

**Graduate School  
Equity & Diversity Committee**

November 13, 2008

2:30PM – 4:00PM

Room 350 Bascom Hall

**Center/Members Present:** Arboretum-Molly Fifield-Murray; **Biotechnology Center-** Wayne Davis; **Biotron-**Peter Vanderveer; **Graduate School-**Maya Holtzman, Julie Karpelenia (arrived late); **Institute for Molecular Virology-**Michelle Holland; **Institute on Aging-**Gayle Love; **Laboratory of Molecular Biology-** Kim Voss; **Primate Research Center-**Kate Kaminski; **Physical Sciences Laboratory-**Nancy Dopkins; **Research Animal Resources Center-**Barry Standorf; **Synchrotron Radiation Center-**Esther Olson; **Space Science and Engineering Center-**Jean Phillips (left early); **University of Wisconsin Press-**Russell Schwalbe; **UW Icecube Research Center-**Terri Wipperfurth;

**Center/Members Absent:** **Aquatic Sciences Center-**Tina Yao; **Synchrotron Radiation Center-**Joe Bisognano; **Waisman Center-** Patricia Mitchell

**Convene:** Chair Esther Olson convened the meeting at 2:34

**Review and Approve Minutes:** October 2008 meeting minutes approved as presented.

**Announcements:**

1. Marchel has been compiling a source of Damon Williams articles concerning his past experiences in campus and community involvement; Michelle will post these sources on the shared webspace for all to peruse.
2. Kate Kaminski from Primate Research Center is present for the first time and introductions were made. Michelle will add Kate to the access list for the GSED Committee shared webspace.

**Scribe:** Barry Standorf

**Action Items:** no action items were presented

**Reports:**

1. Molly will be posting the recruiting resources document on the GSED Committee shared webspace; an estimated time of posting will be next week. Molly reports that this is a work in progress and will be completed as quickly as possible.

**Discussion Items:**

1. April 2009 GSED Committee meeting occurs during the time of Passover; a change in time was recommended. Terri motioned to change the date and the motion was accepted. It was further decided to not have a full Committee meeting during the month of April but to use this time as a Sub-Committee meeting. If room 350 Bascom was available one week earlier (April 2<sup>nd</sup>, 2009)

- then Esther will reserve the room. Otherwise, Sub-Committees will decide on a time and place to meet on an individual basis and be prepared to report to the full Committee the following month.
2. Recommended changes to the Operating Procedures were sent by composed and sent by Esther previous to this meeting. The areas to be changed were highlighted, and the opportunity for comment was given.
    - a. Gayle made the motion to change the last two words of subset D to read “as appropriate” rather than “when needed”. Maya seconded the motion; motion carried and Esther will get new wording out.
    - b. Molly moved to approve the new Operating Procedures as amended and Terri seconded it; motion carried unanimously.
  3. Damon Williams meeting is still on as planned to happen during the December Committee meeting. The question was put to the Committee by Esther as to how we would we like to have the meeting be carried out.
    - a. Wayne spoke in favor of a brief introduction for those Committee members who have not had the pleasure of meeting Damon before.
    - b. Maya spoke in favor of everyone looking at the draft of Damon’s plan he has penned and handed out to the campus, “Learning, Relationship Building, and Prioritizing: Strategic Transition Framework”. An electronic version of the plan will be sent to the Committee by Terri.
    - c. Terri spoke in favor of an introduction presentation giving by Damon to get to know the committee and then have the committee ask him questions.
    - d. It was agreed upon by the Committee to have a ½ hour presentation by Damon with predetermined questions to follow. The Committee was to look over Damon’s plan and base questions off of this document. Members should send their questions to Russell for compilation and formal drafting. Time allowing, this is the agenda for our time with Damon.
  4. Wayne asked the question about what will replace Plan 2008 on the campus level.
    - a. Maya reported a start to next phase in being headed by Ruby Paredes, Assistant Vice-Chancellor of Academic Staff and a January discussion is occurring with other interested parties to discuss this next phase.
  5. Once the GSED Committee agenda is set for the next 12-18 months a meeting with Martin Cadwallader will be set up by Esther. An estimated time that this meeting would occur was the middle of December to early January to discuss GSED Committee plans and outlook.

### **Sub Committee Reports:**

#### **Communications Committee-**

A productive meeting was had last month. Molly is working on getting us connected to the Grad School website in the manner that we want. Jean has an individual working on formatting the ToolKit to have links embedded that would connect the user to related information and vise-versa. Barry is doing the same thing with the 2008 Report. There was a discussion about the overall layout of

the website and the possibility of having a list of posted links that would connect the user to other relevant sites inside and outside of campus.

**Professional Development Committee-**

The PD Committee has begun pulling together information and resources, and a list of events and classes that would be beneficial to campus employees. There are some questions about how and who to share this information with, and they plan to come to the full committee in February to discuss the best direction to take in regards to this information. Maya volunteered to discuss what is going on in the GS/RSP E&D Committee in terms of that committee being a little further than the GSED committee. It was discussed that perhaps GS/RSP should be sharing their event information concerning equity, diversity, and professional development events with the GSED Committee; making what GS/RSP is doing available to the GSED and opening these events up to others. The idea of this was well accepted.

**Ad Hoc Committee-**

Ad Hoc is focusing on creating a method to measure progress for the individual Centers. Gathering an extensive list of resources and questions in order to whittle it down and make a concise valuable list. Further efforts would then be made to formulate a survey that could be given on a recurring basis (every three years for example). This survey would be distributed to all GS centers. Uniformity is something that is important and necessary in order to quantify over time, in a systematic easily observable way, how climate is being interpreted in individual centers and how this compares to past times. When or how to conduct this survey during a time that doesn't burn out the individual was a question the Ad Hoc had for the Committee. It was voiced that a question for Damon Williams may be "How long does it take to create change?" Ad Hoc feels that a universal compilation of sentiment is needed, despite each center being individual and doing their own thing relative to other centers within the Grad School. Ad Hoc asks "Is this what this committee should be doing?"

-OR-

Should Ad Hoc be a liaison between Damon Williams and his office and what the GSED Committee can be do for him. Perhaps a different task of feeding Damon short regular intervals of the information that we've gathered would be a better purpose. How does our agenda fit in his overall plan of attack? This is something to discuss in December. For the short term duration, Ad Hoc will continue on their current track and in December will learn more about how to continue.

Esther will attempt to pull this information together in a cohesive outline to get a rough draft of the GSED Committee agenda for the year.

**Next Meeting:** December 11, 2008 from 2:30-4:00 in room 350 Bascom Hall.

Jean Phillips is Scribe.

**December Agenda Items:**

1. Damon Williams meeting plan of attack- short presentation by Damon and Q/A if time permits
  - a. read Damon's Plan Draft and email questions to Russell

**January Agenda Items:**

1. At least a portion of the time will be reserved for sub-committees meeting.

Meeting adjourned at 3:43pm. Minutes respectfully submitted by Barry Standorf.