



**Grad School Equity and Diversity Committee Meeting**

**Date:** April 8, 2010  
**Start/End Time:** 2:30 – 4:00 PM  
**Location:** Bascom Hall Room 350

**Attendees:**

**Michelle Holland, Terri Klousie, Gayle Love, Wayne Davis, Peter Vanderveer, Esther Olson, Karen Aune, Krista Coulson, Joe Bisognano, Terri Wipperfurth, Kate Kaminski, Marchel Hill**

**Note Taker:**

**Gayle Love, Institute on Aging**

**AGENDA TOPICS**

**Welcome, Minutes, Announcements, Agenda Review**

Minutes were approved.

Esther did not get emails out to centers requesting an E&D point of contact for each center. She will do that before the next meeting. The contact may or may not be the GSED committee member.

Announcements: None.

**TOPICS:**

1. Discussion – Convergence of campus goals and GSE&D Committee goals. This was to be led by members of the Communications sub-committee who were unable to attend. Discussion tabled to May meeting.
2. Progress Report Template – the AdHoc committee circulated a revised draft that incorporated changes discussed in March. There was some discussion about the purpose of the report: it is intended to be a mechanism to engage directors and keep attention on issues of equity, diversity and climate. Additional changes to the report were discussed:
  - add section where centers/institutes can highlight additional goals not mentioned previously
  - administrative info such as place for center name and instructions for completing (e.g. timeline, review period is fiscal year that just ended, format – want it in electronic form)AdHoc will make changes for final review at May meeting, Esther will draft cover letter. These materials will go out from Martin’s office in late June to be returned by July 31<sup>st</sup>. Materials will be returned to Martin’s office and then forwarded to Esther & Peter (chair of AdHoc)
3. Professional Development Interest Questionnaires – 12 have been submitted to committee. Terri to send a follow-up message asking others to return the forms. These will be used to help the committee plan events for next year.

4. 2010 -2011 Meeting Dates and Times – will continue to meet on the 2<sup>nd</sup> Thursday of the month, but will meet 30 minutes earlier to accommodate members who need to leave campus by 4:00. This change will be effective with the July 2010 meeting.

5. Climate Survey Template – Communications will upload the fillable PDF template that Karen created to the website and then begin to convert to Qualtrics format for broader use and ease in generating summary output. The current form is 10 pages, there was some discussion about a core set of questions that we would want all centers to use when doing a climate survey. Karen (PSL) is the first group to use the survey since it was finalized by AdHoc last year. Decided that we need to do some pre-testing to help determine core questions. For the pre-test committee members should complete the survey and identify problem questions. We would also summarize responses and pool information from PSL to identify potential problem questions (e.g. those in which there is no, or little variability in responses –especially if they are all agree slightly or disagree slightly).

Karen will send the fillable PDF to committee members to complete and make notes about for next meeting. If members cannot make next meeting they should send completed form and notes to Esther or ask their alternate to bring it to the meeting along with any comments.

CLOSE

**ACTION ITEMS**

Bring back the completed Climate Survey and any notes or comments about core items.

Approve a final draft of the progress report.

**NEXT MEETING WILL BE:** May 13, 2010 – 2:30 to 4:00 PM – 350 Bascom Hall, Scribe: Marchel Hill – Institute for Molecular Virology