



OFFICE OF THE VICE CHANCELLOR FOR
RESEARCH AND GRADUATE EDUCATION
EQUITY AND DIVERSITY COMMITTEE
NEW MEMBER INFORMATION

HISTORY & BACKGROUND

The Graduate School Equity and Diversity Committee was formed in response to a University of Wisconsin-Madison mandate dated May 5, 1997 that requires each Dean's office establish an Equity and Diversity Committee. In 2014, the Graduate School became a unit within the Office of the Vice Chancellor for Research and Graduate Education (OVCRGE) and the Committee was renamed the Office of the Vice Chancellor for Research and Graduate Education Equity and Diversity Committee (OVCRGE EAD).

The committee's first efforts focused on helping the centers begin to understand themselves. All the units were encouraged to do an internal evaluation of equity, diversity, and climate; create new equity and diversity plans; and share the results with the larger group. Out of that effort, the Best Practices Toolkit was developed.

At the OVCRGE level, we have been interacting (via reports and meetings) to support each other and offer alternative approaches to the issues manifesting in our own units (much of these activities have to do with climate). While continuing to work at this level, we are also looking to provide some leadership at the campus level.

MISSION STATEMENT

The OVCRGE EAD will provide leadership and direction to the OVCRGE Centers, Institutes, and the Graduate School as they integrate equity and diversity initiatives into their work environments.

VISION STATEMENT

We will make a difference in creating inclusive environments that provide opportunities for all individuals through recruitment, retention, climate, mentoring, and networking initiatives.

GOALS

Provide timely information and resources to the OVCRGE Centers, Institutes, and the Graduate School in regard to:

- Best practices for recruitment and retention of a diverse workforce
- Guidelines for evaluating and enhancing climate
- Strategies for effective mentoring of employees



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Provide leadership in creating Equity and Diversity Plans across all Centers, Institutes, and the Graduate School so as to establish goals and action plans in areas outlined above.

Monitor the implementation and maintenance of Equity and Diversity Plans across all Centers, Institutes, and the Graduate School

Apprise the Vice Chancellor of progress in implementing Equity and Diversity plans across Centers, Institutes, and the Graduate School and any issues that have been identified.

Keep Centers, Institutes, and the Graduate School informed of relevant issues, initiatives, workshops and resources, both locally and globally.

Work cooperatively with other Equity and Diversity committees on campus.

ORGANIZATIONAL STRUCTURE

MEMBERSHIP

The Committee will be comprised of one representative and one alternate from each of the OVCRGE Centers, Institutes, and the Graduate School as well as OVCRGE Administration.

REPORTING STRUCTURE

The Committee reports directly to the Vice Chancellor of the OVCRGE

TERMS

Terms shall be for three years. A year is defined as the period July 1st through June 30th. To ensure continuity, terms will be staggered, such that in any given year approximately one-third the Committee will rotate off and a new one-third will rotate on. (To facilitate participation across the Centers, Institutes, and the Graduate School and in related opportunities to learn about equity and diversity, rotation among unit's staffs is encouraged.)

DUTIES AND RESPONSIBILITIES

Representatives – Attend meetings, participate in committee activities serving on one or more sub-committees, function as liaison to their unit equity and diversity committee, personnel office, and administration, work with their Alternate to insure continuity for unit representation. Serve as Scribe on a rotating basis – (See below)

ALTERNATES

Serve as backup to the Representative – assuming Representative's responsibilities as appropriate.



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OFFICERS

There shall be a Chair and a Vice Chair. The Chair is appointed by the Vice Chancellor. The Vice Chair is selected by the Committee.

CHAIR

The Chair is responsible for overseeing activities of the Committee including presiding over committee meetings, implementing committee decisions, and planning agendas and reports. S/he will meet regularly with the Vice Chancellor to report on Committee activities as well as maintain communication with other campus equity and diversity committees and participate in other campus equity and diversity activities.

VICE CHAIR

Work with Chair to determine agendas, post meeting notices, coordinate meeting room for meetings, notify members of meeting dates and times, distribute agendas and committee reports to committee members in advance of meeting, and prepare correspondence.

SCRIBE

Take and distribute minutes. Committee members, exclusive of the Chair and Vice Chair, will serve in this capacity on a rotating basis and in alphabetical order of the unit they represent.

SUBCOMMITTEES

Report activities to the full committee at each meeting. Subcommittees will determine their own meeting schedules. Current membership information is available at <http://go.wisc.edu/8njej9>.

COMMUNICATION COMMITTEE

Charge: responsible for communication links with the OVCRGE Centers, Institutes, and the Graduate School, other campus committees and offices, and external resources. Develop and maintain a website for the OVCRGE EAD committee. Prepare and distribute communication pieces to committee members and other interested parties.

