

**Graduate School  
Equity and Diversity Committee**

April 10, 2008

Time: 3:00-4:30

Location: Rm. 350, Bascom Hall

**Center/Members Present:** **A3RI:** Terri Wipperfurth, **Aquatic Sciences Center:** Tina Yao, **Arboretum:** Molly Fifield-Murray, **Biotron:** Peter Vanderveer, **Biotechnology Center:** Wayne Davis, **Graduate School:** Susan Cook, Maya Holtzman, Julie Karpelenia, **Institute on Aging:** Debbie Weber, **Institute Molecular Virology:** Marchel Hill, **Laboratory Molecular Virology:** Michelle Holland, **UW Press:** Russell Schwalbe, **RARC:** Barry Standorf, **Space Science and Engineering Center:** Jean Phillips, **Synchrotron Radiation Center:** Esther Olson, Harmut Hochst

**Center/Members Absent:** **Physical Sciences Laboratory:** Nancy Dobkins, **Primate Center:** Susan Baculik, **Waisman Center:** Patricia Mitchell

**Convener:** Chair Esther Olson convened the meeting at 3:02pm

**Minutes:** Susan cook Motioned to accept the minutes as presented, Barry Standorf seconded the motion. The minutes were unanimously accepted as presented.

**Announcements:**

- Meeting Scribe: Wayne Davis
- Scribe for May 8<sup>th</sup> meeting is Peter Vanderveer - Biotron

**Reports:**

VPDC: Damon Williams was hired as Vice provost of Diversity and climate

New Campus Recruiter: Julie Karpelenia will invite them to the June meeting

Chancellor search update: This month the pool of candidates should be reduced to 12-15 applicants. Ideally they would like to have some in place by Sept., but that may get pushed beyond the deadline

**Sub-Committee Assignments**

Maya Holtzman, Michelle Holland, Marchel Hill volunteered for the Professional development committee.

Tasks for the Communications committee were discussed and included: working with other committees on campus, working on a white paper for the vice provost, and developing website content. Julia mentioned some assistance maybe available from the Grad School IT office for updating the website.

No volunteers were forthcoming for the Communications committee.  
Ideally each sub-committee would have 4-6 members.

### **Annual Report to Dean:**

#### **Annual report committee comments**

- Report was modeled after plan developed in session with Darin Harris
- The Center reports will be included as an appendix
- Much time was spent on formatting submitted reports from committee members
- Discussed creating a standard report template
- Committee would like to see fillable pdf from Annual report form developed
- Committee will work on draft of template for next meeting
- Committee would also like to see a similar template used for future climate surveys
- Center names were left in report to give credit to the Center and also to provide a place to contact with questions
- Report was presented final form
- Final Change deadline was extended to April 15<sup>th</sup>
- Sections and content of report discussed

Esther will write short cover letter to the Dean.

Compliments and thanks were extended to Tina, Barry, Marchel, and Michelle for all their work on the 2008 annual report.

### **Action Items:**

Review final draft of 2008 GSEDC report

Look at draft electronic templates for reports

Barry, Michelle, Marchel, will prepare a 1-2 page summary of the Annual report

Schedule a meeting with Damon Williams before his arrival in August

Finalize subcommittee members in May

Decide on list of groups/ individuals to distribute the finalized 2008 GSEDC report too

Begin discussing action items and future plans before next fiscal year starts.

**Next Meeting on May 8th at 3:00 in 350 Bascom Hall**

**Adjourn:** Meeting was adjourned by Esther Olson at 3:58 pm

Respectfully submitted by Wayne Davis