradconnect.nd.edu/register/bewellfund)

For more information, go to [the website](#) or email [gprofdev@nd.edu](mailto:gprofdev@nd.edu).



UNIVERSITY OF NOTRE DAME | THE GRADUATE SCHOOL

# YOUR RESEARCH MATTERS<sup>SM</sup>

Our conference and anteroom in 117 Bond Hall help us to celebrate and showcase the rich tradition of exceptional research, conducted, both past and present, by graduate students at Notre Dame.

Join us in utilizing, promoting and sharing these two spaces:

## *The Grad Defense Room: Defend your dissertation or thesis in Bond Hall*

Located in the magnificent space that formerly served as the Library's Rare Book Room, the Grad Defense Room holds a conference table surrounded by 16 chairs, and is equipped with state of the art video-conferencing and projection technology. Light streams in from two large windows with extraordinary views of the Log Chapel and Saint Mary's Lake. Coffee and water are available, and food may be catered in. Upon your successful defense, the Graduate School will recognize your achievement with an engraved commemorative pen that your committee can use to sign your reporting form and which you may have as a keepsake.



Contact your departmental admin to reserve the Grad Defense Room.

## *The Grad Research Room: Display an artifact of your dissertation or thesis*

We have designated the anteroom to 117 Bond Hall as the Grad Research Room. These wall-to-wall bookshelves will display artifacts of dissertations and theses completed at Notre Dame. We invite you to deposit an item or object between 6 and 18 inches square that represents your research - examples include a piece of equipment, a photo of a specimen, a work of art, poetry, or a figure. As long as it is non-toxic, inanimate, and able to be displayed in a public setting, the only limit is your imagination.

Each artifact will be displayed with a card that identifies you, the title of your dissertation or thesis (for masters-terminal programs), and a brief description of how the artifact relates to the central question of your research. You will also be asked to indicate whether you would like your artifact to be returned to you at the end of its public display. Visit [graduateschool.nd.edu/grad-research-room](http://graduateschool.nd.edu/grad-research-room) to generate your display card and then bring your item to 117 Bond Hall. We will print out your card and set up your artifact. The artifact will be displayed for approximately 1 year.



### WRITING EFFECTIVE LETTERS OF RECOMMENDATION

**Presenter:** *Dominique Vargas, Postdoctoral Associate, ND Learning | Kaneb Center for Teaching Excellence*

*Monday, October 4 from 3:00 - 4:15 p.m. via Zoom*

This panel discussion will reflect on best practices for writing effective letters of recommendation. Learning this professional skill is important for future academic and alt-ac careers, and may help now as graduate instructors and teaching assistants often receive requests for letters of support from undergraduate students who are applying to study abroad programs, internships, and student jobs. This session will feature Notre Dame instructors from across disciplines who will share experiences, offer practical advice, and answer questions for graduate students learning to write letters of recommendation.

### WHAT TO DO WITH MY PH.D.? COMMUNITY ENGAGEMENT CAREER PATHS

**Presenter:** *Jake Dillabaugh, Graduate Fellow, Center for Social Concerns*

*Tuesday, October 5 from 3:30 - 5:00 p.m. in Geddes Hall, Coffee House*

This session is for graduate students interested in pursuing/incorporating community engagement in their careers beyond Notre Dame. This workshop will explore potential means for adding a community engagement focus to both traditional academic faculty positions as well as other career paths both within and outside of higher education. The session also aims to offer an informal space for graduate students from different disciplines to share advice and suggestions for incorporating engagement interests in their disciplines.

### ADDRESSING DIVERSITY STATEMENTS FOR GRANT FOUNDATIONS AND REVIEWERS

**Presenter:** *Samantha Lee, Program Director, Office of Grants and Fellowships*

*Thursday, October 7 from 4:00 - 5:00 p.m. via Zoom*

This interactive virtual workshop will equip participants to address issues of diversity, equity, and inclusion (DEI) in their fellowship applications. You will build skills to effectively discuss your background, experiences, and commitment to DEI work via common fellowship components: diversity statements, personal statements, and short essays. Whether you are applying to a diversity-focused fellowship (ex. Ford, AAUW) or simply want to better understand how to put your commitment to these values into words, this workshop is for you.

