

# GRADUATE SCHOOL EQUITY AND DIVERSITY COMMITTEE MEETING MINUTES

October 22, 2009 • 2:30 p.m., Penthouse at Bock labs

Present: Carey Hannan, Barry Standorf (RARC)      Kate Kaminski (Primate Center)  
Wayne Davis ( Biotechnology)                      Peter Vanderveer ( Biotron)  
Michelle Holland (Molecular Biology)              Marchell Hill (Molecular Virology)  
Esther Olson (SRC-Committee Chair)                Jean Phillips (SSEC)  
Karen Aune (PSL)                                        Russell Schwalbe (UW Press)

Absent: Vacant (Waisman Center)                      Susan Cook (Graduate School)  
Terri Klousie (Aquatic Sciences)                      Molly Fifield-Murray (Arboretum)  
Gayle Love (Institute on Aging)                      Terri Wipperfurth (Ice Cube)  
Joe Bisognano (SRC)

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

**Scribe:** Wayne Davis

**Agenda Additions or Changes:** None

**Discussion items: Nov 18<sup>th</sup> Directors meeting**

**Opening Discussion:**

Transportation and ride coordination to the Arboretum for the Nov18th meeting was discussed. Initially polling the center directors about the location of the meeting was discussed, but that idea was later discarded. Riding sharing/pooling will try to be coordinated from campus to the arboretum. Esther was looking into getting a vehicle from fleet. Barry was planning on reserving his center's vehicle.

Esther mentioned she has a meeting with Martin Nov. 10<sup>th</sup> to discuss the Directors meeting, as well as the content and tone of his opening remarks.

Esther will thank the directors for attending and fill in any gaps in what Martin presents.

Peggy will send a reminder to the Directors about the meeting. The email will also have a document containing the best practices, the prototype survey, recruiting resources, and some screenshots of the new website in development. Page 3 from the 2008 annual report will be included, and history will be updated. Marchel volunteered to update the history.

Hard copies will also be on hand for the meeting.

Jean and Barry volunteered to put the packet together.

## **Directors proposed meeting format**

| Opening remarks – Dean Cadwallader (3-5 min)

Greetings and welcome – Esther (2-5 min)

1. General overview of GSED purpose and goals – Russell (5-10 min)

2. Resource presentation (40 min)

Best practices (15 min) – Marchell, Michell, Barry

Template Survey (15 min) – Peter, Kate, Wayne

Recruiting resources (5 min) – Terri Wipperfurth, Julie

Website development (5min) – Molly, Jean

3. Discussion on how GSED fits into other campus E&D initiatives and round table meetings – Esther (5 min)

4. Open Forum – Center Strategies and Commitments (30 min) – Karen, Gayle, Terri Klousie

Closing – Dean Cadwallader and Esther

## **Discussion on meeting topics**

1. General overview of GSED purpose and goals

A general overview of the GSED committee's goals, accomplishments, mission and vision will be presented. Copies of the mission and vision statement will be distributed to the directors prior to the meeting

2. Resource presentation

Much of the discussion was around showing the directors the importance and usefulness of a climate survey. Ideas that were highlighted are

- Continuity between the survey and implementing change are important.
- Surveys can play an important role in strategic planning.
- Show that a survey can play a useful purpose, and try to tie the survey to something the directors are going to have to do.
- There needs to be action following a survey for it to have legitimacy
- The survey is a template that may need further refinement or modification to fit a particular center needs.

Don Schutt should be mentioned as a good campus resource for assistance with surveys.

We discussed seeding questions during each topic to discussion in the open forum.

We want to emphasize a need for increased involvement for the directors.

Contacting Adin Palau from OHDR recruitment was mentioned.

#### 4. Open Forum

Some committee members will be talking to their director prior to the meeting and planting questions for discussion in the open forum.

A few things that we could bring up during the forum were

- Ask the Center Directors to share their strategies on improving climate.
- Ask the Directors what practices are working for their centers.
- Ask the Directors what they would like to see in our new website.

It was noted that the professional development committee's seminar series should be highlighted in the open forum. A seminar flyer will be distributed to the directors at this time.

#### **Other discussion**

Esther wants all material for the meeting to her by Nov. 6<sup>th</sup>.

It was proposed to meet on Nov. 12<sup>th</sup> for a dry run if necessary, otherwise people could meet with their subcommittees as needed.

Contact Julie about bookmark to be handed out to directors.

**Meeting adjourned:** 3:48 p.m.

#### **Next meeting:**

**Date:** Thursday, November 12, 2009

**Time:** 2:30 – 4:00 p.m.

**Location:** Room 350, Bascom Hall

**Scribe:** Terri Klousie (Aquatic Sciences)

**Purpose:** Tie up Center Director Meeting loose ends.