The OVCRGE EAD website maintained by the Communications Committee is intended to be a resource and reference for all OVCRGE EAD related matters. It is at <http://go.wisc.edu/3470ly>. This includes an archive of meeting minutes and center reports.

There is a listserv used to contact all committee members, maintained by Julie Karpelenia. To use, send your email to ovcrge-gs-ead@lists.wisc.edu. If you hit "Reply" to a message received from the listserv, your reply will go to that individual.



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If you hit “Reply All” to a message received from the listserv, your reply will go to that individual and CC the listserv.

PROFESSIONAL DEVELOPMENT COMMITTEE

Charge: Create and coordinate educational experiences (e.g., workshops, seminars, and networking opportunities) for the Committee and the Centers, Institutes, and the Graduate School. Prepare budget proposals and funding requests to support professional development activities.

AD HOC COMMITTEE

Charge: Serve as the liaison with Vice Provost and Campus Equity and Diversity Office and other campus offices to identify issues, to coordinate activities, to form working partnerships, etc., in order to maximize diversity and climate efforts on the campus. Prepare committee reports including annual report to the Vice Chancellor.

MEETINGS

The committee meets on 2nd Thursday of the month from 2:00 to 3:30 p.m., generally in 52 Bascom Hall.

Meeting times will be subject to change to accommodate committee member’s schedules. Notice of meetings will be posted one week in advance of each meeting. Agendas, along with the prior meetings minutes, will be sent to committee members one week prior to the next meeting. Any interested party may attend committee meetings.

SPECIAL MEETINGS

Special meetings to consider urgent or uncompleted business may be called by any member of the committee at any time with the provision of reasonable notice to all members. Any interested party may attend special committee meetings. Notice of a special meeting will be posted at least twenty-four hours in advance of the meeting.

MEETING PROCEDURES

Committee meetings shall be conducted by the Chair or Chair’s designee.

VOTING PROCEDURES

QUORUM

At a regular or special meeting, one half (1/2) plus one (1) of the Centers, Institutes, and the Graduate School will constitute a quorum for the transaction of business. Meetings that fail to have a quorum present may proceed for the discussion of agenda items but may not take action that results in recorded votes.



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COMMITTEE VOTING

Resolutions and other matters requiring a vote of the Committee shall be decided by a majority vote of present Committee members, provided that a quorum, as outlined above, is present.

APPOINTMENT OF NEW MEMBERS AND FILLING VACANCIES

The Vice Chancellor or designee will put out a call for nominees to the Centers, Institutes, and the Graduate School where there is an expiring term or a vacancy. This should be done six months in advance of the vacancy whenever possible. The Vice Chancellor or designee will review nominations and make the appointment/reappointment as appropriate. Newly appointed members should, whenever possible, attend meetings prior to appointment start date to better facilitate new member's orientation.

INFORMATION & RESOURCES

More information may be found on our website, <http://go.wisc.edu/3470ly>. It contains the following:

Reports

Meeting Minutes from 2008-Present

Members

Best Practices/FAQ, which includes the following:

What is meant by equity?

What is meant by diversity?

Why focus on equity and diversity?

BEST PRACTICES

How can I help build community?

What are other departments doing to improve equity and fair treatment of employees?

How can I provide more flexibility for employees?

How can my office improve communication?

How can we improve recruitment/hiring practices?

RESOURCES

Who is responsible for equity and diversity issues at the University of Wisconsin-Madison?

Where can I find information on professional development?

How does my department/center compare to others in terms of overall satisfaction?

How does my department/center compare to others in terms of diversity?



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How do we design and conduct climate surveys? (Review examples, templates, and descriptions of other climate surveys).

Who can I contact to become more involved in equity and diversity efforts?

How do I conduct an exit interview?

What recruitment resources are available?

ISSUES

What can I do about discrimination or harassment?

What can I do about low workplace morale?

What are some of the other problems departments/centers are experiencing?

How do I know if we have a problem at my department?

Toolkit, which includes the following information:

GUIDING PRINCIPLES

RECRUITMENT

Campus recruitment resources:

National on-line recruitment resources:

RETENTION

Campus Climate Resources

Other climate surveys and initiatives

PROFESSIONAL DEVELOPMENT

Professional Development links for other UW Centers

Funding for Professional Development

Employee Orientation

MENTORING

Campus and Other University Resources on Mentoring

Articles on How to be a Mentor/How to receive good Mentoring

Exit Interviews

Glossary of Terms: <http://go.wisc.edu/6ziyd6>