

GRADUATE SCHOOL EQUITY AND DIVERSITY COMMITTEE MEETING MINUTES

November 12, 2009 ▪ 2:30 p.m., 350 Bascom Hall

Present: Barry Standorf, Carey Hannan (RARC) Marchell Hill (Molecular Virology)
Esther Olson (SRC-Committee Chair) Maya Holtzman (Grad School)
Gayle Love (Institute on Aging) Michelle Holland (Molecular Bio)
Jean Phillips (SSEC) Peter Vanderveer (Biotron)
Julie Karpelenia (Grad School) Russell Schwalbe (UW Press)
Karen Aune (PSL) Terri Klousie (Aquatic Sciences)
Krista Coulson (UW Press) Terri Wipperfurth (Ice Cube)
Wayne Davis (Biotechnology)

Absent: Vacant (Waisman Center) Kate Kaminski (Primate Center)
Denise Weidner (Primate Center) Molly Fifield-Murray (Arboretum)
Joe Bisognano (SRC) Susan Cook (Graduate School)

Call to Order: Esther Olson, Chair, convened the meeting at 2:35 p.m.

Scribe: Terri Klousie

Agenda Additions or Changes: Add Julie Karpelenia and Krista Coulson to absent list.

Discussion items: Final planning for the November 18, Director's Meeting

Motion was made to accept the minutes as revised and seconded.

Opening Discussion:

All loose ends must be wrapped up for Esther to get the packets to Peggy on November 13.

Esther mentioned that she is aware of four directors that will not be at the Director's meeting. At this point no one has asked for transportation. Esther would like as many people at the meeting as possible so that the directors can see the group.

Esther met with Martin to discuss the agenda and what would be presented so that he can structure his welcome around that.

In the opening (2 minutes), Esther will thank the directors for being there and supporting the GSED committee members and their efforts. Russell has offered to do the general overview which will include the mission and what the committee has done. Russell has all the history information from Michelle and the group.

Discussion went to reordering of the topics. The question came up about whether the Best Practices discussion should come at the end, right ahead of the open forum so it would be leading in.

Decision on order of agenda (with no questions in between):

1. Website Development
2. Recruiting Resources
3. Employee Surveys
4. Best Practices overview

Julie is waiting to hear from a Dean about an interesting project for recruitment that will be online. The recruiting resources group would like him to give a brief overview of the project, otherwise Julie has the document. It was decided that the document would not be included in the packet.

Esther will talk about the upcoming roundtables – it could be part of the opening.

Esther will reorder the agenda and add the team members to the side of each group (first initial and last name with abbreviated Center name).

Late Assignments:

Maya will go with the Best Practices group, Krista will not be included at this point since she is new, Terri is with the Open Forum group and Kate is with the Employee Survey group. No one from the Waisman Center is on the committee at this time.

Everyone was in agreement that the “dollar bill” handed out is the one to go with. Esther will have them cut and laminated. About 40 will be needed.

The Director’s Meeting is scheduled from 3 p.m. to 4:30 p.m.; Esther would like a two or three people to arrive at 2:30.

Documents to send to Peggy for electronic distribution to directors for review before the meeting:

1. Agenda
2. Best Practices
3. History (with committee’s mission and goals)

Documents to hand out at the meeting:

List of resources from Jean, she will add the survey to the list.

Seating arrangement: No changes necessary, Esther will notify Molly.

Refreshments: Russell will follow up with Peggy.

Web site discussion: Committee members will be updated. The Web site will be shown to inform the Center directors of the resources available and where to find them.

Everyone is comfortable with his or her role at the meeting.

Minutes: Michelle Holland will take minutes. Esther will distribute the minutes to the directors a week or two after the meeting.

Time keeper: Marchel Hill

Questions that we could bring up during the forum if it stalls:

- Chris Moore (attending in Joe's place) will ask what resources this committee could provide for those Centers that have E&D committees.
- Ask the directors to share a story of a best practice used at their Center.
- Ask the Center Directors how we can do this in the current economic times.
- Ask the Center Directors to share their strategies on improving climate.
- Ask the Center Directors what they would like to see on the GSED Web site.

As part of the wrap up, Esther will ask if there is anything that the directors would like to see anything that we haven't talked about that you feel would be valuable that the committee could take on.

Meeting adjourned: 3:50 p.m.

Next meeting:

Date: Thursday, December 10, 2009

Time: 2:30 – 4:00 p.m.

Location: Room 350, Bascom Hall

Scribe: Peter Vanderveer (Biotron)

Purpose: **Debriefing – Center Director's Meeting**

Plan 2010

Grad School Transition Roundtable (Inclusive Excellence)