



VirginiaTech
Graduate School

Office of Recruitment and Diversity Initiatives (ORDI)

Annual Report

2012-2013

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I. Mission

The Office of Recruitment and Diversity Initiatives (ORDI) seeks to promote a diverse and inclusive graduate community by acting as a resource - assisting every graduate program on campus to recruit, retain, and graduate a diverse student body.

II. Staffing Changes

The ORDI remains staffed with a full time A/P faculty director, partial administrative assistant, and 20 hour graduate assistant position. In 2013, because of the discontinuation of the McNair program, The ORDI inherited two part-time GA positions. Their assignments were to 1. Assist with the Diversity Scholars program and 2. Be part of the HOBSONS creation and implementation team.

III. Major Programs

Preview Weekend/Spring Visitation

The Preview Weekend program was officially discontinued this year due to restraints stemming from the Office of Compliance and Regulation. The Preview Weekend budget remained intact and was used for supporting spring visitation for departments. Because of the short notice of the discontinuation of Preview Weekend, the ORDI decided to offer support on a case by case basis for departments who were seeking to augment their existing spring visitation programs to include diversity initiatives.

Departments who were supported include:

- Animal and Poultry Science
- Department of Chemistry
- Sociology
- Biological Sciences
- Statistics
- Department of Building Construction
- Human Development
- Economics Department
- Department of Agricultural and Extension Ed
- Dairy Sciences
- American Indian Studies
- School of Public and International Affairs
- Rhetoric and Writing
- Department of History

Open Houses and Visitations

Open Houses are offered by ORDI on select Fridays during the fall and spring semesters. They consists of a welcome by Dean DePauw (if available), a 30

minute presentation about VT Graduate School, a tour of the GLC and residence space, and an hour-long van campus tour. Department appointments are arranged as the student's schedule allows. These events do not require a budget as there are no expenses associated with the event except for bottled waters and cookies.

This year, ORDI offered 7 Open Houses hosted by the Graduate School and assisted with other visitation programs hosted by departments and colleges.

June 15, 2012

McNair Scholars from Concord University and Bluefield State

August 21, 2012

VT Knowledge Works International Student Group

September 7, 2012

Open House

October 12, 2012

Open House

October 19, 2012

MBA Open House Tour

October 24, 2012

Winston-Salem State University Group

October 26, 2012

COE Recruitment Weekend

November 9, 2012

Open House

December 7, 2012

Open House

January 20, 2013

Open House

March 22, 2013

Open House (to include ME student group)

April 12, 2013

Open House (to include group from ETSU)

Tours

ORDI offers individual tours year round, M-F, 8am-5pm. A department visit is arranged by ORDI in conjunction with the tour. The ORDI Graduate Assistant managed these visits. The ORDI also used a paid (as needed) tour guide when there are large groups or conflicting schedules. The trained tour guide averaged one tour a month at \$20 per tour.

Coordinated School Visits Program (CSVP)

The CSVP strengthened this year. This online presence allowed for a more collaborative approach to scheduling and implementing visits. Also more information is provided at the Summits (discussed below) to help facilitate collaborations. CSVP are recruiting efforts shared by the ORDI and departments, mostly to target Minority Serving Institutions, but also other targeted markets.

The following trips were made through this program:

1. Christopher Newport University
2. Howard University
3. Virginia Union
4. Old Dominion University
5. Purdue University
6. Radford University
7. University of Delaware
8. National Black MBA Conference
9. Morgan State University
10. Norfolk State University
11. Virginia State University
12. Hampton University
13. Spellman, Morehouse, Clark Atlanta
14. Winston Salem State
15. Annual Biomedical Research Conference for Minority Students
16. Society for the Advancement of Hispanics and Chicanos
17. HBCU National Conference Career Development Fair
18. California Diversity Forum
19. Hispanic Association of Colleges and Universities
20. Florida International University
21. James Madison University
22. University of Virginia
23. Virginia Commonwealth University
24. William and Mary
25. Shenandoah University

Other Recruitment

The ORDI also traveled to recruitment events that did not include other department participation:

- Oak Ridge Laboratories

- Virginia Tech Grad Fair
- West Virginia University
- Longwood
- Purdue University McNair Program
- King College
- Roanoke College

Summer REU Ice Cream and Pizza

The annual ORDI hosts two events for the summer researchers on campus. The first social is an ice cream social where the dean welcomes the group of 120+ undergraduate researchers to campus. The second social is a pizza social where the director of the ORDI presents Graduate School 101 and does a Q & A session.

IV. Department Support

Summit

ORDI hosts summer meetings to report on the programming and progress of the office to the department Coordinators, Heads, and Graduate Directors. These events allow ORDI to obtain feedback and solicit collaborations. The summit was held on August 14th with over 70 participants in attendance. Based on the feedback from last year, I extended the summit to include a lunch where we could brainstorm about recruitment and admissions ideas.

HOBSONS Connect System

ORDI purchased HOBSONS Connect which is a client management system. The system took a team of Graduate School directors to build over the course of 6 months. In March 2013, the system was implemented and departments were trained. The system will help to manage the prospective students and applicants by department to include a VIP page per student and an individualized communication plan.

Gradrec Email

ORDI manages the gradrec@vt.edu account. This account receives direct emails and forwarded emails (from igss and gradappl) from prospective students. The account averages 100 emails a week.

Information Sessions

ORDI is occasionally asked to provide an information session about *Graduate School 101* for departments or visiting groups. Last year I hosted 10 of these sessions mostly for Virginia Tech undergraduates and visiting groups.