### BUILDING YOUR SCHOLARLY WEB PRESENCE

**Presenter:** *Dr. Randal Harrison, Emerging Technologies Librarian, Hesburgh Library*

*Monday, October 11 from 12:00 - 1:00 p.m. in 264 Hesburgh Library*

For contemporary professionals, having some form of online presence is becoming the norm. A well-designed website enhances one's professional ethos offering a collective, public, discoverable space to share thoughts (blog) or publications, as well as other information—such as where, when and how to contact you. In this workshop, we will learn how to develop a clear structure (information architecture) for the many components of your web presence, including information on departmental and professional organization, the content on your personal website, and information shared on social media. No coding experience is required. Please bring a copy of your vitae or resume, as you'll reference that content in the workshop exercises.

### GREENDOT MENTAL HEALTH MODULE

**Presenters:** *Mara Trionferoo Lucas, Assistant Director for Assessment and Education, Rev. James E. McDonald, C.S.C. Center for Student Well-Being and Mandy Miller, Program Director of Professional Development, The Graduate School*

*Monday, October 25 from 12:00 - 1:30 p.m. in 210 Duncan Student Center*

Join us for this overview training utilizing the Green Dot model to learn how to be a better bystander with issues of mental health. Not already green dot certified? No worries! We'll cover all you need to know to be prepared when encountering others who may be struggling with their mental health, as well as how to build a stronger Notre Dame community of care and concern.

### CRUCIAL CONVERSATIONS: TOOLS FOR SELF-ADVOCACY

**Presenter:** *John Lubker, Ed.D., Associate Dean for Academic Affairs, The Graduate School*

*Thursday, October 28 from 12:00 - 1:00 p.m. in 246 Duncan Student Center*

The advisor/advisee relationship is one of the key determinants of grad student success and overall happiness, and yet it can also be one of the most difficult relationships to navigate. Conversations about research interests, timelines, boundaries, revisions, etc. are crucial to self-advocating and making good progress on your work. This interactive discussion will provide insights on how grad students can navigate these crucial conversations and feel empowered to work with their advisors towards professional and personal goals.

Register at [gradconnect.nd.edu/portal/prof-dev-events](https://gradconnect.nd.edu/portal/prof-dev-events)

Brown bag lunch welcomed at 12 p.m. workshops

### EMOTIONAL INTELLIGENCE FOR PROFESSIONAL SUCCESS

**Presenter:** John Lubker, Ed.D., Associate Dean for Academic Affairs, The Graduate School

*Wednesday, November 3 from 12:00 - 1:00 p.m. in 210 Duncan Student Center*

Emotional intelligence (EQ) has a significant impact on your professional success. It's a powerful way to focus your emotions and manage relationships with exceptional results. Research has found that EQ is the strongest predictor of performance, explaining a full 58% of success in all types of jobs. Your EQ is the foundation for a host of critical skills—it impacts most everything you say and do each day. This workshop will focus on why EQ matters, assessing your EQ, and then how to develop your EQ to be more effective.

### MOTIVATION & LEARNING

**Presenters:** Haley Dutmer and Kathryn Trentadue, Graduate Associates, ND Learning | Kaneb Center for Teaching Excellence

*Tuesday, November 9 from 10:30 - 11:45 a.m. in Notre Dame Room LaFortune Student Center*

In this interactive workshop, we will share resilience-based strategies and skills to call on during times of challenge and personal growth. In this workshop, participants will reflect on how they can foster student motivation and encourage students to cultivate balance and reduce stress in their academic lives.

### INDIVIDUAL DEVELOPMENT PLAN (IDP) WORKSHOP

**Presenter:** Liz Agadi, Graduate Career Consultant, Graduate Career Services

*Tuesday, November 9 from 3:30 - 4:30 p.m. in 512 Duncan Student Center*

This session will focus on creating an Individual Development Plan (IDP), which includes reflection, exploration, and incorporating goal setting into your professional and career development. There will be an opportunity to reflect on your strengths & development areas, and to generate SMART goals.

