

CALS Equity and Diversity Committee

January 18, 2018

11:00 a.m.-12:00 p.m.

250 Agricultural Hall

Erika Anna ('20)	Nutritional Sciences
Thomas Browne	CALS Academic Affairs, Chair, Ex-officio
Jane Collins ('18)	Community & Environmental Sociology
Meghan Connelly	Graduate Student, Dairy Science
Julie Garvin ('20)	Soil Science
Natalia de Leon Gatti ('19)	Agronomy
Laura Hernandez ('19)	Dairy Science
Annika Heyworth ('18)	Undergraduate Student
Carol Hillmer	CALS HR, Ex-officio
Brittany Isidore	Graduate Student, Plant Sciences
Becky Larson ('20)	Biological Systems Engineering
Bridget McFarland ('18)	Graduate Student, Plant Breeding & Plant Genetics
Bret Payseur ('19)	Genetics
Dee Robinson	Graduate Student, Genetics
Doug Rouse ('18)	Plant Pathology
Richard Straub	CALS Office of Dean and Director, Ex-officio
Abbey Thompson ('18)	Horticulture
Kelly Knapp	Administrative Committee Support

Meeting Ground Rules

- Listen without interruption.
- Encourage full participation. Use inclusive communication methods.
- Help others see the implications of actions that are being discussed. If you are more experienced and know about things - speak up.
- Use Robert's Rules of Order to run the meetings.

MEETING MINUTES

Present: Tom Browne, Bridget McFarland, Dick Straub, Jane Collins, Dee Robinson, Carol Hillmer, Kelly Knapp, Natalia de Leon Gatti, Laura Hernandez, Julie Garvin, Doug Rouse, Becky Larson

Absent: Erika Anna, Meghan Connelly, Annika Heyworth, Brittany Isidore, Bret Payseur, Abbey Thompson

The meeting was called to order at approximately 11:00 am.

Approval of minutes: The December minutes were unanimously approved.

Recruitment Statement: Examples from other universities were reviewed. Other institutions are doing it, why wouldn't we? The statement should be something we can really embrace, and it should be honest – some of the statements from other universities are not being proactively addressed here at UW (dual career, etc). The decisions/action items from this discussion are as follows:

- This statement should accompany all PVLs. It's a priority and should accompany all recruitment advertisements, even if the additional language costs more money.
- The committee liked the University of MN statement, but thought it was too long.
- Natalia volunteered to review other campus statements and other examples from Carol and craft a draft statement for review at the next meeting.

Committee Membership: The draft changes to the bylaws were reviewed. The following changes were reviewed and unanimously approved:

- Term limits
- Grad students - minimum 2, maximum 4
- Update item #6: remove Associate Dean for Administration, remove the Assistant Dean for Academic Affairs, Change Vice Dean to Senior Associate Dean

Resources: This discussion prompted a lot of questions and could generally be organized into the following categories:

- Training Opportunities:
 - College of Engineering offers training to TAs.
 - L&S also has new TA training.
 - Comprehensive training to include teaching, curriculum, E&D focus-case scenarios, campus resources, etc.
- Execution:
 - Would all new employees be required to have training?
 - Info goes to grad program coordinators. Campus doesn't track grad student progress through trainings. Campus doesn't notify when trainings are available.
 - Could we combine with CoE? How does CoE track?
 - TA program through credits not being informed. Also gaps when TAs are hired after training. Could first time TA do training concurrent with teaching responsibilities? Other TAs/RAs are not in credit program or paid.
 - Integrated Biology has online modules with quiz at the end. Campus requires screen shots of quiz completion.
 - Is online training adequate? Involve Nikki Bollig. Can we get something together by fall semester?
 - Announcements should at least be sent to dept chairs. Dept chairs could be accountable.
 - Carol's preference is to require training for ALL grad students, not just TA/RA/PA, etc.
- Brainstorming/Action Items:
 - How do we make the training sessions more well known?
 - Who is falling through the cracks?
 - Other modules exist for training/tracking (i.e. training for animal care and chemical safety). The learning transcript.
 - It was suggested to send a letter from EDC to campus outlining needs and request. Invite Luis Pinero from the Office of Equity & Diversity to the next meeting.

- Doug to find out more info about the Integrated Biology quiz.
- Tom to meet with Nikki about if tracking is happening. What are we doing with tracking right now?

Julie had a resources handout listing websites and contact info for support services for sexual violence, hate & bias, mental health, ombuds, off campus support, etc.

CALS Awards: Tom reminded the committee to get the word out and submit nominations. Would like to have a robust nominee pool.

Lunch & Learns:

- Jan 8 – got good feedback. Good resource to look for info
- Feb 12 – Need blurb for advertising
- Mar 12 – Need blurb for advertising
- Lead contact can work out presentation details with presenters

Agenda item for next meeting: Barrier Analysis. Recruitment for African American female employees. Need more comprehensive plan.

The meeting adjourned at 12:00 pm.

The next meeting is scheduled for **February 15, 11:00am-12:00pm, Room 250 Ag Hall**