

Graduate School
Equity & Diversity Committee
September 11, 2008
2:30-4:00pm
Room 350 Bascom Hall

Center/Members Present

Aquatic Sciences Center/Tina Yao, **Arboretum**/ Molly Fifield-Murray, **Biotron**/Peter Vanderveer, **Graduate School**/ Maya Holtzman, Susan Cook, & Julie Karpelenia, **IceCube Research Center (formerly A3RI)**/Terri Wipperfurth, **Institute on Aging**/Debbie Weber, **Laboratory of Molecular Biology**/Michelle Holland, **Molecular Virology**/Marchell Hill, **Primate Research Center**/Susan Baculik, **Research Animal Resource Center**/Barry Standorf, **Space Science and Engineering**/Jean Philips, **Synchrotron Radiation Center**/Esther Olson & Joe Bisognano, **UW Press**/Russell Schwalbe, **Waisman Center**, Patricia Mitchell.

Center/Members Absent

Bio-Technology Center/Wayne Davis, **Physical Sciences Laboratory**/Nancy Dopkins

Convene

- Chair Esther Olson convened the meeting at 2:33pm

Minutes

- The committee approved the minutes from the July meeting. The August monthly meeting was subcommittee work and no minutes were recorded.

Announcements

- Susan Baculik has accepted a job at Classified Human Resources. This will be her last meeting as the Primate Research Center representative. She does not have a replacement yet, but will find one in the near future.

Subcommittee Reports

- The following subcommittees have been created: Professional Development, Communication, and Ad Hoc. Each committee was assigned members and action items at the July meeting. At the August meeting, each subcommittee met to: rank the priorities, brainstorm ideas how to accomplish these, and fill out the template of action items.

Professional Development Committee

- Members: Maya, Michelle, Marchel, Terri, Nancy

- Task #5 and 11 from list: to educate and train staff and leaders within Centers and to find opportunities for Center middle managers on leadership/management skills that are relevant
- Short term goals: prepare a list of on campus professional development opportunities, off campus training resources, and general campus resources. These documents have been created and are available for review on the GS E&D MyWebSpace shared folder:
- <https://mywebpace.wisc.edu/zander1/Graduate%20School%20Equity%20%26%20Diversity%20Committee%20ALL>
- Long term goals: the committee will need to focus on a specific topic, find sponsors/funding, and perform an in-kind service.
- The question was asked: will the professional development subcommittee review opportunities on campus? The consensus was that the subcommittee would simply provide these opportunities as a resource, and not critique/evaluate them. What is useful to one person may not be helpful to another.

Ad Hoc Committee

- Members: Joe, Susan, Pat, Peter, Gayle, Wayne
- Task #2 and #10 from list: talk to other diversity committees on campus about best practices and create a method for measuring progress on equity and diversity issues
- They would need to survey the equity and diversity committees about their issues and try to get suggestions from other committees on ways to facilitate communication.
- The committee thought creating a method for measuring progress was a higher priority so they will focus their efforts on that.
- Possible idea is a survey of grad school centers to measure progress. The survey could be created using the Grad School Equity & Diversity June 2008 annual report as well as examples from other institutions (Penn State, UW) as a starting point. The survey questions would be made as straightforward (maybe multiple choice) as possible. The committee is contacting the Survey Center on campus as well as DoIT for assistance with the survey. Once they know the costs they could submit a proposal for funding.
- The Survey Center provides workshops and may be able to serve as a resource for this committee. John Stevenson is the director of the survey center; he was very helpful and worked with a grad school center on their survey in the past.
- The entire committee discussed the following items with the Ad Hoc Committee: how often would we need to survey the centers to measure and evaluate progress-every 2, 3, 5 years? Would the survey be done along with the annual report? Would the survey go along with the annual reports to make for easier reporting?
- How successful would we be in the survey? Before we devote a lot of resources to this, we need to figure out the contact people in the centers.

Committee members would be responsible for making their center staff complete the survey.

