

**Graduate School  
Equity and Diversity Committee Meeting Minutes**

May 12, 2011

2:30pm, 350 Bascom Hall

**Attendees:**

Karen Aune - Physical Sciences Laboratory  
Joe Bisognano - Synchrotron Radiation Center  
Toni Gunnison - University of Wisconsin Press  
Carey Hannan - RARC - Research Animal  
Resources Center  
Sheila Hessman - Institute on Aging  
Anne Moser - Aquatic Sciences Center  
Esther Olson - Synchrotron Radiation Center

Marchel Hill - Institute for Molecular Virology  
Mary-Butler Stone -  
Michelle Holland - Laboratory of Molecular  
Biology  
Jennifer Pang - Waisman Center  
Peter Vanderveer - Biotron  
Laurel Basque - Ice Cube

**Absent:**

Molly FiField-Murray Arboretum  
Wayne Davis - BioTech  
Kate Kaminski - Primate Center  
Eric Thompson - SSEC

**Scribe:** Toni Gunnison

**Call to Order:** Esther Olson, Chair, convened the meeting at 3:10 pm

**Welcome new members:** Mary-Butler Stone (goes by MB or Mary Butler), Graduate School, replacing Heather McFadden & Alyssa Ewer.

**Minutes:** Correction: spelling of "organization" in last paragraph on last page. Add last names to attendees. Minutes accepted with corrections noted.

**Announcements:** WI Institutes of Discovery will shortly be represented on the committee.

**Agenda Revisions:** Add Talking Points

**Brief Committee History:** Esther Olson:

The documents sent out earlier [BestPracticesforCentDirMtg.doc, CLIMATE SURVEY PROCESS.doc, Graduate School E&D Progress Report template.doc, GS Climate Survey.doc, GSE&D Operating Procedures.doc] provided a good visual history of committee activities in the last several years.

In 1997, the Graduate School Equity & Diversity Committee was formed in response to a faculty senate mandate. Originally formed in November with 5 members, the committee met twice per year, spring and fall. The main activity was surveys every other year regarding E&D activities of the centers. The Toolkit was developed (<http://www.grad.wisc.edu/admin/committees/edc/toolkit.html>).

In 2004 Dean Cadwallader requested there be a representative from each Graduate School center. The restructured committee was reorganized into its present form including the establishment of sub-committees.

## **Sub committee reports: (40 minutes)**

### Professional Development

#### Climate Survey

Determined that it might not be the only tool.. Looking at other kinds of instruments that could be used - Focus groups, engagement survey, website engagement survey (for management, 12 questions, etc)

#### Exit Interview

Draft - Pulled from Grad School and PSL- condensed to 2 pages. Incorporated the 2 or 3 responses to request for changes, will add a question from Waisman Center Exit Interview, "Do you have any suggestions for hiring a replacement?" Marchel will add, email to everyone. Move to approve. Can each unit add identifying insignia? – Yes. Can be removed/changed on template by each center.

Professional Development Workshops coming in the fall.

### Ad-Hoc Committee

E-mailed documents today [mentioned above: BestPracticesforCentDirMtg.doc, CLIMATE SURVEY PROCESS.doc, Graduate School E&D Progress Report template.doc, GS Climate Survey.doc, GSE&D Operating Procedures.doc.]

Ready to send Best Practices packet to VP Damon Williams – Campus Equity and Diversity Office, with note explaining it's a response to his call for Best Practices from committees. Will finalize today (5/2/11) and send.

#### Climate survey

Cross checking questions to be added back in (not complete). Subcommittee discussed adding the "n/a" option, and approved adding it.

Will add section for comments at the end. Don Schutt removed comments because he felt that it would identify the respondent. The subcommittee decided to keep it in because if someone takes the effort to write a response, it should be possible to take the info and generalize it enough to address that topic without identifying the source.

Decided to stay under 65 questions, or it would take too long for a climate survey.

Full committee discussion and approval of adding "n/a" and "comments". Decision to email rather than mail memo to directors w/links, not attachments. Communications Subcommittee to make sure all documents are on website before email is sent.

Update Toolkit - Ad Hoc committee to take a look and decide if it needs to be updated.

### Communications

Carey Hannan suggested we add a session to Professional Development Training to reintroduce/train HR personnel or Directors on E&D issues and resources. Targeted especially to those in recruiting.

Question concerning the availability of diversity resources on campus:  
Adin Palau at 21 N. Park is the campus contact for recruiting (ADIN Q PALAU, [apalau@ohr.wisc.edu](mailto:apalau@ohr.wisc.edu), Phone (608) 263-3235, HR SPECIALIST SR, 21 N Park St).  
Another resources is WISELI – Women in Science and Engineering (<http://wiseli.engr.wisc.edu/>),

Communication committee collected recruitment resources from the centers and sent to Adin Palau. Committee has completed the Frequently Asked Questions and will upload to the website. Continuing work on website visibility.

**2011-2012 Meeting Dates:**

2011-12 dates: 2<sup>nd</sup> Thursday, 2:00 to 3:30 PM. Chair will reserve room for 2011-12 dates.

**GSED Committee Roster Updates:** Last roster update almost complete (Julie Karpelenia), will send out in the next week.

**Subcommittee Roster Updates:** Chair will send sub committee rosters out before next meeting.

**Internal Materials Organization:** – Defer to June Meeting - Anne will create a draft of how things can be organized.

**Action Items:**

Chair to contact Dave Musolf, Secretary of the Faculty Office and remind him that we want to be included on Grad Sch Dean/Vice Chancellor for Research interviews.

Chair will talk to Julie Karpelenia about missing/backups GSED members.

Chair will send out current sub committee rosters for review at June meeting.

**Talking Points 2-3**

Climate Survey is finalized, coming soon to your inbox.  
Best Practices have been sent to the Campus E&D Office  
Looking for topics for upcoming workshops

**Next meeting:**

Date: June 9, 2011

Time: 2:00 – 3:30 PM

Location: Room 350 Bascom Hall

Scribe: Jennifer Pang

Agenda Items: Internal Materials Organization, Exit Interview Draft, Subcommittee roster updates, Communication committee update on website.