



Grad School Equity and Diversity Committee Meeting

Date: Thursday, Thursday, June 13, 2013

Start/End Time: 2:00 – 3:38 PM

Location: 350 Bascom Hall

Attendees

Molly Fifield-Murray (Chair) – Arboretum
Isabelle Girard- Biotron
Anita Herrick – Ice Cube
Anne Moser – Aquatic Sci Center
Wayne Davis –Biotechnology center
Chris Moore – SRC
Maria Vasys – SSEC
Michelle Holland- Molecular Biology
Marchel Hill – Molecular Virology
Daniel Kleinman- Grad School
Mary-Butler (MB) Ravneberg – Grad School
Rebekah Franklin – RARC
Sheila Hessman – Institute on Aging
Toni Gunnison – UW Press
Terri Peck- Waisman Center

Absent: Primate Center

Note Taker/Scribe:

Wayne Davis (Biotechnology)

Minutes

WELCOME, MINUTES, ANNOUNCEMENTS, AGENDA REVIEW

Meeting called to order at 2:00 PM. Minute of previous meetings were approved after correcting the name of Ruth Litovsky which was misspelled on the first page.

Molly met with Dean Cadwallader who sympathized with Molly about the difficulties of working on certain E&D items during University HR change. No new directives were given, and Dean Cadwallader urged Molly and the committee to continue working despite existing challenges.

AGENDA ITEM 1 Review of center E&D plans and Centers' E&D committees' charge

It was thought that GSED could help the centers create or revise existing E&D plans. Copies of SRC and other existing E&D plans could be used as examples. It was noted that UW Press, Arboretum and RARC have no formal E&D plan.

Other topics that were touched on were:

Recruitment

Professional Development opportunities

Professional behavior in the work place.

Issues mentioned were: not being timely with required reports, skyping in the office, and inappropriate language.

Communication

Collaborative reports

Workplace flexibility

How do you offer flexibility with work hours without compromising the Centers goals
In a small unit how can you offer flexibility in the work schedule?

Committee mission statement and goals for 2013

Items discussed

Best recruitment and retention practices

New employee mentoring

Monthly hail and farewell event- Waisman

Orientation and tours for new employees

Mandate that new individuals attend benefits 101 class

Performance evaluations

Goals/Topics listed were

1) Create/ revise E&D plan

2) Update and keep all reports on the website current.

3) The possible modification of the existing E&D survey with additional questions specific to individual centers was discussed.

4) Recruitment

5) Professional development opportunities

6) Professional behavior in the workplace.

7) Communications within the workplace

8) Work hours flexible work hours

AGENDA ITEM 2 New Website- Anne Moser

New interface of website was displayed.

Anne was working with a graduate school intern to help migrate the website to the new format.

It was decided that most of the E&D documents will be posted on the website, but

any drafts and surveys would require Net ID access

The new website will hopefully be finished this fall.

The content and all links will need to be verified once the site goes live.

The September meeting may be used to look at the new website.

AGENDA ITEM 3 – Committee Chair

Daryl will be moving from vice chair to committee chair in September contingent on his acceptance of the position. The August 8th meeting will be the last for current committee chair Molly Fifield-Murray.

**New Business
Toni Gunnison**

The welcome packet has been updated with the new revisions. The draft version of the glossary is ready, and Toni would like to solicit feedback from 3-4 committee members. Toni noted that there were very few E&D glossaries on the web.

ADJOURNMENT AND NEXT MEETING AGENDA

Meeting adjourned by Molly at 3:38 pm
Next meeting:
Thursday, August 8th
2:00 – 3:30pm
Scribe: Graduate School: MB Ravenberg

TALKING POINTS

- 1) New chair will be coming on and the committee will have to elect a new vice chair.
- 2) Centers should review existing E&D plans by September. Input for the plan should come from the entire Center, not just the director.

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