



Grad School Equity and Diversity Committee Meeting

Date: September 23, 2010
Start/End Time: 2:00 – 3:30 PM
Location: Room 334 Bascom Hall

Attendees:

Carrie Arneson, Karen Aune, Joe Bisognano, Krista Coulson, Alissa Ewer, Sheila Hessman, Marchel Hill, Michelle Holland, Julie Karpelena, Terri Klousie, Heather McFaddan, Anne Moser, Esther Olson, Eric Thompson, Peter Vanderveer, Terri Wipperfurth.

Note Taker:

Terri Wipperfurth, IceCube

MEETING MINUTES

Welcome. Minutes, Announcements, Agenda Review

Esther welcomed special guests: Don Schutt, Office of Human Resource Development (OHRD) and Darin Harris, Office of Quality Improvement (OQI).

There were no suggestions for changes to the August minutes.

Announcements: Members of the professional development committee announced that the 2010-11 GSE&D Professional Development Series that centers around climate is set. The first presentation, "The Inclusive Leader" by Jim Gray, OHRD is scheduled for October 7. The flyer was sent to the committee with a request for members to forward to people in their respective centers. Sign up through OHRD's web site:

http://www.ohrd.wisc.edu/reg/catalog_series.aspx?serieskey=392

Some of the newer members of the group had not received the flyer. Karen Aune was going to forward the flyer to them and Esther Olson was going to revise the email distribution list to make sure they are included.

TOPIC: Climate Survey: How to administer and then prepare an action plan from the results – Don Schutt, OHRD and Darin Harris, OQI.

Peter Vanderveer explained that the Graduate School Climate Survey was complete and has been uploaded into Qualtrics. Since we are outside of our realm of experience on how to implement the survey "in a really smart way" Don and Darin were invited to help us out.

Don started off by explaining that he is currently assisting Space Science with the implementation of their survey. He then presented a short history lesson on campus climate surveys. During Don's presentation to the group, the following points were emphasized:

- A plan is needed before data is collected.
- OHRD has limited resources to assist with the formulating and administering surveys.
- OQI, also with limited resources, can assist with follow-up.
- It is important to have buy-in from the leader of the group you are surveying. The leader

should be willing to make statements to encourage participation and about the importance of the process.

- The leader must be willing to receive the feedback, be prepared that there may be a need for changes, and be ready for growth for improvement.
- There needs to be a commitment from the leadership to provide resources for action items.
- Surveys raise expectations and hope.
- Participants should expect anonymity and that there will not be repercussions from responses. (They should feel comfortable giving honest feedback.)
- Before a climate survey is implemented, there should be a need identified.
- Demographic data should be at the end of the survey.
- Make sure people have adequate time to complete the survey.
- Questions that will have zero tolerance should be identified up front and understood that it is a critical question.
- Climate surveys are not the primary business of OHRD, OQI, Employee Assistance, or WISELI.
- The climate survey that OHRD uses has not gone through Human Subjects (Institutional Review Board).
- The UW Survey Center can implement and do the analysis, but 1) this is not their specialty and 2) is it expensive.

From "Climate Survey Process" handout and email forward by Peter Vanderveer on 8/16:

Our process is very straight forward with parameters.

Where we do provide assistance, these conditions need to be in place: the director/leader supports and is involved in the process, there is a commitment for sharing the results broadly with survey participants, there is agreement that data will not be analyzed to the level that individuals can be identified (so not looking at small cell sizes), there is a commitment and resources to act on the results, responses will be kept anonymous, and comment sections will be summarized for themes that emerge (rather than provided in total).

1. Identification of a need for the survey
2. Agreement/support from the leadership for the survey and response to action items
3. Development of the survey
4. Distribution of the survey (typically online with a paper option and including an introduction letter outlining the purpose and process)
5. Collection of the responses and an analysis
6. Deliver the results to the a) leader, then the b) leadership/management group, and c) the participants through a presentation and handouts with the quantitative summary
7. Leadership discusses the plan for follow-up and action (which might also connect with OQI

or Employee Assistance or WISELI)

Don discussed the following points from the PowerPoint presentation "Climate Survey Themes" (see email forward by Peter Vanderveer on 8/16).

- Favorable responses are clustered
- Unfavorable responses are clustered.
- Open commitment boxes are not reported out. Only the themes are reported.
- Share-back starts with the leader, next managers, and finally the entire group.
- At the start of the process it should be communicated that the results will be delivered on a set date.
- Demographic data that could be revealing (less than 10 people) should not be reported.
- Make transparent!
- Leader needs to communicate a follow-up plan.

What is it that you want to know? That is the question that each center should be asking. No survey will answer all of the questions. Consider other options, especially if the group is so small that people could be identified through their survey. The other options to a climate survey that centers make want to consider, including the following:

- Focus groups.
- Appreciative inquiry.
- Interviews.
- Consultants.

Darin talked about how to use the results to strengthen a strategic plan. He provided an example of how a prior survey came up with three themes that needed attention. The unit planned a retreat and utilized Darin. During the retreat different strategies were used, including breaking the unit into smaller groups to work on issues. In the end a plan was developed and implemented.

Before closing out the meeting, we briefly discussed as a group that we now had more questions in need of answers.

CLOSE : 3:30 pm

NEXT MEETING WILL BE: October 14, 2010 – 2:00 to 3:30 PM – 350 Bascom Hall, Scribe: Kate Kaminski – Primate Center