

UNIVERSITY COMMITTEE ON WOMEN FACULTY AND STUDENTS

March 9, 2017

11:00 a.m. – 12:00 p.m.

500 Main Building

University of Notre Dame

**Voting Members present:** Amy Barrett; Rebecca Blais; Ruilan Guo; Mary Celeste Kearney; Nicole McNeil; Monica Moore; Kathie Newman; Aastha Nigam; Ann Tenbrunsel

**Observers present:** Kathy Brickley; Sharon Keane; Karrah Miller; Ava Preacher; Maura Ryan; Demetra Schoenig; Pamela Young

**Voting Members excused or absent:** Tom Anderson; Elly Brenner; Aimee Buccellato; Laura Carlson; Alexandra Eisele; Sandra Gustafson; Shireen Jayman; Ian Kuijt

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As Laura Carlson was absent due to University business, Demetra Schoenig called the meeting to order at 11 a.m. A quorum was not established, so the minutes from November 29 and January 27 were not able to be approved.

Pamela Young shared updates from the Office of Academic Diversity and Inclusion, including upcoming workshops on Implicit Bias and Inclusive Excellence.

Mary Celeste Kearney and Demetra Schoenig shared information about the upcoming panel scheduled for March 29 and sponsored by the Provost Office, “Vision and Action: Pioneering Women Faculty at Notre Dame” and encouraged committee members to attend. Mary provided background information on the genesis of the panel, and Demetra shared information about the five panelists, Sister Kathleen Cannon, OP; Angie Chamblee; Nancy Haegel; Valerie Sayers; and Ann Tenbrunsel. Additional information may be found here: <http://news.nd.edu/news/vision-and-action-panel-honors-women-faculty-pioneers-and-looks-to-the-future/>.

The Committee then discussed the Provost’s Distinguished Lecturer Program, which has been in place since the 1990s. General information may be found here: <http://provost.nd.edu/diversity/provost-s-distinguished-women-lecturers/>. A proposal for a revamped administration of the program was circulated, discussed, and the proposal was subsequently updated to reflect recommendations made by committee members. It is appended to these minutes.

Rebecca Blais shared information about an upcoming lecture by Rosie Rios, former U.S. Treasurer, scheduled for March 27, <http://news.nd.edu/news/former-us-treasurer-rosie-rios-to-speak-at-notre-dame/>. There being no further business, the meeting adjourned at 11:45 a.m. These minutes were approved via email following the meeting.

## Appendix

### **Provost's Distinguished Lecturer Program**

*From Discussion at March 9, 2017 UCWFS Meeting*

1. **Title: Provost's Distinguished Lecturer Program** administered by the University Committee on Women Faculty and Students. UCWFS Discussed possibility of naming series after an individual; Provost Office will consider this and make a recommendation.
2. **Framework: Significant Event(s) held each academic year at Notre Dame, Indiana campus**

Departments, institutes, and interdisciplinary groups are encouraged to bring prominent women scholars to Notre Dame for public events including a lecture, colloquium, panel, or performance.

  - One award per year
  - Annual application cycle between September 1 and October 30; First UCWFS-administered cycle will be Fall 2017 for events held 1-1-18 to 12-31-18
  - Grants of \$5,000 to \$20,000 cover the costs of a single, significant visiting woman lecturer, artist, or performer visiting the Notre Dame, Indiana campus.
    - In a given year, the selection committee will determine if the funds will be used for a single large or several smaller events.
3. **Application Requirements:** A successful application will be for a lecture, colloquium, panel, or performance with a goal of having a lasting effect on the Notre Dame beyond the event itself.
  - Maximum 500-word statement on the purpose and relevance of the proposed event
  - Biography and C.V. of proposed lecturer and program participants
  - Applications must identify the target audience(s) (e.g. faculty and administrators; undergraduate students; graduate and post-doctoral community; faculty and students in a particular discipline, etc.)
  - Description of the planned schedule of events during the visitor's time on campus. The dates do not need to be final in the proposal, but applicants must include an overview of the formal and informal elements of the visitor's proposed itinerary
  - Communications plan to promote the proposed event
  - Abbreviated C.V. or Resume for the author(s) of the proposal
  - Event coordinator responsible for organizing and promoting the event
  - In addition to the support requested from the Lecturer Program, applications must include a budget proposal that with:
    - List of honoraria, travel costs, and the cost of campus activities associated with the visit
    - All other sources of funding and contact information for those sources
4. **Selection Committee Composition:**
  - UCWFS Chair, along with Four Voting Members elected annually by the full UCWFS committee at the first meeting of the academic year.
  - Selection committee members will each serve for a 1-year renewable term.
5. **Communications Strategy:**
  - Initial roll-out in Fall 2017
  - Annual solicitations

