



Grad School Equity and Diversity Committee Meeting

Date: June 10, 2010
Start/End Time: 2:30 – 4:00 PM
Location: Bascom Hall Room 334

Attendees:

Karen Aune, Krista Coulson, Wayne Davis, Sheila Hessman, Marchel Hill, Michelle Holland, Gayle Love, Molly Fified Murray, Esther Olson, Peter Vanderveer, Terri Wipperfurth.

Note Taker:

Marchel Hill, Institute for Molecular Virology

MEETING MINUTES

Welcome. Minutes, Announcements, Agenda Review

Meeting started at 2:35 pm. Minutes from May were approved.

Announcements: Gayle Love (IOA) is stepping down from the committee due to other obligations; Sheila Hessman will be attending in her stead. Gayle’s term is over in June, so her spot will transition to Sheila in July. Krista is starting Climate Survey import into Qualtrics, if members have any information or changes for the survey, please get them to her.

TOPICS:

1. Progress Report Template – any changes, Peter- no changes or revisions, he emailed final template to Esther. At April meeting voted to approve template. Timetable stays the same – send out template in late June, have responses due July. Directors should make assessment with the assistance of the center E&D committee members or diversity contact. Reports should be sent back by email to Peggy. E&D committee will contact Peggy.
2. Draft of cover letter was reviewed. Suggestions include: make it a downloadable word doc as an attachment. Thoughts that an attachment better than a link or web base response. Make sure instructions say the should complete and send word doc back to Peggy. For the letter it would read better if paragraph #2 was shifted ahead of paragraph #1. Esther will incorporate changes and cc committee members. Reminder email should be sent July 19th for a due date of July 30th. Follow-up in Aug, with E&D members. Peggy will send an update of who has reported. Esther needs to talk with Peggy about details of that we would like to know how many centers have reported.
3. Ad Hoc committee wrote one page summary to be included in the report to the Chancellor, Martin said that it was just what he wanted.

4. Climate survey – how to prepare an action plan? Peter's response - he talked with Don Schutt and overall it is complicated. Looking at our current survey, he would put demographics last instead of first. That way when they have invested 10 min. into the survey they will more than likely enter that information if it is at the end. Don sent Peter a 30-page report that goes into detail about how he compiles surveys using a four point scale. He also groups similar questions together and look for trends. Trends are based on favorable or unfavorable. He felt that the survey should come from the Director and to note that there are open records issues. Recommends third party to review survey as a good idea because some one within the unit could ask for a copy of the record and it having an outside party as the reviewer would look better. Don's office is willing if the centers rotate with a few surveys each year to help with the analysis. If all centers go at one time it would overwhelm the office staff. Some areas that a third party reviewer would help with- are different interpretations from changes in committee members appointments if they are the ones who review the results. We might have other options for help from Maury Cotter in Office of Quality Improvement.

Question –For a number of smaller centers could there be a coordinated effort and have them done at the same time? Could they handle it as one group? We may need to talk to Maury and ask what are our options.

Timeline when would we be ready- Space Science is ready, Arboretum is ready, PSL would like help with their data. Need to have Maury or Don to come and talk to the group, maybe we can assign someone to us to help figure this out. Don feels that Qualtrics gives nice summary, he is glad to hear we are using it. So how do we develop an action plan? His report is the action plan. So what do you do? The short answer is that you look at trends from the survey to help you decide what is the action plan. There is even more details that need to be look at when evaluating survey and trying to score it. Consensus from group that this is a lot of information, we need someone to come and walk us through it. Will contact Don to see if he can come and give him an hour, also will see if we can send PSL survey as a test, to see what they can do. Ask Peter to contact Tom at SECC (Space Sci.) and see if they can hold off till July to do their survey, and see if we can co-ordinate with Don to have him come to the Oct. meeting. Peter will move demographics piece around and send to Krista to enter into Qualtrics. Karen will contact Don about PSL survey and see if they can get that in the mix. PSL survey is in Xcel format will try and contact DoIT to see if they can help with uploading into Qualtrics. Karen also indicated that she could enter into the program if needed. Krista will continue to upload survey template into Qualtrics.

5. GSE&D –mini report format. Krista handed out a small piece of paper which tried to summarize our May 13th meeting. Hope that if Centers have a newsletter, they could report what the E&D committee is doing in a condensed format. This would be a way to tell them directly what we are up to. Would like to limit it to a few bullet points like three. Question: does this look useful to your center? Where to put this information? Maybe on the website as a link. Who should get it? Thoughts that the director and staff of each center or just the official E&D member. Maybe have it link to the committees current goals on the website. For the mini report thoughts mention are – maybe only completed events should be listed as bullets. Not the nitty gritty stuff that we are working on. Example update on the progress report or completed the Prof Devl. Series. Then there

could be a link to website if more information is needed. Timeline of mini-report will depend on when we get minutes. Will try it out for this upcoming month, but then would need a deadline for when we receive minutes. Let's use the summer as a trial period, leave it as a three bullet points from meeting. Send it out as an email to committee members. Example below-

Sample: May 13th Meeting Summary:

- Professional Development Workshops will begin again in the Fall. Please send feedback on what will make it attractive to you (contact address).
- The GSED Committee agreed to keep its current goals to fill the gap in addressing non-student needs since both the Chancellor's and Dean Williams's diversity goals are necessarily student focused.
- A climate survey template is in process of being made available online (through Qualtrics) and in PDF format for Graduate School Center use.

Communication committee- Molly would hope to have put it up on the website. Sub-com. just met. Members are Molly, Krista, Terri and Carey. All the other members who had started outside of Molly are off the GSE&D. Need to regroup and revise goals and will look at strengths of new members.

6. Chair report - Esther had handouts from the two different meetings that she had attended and thought we would like to see what else is going on. Karen and Esther met with Adin due to work with SRC and NSF proposals. But he gave them a copy of the Recruitment Manager Report. It is very interesting and help them to customize a two page recruitment plan for their report. Esther felt that this was a very worthwhile meeting and encourages every one that if your center is doing any hiring, to meet with him. The other report was the employee review and planning document. All departments and centers have different HR people and the way reviews get handle on campus varies. This document from the Office of the Registrar is nice performance review. An engineer may contact us in the fall, they have a research center and would like to talk to the group about what we have done. Maybe they could try to incorporate some of our success stories.

Big thanks to Gayle, this is her last meeting with the group. We would like to thank her for all the hard work she has put in the last three years. Gayle has submitted her first grant and we welcome Sheila on board as her replacement. Hopefully, Gayle will be interested in staying on as an alternate or in an advisory position for the committee if

7. 2010-2011 Meeting Dates and Time - Starting in July, NOTE: time change, we will meet 2:00-3:30 p.m. the second Thursday of the month in 350 Bascom. The room has been reserved for the entire year.

CLOSE : 3:50 pm

NEXT MEETING WILL BE: Aug.12, 2010 – 2:00 to 3:30 PM – 350 Bascom Hall, Scribe: Michelle Holland – Laboratory of Molecular Biology.