Register at [gradconnect.nd.edu/portal/prof-dev-events](https://gradconnect.nd.edu/portal/prof-dev-events)

Brown bag lunch welcomed at 12 p.m. workshops



THURSDAY, FEB 24, 2022 - 9am-3:30pm  
FRIDAY, MARCH 18, 2022 - 9am-3:30pm

## SIGN UP FOR A MENTAL HEALTH FIRST AID CLASS

Learn how to assist someone experiencing a mental health or substance abuse related crisis

This class will help you identify the risk factors and warning signs for mental health and addiction concerns, strategies for how to help someone in both crisis and non-crisis situations, and where to turn for help

Join the ranks of colleagues who have taken this course (some of who are below)!

Sign up today by visiting [hr.nd.edu/professional-development/learning](https://hr.nd.edu/professional-development/learning) and searching for "Mental Health First Aid"



Bring out *your* champion



UNIVERSITY OF  
NOTRE DAME

HUMAN RESOURCES



## A FEW REASONS TO TAKE A MENTAL HEALTH FIRST AID CLASS

*"The mental health first aid class was an excellent opportunity to learn how to recognize when someone I know may be struggling with mental illness. With the prevalence of mental health challenges in our world, this class provides basic first aid skills that are as important for a manager to have in his leadership toolkit as any other safety training."*

Sign up today by visiting  
[hr.nd.edu/professional-development/learning](http://hr.nd.edu/professional-development/learning)  
and search for "Mental Health First Aid"



**Chris Hatfield**

Sr. Director for  
Building Services

Bring out *your* champion



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HUMAN RESOURCES

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# PREPARING FOR THE CLASS OF 2022

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GRADUATE ENROLLMENT MANAGEMENT

OCT 27, 2021

# PROSPECTIVE POOL – SUMMER , FALL 2022

- 71,895 Prospects w/2022 start term
  - 3,448 Applications Started
  - 507 Applications Submitted (Fall/Summer)
    - Up about 18% from 2020 as of 10/26/21
- Current Sources: GEM Fellowship, National Name Exchange (~8,700), ETS Search Service (~61,000), McNair Scholars, inquiry forms, names from events
- Imports to come: GEM Fellowship, Graduate Fellowship STEM Diversity, ETS/TOEFL round 3

The screenshot shows the 'slate' database interface. At the top, there's a navigation bar with the 'slate' logo, a search bar, and a user profile for 'John Lowery'. Below the navigation bar, the current query is identified as 'All Queries > # of prospects'. The 'Edit Query' section shows the following details:

Folder	R&A Recruitment
User	<a href="#">John Lowery</a>
Base	Prospects
Execution Mode	Retrieve all records each time query is run

On the right side, there is a vertical menu with the following options: Edit Properties, Edit Permissions, Edit Web Service, Schedule Export, Preview Results, Display SQL, and Save Copy.

The 'Exports' section contains a table of input fields for export configuration:

Ref	Export
Prefix	Literal
Name	Formula
First	Custom SQL
Last	Existence
Email	Rename Exports

Below the exports section, there are 'Filters' and 'Check Logic' options. The 'Matching Rows' count is 7,606. Two filter rules are visible:

Rec - Prospective Start Term	IN Fall 2022, Spring 2022, Summer 2022	Filter
Rec - Program of Interest	IN Aerospace and Mechanical Engineering - Ph.D., Aerospace and Mechanical Engineering: Materials...	Custom SQL

At the bottom right, there are additional filter options: OR and NOT.

# WHERE TO FIND SCHEDULED EVENTS

graduateschool.nd.edu/admissions/recruitment/we-come-to-you/

Home Admissions Degree Programs Funding & Awards Policies & Forms Graduate Training News About

APPLY Applicants Incoming Students Current Students Faculty & Staff Postdocs Alumni INQUIRE

**Recruitment**

Meet our Recruitment Director  
[We Come to You](#)  
 Distinguish Your Application  
 Virtual Visit  
 What's Your Story?