- Would we have one standard climate survey for all units? We would need to carefully look at what has been done in centers in the past, as not to duplicate any of their efforts and possibly learn from anyone who has done a survey. Tina mentioned that there is a list of survey questions previously established by this Equity & Diversity Committee. This could be the starting point instead of starting from scratch. This survey was never used, but was a general climate survey offered as a resource.
- How do we look at equity? Julie has access to general data if we want to use this as a measure to compare university numbers and center numbers.
- Another possible resource is WISELI: Women in Science & Engineering Leadership Institute. They have done lengthy research on gender, equity and diversity trends. Jennifer Sheridan might be willing to educate about some of this data.
- Does everyone here agree that #10 is more important than #2? #2 may be accomplished through the efforts of Damon Williams. Could the chairs of other diversity committees meet once/twice per year to share ideas? We could suggest this to Damon as a possibility to connect these groups.

Communications Committee

- Members: Molly, Russ, Barry, Jean, Tina
- Task #3, 4, 6, and 9 from list: a centralized campus equity and diversity website, expand the Grad School website and maintain content, just-in-time communication training, and focus on issues (equity) to communicate
- The committee felt that the top priority is to update the grad school website first. Kathy Matthews-Risley is the contact at Grad School and Julie will talk to her about what we will need, the process, etc. The Grad School is always looking for people to generate content for the front page of their website. Possibly, we could facilitate this by requesting updates from centers to be highlighted on the Grad School home page.
- The comment was made that it is difficult to find the link to the Grad School Equity & Diversity Committees page on the Grad School website. Susan Cook and Julie will look into what is possible for a more prominent display of our committee's web page.
- The subcommittee has already started with a website structure/site map. There will be a glossary of terms and acronyms of common terms and language used in this work. The Grad School Office of Equity & Diversity has a glossary that they offered could be used as a starting point. On campus this needs to be well known and standard in the various units/divisions. Maya will share their glossary of terms as a starting point.
- Currently the Equity & Diversity Toolkit is a PDF available online. They are working to make the Toolkit hyperlinked as an online interactive resource. Key terms will be linked to different sections of the toolkit and outside websites that serve as resources.

- Another idea was to have a FAQ and making the annual report and toolkit interactive and hyperlinked.
- The estimated timeline for the communications subcommittee is it will take them 1 year to get the bare bones website structure and content finalized and approved by everyone.

Recruiting Publications and Organizations for Adin

- Molly has collected a list of recruiting publications and organizations to be sent to Adin Palau, Recruitment Manager, Office of Human Resources. Molly will send this document to Adin before our next meeting in October.

Chair Meeting with Vice Provost

- Esther Olson met with Damon Williams, Vice Provost of Diversity & Climate. She gave him the background of our committee and shared with him some of the initiatives that we have been working on. He has identified various equity and diversity committees on campus as a major resource to getting his job done. Damon is preparing a transition document and will send this to us when it is ready for release.
- There was discussion about having retreats (½ or whole day) with the various equity and diversity committees on campus to get to know people and find out what's going on around campus. We will probably be invited to participate in such a retreat.
- He promised that he would meet everyone involved in Equity and Diversity, but he acknowledged this would take time.
- Damon is working with Dawn Krimm to put together an external advisory group. We need to know what the general public thinks we are/are not doing.
- He is putting together a pamphlet of what his office does, services available, contact people, etc.
- They talked about identifying and gathering resources across campus. He realizes he has a big job with limited resources. He has 1 FTE and will fill this soon. He will use groups such as ours as a resource and knows this will be essential to the success of his efforts. Our group is very receptive to working with him and Martin would be supportive of us spending time to work on these issues at the campus level.
- He thanked everyone on our committee who worked on the position paper and thought it was well worth our time and efforts. He will use this as a reminder and keep him on track.
- Our committee agreed that a step in the right direction would be to invite Damon to our monthly meeting. October is booked, but November might be possible for Damon to attend.

Plan 2008-09 Activities

- The subcommittees need to further define their work before 2008-09 activities can be discussed.

- In October we will convene as a large group for the first half and then break into committee work for the remaining time.
- Each subcommittee spokesperson will put their planning notes on the MyUW shared webspace

Next Meeting:

- October 9th, 2008 at 2:30-4:00pm, Room 350 Bascom Hall
- Scribe: Nancy Dopkins-PSL

Adjourn: The meeting was adjourned by Esther Olson

Respectfully submitted by Michelle Holland, Laboratory of Molecular Biology