

Graduate School Equity & Diversity Committee Meeting Minutes

Bascom Hall Rm. 350 @ 2:00PM

Thursday, December 13<sup>th</sup>, 2012

Present:

Sheila Hessman – Institute on Aging  
Molly Fifield-Murray (Chair) – Arboretum  
Anne Moser – Aquatic Sci Center  
Peter Vanderveer – Biotron  
Julie Karpelenia (*ex. Officio*) – Grad School  
Mary-Butler (MB) Ravneberg – Grad School  
Marchel Hill – Molecular Virology  
Joanne Brown – Primate Center  
Rebekah Franklin – RARC  
Eric Thompson – SSEC  
Chris Moore – SRC  
Toni Gunnison – UW Press  
Daniel Kleinman – Grad School

Scribe:

Chris Moore - SRC

Notes:

1. Meeting called to order at 2:01 pm by Molly Fifield-Murray.
2. Minutes from the November 13 meeting were approved as is.
3. No additions to the agenda.
4. Announcements: Peter Vanderveer (Biotron) is retiring January 3.

**Center Reports**

1. The ad-hoc wrote the progress report. The process was fairly straightforward. One person on the committee compiled the answers, and then it was worked on as a group. Only 3 centers submitted their report late. One change was added to the report template: a center identification field.
2. There were no edits to the report – Motion was made by Marchel Hill to send the report to Martin. Seconded. No discussion. Passed with none-opposed.
3. Molly Fifield-Murray will create a cover letter and send it to Peter Vanderveer for review. The individual reports (16) will also be sent to Martin Caldwell.
4. We would like feedback from Martin Caldwell.
5. For the next meeting we will determine which nuggets from the report will be used for future planning.
6. The issue of whether to instead submit a report every other year was discussed. Martin Caldwell needs to be asked if he wants to see it every year. From the experience of committee members interacting with their directors, it was commented that doing the report every year keeps these issues alive in the minds of the directors. Perhaps the letter next year

should include a statement about this or maybe Martin Caldwell should include this in the director's annual review.

### **Subcommittee Reports**

1. Professional Development (Marchel Hill)
  - a. Marchel Hill Handed out professional development questionnaire to committee members so the sub-committee could get ideas.
  - b. The sub-committee will look at the annual report and plans to implement ideas in April.
  - c. One issue that was discussed is whether the professional development activities should just be for the committee or for others. It was concluded that if activities were aimed at the committee, they could be done during our meeting time but it would also be good to make activities available to others outside the committee.
2. Communications (Toni Gunnison)
  - a. Written comments from the communications sub-committee are attached to the end of these minutes.
  - b. There was a brief discussion about a second committee listserve that was set up. It was decided that Julie Karpelenia will continue to maintain the [gs-ead@lists.wisc.edu](mailto:gs-ead@lists.wisc.edu) listserve.
3. General Discussion - There was some discussion on what we should be doing as a committee, what our role is. Some of the thought expressed were:
  - a. Regarding E&D, the university is in survival mode – so we can't wait for campus to act and provide resources, we should create our own tools.
  - b. In the past employees have not been part of an E&D plan, so until things get worked out at the University level, we should continue our work.
  - c. We should reach out to other E&D committees, work with them.
  - d. Our role is to work for centers – during the next meeting we will explore defining ourselves, re-evaluate our goals, set direction over the next 6 months
  - e. We should have Damon Williams give us an update.
  - f. Since centers are unique, and not attached to departments, we should build links to other centers.
  - g. We as a college (grad school) have to fend for ourselves, gather and track existing resources, and make them available to campus. Every college is supposed to have an E&D committee so we should make connections with them. This task, which could be handled by the Communications committee, will be discussed during the next meeting.
4. New Business
  - a. There was no new business

### **Talking Points**

1. All centers submitted their reports.
2. Annual report is going to Martin.
3. Thanks to Peter Vanderveer for all his work on the committee.

### **Action Items**

1. Molly will create a cover letter and send it to Peter for review before sending the letter, annual report, and individual center reports, to Martin C.

2. Molly will speak with Martin before our next meeting to get feedback on the timing of the annual report and to suggest making it a part of center director's annual review.
3. Ask Damon Williams to give us an update.

### **Next Meeting – January 10, 2013 at 350 Bacom Hall**

1. Agenda items
  - a. Look at report to help decide plan of action for the following 6 months.
  - b. Figure out how much of our reports to share w/ directors
  - c. Look at our website, binders, mission, and goals.
  - d. Discuss whether to compile a list of campus resources that can be shared with campus through our web pages.

Adjourned: 3:02 P.M.

### **Communications Sub-committee Report**

1. We have new Communications/GSED members who have raised questions that we are not sure how to answer.
    - a. Who is our audience? Is it HR, or management, or staff? Or all of the above?
    - b. What is the GSED role, and how is our mission different and separate from the other E&D resources? How are our resources (toolkit, website) to be used that is different from the Office for Equity and Diversity, the resources offered through the Diversity Forum (<http://diversity.wisc.edu/>), and the resources available to HR staff?
  2. Toolkit review. Our website has been updated, but the largest part hasn't been tackled yet: the review and revision of the Toolkit. Related to #1 in regards to who our audience is, and how our resources fit in with the resources offered by others on campus.
  3. Open Projects:
    - a. Usability Testing –
      - On hold until grad school website is redesigned
    - b. GSED Glossary - (Toni)
      - Glossary – Toni will followup with the Grad school on their progress on their glossary. We were to link to it from our site.
  4. New Members Procedures checklist
    - e. Printed welcome packet (Toni will print several and bring to all future meetings)
    - f. Add to listserv
    - g. Add to website
    - h. Instructions on how to do the minutes
2. Possible new projects:
- a. Survey GS Centers for E&D needs
  - b. Create emails that are story based, interesting to the average staff member that would be sent out quarterly to center directors that could be forwarded on to staff to increase awareness of equity and diversity issues. Either create our own emails, or find sources for stories we could

repackage, such as the current Employee Assistance emails (although they are sent only to HR personnel).

- c. Research what other sources of information are available