**Request More Information**

**Summer Research Opportunities**

Potential Notre Dame graduate students: at Notre Dame, [Your Research Matters](#). We are looking forward to meeting you and sharing how our approach to graduate studies will empower you to produce research that matters, and to grow as a scholar, professional, and individual along the way.

### Scheduled Events

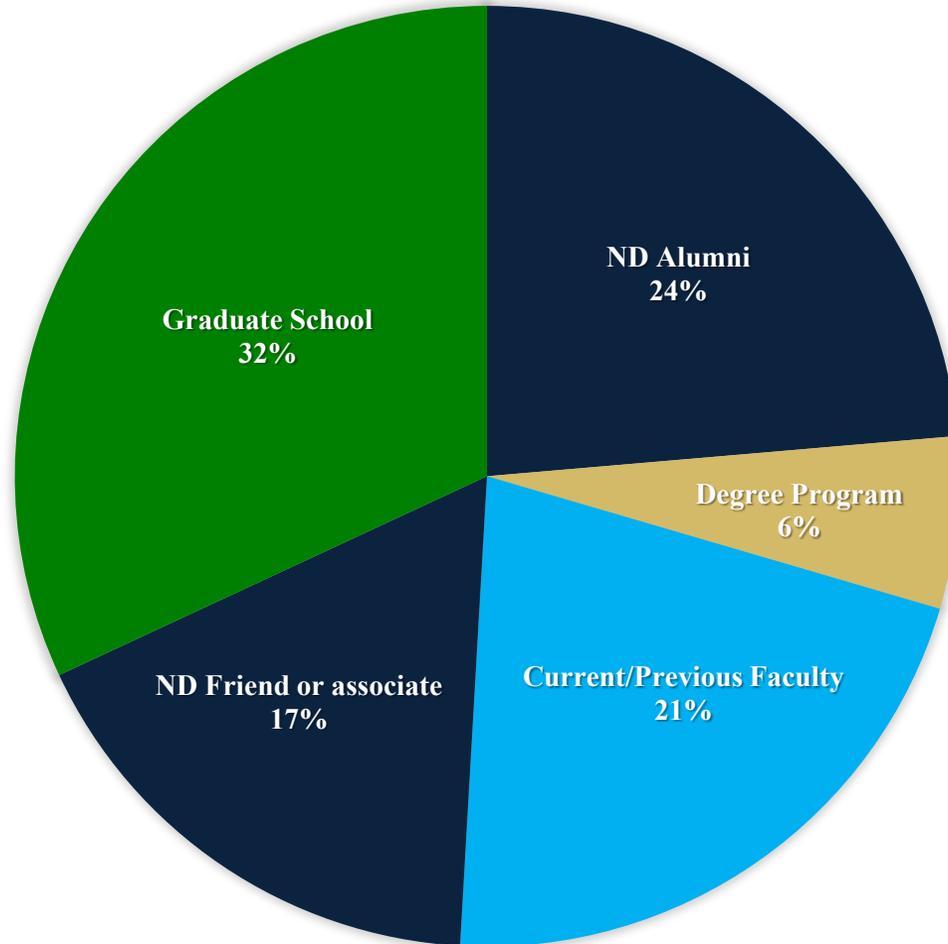
Notre Dame Recruitment Events : 2021-2022			
Further Education Showcase (University of Toronto)	<a href="#">Virtual</a>	Tuesday, September 7, 2021	
34th Florida A&M University Graduate Feeder Scholars Conference	<a href="#">TBD</a>	9/8/21 - 9/9/21	
<a href="#">The GEM National Conference</a>	Houston, TX	9/10/21 - 9/11/21	
UMBC McNair Scholars Research Conference Grad School Fair	<a href="#">Virtual</a>	Friday, September 17, 2021	11:00 AM
U. Virginia VIRTUAL Graduate and Professional School Fair 2021	<a href="#">Virtual</a>	Wednesday, September 22, 2021	12:00 PM
<a href="#">Recruit in Canada</a>	<a href="#">Virtual</a>	Thursday, September 23, 2021	3:00 PM
MKN Heartland McNair Research Conference		9/24/21 - 9/26/21	
<a href="#">OSU's Graduate and Professional School Expo</a>	Virtual	Wednesday, October 6, 2021	TBD
<a href="#">Notre Dame Virtual Open House</a>	Virtual ( <a href="#">Register Now</a> )	Thursday, October 7, 2021	3:00:00 F
<a href="#">HENAAC Great Minds in STEM (Hispanics in Science, Technology, Engineering &amp; Math) Conference (formerly MAES)</a>	Virtual	Thursday, October 21, 2021	
University of Delaware's 2021 Graduate School Fair	Virtual	Tuesday, October 12, 2021	3:00 PM
<a href="#">University of Calgary Grad School Fair</a>	TBD	10/13/21 - 10/14/21	
<a href="#">Grad &amp; Professional Fair (U of Western Ontario)</a>	Virtual	10/13/21 - 10/14/21	10:00 AM
<a href="#">USC Graduate Schools Virtual Fair</a>	Virtual	Wednesday, October 20, 2021	10:00 AM
<a href="#">MSU Graduate and Law School Fair (virtual)</a>	Virtual	Wednesday, October 20, 2021	3:00 - 6:00 PM
<a href="#">NAAAHP National Association of African American Honors Programs</a>	Virtual	10/20/21 - 10/24/21	
<a href="#">UGA Graduate School Information Day 2021</a>	Athens, GA	Wednesday, October 20, 2021	11:00 AM

