Agenda

• ELI/CAP: Opportunities for growing quantity and quality of our graduate programs.
• Updates: CIRTL to HETC. Publicizing local recruiting events via the Grad College. Slate and the GRE. Marketing requests. Fee waiver codes.
• Peer mentoring: Graduate College process for building support for peer mentoring on campus and discussion.
• Program support for recruitment, admissions and retention.
• Mentoring programs: Role in fellowship evaluation.
• Telling stories: A call for exciting, compelling, and intriguing stories of our graduate students' journeys at UD.
• Earned media: How to get the attention our research deserves.
• Open discussion.
Tuition rates

You may be pricing yourself out of the market for paying masters students.

<table>
<thead>
<tr>
<th>GRADUATE PROGRAM</th>
<th>UD TUITION BASE RATE</th>
<th>* DE TUITION RATE</th>
<th>*DOMESTIC TUITION RATE</th>
<th>*INTL TUITION RATE</th>
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Quick updates.

- CIRTL to HETC.
- Publicizing local recruiting events via the Grad College.
- Slate and the GRE.
- Marketing requests.
### New Dashboard View in Reader

**Applicant Information**

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<th>Parameter</th>
<th>Value</th>
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<tr>
<td>Program of Study</td>
<td>Music (MM) concentration in Composition</td>
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<tr>
<td>Bin</td>
<td>GRAD - Awaiting Submission</td>
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<td>Last Decision</td>
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<td>Most Recent University</td>
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<td>Degree/Conferred Date</td>
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<td>Birth date/sex</td>
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**GRE**

**Applicant Test Score(s):**

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<th>Date</th>
<th>Verbal</th>
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<th>Analytical Writing</th>
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**International Applicant Test Score(s):**

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<th>Reading</th>
<th>Listening</th>
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<td>Date: 02/03/2020</td>
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</table>
Update on recruiting and fee waivers

Students who can afford to pay the application fee should pay the application fee.

Use our Unidel Recruiting Grant form.

Unidel Recruiting Grants | University of Delaware Graduate College

Our priorities.

• Students from URMs, first generation students and students with disabilities.
• Students interested in paying masters programs.
Update: The Graduate College is here to help.

We can do a lot for you.
Fellowship support.
Community and communications.
Competitive Counteroffer Program.
Thematic marketing of all programs.
  • Math, Physical Sciences and Engineering
  • Social Sciences
  • Arts and Humanities
  • Business and Economics
  • Biological and Health Sciences

Coordinated recruiting at select events like SACNAS, ABRCMS, etc.
Analytics.
Launch strategic initiatives to grow graduate programs in areas of demand.

... and there are limits to what we can do.
We cannot give you TA’s, RA’s or other lines beyond what we already do.
We do not have the resources to do individual marketing of your specific graduate program.
Peer mentoring

**Goals:** To create a structure and provide support that assist interested academic departments launch and maintain peer mentoring program.

**Process**
- Inventory existing peer mentoring programs
- Grad College analyzes survey results
- Grad College reports back on peer mentoring models and best practices
- Grad College holds peer mentoring summit

**Timeline**

- Please complete survey by Dec 11, 2020
  [https://delaware.ca1.qualtrics.com/jfe/form/SV_5uIVt5sS5h2maGh](https://delaware.ca1.qualtrics.com/jfe/form/SV_5uIVt5sS5h2maGh)
- Jan 31, 2021
- Feb 2021 Town Hall
- April 2021
Program-Specific Workshops on Recruitment, Admissions, or Retention

LaRuth C. McAfee, Ph.D.
Senior Assistant Dean, Graduate College
mcafee@udel.edu

Program Directors Meeting
November 13, 2020
Recruitment: Pre-Application to Application

Pre-Application Activities aimed at Prospective Students

- Preparatory Programs: undergraduate/post-bac research, McNair, etc.
- Partnerships
- Interactions with Students/Alumni
- Online & Promotional Materials
- Grad Recruitment Events/Lists
- Faculty Talks

Student Applies to UD
Recruitment: Post-Application to Enroll

- Meetings/Conversations with Faculty
- School/College Efforts
- Campus Visits
- Review by Admissions Committee
- Funding Offers
- Campus-wide Efforts

Post-Application → Student is Admitted

Post-Admission → Student Chooses UD!!
Retention: Enrollment to Graduation

- Mentoring by Faculty
- Professional Development Activities
- Community-building Opportunities
- Appropriate Academic Courses/Support
- Funding
- Engagement in Larger Professional Community

Enrollment → Student Passes Milestones → Graduate Project → Student Graduates!!!
Program-Specific Workshops

Admissions workshop typical components (can be tailored to meet your interests/needs):

• What do your program-specific data suggest are bottlenecks for your program?
• Literature-based overview of common ways unconscious bias comes into review process
• Promising practices on minimizing unconscious bias in applicant review
• Resources from experts, peers/aspirational peers

