

**Graduate School
Equity and Diversity Committee**

May 8, 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/Terri Wipperfurth, Aquatic Sciences Center/Tina Yao, Arboretum/ Molly Fifield-Murray, Bio-Technology Center/Wayne Davis, Biotron/Peter Vanderveer, Graduate School/ Maya Holtzman, Laboratory of Molecular Biology/Michelle Holland, Molecular Virology/Marchell Hill, Physical Sciences Laboratory/Nancy Dopkins, Primate Research Center/Susan Baculik, Synchrotron Radiation Center/Esther Olson & Hartmut Hochst, UW Press/Russell Schwalbe,

Center/Members Absent: Space Science and Engineering/ Jean Phillips, Waisman Center, Patricia Mitchell.

Convene: Chair Esther Olson convened the meeting at 3 pm.

Minutes: unanimously accepted as presented

Announcements:

- Meeting Scribe: Peter Vanderveer
- Susan Baculik, has replaced Bonnie Friscino for Primate Research Center.

Reports:

New Campus Recruiter: Julie Karpelenia has not heard back from Adin Palau . Will invite to June meeting, allow 15-20 minutes. Will confirm date and time when known.

DISCUSSION ITEMS:

- **Sub-Committee assignments.** Several committee members volunteered for the PD sub-committee at the April meeting, Esther assigned members to the other sub-committees and assigned duties, can trade assignments. There was discussion on using monthly meeting time for sub-committees to meet, would be efficient use of time and help with the effort reporting issues for those on grant support. It was decided to have the sub-committees meet during the August monthly meeting to start planning for 2008-09.
- **White paper.** Send any typos, corrections, changes to Esther. Discussion about letter included change to Grad School letterhead, change title font to match cover letter title font and switching first and second paragraphs to present the main points first. Esther will incorporate changes and send out another draft to members. Will run final draft past Martin when Esther meets with him end of May. Once complete will send to Damon Williams timed with his campus visit in July.

- **Annual report to Dean.** Julie Karpelenia will format data in chart form and send out to committee members. Molly Fifield-Murray suggested Martin should see report before we send out. Russell Schwalbe will prepare an executive summary. Decided copies should be sent to Martin, Center Directors, Assoc Deans, CASI, Center E&D Committee chairs, Divisional Oversight Committee, CNCS, and Adin.
- **Chancellor candidate forum attendance.** Esther asked for committee members to attend chancellor candidate forums(1:30-3pm Memorial Union), meet and greet the week of May 12. Esther urged committee members to check their calendars and try to attend and report back to committee.
Gary Sandefur; May 12, Molly Fifield-Murry
Carolyn Martin, May 13, ?
Timothy Mulcahy, May 14, ?
Rebecca Blank, May 15, Michelle Holland.
- **Analysis Statistical data-Ad Hoc committee.** Postponed until the next meeting.
- **Standardized format-Communications committee.** Postponed until next meeting.
- **Meeting dates 2008-09.** After a brief discussion it was decided to continue to meet the second Thursday of every month in room 350 Bascom Hall but starting with the August meeting change the time to **2:30-4:00 pm**. Esther would check on the availability of the conference room for this new time period.

Action Items:

If possible attend Chancellor meet and greet sessions.

Julie continues to work with Adin Palau for a date to meet with committee.

Russell prepare executive summary of annual report.

Final touches on annual report.

Esther set up meeting with Martin and possibly have annual report for Martin to see before it is sent out to others.

Esther check conference room for meeting times for new year, second Thursday of the month 2:30-4pm.

Next Meeting on June 12 at 3:00 in 350 Bascom Hall

Adjourn: Meeting was adjourned by Esther Olson at 4:15pm.

Respectfully submitted by Peter Vanderveer