2021-2022

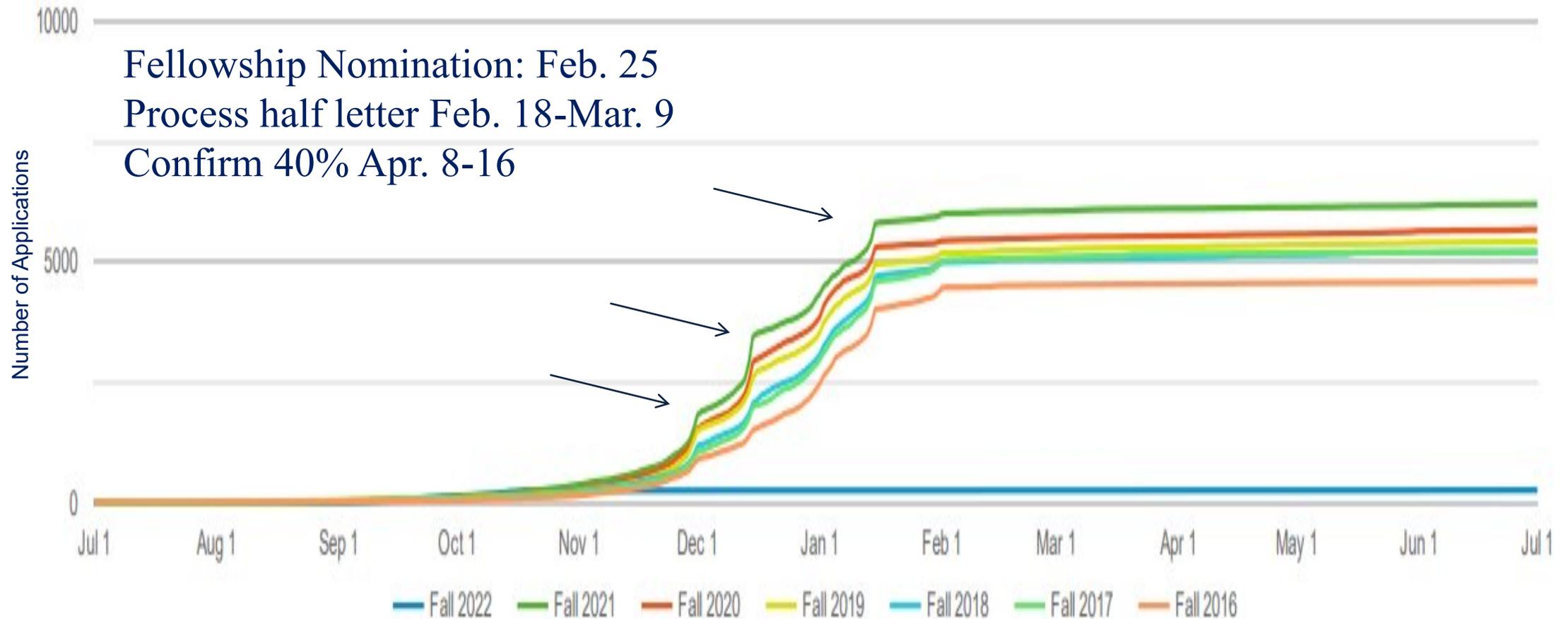
- All of the conferences we attend can be found on the website
- We meet with prospects and import info into our database when possible