Other workshops to consider:

• Recruitment planning
• Retention strategies (esp. mentoring)
Nominations Processes for Graduate College Fellowships/Awards

LaRuth C. McAfee, Ph.D.
Senior Assistant Dean, Graduate College
mcafee@udel.edu

Program Directors Meeting
November 13, 2020
Revisions for 2021-22 Nomination Cycle

Fellowships/Awards impacted:

• Graduate Scholar Awards (https://grad.udel.edu/fees-and-funding/ud-graduate-scholar-award/)
• Unidel Fellowships (https://grad.udel.edu/fees-and-funding/unidel-grad-scholars-award/)
• Doctoral Fellowships (https://grad.udel.edu/fees-and-funding/ud-doctoral-fellowship-award/)
• Dissertation Fellowships (https://grad.udel.edu/fees-and-funding/ud-dissertation-fellowship/)

Key changes from past cycles:

• Nomination forms now in Slate
• Maximum number of nominations based on doctoral or graduate program size (see webpages)
• Mandatory prioritization of your nominees (based on order in which you enter them)
• Additional guidance provided on what we want to see in mentoring plans
Mentoring Plans

Potential components of program-level plan:
- Course, publication, presentation, and grant-writing expectations for all students
- Resources program provides to support its students in achieving expectations
- Structured faculty, peer connections especially targeting newer students
- Expected interactions with advisor, other faculty (e.g., thesis committee members) throughout program

Student-level plan:
- Desired outcomes, steps expected of the mentor and mentee to meet them
- Resources likely to be important to student’s success given their background/salient identities

Resources to support plan development:
- Center for the Improvement of Mentored Experiences in Research (CIMER, [https://www.cimerprojectportal.org/#/completeCurricula/mentor](https://www.cimerprojectportal.org/#/completeCurricula/mentor))
Student-level Mentoring Plan Example Template

This agreement outlines the parameters of our work together on this research project.

1. Our major goals are:
   A. proposed research project goals
   B. trainee’s personal and/or professional goals –
   C. mentor’s personal and/or professional goals –

2. Our shared vision of success in this research project is:

3. We agree to work together on this project for at least _____ semesters.

4. The trainee will work at least _____ hours per week on the project during the academic year, and _____ hours per week in the summer.

5. The trainee will propose their weekly schedule to the mentor by the _____ week of the semester.

6. If the trainee must deviate from this schedule (e.g., to study for an upcoming exam), then they will communicate this to the mentor at least (weeks/days/hours) before the change occurs.

7. We will meet one-on-one to discuss our progress, the larger project goals, and to evaluate the trainee’s performance in the lab. We will reaffirm or revise our goals and/or expectations going forward for at least _____ minute(s) per month.
   a. (Circle one): It will be the (trainee’s/mentor’s) responsibility to schedule these meetings.
   b. In preparation for these meetings, the trainee will:
   c. In preparation for these meetings, the mentor will:

8. At these meetings, the mentor will provide feedback on the trainee’s performance and specific suggestions for how to improve or progress to the next level of responsibility through a
   a. written evaluation
   b. verbal evaluation
   c. other

9. When learning new techniques and procedures, the mentor will train the trainee using the following procedure(s) (e.g., write out directions, hands-on demonstration, verbally direct as trainee does procedure, etc.):

10. The proper procedure for documenting research results (laboratory notebook) in our research group is:
    The notebook will be checked _____ (e.g., weekly/monthly).

11. If the trainee gets stuck while working on the project (e.g., has questions or needs help with a technique or data analysis), the procedure to follow will be:

12. The standard operating procedures for working in our research group, which all group members must follow and the trainee agrees to follow, include:
   (e.g., require institutional training/wash your own glassware, attend weekly lab meetings, reorder supplies when you use the last of something, etc.)

13. The mentor and trainee have agreed on a mentoring approach which consists of:

14. The mentor and trainee have discussed the methodology used in the lab in detail and the trainee understands what is expected of them. To become a part of the lab the trainee must complete the following safety procedures and/or ethics training(s):

15. The mentor agrees to read and revise the trainee’s research writing according to the following procedure:

16. The trainee agrees to not present any of the research findings from this laboratory in any shape or form without the explicit consent and approval of the mentor.
Marketing Director: Steve Kendus (skendus@udel.edu)
Q&A + Discussion

Good ideas to share? Engineering grad students are sending UD care packages to first year international admits who had to defer due to visa restrictions.

Recordings available by the early part of next week on the Grad Directors’ Meeting Page: https://grad.udel.edu/faculty/directors-meetings/

Verification/Update Form for Graduate Program Contacts: https://app.smartsheet.com/b/form/a77589fa6060400ab31b641022072803