



Grad School Equity and Diversity Committee Meeting

Date: May 13, 2010
Start/End Time: 2:30 – 4:00 PM
Location: Bascom Hall Room 334

Attendees:

Joe Bisognano , Michelle Holland, Terri Klousie, Peter Vanderveer, Esther Olson, Karen Aune, Terri Wipperfurth, Kate Kaminski, Molly Fifield-Murray, Sheila Hessman, Julie Karpelenia, Carey Hannan, Matt Gunshor

Note Taker:

Karen Aune, Physical Sciences Laboratory

MEETING MINUTES

Welcome, Minutes, Announcements, Agenda Review

Minutes from April were approved.

Announcements: Jean Philips (SSEC) is stepping down from the committee due to other obligations; Matt Gunshor attended in her stead. Jean’s term is over in June, so her spot will transition to someone new in July.

TOPICS:

1. Progress Report Template - the AdHoc committee circulated a revised draft that incorporated changes discussed in April. Motion carried to approve the template.

Esther met with Martin after the April meeting. Martin liked the self-reporting approach. Peggy will send out the template, with a cover letter drafted by Esther, to the center directors and copy the committee reps. Discussion of the timeline: decided to send out template in late June, responses due July 31. Directors should make assessment with the assistance of the center E&D committees or diversity contact.

Julie, Peggy, and all Grad School employees in Bascom have a new email address - @grad.wisc.edu

2. One Page Annual Report - the AdHoc committee circulated a “one page” (it’s become two) annual report seeking input. Suggestions include: add the report date (2009-2010); add dates to each accomplishment or event; start with a combined annual report, e.g. 2008-2010, then next year report on 2010-2011; use fiscal year calendar for annual basis; change formatting to reduce back to one page. We expanded on the accomplishments and ongoing activities. Peter will update the draft, fix typos and add suggestions.
3. Communications Subcommittee - Current members include Terri K., Krista, Carey, and Molly. Discussion: the status of the website. FAQ’s, toolkit and best practices are posted but are not being kept up to date. GS web people use Adobe Contribute for web design; to update the site, the subcommittee needs someone to learn this program. [Note from scribe - Contribute is for non-technical users for updating purposes.]

4. Subcommittees - Decided we will meet outside of regular meeting times if needed.
5. Professional Development subcommittee - discussion of the workshop series which just ended with Harry Webne-Behrman's "We're Not In Kansas Anymore" on May 6. Attendance was a struggle, especially for the first workshops in Sept./October (Don Schutt) and the last ones in May. In both instances we had to cancel one and encourage folks to attend the other.

Discussion: Ideas to improve the series such as make it a cohesive series set on recurring days/times, offer a certificate for attending/completing all; insert a Q&A session between workshops to discuss content of the workshop; develop instructions on how to take a workshop back to your center (who to contact, summary of session, rating); create attractive fliers specific to each event to post and share easily.

6. Convergence of campus and GSE&D Committee goals - comparison of Bidy Martin's, Damon William's and the GSE&D committee goals. It's been noted that Damon's goals changed after Bidy spoke about hers at the Diversity forum last fall. Both have student oriented goals. Discussion: whether we need to revise our goals to align better with campus or keep them to represent the committee's actual goals? We agreed to keep our current goals to fill a gap by addressing non-student needs, plus we have different priorities and focuses.
7. Climate survey template - committee members were asked to complete the climate survey to help identify questions that could pose problems (e.g. ambiguity, relevance, etc.). Per Karen, the PSL E&D committee administered the survey to the center in April. Now that the data has been compiled, they are not sure what to do with it and are looking for guidance on determining what type of answer warrants some type of response, what is significant, and possible action items or recommendations informed by the results.

Discussion of working out a process for the survey included: giving the data to an outside person for review (are they seeing the same thing that we're seeing?); develop list of possible resources for outside participation (e.g. Gayle Love); invite Don Schutt to a meeting to discuss surveys and what to do with them; ask Don to recommend another resource; contact Maury Cotter in OQI; UW Survey Center (cost involved); graduate student project. The AdHoc committee will contact Maury Cotter's office and Don Schutt.

8. 2010-2011 Meeting Dates and Time - Starting in July, 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

NEXT MEETING WILL BE: June 10, 2010 – 2:30 to 4:00 PM – 350 Bascom Hall, Scribe: Marchel Hill – Institute for Molecular Virology