

**Graduate School
Equity and Diversity Committee**

July 10, 2008

Time: 2:30-4:00 pm

Location: Rm. 350, Bascom Hall

Center/Members Present: **Institute on Aging:** Gayle Love. **Ice Cube:** Terri Wipperfurth, **Arboretum:** Molly Fifield-Murray, **Bio-Technology Center:** Wayne Davis, **Biotron:** Peter Vanderveer, **Graduate School:** Julie Karpelenia, and Maya Holtzman, **Molecular Virology:** Marchell Hill, **Physical Sciences Laboratory:** Nancy Dobkins, **Primate Center:** Susan Baculik, **RARC:** Barry Standorf, **Synchrotron Radiation Center:** Esther Olson and Joe Bisognano, **UW Press:** Russell Schwalbe, **Waisman Center:** Pat Mitchell

Center/Members Absent: **Aquatic Sciences Center:** Tina Yao, **Molecular Biology:** Michelle Holland, **Graduate School:** Susan Cook, **Space Science and Engineering:** Jean Phillips,

Convene: Chair Esther Olson convened the meeting at 2:36 pm

Minutes: unanimously accepted the June minutes as presented

Announcements:

- Meeting Scribe: Marchel Hill
- Put minutes from meeting on GSED website
https://mywebspace.wisc.edu/xythoswfs/webui/_xy-18431960_1-t_9VGBXqMS
- Name change for A3RI to The UW Ice Cube Research Center is official.

Action Items:

1. Distribution of Annual Report – Communication Committee
2. List of recruiting publications and organizations for Adin – Committee/Molly
3. Review materials from May, 2007 Planning meeting and prepare list of long and short term goals to work on in 2008-09 year – Committee

Reports:

1. Annual Report- Communication comm.
The Annual Report is done. It is posted on the Graduate School Equity and Diversity Committee website (<http://info.gradsch.wisc.edu/admin/committees/edc/index.html>), it will be given to the Assoc. Deans. Dean Cadwallader speaks well of the report and wants to present it at the upcoming Dean's meeting.

2. List of recruiting pubs. Molly sent a 2 1/2 page list accumulated from emails from centers on where they post for recruiting. Great list to start with – there are still approx 5 more that will be added.

Q: Is there a way to see if more than one center has used the same site? Or could you put how many center has used? There are dups on the list that need to be removed (ex. Nature/AASME). Is there a possibility of getting group rates, this is something that Adin was interested in looking at. Molly will compile rest of the sites that need to be added, if you need have more send to her by email. She will format it in xcel and send back to us we can put an x by our centers name if we use that particular recruiting site.

Other thoughts/discussion - Terri pointed out that for their center word of mouth has the most success. Hard to capture this kind of information in the list. Luis Piñero Assist. Vice Provost from the Office of Equity and Diversity sent a survey or self report, don't know how that information was used or if there is anything done with the report. Julie reported that (Grad Sch.) change is happening there is a need to find better statistics on where people recruit and their success. Those statistics are trying to be captured now with better reporting techniques. The Primate Center has had great results when partnering with MATC and have personal contacts that gets their name to new faces. RARC has found MATC also as a good resource. Mention it is hard for those who don't have that kind of connection or personal contacts to tap into this resource.

Final outcome- Molly will send out the list that she has compiled to each center. She can make the judgment call to send to Adin. Will add a note onto the document that capturing data could help for feedback to our group.

Discussion Items:

1. New Vice Provost Damon Williams will start on Aug. 4th. Esther has a meeting schedule for August 28th where she will give him the white paper along with our Annual report. When she met with Dean Cadwallader he asked if we had sent the letter out to him.

2. Setting agenda for 2008-09 -

Handout with Action Items, two sheets per person. Julie sent Esther a template to help keep us on track. Also copy of the May 2007 notes from strategic meeting where potential action items had been listed. From that list how do we want to prioritize? Esther listed on the board the number representing each potential action item everyone was given a different color circle to put by their top three items. The item with the greatest number of circles will be put on the appropriate sub-committee list. Sub-committee will define long and short term action items.

RESULTS-

1. received zero green circles, 2. received three green circles, 3. received seven green circles, 4. received 3 green circles, 5. received ten green circles, 6. received four green circles, 7. received zero green circles,, 8. received zero green circles, 9. received three green circles, 10 received six green circles, and 11. received four.

Sub-Committee Assignments:

Communications Committee (members - Molly, Russ, Barry, Jean and with Tina having time constraints).

Action items assigned #3, 4, 6 and 9 from list. They will rank and bring back ideas on how to accomplish and if we can obtain it. Will report back hopefully with template filled in to full group in Sept.

Professional Development Committee (members – Maya, Michelle, Marchel, Terri, and Nancy).

Action items assigned #5 and 11 from list. They will rank and bring back ideas on how to accomplish and if we can obtain it. Will report back hopefully with template filled in to full group in Sept.

AD Hoc Committee (members – Joe, Susan, Pat, Peter, Gayle and Wayne, both have time constraints).

Action items assigned #2 and 10 from list. They will rank and bring back ideas on how to accomplish and if we can obtain it. Will report back hopefully with template filled in to full group in Sept.

When we meet in Sept. goals can be filled in after we know the sub-committee ranking of each action item. It was noted that communication had four items while the other two groups had only two. This may balance out after we know what are our strengths in each area.

For next meeting bring -

1. annual report with best practices for each center, 2. potential action sheet from 2007, 3. action item template. (copy is on page four of this doc.) and 4. goal statement.

-we will break into sub groups and all try to work in room 350.

Action Items:

Appointed one person from each subcommittee to be the point person for the next meeting. Communication – Russ, Professional Dev. – Terri and Ad hoc- Peter. Group may need to select an acting chair for the day. Esther will be out of town.

Next Meeting on August 14 at 2:30 in 350 Bascom Hall

Sub-committee first meeting to prepare action plan for 2008-09

Next Full Meeting on Sept.14 at 2:30 in 350 Bascom Hall

Adjourn: Meeting was adjourned by Esther Olson at 3:45pm.

Sub committee met for the remainder of time to strategize.

Respectfully submitted by Marchel Hill

+ Graduate School Equity and Diversity Committee
 Action Items – 2018-09
 July 2018

Mission Statement: Provide leadership and direction to the Graduate School Centers and Institutes as they integrate equity and diversity initiatives into their work environments.

Goal:

Action Items	Steps	Point Person(s)	Due Date