Non-discriminatory practices

The ORDI hosted a session on non-discriminatory admissions practices for departments. The session was well attended and received. Topics included the practice of equitable practices in admissions decisions and communication with applicants.

V. Collaborations

ORDI works with various offices around campus to provide services to prospective students, current students, and alumni. Collaborations include but are not limited to the following offices:

- Cranwell International Center (CIC)
- Office of Diversity and Inclusion
- McNair Scholars Program
- Multicultural Academic and Opportunities Program
- VT-PREP and IMSD
- Career Services
- Women's Center
- VT Advance
- Multicultural Programs and Services
- REU programs (various departments)
- Queer Grads
- George Washington Carver Program
- Academic departments
- Language and Culture Institute
- Fulbright
- University Honors
- Human Resources Office of Equity and Access
- Graduate School Ombudsperson
- Graduate School Admissions and Academic Progress
- Graduate School Student Services

Graduate Student Climate Survey

ORDI teamed up with the Office of Diversity and Inclusion, the Graduate Student Board of Visitors Representative, and the Division of Student Affairs to host a Graduate Student Climate Survey. The survey was created, edited, administered and reviewed by the above units. Focus groups will be formed and survey results will be analyzed this year.

George Washington Carver Program

Director, Dr. Randy Grayson, worked with ORDI to establish fee waivers for students applying through the Carver Program. The George Washington Carver Assistantships are awarded annually to encourage students from historically black colleges and universities, Hispanic-serving institutions, tribal colleges and universities, students from the Appalachian region, and nontraditional students to enroll in a graduate program in the College of Agriculture and Life Sciences at Virginia Tech.

VI. Assistantships and Student Funding

GEM

The GEM relationship strengthened this year with the involvement of Associate Dean Jack Lesko. Jack and I worked with the GEM leadership to increase the participation of Virginia Tech within the GEM process. Jack joined the GEM board, he agreed to match funds with COE money, and to encourage graduate coordinators in his college to take more of a lead in the recruitment and admission of the GEM prospects.

Last year the effort yielded 6 applicants and 2 enrolled students. This year, the effort yielded 40 applicants and 20 enrolled.

Vietnam Education Fund

The VEF continues to fund prospective Vietnamese students with Graduate School and department funds. Pat mostly manages these funds and I manage the department and agency relationships. This year we funded 2 VEF scholars.

Dean Diversity Assistantships

The DDAs are an excellent recruitment tool. This year there were 18 nominations and 8 offers made. The nominations were down by 20 this year, but I credit this to the communication this year about the assistantship that emphasized the diversity part of the award. In past years, faculty would nominate students who did not meet the criteria. This year, only one student did not meet the criteria.

VII. Diversity Initiatives

Diversity Scholars

This second year of the Diversity Scholars program was a success. ORDI received 22 nominations and chose 13 Scholars to participate. The Scholars represented 7 colleges and the College of Veterinary Medicine. The group accomplished the goal of increasing the awareness of diversity issues around campus and had their work highlighted on the Graduate School website and the VT News pages.

Connect Luncheons

The ORDI hosted three connect luncheons this year. The first being the first annual minority student luncheon at orientation. This event brought over 100 students, faculty, and staff. The second luncheon was the annual HBCU luncheon which had 20 students in attendance and 5 faculty/administrators. A second annual Speed Networking luncheon was co-hosted with the Black Graduate Student Organization with over 30 participants.

VIII. Other commitments (ORDI Director)

Little Hokies Clothes Swap

The ORDI joined the Graduate Student Assembly and the Women's Center to host the first *Little Hokies Donate and Clothes Swap*. This venture brought together faculty, staff, student, and community to trade children's clothing and supplies. The event was a success with over 100 donations and over 100 participants. Graduate student were especially thankful for the event as it was free, accessible, and beneficial for students with families.

Search Committees

The ORDI director served on two search committees:

Executive Director of Equity and Access

Assistant Director of Multicultural Academic Opportunities Program

Cross Divisional Work Group

The director of ORDI served as the Graduate School representative for the Cross Divisional Work Group. The group helped to craft elements to be included in the University Diversity Strategic Plan.

Hispanic/Latino Faculty/Staff Caucus

The director served as the secretary for the Hispanic/Latino Faculty/Staff Caucus.

CEOD

The director of ORDI served as the Hispanic Caucus representative and the Graduate School on the Commission of Equal Opportunity and Diversity.

Diversity Chairs

The director of ORDI served on the ODI Diversity Chairs Committee representing the Graduate School.

VTASC

The director of ORDI served on VTASC (Academic Success Coordinators) – an ad hoc group of AP faculty who talk about events/initiatives to improve student success.

G5

The Graduate Student "G5" group met monthly or bi-weekly to discuss updates and enhancements to Graduate School operations. The group successfully accomplished initiatives to include:

- 120 Renovations
- Mail Room Renovation
- Staff Lounge Renovation
- GLC signage and updates
- Phone System upgrades

- Staff Training Sessions
- And more

MLK Committee

The ORDI represented the Graduate School in the planning committee for Martin Luther King, Jr. Week events.

IX. Future

This year I would like to do more virtual recruitment and utilize the HOBSONS Connect system, social media, and websites to target key students.

The Graduate Student Climate Survey results will be analyzed and focused groups will be formed. The ORDI will lead this effort.

I hope to continue and grow existing efforts.