# How Applicants Learned about ND

N=9456



# FALL APPLICATION SUBMISSION STATUS



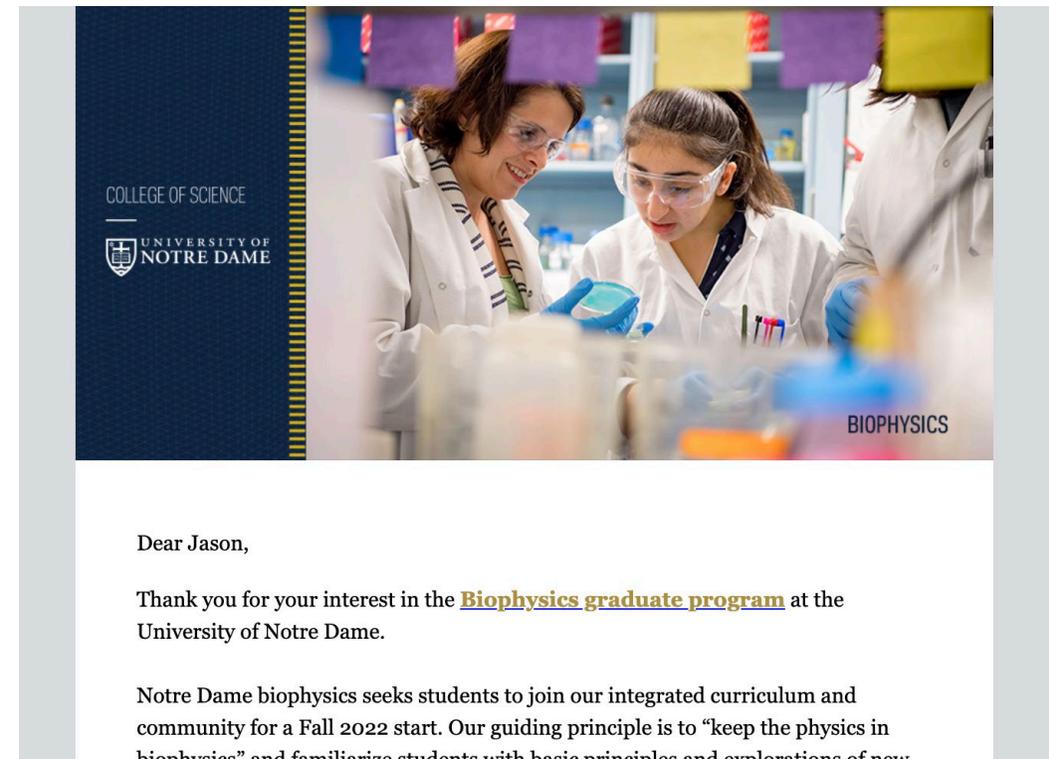
# ADD A “REQUEST INFO” BUTTON ON PROGRAM PAGE

