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 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
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

For more information, go to the website or email gprofdev@nd.edu.
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 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.
MIND & HEART
Tools to Foster Inclusion and Excellence
October / November 2021

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.

GREEN DOT MENTAL HEALTH MODULE
Presenters: Mara Trionfero 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 | 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 | Brown bag lunch welcomed at 12 p.m. workshops
SIGN UP FOR A MENTAL HEALTH FIRST AID CLASS

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.

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

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 and searching for "Mental Health First Aid"

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Chris Hatfield
Sr. Director for Building Services

Giuseppe Macerata
Assistant Director, North Dining Hall

Joyce Ndegwa
People Services Associate, Human Resources

Joanna McNulty
Director, Finance & Administration Notre Dame Research

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Bring out your champion
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 and search for "Mental Health First Aid"

Chris Hatfield
Sr. Director for Building Services
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
WHERE TO FIND SCHEDULED EVENTS

- 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

- ND Alumni: 24%
- Graduate School: 32%
- ND Friend or associate: 17%
- Degree Program: 6%
- Current/Previous Faculty: 21%
FALL APPLICATION SUBMISSION STATUS

Fellowship Nomination: Feb. 25
Process half letter Feb. 18-Mar. 9
Confirm 40% Apr. 8-16
ADD A “REQUEST INFO” BUTTON ON PROGRAM PAGE

- 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)

Dear Jason,

Thank you for your interest in the [Biophysics graduate program](#) at the University of Notre Dame.

Notre Dame biophysics seeks students to join our integrated curriculum and community for a Fall 2022 start. Our guiding principle is to “keep the physics in biophysics” and familiarize students with basic principles and applications of new...
APPLICATION FEE WAIVERS

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

- October 7th and November 5th
  - 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 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

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<th>Field</th>
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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