



THE UNIVERSITY  
of  
**WISCONSIN**  
MADISON

## Grad School Equity and Diversity Committee Meeting

**Date:** June 9, 2011

**Start/End Time:** 2:00 – 3:30 PM

**Location:** Room 350 Bascom Hall

### Attendees:

**Present:** Esther Olson (SRC-Chair), Carrie Arneson (Waisman Center), Karen Aune (PSL), Laurel Bacqué (IceCube), Joanne Brown (PRC), Toni Gunnison (UW Press), Carey Hannan (RARC), Chris Moore (SRC), Anne Moser (ASC), Mary Butler Stone (Grad School), Peter Vanderveer (Biotron),

**Absent:** Molly Fifield Murray – Aboretum, Wayne Davis – BioTech, Sheila Hessman – Aging, Michelle Holland – MoleBio, Marchel Hill – Virology, Eric Thompson - SSEC

### Note Taker:

**Carrie Arneson – Waisman Center**

## MEETING MINUTES

### Welcome. Minutes, Announcements, Agenda Review

Welcome: Esther introduced new member: Joanne Brown, who will serve as the representative from PRC with Kate Kaminski serving as the alternate.

Approval of minutes of meeting held on May 12, 2011: There were no changes or additions requested to the May minutes. Anne Moser motioned to approve the minutes, Carey Hannan seconded, and the motion was carried unanimously.

Announcements: Laurel Bacqué announced that IceCube is planning a retreat for their managers through the Office of Quality Improvement. If successful, a similar retreat will be planned for members of the administration. Esther requested that Laurel provide an update to the full committee as to the outcome of the retreat(s).

Agenda Review: The agenda was approved with no suggestions for changes or additions.

## TOPICS

Committee and Sub-Committee Roster Updates: Esther distributed an updated Committee roster and noted that alternates are needed for IceCube and RARC. Members are to notify Esther of any updates.

Esther distributed a current list of Sub-Committee Assignments and requested any changes. The following assignments were made: Mary Butler Stone and Eric Thompson will serve on Professional Development and Joanne Brown will serve on Ad Hoc Committee. Esther will contact Jennifer Pang – Waisman Center for her sub committee preference. Esther will update and redistribute the list of Sub-Committee Assignments.

2011-2012 Meeting Dates: Esther announced that 350 Bascom Hall is reserved for all meeting dates in 2011-2012. The meeting in July is cancelled.

Internal Materials Organization/Website Review: Anne Moser distributed a handout describing the website inventory and items for discussion. Anne reported that she updated broken links and content as needed. Currently, she must request material updates via email with Kathi Mathews-Risley which is cumbersome. She requested direct access to the graduate school server for the purposes of making changes in an efficient and timely manner but has not yet received a response. Esther suggested that, if needed, Anne and other members could set up a meeting with Kathi regarding the need for direct access. Anne recently requested statistics regarding website traffic and will report on those data when received. She proposed a

new architecture for the website, reporting that it would require minimal re-arranging but organize items in a more logical order. Anne presented a list of new content and materials to add to the website, noting that a complete review of the actual content was needed. All of Anne's suggestions were supported by the committee members.

The group had a general discussion about the need for updated and comprehensive resources regarding recruitment. Esther suggested inviting Adin Palau from the Campus Recruitment Office to the August or September meeting to discuss content regarding recruitment for the website. Karen Aure offered to invite Adin.

The Communications Committee offered to create a plan for reviewing the content of the website. The members of the committee agreed to include the website review as a priority agenda for the Fall.

Anne and Carey created a group for the Committee on MyWebSpace to which all members will have access. Folders were created for Minutes, each Sub-Committee, and Website Updates as to expedite the ability of members to share and revise documents. Anne will create and distribute naming conventions for documents.

The Committee members discussed linking the website with each of the Centers, the Dean, Office of Human Resources, and the office of Damon Williams. The consensus was that once it is updated, it will be appropriate to use as a campus-wide resource.

Esther expressed interest in having the E&D Committee involved in the interviews for Dean Cadwallader's replacement, but needs to confirm where they are in the process of hiring. The Committee discussed 1) providing the candidates with a white paper describing our vision and mission, either before or after hiring, and 2) creating talking points for the interview. Peter stated that the Ad Hoc Committee would create talking points and a draft white paper using the annual report and distribute it via email to the group.

#### Fall Agenda Topics:

- Full Committee: Finalize 2011-12 agenda.
- Communications Sub-Committee: Website Review
- Professional Development Sub-Committee: 1) PD Series and 2) Gathering ideas for ways of assessing climate that do not involve surveys
- Ad Hoc Committee: Interview talking points and white paper
  - Peter Vanderveer stated that the Climate Survey is complete with the exception of inserting the cross-referencing questions (which is to be completed by Don Schutt). Otherwise the document is ready for the website.

#### Talking Points:

1. Finalized exit interview
2. Discussed website updates
3. Finalized 2011-2012 agenda
4. Creating white paper and talking points for interview with candidates.

CLOSE: 3:30 pm

Next meeting: August 11, 2011 – 2:00 to 3:30 PM – 350 Bascom Hall

**Scribe: Molly FiField Murray - Arboretum**