

President's Commission on the Status of University Women
Executive Committee Meeting
December 11th, 2012

Minutes:

Review of November 13th, 2012 minutes. Phenocia motioned to approve, Jessi seconded, minutes approved.

Reports from Committee Chairs:

Recognition: Chair: Marilyn Lockhart **Members:** Beth Burroughs, Mary Murphy, Celia O'Connor, Michelle Tigges

- PCOSUW Award: Followed the outline mentioned at November Executive Committee meeting. Deliberation of winner went over into the next week.
 - Have made a decision and will have letters sent out this week.
 - Received less than a dozen nominations.
 - Decided to split out the students. Will look at another process in the spring for students.
 - Anne requested money from the President and was given \$2,000. This is similar to other awards.
 - Want to thank Theresa for her help with the award.
- Other Awards: Jessi had a list of gender awards and will send Marilyn. If other people have awards they know of they can send to Marilyn so they can have a consolidated list of awards on campus

Communication: Chair: Phenocia Bauerle **Members:** Graham Austin, Sandy Bailey, Betsy Danforth, Julie Kipfer

- Committee Meeting: Met with her committee and discussed all of the items mentioned at last meeting (creating a calendar, brainstorming different way we would reach out with the information).
 - There were concerns about adding a calendar to the website that anyone could add events to without anyone reviewing.
 - Will connect to the University calendar and the commission can have some oversight deciding what shows up in the feed and what does not.
 - Wondering about the connection between ADVANCE Grant and PCOSUW. Wondering what determines if ADVANCE is responsible for putting out in terms of PR or what qualifies as a PCOSUW event and how is that information submitted.
 - The PCOSUW is an advisory board to ADVANCE. ADVANCE is only a very small piece (faculty in STEM/SBS). PCOSUW is everyone on all four campuses.
 - Would like to put out a Monday Morning Memo but would like to coordinate with something that is going to happen in the spring.
 - Comment: Never thought of the Communication Committee as being where someone is having an event and the Communication committee has to do all the write ups. If people want something publicized they need to give the Communication Committee copy ready information. And it needs to be diversity/gender related. Come up with guidelines that your committee is comfortable with and bring it back and we can discuss.
- From the bylaws it sounds like the committee is PR for the commission. So it might be people submit something to an email and will committee have to submit information out every time someone has an event.
- Suggestion: Decide on a time line where events get sent to an email and then on a monthly, quarterly, bimonthly basis, whatever communications committee thinks is doable, turn them into a short newsletter and send it out. If there are time sensitive events may need to send those out. But if people want something submitted they will need to have it written up.
 - Talked about newsletter during the meeting and questions came up: printed or electronic, on the website etc.
- Are there any big events coming up that we can coordinate with a Monday Morning Memo. Something we discussed keeping the PCOSUW visible.
 - Equity Advisors are something that are mentioned in the ADVANCE grant but are meant to be campus wide (one in every building). This is coming up in the spring that we want everyone to know about this opportunity. Will start seeking nominations in January. Start with department heads nominating people.
- Discussed having an open house/information session in the spring where people can learn about PCOSUW.

Assessment: Chair: Diane Letendre **Members:** Camie Bechtold, Becca Belou, Erin McCormick, Jeanne Wilkinson

- Everything is ADVANCE, Commission, Attunement and Institutional Equity and we are working on global to effect all four of them.
- Met in November and will be meeting later this afternoon.
 - Decided there are a lot of areas for the committee to go. We are going to look at the data we have and see if any of it is relevant moving forward with the Climate Study.
 - In the future define what Gender Equity means for the Commission.
 - Phenocia and Diane meet up on the Bias reporting. Know that Audit & Advisory Services will be doing an Ethics point reporting line.
 - Going to see how other universities outlined their climate studies
 - Assessment will be tallying information from Department Head review in March. This data may help direct the climate study.
 - ADVANCE requires only STEM Department Heads to complete this. President Cruzado is requiring all departments to do this.
 - Academic departments maybe Assessment could gather information from units and other nonacademic departments.

Policy: Chair: Jessi Smith **Members:** Kiah Abbey, Lisa Buss, Joy Honea, Chris Fastnow, Sara Rushing

- We need help from the communications committee on ideas of how to get the word out to let people know they can submit a policy for review on the PCOSUW website.
 - Want staff, student, and faculty to know if they personally came up against a policy to go to the website and let the committee know. This might be a good topic for the charette.
- Chris Fastnow is on the policy council so she sees the agenda and can see when policies come up for review. This is the systematic way the policies will be reviewed. They come up every three years.
- Just got done with Sick Leave donation pool for Faculty and Staff and are looking for people to donate hours.
 - Something that came out of this was what about maternity polices for undergraduate and graduate students. This is the next policy committee will be looking at.

Discussion:

- Maybe at the Spring retreat we can talk about the background of PCOSUW for the new members and have that information available for people who want to know more about the PCOSUW and don't remember back to when it was first announced.
- When talking to other groups around campus it might be helpful to get everyone up to speed about what PCOSUW is all about and what it is doing and it might help raise awareness by saying the PCOSUW is doing this in concert with ADVANCE or is in concert with other things the university is required to do.
 - Put together a standard Powerpoint (only a few slides) and that way if anyone is giving a presentation they have a few slides that lays out what PCOSUW is.
 - This will help get the information out so when people see requests for information and will understand why we are requesting information.
 - Jessi is willing to go to talk a little about ADVANCE so people can see the big picture and how everything relates. Maybe have a diagram showing how PCOSUW and ADVANCE relates.
- Possibly do a charette, where the mission statement and information about each committee is posted, and have it coincide with an open house. And have people there talking about what our goals are.
 - Can we look at dates for an open house? Maybe early March. March is Women's History month.
 - Phenocia and Diane can work together on this. Will need to look at the marketing.
- Have presentations promoting the charette/open house at the charette talk about the policy review submissions, equity advisors etc. Have the Monday Morning Memo (late February) give a brief overview of the commission, mention the charette, equity advisors etc.
- Anne & Jessi might set up a meeting with Women's Faculty Caucus to discuss relationship in Spring Semester
- Margaret Ash recognition: Waiting to see how the season turned out for the Bobcat Football team. Anne will send a card on MSU stationary.

Next Meeting:

- Theresa will send out a Doodle calendar to find a time for January meeting. Confirmation of date and time will be sent out as an outlook calendar event.