



Grad School Equity and Diversity Committee Meeting

Date: February 10, 2011
Start/End Time: 2:00 – 3:30 PM
Location: 350 Bascom Hall

Meeting Purpose/Outcomes:

SSEC Survey Update
2011 Action Items – Sub-committee updates
March and April Meeting Agenda/Guests
Draft Exit Interview Questions

Note Taker:

Eric Thompson – Space Science & Engineering Center

Attendees:

Tom Demke, Esther Olson, Julie Karpelenia, Peter Vanderveer, Sheila Hessman, _____?, Karen Aune, Michelle Holland, Marchel Hill, Carrie Arneson, Eric Thompson, Carey Hannan, Anne Moser, Krista Coulson, Heather McFadden, Toni Gunnison, Molly Fifield-Murray, Wayne Davis, & Nina Porcaro

--- MEETING MINUTES ---

AGENDA ITEMS

WHO

TIME, HOUR

TOPICS:

SSEC Survey Report

Don (OHRD) can be hard to reach, but is great to work with. The results of the SSEC survey went directly Don at OHRD. The post-survey work (number crunching, etc.) is done outside of the organization. This helps to preserve the anonymity of respondents and enhances the credibility of the results.

The normal process to relay results is as follows:

- 1st) Upper Management
- 2nd) Middle Management / E&D Committee
- 3rd) All Employees

Survey results → Priorities

- Approximately 40% of SSEC staff responded
- They also added some additional questions
- Results were skewed by the addition of an 'N/A' option
There is already a note not to answer question that don't apply, so is the N/A option necessary?
- Don lamented the lack of detailed follow-up ?s
Apparently, these had been removed to shorten the survey
- Almost all 90%+ favorable responses with a smattering of disparaging comments and two instances of harassment (zero tolerance, but unreported previously...)

Tom Demke

65 minutes, 2:00

<p>The burning question is... What next? There is also the unresolved issue as to who within the center is responsible for determining the plan going forward and enacting these changes...</p> <p>The committee members also mentioned that 'N/A' responses could be a measure of the importance of a particular question or could indicate a different sort of issue with regards to the topics. (e.g. "Why doesn't 35% of staff think that safety is applicable to them?")</p> <p>Tom indicated that SSEC chose to perform a Climate Survey to check on whether issue from the last survey (performed about 5 yrs. prior) have been resolved.</p> <p>Was it worth it? Yes – The results provided a set of 'Action Items' to be worked on and has re-grounded the SSEC E&D Committee with a more specific mission.</p>		
<p>Welcome (New Member), Member Introductions, Minutes, Announcements, Agenda Review Krista Coulson will be leaving to go to the U of Chicago. She introduced her replacement, Toni Gunnison, to the committee.</p> <p>Motion to accept and approve Dec. and Jan. minutes (<i>with corrections to December</i>) Corrected December and Revised January Minutes (<i>per 07-Feb-2011 E-mail</i>) were approved.</p> <p>Any other Announcements? None</p> <p>Agenda Changes? None</p>	Chair	5 minutes, 3:05
<p>Discussion – March and April Meeting Agenda/Guests PD sub-committee is in contact with Steve Pearson from the Office of Employee Assistance. He will be here in April to meet with the full committee. It was decided that, since he "has a lot to say", we should allocate the entire meeting to his presentation / group discussion.</p> <p>It was decided that the full committee meeting scheduled for March will be skipped to allow for the sub-committees to meet.</p>	Full Committee	5 minutes, 3:10
<p>Chair Report on meeting with the Dean and Campus E&D. Review of hand-outs from Esther's meeting with Damon Williams and the other campus E&D Committees. Damon is leaving the UW, but will stay on until Fall.</p> <p>Martin has high praise for our committee. (<i>see e-mail</i>)</p>	Chair	5 minutes, 3:15

<p>Additional Discussion of SSEC Climate Survey What are the implications of the results of the SSEC survey? (Molly) How do we address the issues? There is a lack of useful details... Who is responsible for taking any action based on the survey results? How do we make this useful to the centers or the Grad School at large? Issues: Anonymity, comments (use of / access to), fixes, how to get help, what to do (for the employee)?</p>	<p>Full Committee</p>	<p>10 minutes, 3:20</p>
<p>Exit Interview Draft Questions Copies of Exit Interview Survey that was drafted by Karen Aune was distributed to the members of the committee for review. This is another potential method of identifying issues within centers. Should these be sent to the centers for potential use? Sure. Brief discussion of what comes of these... Who administers them? Supervisor, HR, Upper Management. Much like the climate survey, they are only useful if looked at and acted upon.</p>	<p>Prof. Dev. Committee</p>	<p>5 minutes, 3:25</p>
<p>Internal Materials Organization Deferred – until May??</p>	<p>Comm. Committee</p>	
<p>ADJOURN Thanks to Krista for her service on the committee. Good Luck!</p>	<p>Chair</p>	<p>0 minutes, 3:30</p>
<p><u>ACTION ITEM(S):</u> Look at restoring the Grad School Climate Survey Template <i>(Adding back in the questions which had been previously taken out)</i> Put together a ‘Best Practices’ list for this committee <i>(via e-mail)</i> Review Exit Interview survey and provide feedback to PD Comm. Revise Exit Interview survey based on feedback from Full Comm. Generate Talking Points for “publication” of our committee’s work</p>	<p>Ad Hoc Ad Hoc All PD Comm. Comm.</p>	<p><u>DEADLINE:</u> March March March April March</p>
<p>NEXT FULL COMMITTEE MEETING WILL BE: April 14, 2011; Scribe: Joe Bisognano – SRC</p>		
<p>Akm 6/7/11</p>		