

**GRADUATE SCHOOL
EQUITY AND DIVERSITY COMMITTEE**

February 13, 2008

Time: 3:00-4:30

Location: Rm. 350, Bascom Hall

CENTER/MEMBERS PRESENT: Institute on Aging/Gayle Love, Antarctic Astronomy and Astrophysics Research Institute/Sarah Florino, Arboretum/Molly Fifield-Murray, Aquatic Sciences Center/Tina Yao, BioTechnology Center/Wayne Davis, Biotron/Peter Vanderveer, Graduate School/Maya Holtzman/Susan Cook/Trisha Bauer (for Julie Karpenia), Molecular Biology/Michelle Holland, Molecular Virology/Marchel Hill, Physical Sciences Laboratory/Nancy Dopkins, Primate Research Center/Susan Baculik, Research Animal Resources/Barry Standorf, Space Science & Engineering/Jean Phillips, Synchrotron Radiation Center/Joe Bisognano and Esther Olson — Chair, Waisman Center/Patricia Mitchell

CENTER/MEMBERS ABSENT: UW Press/Russell Schwalbe

CONVENE: Chair Esther Olson convened the meeting at 3:02 pm.

ANNOUNCEMENTS:

Welcomed new member Jean Phillips from Space Science & Engineering, facilitator Darin Harris from Office of Quality Improvement and OQI intern Bob (DoIT)

Meeting Purpose, Last Meeting Review (Esther Olson)

Process to be Used Today (Darin Harris)

REPORTS:

Report from Subcommittee members present (Barry Standorf, Marchel Hill) based on reviewing 2006 center reports, challenges most centers face are:

- Recruitment of employees — maintaining the pool to hire from and the fact that most centers have little turnover
- The need for resources for hiring/recruitment
- The time commitment needed to accomplish goals

DISCUSSION ITEMS:

Annual Report Format

With facilitator Darin Harris, the group defined goals for the annual report and created an outline for writing a first draft. The outline and recommendations for the Dean were approved by majority vote. A copy of the outline, goals and recommendations will be emailed to the group before the next meeting. The group expressed thanks and unanimously agreed that Darin was a great help.

There was discussion on how to have accountability for each centers' climate (climate needs to be a priority for the directors), how to invite buy-in from all centers' staff (the final annual report will be posted on the Graduate School's Web site so everyone can access it), how to expand the Committee's participation in campus-wide efforts (addressing the class hierarchy system).

ACTION ITEMS:

1. Everyone will email their list of center best practices/issues/roadblocks to Esther by Friday, 2/5.
2. The Annual Report Subcommittee (Marchel Hill, Barry Standorf, Bonnie Friscino, Tina Yao) will:
 - Review list of center best practices/issues/roadblocks for 2006-2007
 - Look across center issues and successes for common themes
 - Write First Draft of Annual Report following outline, for subsequent committee review.
 - Define a timeframe for writing draft report

NEXT MEETING ON MARCH 13 AT 3:00-4:30 IN ROOM 350:

- Discuss and decide on timeline for writing report
- Set up system to ensure timeline is met, including recharging annual report subcommittee

TABLED ITEMS FROM 1/10/08 MEETING:

1. Annual report to the Dean
2. Federal effort reporting impact on committee members
3. What do diversity-hiring trends tell us? Form a sub-committee to analyze?
4. How to structure Campus diversity and climate activities.
5. Chancellor search
6. Vice Provost update from Esther

Adjourn: The meeting was adjourned at 4:30 by Esther Olson

Respectfully submitted by Tina Yao