The screenshot shows a web browser window with the URL [kroc.nd.edu/ph-d/anthropology-peace-studies/](http://kroc.nd.edu/ph-d/anthropology-peace-studies/). The page title is "Ph.D. in Peace Studies & Anthropology". The main content area includes a paragraph about the program's focus on cultural, social, and historical dimensions of structural violence, and a photo of a professor in an orange shirt pointing at a whiteboard. The whiteboard has handwritten notes including "Reproducing Violent Practices", "critical approaches to chi", and "romance". At the bottom of the page, there are two buttons: "Apply Now »" and "Request Info »". The "Request Info" button is highlighted with a red box.

- Captures prospect information and allows us to further engage
- In 2021, 25% of prospects who submitted the inquiry form completed an application
- Peace Studies:
  - Since creating form (9/20/21): 72 inquiries
  - Same period in 2020: 7 inquiries

# CREATE A UNIQUE EMAIL FOR YOUR PROGRAM

- We have examples you can emulate
- Keep in mind the 3 things prospective students generally want to know:
  - the quality of the program (competitive, facilities, US News World etc.)
  - the cost/affordability (funding)
  - pathway or careers available (outcomes, testimonials)



# APPLICATION FEE WAIVERS

## What's new?

- Extended fee waiver program
- External facing advertising on site
- National Fellowship Applicants (last year GEM/Fulbright Now - open to all)

The screenshot shows a university website with a navigation menu at the top: Home, Admissions, Degree Programs, Funding & Awards, Policies & Forms, Graduate Training, News, About. Below the menu are two buttons: 'APPLY' and 'INQUIRE'. The main content area is titled 'Application Fee and Waiver' and includes a breadcrumb trail: Home > Admissions > Application Requirements > Application Fee and Waiver. The page text states: 'There is a \$75 application fee for each application. Applicants to Graduate School-administered degree programs [1] are eligible for an application fee waiver.' It also includes a section 'Determining Eligibility for a Fee Waiver' with a list of criteria: on the basis of need or financial hardship; to U.S. citizens and permanent residents from underrepresented minority groups; through your participation in a variety of programs (including but not limited to the following examples); to United States Armed Forces veterans and active duty service members; or based on your application to a national fellowship (see the list). A sidebar on the left contains links: Application Requirements, Apply, Frequently Asked Questions (FAQ), International Students, Exchange Agreements and Dual-Degree Programs, Recruitment, and Request More Information.

Home Admissions Degree Programs Funding & Awards Policies & Forms Graduate Training News About

APPLY INQUIRE

Home > Admissions > Application Requirements > Application Fee and Waiver

### Application Requirements

- Applicant Categories
- Understanding the Application Process
- Application Fee and Waiver
- Understanding the Decision Process

### Apply

### Frequently Asked Questions (FAQ)

### International Students

### Exchange Agreements and Dual-Degree Programs

### Recruitment

### Request More Information

## Application Fee and Waiver

There is a \$75 application fee for each application. Applicants to Graduate School-administered degree programs [1] are eligible for an application fee waiver.

### Determining Eligibility for a Fee Waiver

Application fee waivers may be provided:

- on the basis of need or financial hardship;
- to U.S. citizens and permanent residents from underrepresented minority groups;
- through your participation in a variety of programs (including but not limited to the [following examples](#));
- to United States Armed Forces veterans and active duty service members;
- or based on your application to a national fellowship ([see the list](#)).

