



Grad School Equity and Diversity Committee Meeting

Date: January 13, 2011
Start/End Time: 2:00 – 3:30 PM
Location: 350 Bascom Hall

Meeting Purpose/Outcomes:

2011 Action Items – Sub-committee Agendas
Climate Assessment Options

Note Taker:

Amber Jensen – Waisman Center

Attendees:

Esther Olson, Michelle Holland, Marchel Hill, Shelia Hessman, Karen Aune, Allissa Ewer, Peter Vanderveer, Anne Moser, Susan Cook, Amber Jensen, Laurel Norris Bacque

----- AGENDA ---

AGENDA TOPICS	WHO	TIME, HOUR
<p>Welcome, Minutes, Announcements, Agenda Review Minutes were approved. Karen noticed a few typos, she will send to Esther for corrections.</p>	Chair	5 minutes, 2:00
<p>TOPICS:</p>		
<p>Discussion – 2011 Agenda</p> <p>Professional Development committee: Discussion on if the group is diverging too far/taking on too much. Responses included that the process for completing the survey is in Qualtrics. Don has gone through the survey and he says it is in good shape. People have to be invited to be the keepers of the survey, professionals in the offices will then distribute.</p> <ol style="list-style-type: none"> 1. Suggested having Steve Pearson come to a future meeting. 2. Plan for 2011 is to keep the Professional Development Series going. In late spring they will look at what to do for fall. The group is open to feedback/ideas for next year. Current ideas include: How to Run a Meeting/How to Chair and Recruitment ideas. Recruitment packages available through Adin Palau's office. 3. Develop a set of sample exit interview questions that centers could use for employees. <p>Communications Committee:</p> <ol style="list-style-type: none"> 1. Continue and finish the website update. Look at the 	Committee	49 minutes; 2:05

<p>site as a whole to be sure all the information is there and organized.</p> <ol style="list-style-type: none"> 2. Do a good job of promoting Professional Development activities and promoting the website. 3. Internal organization of materials, continuity of the committee, and review of materials we do have and categorize /organize in some manner. <p>Ad Hoc Committee:</p> <ol style="list-style-type: none"> 1. The annual report is ready. 2. Work with the Professional Development Committee on alternatives to the climate survey with small centers. 3. Peter will follow up with Space Science to see where they are at. 		
<p>Climate Assessment Options - Survey Alternatives – Resources</p> <p>Discussion on the definition of a “small” center. Is it possible to completely remove any identifiers? If issues are known, why is a survey needed? Surveys can help to identify issues and develop a process to address the issue.</p> <p>Professional Development will invite Steve Pearson to speak at the next meeting. Questions for Steve include: what leads up to a climate assessment, what should we be looking for and when to do one?</p>	Prof Dev Committee	30 minutes, 2:54
<p>Chair Report</p> <p>Esther has a meeting with Martin on January 20th. She will draft a letter of appreciation from the group. During the meeting Esther will walk through the report with Martin and discuss our continued charge.</p> <p>Best Practices meeting with Damon Williams was postponed until January 24th. Esther will bring back materials. Possibly invite Damon to attend a future meeting.</p> <p>Esther asked that the committee be ready to ask questions at the open forums for the Graduate Dean/Associate Provost position candidates.</p>	Chair	5 minutes, 3:24
<p>Bullets to share with centers:</p> <ul style="list-style-type: none"> • The committee will be contacting Adin Palau, watch for future information. 		

• Advertise that the website update is in process.		
CLOSE	Chair	1 minutes, 3:29
ACTION ITEMS		DEADLINE
NEXT MEETING WILL BE: February 10, 2011; Scribe: Eric Thompson, SSEC		
Akm 6/7/11		