


<p>Laboratory of Cellular and Molecular Biology.</p> 	<p><b>Grad School Equity and Diversity Committee Meeting</b></p> <p><b>Date: Thursday, October 10, 2013</b>  <b>Start/End Time: 2:00 – 2:50 PM</b>  <b>Location: 334 Bascom Hall</b></p>
<p><b>Attendees</b></p>	<p><b>Present:</b></p> <p>Isabelle Girard - Biotron  Rebekah Franklin - RARC  Andres Mejia - Primate Center  Deborah Hartley - Primate Center  Sheila Hessman – Institute on Aging  Darrell Hamilton- PSL  Drew Wielgus – RARC (visiting)  Jessica Karis -Laboratory for Cellular and Molecular Biology (LCMB)  Toni Gunnison- UW Press  Chris Moore – SRC  Carrie Arneson -Waisman center  Maria Vasys – SSEC  Anne Moser – Aquatic Science Center  Anita Herrick – WIPAC</p> <p><b>Absent:</b></p> <p>Julie Karpelenia (<i>Ex Officio</i>)  Mary Butler (MB) Ravneberg- Graduate School  Wayne Davis – Biotechnology Center  Daniel Kleinman – Graduate School  Marchel Hill Molecular Virology</p>
<p><b>Note Taker/Scribe:</b></p>	<p>Rebekah Franklin, RARC</p>
<p><b>Minutes</b></p>	
<p><b>WELCOME, MINUTES, ANNOUNCEMENTS, AGENDA REVIEW</b></p> <p>Agenda 1. A report from Darrell Hamilton, the new chair, 2. Website and 3. Glossary updates, 4. Sub committee reports, 5. New business and 6. Next meeting discussions.  Member introductions. The minutes from August 2013 were approved as written.  Meeting called to order at 2:00 PM</p>	
<p>Report from the new chair. Darrell spoke on his vision of the direction of the E &amp; D committee. His goal is not to have a campus wide impact, but to have each committee member feel that we are accomplishing something worthwhile for our centers, and help influence the campus culture. There</p>	

was discussion agreeing that the committee members should act as advocates for the centers.

#### **AGENDA ITEM 2 Website update from Anne Moser**

There is a new website hosted by the Graduate school where we can store both administrative materials and information for the general public. The first part, the Knowledge Base, is for internal materials, and will replace the old website. Link: <https://kb.wisc.edu/gsadminkb/>

The public site is in progress. <http://dev.grad.wisc.edu/>

There were questions regarding who would use the site. Directors and HR people can refer centers to the information kept there.

We need to update and review the content held in the Toolkit and Best Practices. We have discussed doing so in previous meetings, but we need to work together to refine it. Darrell will speak to the Communications committee about potential ways to delegate the task.

#### **AGENDA ITEM 3 Glossary Update from Toni Gunnison**

The Communication committee felt it would be a good idea to define commonly used terms and ideas relating to equity and diversity, instead of waiting for the upcoming Grad and HR websites to be finished. The document was forwarded to center directors for comments with an end of October deadline. The next step will be to send the document to Patrick Simms. There has not been a response from Luis Pinero.

#### **AGENDA ITEM 4 Subcommittee reports**

The committees were defined for new members: Ad Hoc, Professional development and Communications.

The Professional development committee met in September, and is considering presenting on True Colors, Strengths finder or Myers-Briggs to the E&D committee, with the plan of making the instruments available to the centers.

The Ad Hoc committee found new members.

The Communications committee reported on the glossary and web site. ...

#### **New Business**

**-Is there interest in volunteering for a vice chair (currently without). Please let Darrell know if you would like more information.**

**-Discussion on next meetings.**

**-Other Questions-**

**1. Who sends out the Center reports?** They have not been sent out yet. The Ad Hoc committee works on the current version and then sends the final copy to Dean Martin Cadwallader to send out.

**2. Regarding topic 7 from the August meeting (a letter of introduction to Darrell Bazzell, Patrick Simms and Ruby Paredes)** –Darrell will send out a draft for review by subcommittees in November.

**3. Question on the past year's accomplishments.** Discussion regarding Physical science labs topics such as equity issues, and changes in communication at the year-end review. SRC's shared their experience with the Climate Survey (staff meetings were started on recommendation, and annual review format changed). Note, this center will be closing in January, 2014.

Other topics brought up were speakers introducing services to the E&D committee, - and --the Climate survey which should be administered by the UW Madison, Office of Quality Improvement.

Discussion found office response to be inconsistent.  
HR Design (note it has been postponed until the 2015 biennium).

**ADJOURNMENT AND NEXT MEETING AGENDA**

Meeting adjourned: 2:52 p.m.

Next meeting: Subcommittee meetings

Thursday, \_November 14, 2013

2:00 – 3:30pm

350 Bascom- or as decided by subcommittees

December meeting, potentially will have a presentation from the Professional Development Committee

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