

## **Grad School Equity & Diversity Committee**

8/12/10 @ 2:00pm, Room 350 Bascom Hall

Note taker: Michelle Holland, LMB

**Present:** Esther Olson, Sheila Hessman, Molly Fifield-Murray, Wayne Davis, Joe Bisognano, Carey Hannan, Marchel Hill, Michelle Holland, Peter Vanderveer, Eric Thompson

### **Welcome**

- Welcome to the new SSEC member Eric Thompson.

### **Minutes**

- The June 2010 GSED minutes were approved as submitted by the note taker Marchel Hill.

### **Announcements**

- There were no announcements.

### **Agenda Review**

- There were no items added to the agenda.

### **Progress Report Review**

- 12 of the 16 centers have submitted the yearly progress reports that were due July 30<sup>th</sup>, 2010.
- Esther has followed up with the Center Directors and Dean Cadwallader about those reports not submitted by the deadline: Arboretum, IMV, PSL, and Aquatic Sciences.
- The reports will be given to the Ad Hoc Committee to compile the reports into one master document. Ad Hoc will report back to the full committee with a draft at the October GSED meeting.
- The individual center progress reports from 2010 will be placed on MyWebSpace where only GSED members have access to view them.
- Esther will confirm with Dean Cadwallader the status of who submitted their reports by Monday, August 16<sup>th</sup>, 2010.

### **Climate Survey**

- An update from Peter: the climate survey is uploaded into Qualtrics and it looks really nice. Qualtrics can easily be e-mailed to anyone who wants to take the survey. Qualtrics compiles the data and results into a complete package that is easy to understand.
- Discussed a climate survey roll out plan. We need a roll out plan in place before any more surveys are done by centers. Ideally the Center Director should be involved in the formation of a roll out plan. Everyone in the center should know what the roll out plan is before the survey is administered.

- Options for outside assistance with the roll out plan and consistent analysis of surveys over time:
  - Don Schutt is working with SSEC for their survey and is willing to come to a future GSED meeting to help us develop a consistent roll out plan.
  - Office of Quality Improvement: Darin Haris. GSED has an established relationship with him.
- It was discussed that we should use the same person for developing a standard roll out plan and survey evaluation to have consistent interpretation over time.
- SSEC has a draft of their survey and they have added 5 additional questions specific to their unit. PSL did a survey earlier this year. Esther will talk to Karen about what the plan is for PSL survey.
- The decision was to invite Don and Darin to our next meeting whenever they were available in September. We will focus on developing a standard roll out plan and analysis of surveys. Peter has Don's PPT about surveys and he will upload it to the MyWebspace. Everyone should read it and be prepared to discuss at the September meeting. Peter will contact Don and Darin to invite them to our September meeting.
- Follow this link to the GSED MyWebspace where all members have full read/write/edit access. Please add to your bookmarks for future reference. [https://mywebspace.wisc.edu/xythoswfs/webview/xy-10646909\\_1](https://mywebspace.wisc.edu/xythoswfs/webview/xy-10646909_1)

### **GSED mini report format**

- Esther was following up from our previous meeting where a mini-report was shared about the highlights from each meeting. Where is this at?
- Krista from Communications Committee will be asked to give a brief status report on this item at the September meeting. If the mini-reports are ready, they should be posted or distributed accordingly.

### **Other Items of Business**

- Esther will send an e-mail to everyone with the appointment/terms and subcommittee assignments.
- Esther will follow up with Julie about the appointment process to make sure all of the centers are represented. It was discussed that all new members and those leaving the committee should get a letter from Dean Cadwallader.
- Esther noticed there was a lot of outdated and incorrect information on the GSED website. Molly will follow up with the Communications Committee about where the updates are at and how this will be handled. Esther will also ask Terri about the GS website for the E&D committee.
- Discussion about when we will have the next Center Directors meeting. It was suggested that these could occur every other year and the next meeting would take place in 2012.