The meeting was called to order by Tom Browne at 12:00pm.

Review agenda
No changes were made to the agenda.

Honorary Recognition and Distinguished Service/Alumni awards – expanding diversity of honorees (attachments)
CALS External Relations would like to expand the diversity of nominees, in gender, race, and ethnicity, as well as in the full breadth of the college. It would be helpful for the committee to suggest nominees or suggest who else CALS External Relations can reach out to. Information on these awards is at: https://cals.wisc.edu/about-cals/awards/honorary-recognition/

Comments and questions:
• When the nomination calls are sent out, should it encourage nominations for women, underrepresented groups, etc.?
• Should we instead create another award to better target the nominations?
• Suggest reaching out to specific groups like the Association for Women in Agriculture.
• Minimize the nomination process to make it easy to nominate someone.
• Clarify that anyone can submit a nomination, not just department chairs.
• The CV can often speak to someone’s accomplishments, making multiple letters unnecessary. Can this be considered?
• Do you get opinions from students?
  o Not usually.
• What should we look for in nominees?
  o Someone who is making a difference in agricultural or life sciences.
  o Someone who has gone above and beyond, made a special contribution, or helped their community.

Approval of September 13, 2021 and October 12, 2021 meeting minutes (attachments)
Laura Hernandez made a motion to approve the September 13, 2021 and October 12, 2021 meeting minutes. Bret Payseur seconded the motion. The motion was unanimously approved.

**Subcommittee updates**

**Communications**
The communications subcommittee discussed its role and purpose. Potential roles are assisting with college internal communications, having a Teams channel to post resources, advising on crisis communications for the college, recommending needed communications, and messaging to/for students. The subcommittee will prepare a list of priority roles and will request future advisement from the chief diversity officer.

Comments and questions:
- Maybe we could hold open listening sessions for underrepresented faculty and staff.
- Who can help students find the resources they need?
  - This may be a suggestion for the college to pursue.
- Maybe we write bullet points or messages from the committee, that CALS External Relations can then help to review and communicate out?
  - We could invite Heidi Zoerb to a future meeting to discuss how collaborations might work or what would be most helpful from the committee.
  - At the end of each meeting, we could discuss a message we’d like to suggest.
- The timing of messaging is crucial depending on the event, and the ability for the committee to respond quickly is low.
- Maybe the committee’s work is more about information sharing.
- This will be a critical topic when the new chief diversity officer starts.

**Department planning**
The committee’s most recent feedback on goal 4 of departmental five-year plans was compiled into one document. The subcommittee reviewed activities across departments and hopes to encourage the sharing of ideas across departments.

The subcommittee considered how to assess goal 4 progress and whether to suggest an update to the five-year plan format. For example, there is a Marcus Brower granular questionnaire with yes/no and numerical answers, which could better assess how departments evolve over time. We could also have departments provide self-assessments. The goal is to gather information, provide feedback, and assess progress.

If we want to continue to ask departments to carry out activities, it would be helpful to provide them with resources, as some departments have resources and others don’t. Could we have a money-based incentive system for departments?

Comments and questions:
- It may be helpful to add a student and/or postdoc to the subcommittee.
- The subcommittee should think about what proposal to make to a new dean and new chief diversity officer.
- In our efforts, have a continued focus on being collaborative and helpful, as opposed to judgmental.
**Lunch and learn**  
The October Lunch and Learn event, focused on implicit bias impacts in scholarship awarding, had 43 attendees. There are events scheduled for November and December on disability awareness, identify, and culture and on Native Nations leadership strategic planning, such as a UW land sovereignty statement.

**Recruitment and retention**  
The subcommittee identified six items to work on:

1. **Segregated fees.** The subcommittee would like to support the elimination of these fees but first wants to understand mechanisms for individuals, departments or the college to reduce segregated fees, what funds can be used to pay the fees, and ways to provide equity amongst students. Maybe a donor fund could be created at the college level.
2. **Paid leave.** The subcommittee would like to support groups who do not have identified paid leave. The subcommittee would like to identify those groups and then provide a letter of support for paid leave.
3. **Faculty salary equity.** The subcommittee is drafting a letter to the dean on faculty salary equity. The letter recommends that the committee reviews salary data on a regular basis and makes recommendations on equity. The subcommittee would also like departments to develop plans on how to address salary equity.
4. **Startup package equity.** Startup packages are wide-ranging. Departments also need more guidance on what to provide. The subcommittee is drafting letter to the dean on this topic.
5. **Recruitment and retention.** The subcommittee would like a mechanism developed to solicit feedback from departments on recruitment and retention needs.
6. **International fees.** The subcommittee would like to support the removal of international fees.

Comments and questions:
- For item #1, scholarship funds could possibly be provided. This would require a discussion with the Graduate School. Mark Rickenbach will inquire with Angie Seitler.

**College updates and questions from the committee**  
The final candidates for the chief diversity officer position are giving public presentations. Please encourage people to attend.

**Adjourn**  
The meeting adjourned at 12:05pm.