



**VCRGE Equity and Diversity Committee Meeting**

**Date: April 14, 2015**

**Start/End Time: 2:00 – 3:30 PM**

**Location: 52 Bascom Hall**

Attendees:	Members:	PRESENT	ABSENT
		Kory Breuer – WID	
	Wayne Davis – Biotech		O
	Rebekah Franklin – RARC	X	
	Isabelle Girard – Biotron	X	
	Toni Gunnison – UW Press	X	
	Darrell Hamilton – PSL, Chair	X	
	Deborah Hartley – Primate Center	X	
	Sheila Hessman – Institute on Aging	X	
	Anita Herrick – WIPAC		O
	Marchel Hill – Molecular Virology	X	
	Andres Mejia – Primate Center		O
	Anne Moser – Aquatic Sciences Center	X	
	Jessica Skarupka – Cell & Molecular Biology	X	
	Julie Karpelena – Graduate School	X	
	Daniel Kleinman – Graduate School		O
	Nina Porcaro – BioTech Center		O
	Mary-Butler Ravneberg – Graduate School		O
	Maria Vasys - SSEC	X	
	Mark Wegener – Arboretum	X	
	Choutae Yang - Waisman	X	
<b>Scribe</b>	<b>Marchel Hill, Institute for Molecular Virology</b>		
<b>Meeting Purpose/Outcomes:</b>	<b>Don Schutt guest speaker will review climate survey process, data collection and how results are presented.</b>		

----- Minutes ---

AGENDA	WHO
<p><b>Welcome:</b> E&amp;D meeting was called to order at 2:04 pm by Darrell Hamilton.</p>	<p>Darrell Hamilton</p>
<p><b>Minutes:</b> The minutes were reviewed, motion to approve, then seconded. Call for a vote to approve minutes with out any amendments was made and carried.</p>	<p>Maria Vasys Choutae Yang</p>
<p><b>Business:</b></p> <p><b>1. Professional Development upcoming event</b></p> <p>Group was informed that P&amp;D received go ahead from nine members for book club. Will watch the video “30 Days”. Video will take about 40 minutes, will be presented at next month (May) meeting. Need a count of anyone else who might be interested, to to order books for those participating in the book club portion.</p> <p><b>2. Introduction of Speaker – Don Schutt, director of Human Resource Development.</b></p> <p><b>Contact info -</b> 608-262-7106 <a href="mailto:dschutt@ohr.wisc.edu">dschutt@ohr.wisc.edu</a></p> <p>Don handed out two handouts. Copies attached. Intro was that his office has moved out of the Graduate School as well as a name change to Office of Talent Management under the auspices of Office of Human Resources (OHR).</p> <p>For background information, he used to assist climate surveys for depts and units looking to better understand diversity within their units. The survey was typically requested by the E&amp;D committees within these units. He used Qualtrics which is a web base survey used by the UW. Also, the survey center to administer the survey. The results from the survey were then given to the heads of the dept/unit as a general assessment of their environment. Followed by dissemination to the unit at large. It was at this time that some centers like Space Science and Primate Center took part in having their centers surveyed. More recently OHR wanted to take the survey process and information further to look more carefully in the area of climate. Now the survey questions cover engagement, inclusion and climate.</p> <p>Then he covered in great detail the survey process, his office handling of climate surveys information and how the unit/center receives the results.</p> <p>Take home-</p> <p>When giving a survey you need a planning cycle. There needs to be more than one kind given and time. Example an electronic and paper version. You also need to have the survey given in multiple languages, which requires paper forms. Then you have to deal with anonymity for the person taking the survey.</p> <p>The director has to be the champion of the survey process as well as a point person needed to be the follow-up contact for all the phases of the survey process.</p> <p>A survey should not be done if you are already aware of an issue within your unit, address that in another fashion. Not by doing a survey of the unit, there is a lot of time and effort that goes into doing one. So think carefully before beginning one.</p>	<p>Jessica Skarlupka</p> <p>Darrell Hamilton</p> <p>Don Schutt</p>

<p><b>Take home (con't)</b></p> <p>Timing of survey best in Jan/Feb with roll out of results and wrap up by late summer. Need to think about what group you want to target, because everyone is not available year round. Don has found from doing this process during various times of the year spring is not a good time.</p> <p>Lots of questions from the group, that covered - the types of questions on the premade survey, ability to customize survey and how to pay for survey. Also, if the campus is doing one for a full campus climate survey, how do units get information out for their specific unit. It would be nice to individual data so that units in the Grad School could compare.</p> <p>Don finished his presentation at 3:05 pm, had to go to another appointment.</p> <p><b>3. Other</b> Please contact Jessica if you are interested in being in the book club for the reading of "Nickel and Dime". We would like to know how many books to order.</p> <p><b>4. Plans for future meetings</b> Darrell discussed bringing in Esther Olson, as well as video "30 Days".</p>	<p>All</p>
<p><b>Next meeting agenda and action items: Nothing Specifically Set<sup>1</sup></b></p>	
<p><b>Meeting adjourned at 3:40 PM</b></p> <p><b>NEXT MEETING WILL BE:</b>  <b>May 14<sup>th</sup>, Room 52 Bascom</b>  <b>Scribe: Graduate School</b></p>	

