



Grad School Equity and Diversity Committee Meeting

Date: October 14, 2010
Start/End Time: 2:00 – 3:30 PM
Location: Room 334 Bascom Hall

Attendees:

Terri Wipperfurth, Julie Karpelena, Heather McFaddan, Karen Aune, Wayne Davis, Michelle Holland, Molly Fifield Murray, Esther Olson, Joe Bisognano, Carey Hannen, Krista Coulson, Amber Jensen, Eric Thompson, Anne Moser, Peter Vanderveer, Kate Kaminski

Note Taker:

Kate Kaminski – Primate Center

MEETING MINUTES

Welcome. Minutes, Announcements, Agenda Review

Esther welcomed new members: Amber Jensen, Waisman Center and Ann Moser, ASC.

There were a couple suggestions for changes to the September minutes. Minutes were approved pending changes.

Announcements: Introductions were done for new members. Molly announced she has an alternate and will bring him/her to the next meeting. New member Amber Jensen will work with the Ad Hoc committee. Ann Moser will work on the communications committee and mentioned she could help with the webpage. New member, Heather McFadden, will be part of the Professional Development Subcommittee.

Handouts – Esther noted that she brought handouts from a meeting she attended with Damon Williams and said we would discuss them later in the meeting.

TOPICS:

CLIMATE SURVEY

1a) Process coversheet: Peter would like to finalize the survey process. Suggested we utilize Don and Darin’s experience by utilizing their suggestions/guidelines for doing climate surveys. Don and Darin use a cover sheet that explains the climate survey process. Peter also mentioned that by establishing this cover page we would have a standard to work from and there would be consistency.

Molly asked if it could be loaded into the Qualtrics program and be the cover page so people will hopefully read it before they undertake doing a survey. This will also enable the people doing the survey to know what they are doing and the steps that need to be involved in order to make the process a success.

1b) Distribution of survey: Peter asked if the survey should be done Graduate School wide or should centers do this individually? This brought about a lot of discussion about the pros and cons of doing the survey Grad School wide vs. Individually. Peter felt that if we do it Grad School wide the themes that come out would be applicable to his smaller unit and possibly get a better response. There is a belief that doing a survey in a smaller centers won’t yield accurate results because people may be afraid to be honest since it may be easier to know who responded based on their work area or supervisor. Also in a small unit it might be hard to execute a survey because there isn’t enough administrative staff to support the process. Peter also asked what would be most beneficial to Martin, what is our goal with this survey? Is it to support Martin’s interests across Grad School or is it to provide tools to Grad School centers? Peter also mentioned that with Qualtrics individual centers could pull out their own information for individual use.

Some concerns with doing it Grad School wide were: small unit issues would disappear in the big survey. Esther mentioned that doing all Grad School centers at the same time could cause problems because centers are busy at different times of the year- might not be a good time for certain centers to devote time to this topic. Individual centers might want to ask specific questions related to their operation.

In the end 2 issues need to be addressed. 1. Is a Grad School Wide (more generic) survey beneficial to Martin? 2. Should individual centers execute their own survey to review the day-to-day issues specific to their center?

1c) Alternatives to the survey: There was discussion about the alternatives to the survey and is there help/information about how to execute these other options. The Professional Development Committee will gather information from across campus and put together an informational toolkit to help centers know what the alternatives are and what resources are available to assist with the process. This will be presented at the December meeting.

Next step – wait to hear back from Space Science and how their survey went. Peter will update Qualtrics with the process page and keep the survey current. December meeting we will discuss the survey again (Eric re: results from Space Science survey).

HANDOUT DISCUSSION

Esther discussed the meeting she attended with Damon Williams. Noted that he is realizing that he needs to listen to other groups other than the student organizations on campus. Noted the infrastructure change as a positive. In November there will be a feedback meeting – Esther asked to look at the draft handout and communicate questions/issues to her so she can communicate them at the meeting.

ANNUAL PROGRESS REPORT

Peter asked if people had time to review and asked for input.

- Acronyms will be spelled out.
- Esther said we could get the report to Martin by the January 1, 2011 - if not sooner.
- Review/verify numbers
- Note 100% compliance
- Use underrepresented groups instead of minorities and women
- Introduction noting 100% compliance, time information was gathered and explaining the process.
- People should send edits to Peter within a week
- Ad Hoc committee will finalize with edits

MINI-MINUTES (KRISTA)

Krista emailed the mini-minutes out as soon as she received the minutes. The committee decided it did not want to approve the mini-minutes before Krista sends them out and that she should continue emailing them out (rather than appending them to the minutes).

The process for who and when the mini-minutes are sent out has gone back to subcommittee, which will bring it back to the main group in December.

The conversation then turned to the website when Esther asked if they would be posted on the website. In other website news: the website is not yet under our control. Once it is, we will upload the committee minutes to the website.

CLOSE: 3:30 pm

Subcommittee meeting: November

Next meeting: December 9, 2010 – 2:00 to 3:30 PM – 350 Bascom Hall

Scribe: Carey Hannan (RARC)