



Grad School Equity and Diversity Committee Meeting

Date: December 9, 2010

Start/End Time: 2:00 – 3:30 PM

Location: 350 Bascom Hall

Attendees

Karen Aune (PSL), Michelle Holland (Molecular Biology), Marchel Hill (Molecular Biology), Alissa Ewer (Graduate School), Anne Moser (Aquatics Science Center), Peter Vanderveer (Biotron), Susan Cook (Graduate School), Sheila Hessman (Institute on Aging), Krista Coulson (UW Press), Laurel Bacque (Ice Cube), Esther Olson, Chair (SRC)

Note Taker:

Carey Hannan - RARC

Minutes

Welcome, Minutes, Announcements, Agenda Review

Meeting started at 2:00 PM. Minutes of previous meeting accepted.

Communications Sub-Committee Report:

Website Update Links reviewed and membership list updated, waiting for minutes in electronic form. The next step is to review content. Estimated completion date Jan 31st 2011.

MyWebSpace Individual MyWebSpace accounts have limitations, looking into setting up official GSED account. Currently Michelle H. has all materials on her account with others granted access. The annual report is up on MyWebSpace. The Communications subcommittee is looking into other options for electronic collaboration and will report back later.

Goals Increased collaboration with Professional Development committee to promote the Series. Working on possible Wisconsin Week article about Professional Development Series. (The current series is now on Campus Calendar). Also continuing to work on updating website. After much discussion the idea of the “mini minutes” was dropped in favor of focusing on getting out news about big issues/events.

Full committee discussed idea of spending last 5 minutes of each meeting summarizing talking points for members to take back to their centers. These will be included in future minutes. Committee agreed to change and the agenda will be modified accordingly.

Professional Development Sub-Committee Report:

Exploring options/alternatives to performing a climate survey. Other resources on campus include WIESLI, Employee Assistance Office. Steve Pearson from Employee Assistance offered to speak to the GSED in 2011. Committee as a whole discussed suggestions for creating a document or putting these options on the website. Suggestion for collaboration with Ad-Hoc committee

Ad-Hoc Committee Report:

A description of the climate survey process has been put together and is attached to the survey template in Qualtrics. This document was handed out to the full committee for review & comment. Lengthy discussion ensued (summarized in next section).

Report continues:

Sub-committee working with Qualtrics to make the template freely available to everyone permanently.

The Annual Report is complete and has been distributed to Julie, Esther and Dean Cadwallader. The annual report writing went very well, having a template was really helpful. Goal for 2011 is to work with Professional Development sub-committee on Climate assessment.

Committee Projects for 2011

Determined that there are many things on the committee's plate. Discussion postponed until January meeting, each sub-committee will bring a list.

Further Discussion

Esther will meet with Martin in January. By then he will have had an opportunity to read the annual report. Discussion of independent operation of the committee or asking for more direction/having a charge from Martin. Determined that Esther will go in to the meeting with the report to discuss and summarize the committee's plans then ask for feedback and advice.

Martin has followed through on promise of support and has stood behind this committee. The Center Director's meeting showed his support (especially in light of his workload). We believe he is happy for the committee to work independently.

In light of this we intend to make a statement of appreciation. Esther will draft it and take it along to the meeting.

Discussion of Steve Pearson's (Employee Assistance) offer to talk to the committee: we are looking for help in presenting climate assessment options to the centers. How best to put the tree/framework together? Karen will query Steve as to how best he can help and when. Perhaps address the whole committee or perhaps work with the Professional Development sub-committee.

There was a recent meeting called by Damon Williams on best practices. Esther will see what came out of that meeting.

Esther will ask Martin to share the Annual Report with the center Directors, but committee members can also share with their directors.

Welcome to Laurel Bacque, replacing Terri Wipperfurth for Ice Cube.

Adjourned ~ 3:10 PM.

Talking Points

- 1) Martin will be sending out the annual report to the Directors.
- 2) The Professional Development Series: Last session on "Fostering a Positive Work Environment" was very well received. Next session in February is "Embracing Change".