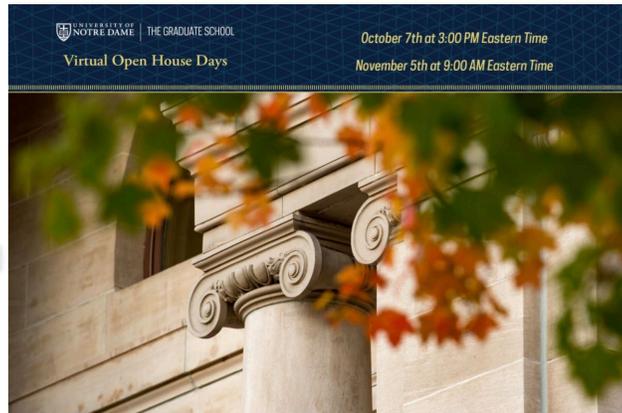
Some applicants that meet the above criteria will have their application fee automatically waived after completing the first two sections of the application. If you do not meet the above criteria, you must complete the steps below to be considered for an application fee waiver from the Graduate School, you must complete the steps below. We also recommend that you contact your department directly, as each department has its own resources for fee waivers.

### When to Request a Waiver

# HOSTING TWO VIRTUAL HOUSE EVENTS

## Notre Dame Graduate School Virtual Open House

Friday, November 5, 2021 at 9:00 AM until 10:00 AM US Eastern Daylight Time



First Name

Last Name

Email Address (if applicable, the email associated with your Zoom account)

- October 7th and November 5<sup>th</sup>
  - 400+ registrants (10/7)
  - ~185 registrants (11/5)
  - 76 submitted applications
  - +300 started applications
- Follow-up workshops with G&F and Career Center
- Host your own!

# QUESTIONS?

## RESOURCES FOUND IN DGS/A & ADMIN RESOURCES

- All DGS's and Admins have access to the Slate Knowledge Base
- I'm having trouble locating particular fields in Slate, how do I locate them?
  - [Sample Slate Application Queries](#)
- My faculty are having trouble with the Reader, what resources are available?
  - Slate Reader [Manual](#) and [Video](#)
- How do I find my prospects in Slate?
  - [Slate Department Manual](#)
- What is the Graduate School sending to prospects?
  - 6-part campaign email overviewing resources and opportunities at Notre Dame
- I'm having a problem with the application, who should I contact?
  - John and Julaine
- Where do I find out what events the Graduate School is attending?
  - Check out our [website!](#)

# Helping You Help Your Students



John Lubker, Associate Dean for Academic Affairs

# WHAT I AM SEEING AND HEARING

Unexpected outcome, students caught off-guard about decisions that are being made

Falling out of favor - student in good standing but “not making progress”

Advisors operating independently from process established by program and/or Academic Code

Different expectations and the lack of conversation around them

Mistreatment - cultural differences can exacerbate this

Barriers to seeking assistance

Mental health; well-being

Accommodations that are not official - in writing or through a an office on campus

Students not withdrawing

Toxic culture - perceived lack of caring or support of change from faculty

Perceived lack of support when student is in process; accommodations

Students being responsible for financial support of family members

# THE DATA

403 issues since fall '18

60/40 F/M

Program Freq. 4-26 student issues

Who is contacting me?

Graduate Student	43%
DGS	30%
Admin	7%
Other	20%

These fall outside the standard point to the Academic Code, are an issue that has risen above the program, or I have been brought into the conversation to consult/make a decision

Emergency Support	117
Mental/physical Health	89
Progress Concerns	58
Accomodations	42
Unfair Treatment	37

# THE DATA

## No real clustering of current data

Engineering	17%
Humanities	26%
Keough	6%
Science	26%
Social Science	21%
Other/unknown	3%

## Historical Data

Programs issues are becoming less frequent over time (my own perception); student wellbeing issues becoming more frequent

Tend to see more issues in environments where there are groups of students - labs

# HOW PROGRAMS CAN BEST NAVIGATE THESE ISSUES

A student should never be surprised about progress issues, mastering out

Establish mentorship expectations for students and faculty (Shared Expectations)

Evaluate students in writing at least once a year - provide them with this written feedback

Create open reporting lines in the program

Set expectations and outline ramifications of not meeting them

Create a dialog about mental health (Mental Health First Aid; Red Folder resource)

Accommodate students through official channels only - once accommodated, support students appropriately

Communicate to students when an issue is recognized, what is being done to alleviate it

Establish a process for a student to find a new advisor in each program (there are funds to support this)

Be Well Fund