Minutes: UNIVERSITY COMMITTEE ON WOMEN FACULTY AND STUDENTS
April 25, 2018, 11:00 a.m. – Noon, LaFortune Notre Dame Room, Room 202

Voting Members present: Aimee Buccellato, Laura Carlson, Jessica Collett, Kelsey DiPietro, Marjorie Housley, Mary Kearney, Elisabeth Koll, Jennifer McAward, Mark McKenna, Monica Moore, Kathie Newman, Ann Tenbrunsel
Observers present: Christal Colbert, Tyvette Hilliard, Kerry Meyers, Karah Miller, Pamela Young
Voting Members excused or absent: Elly Brenner, Ruilan Guo, Sibonay Shewit, James Sullivan, Molly Walsh

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Welcome and Approval of Minutes: The meeting was called to order at 11:00 a.m. Laura Carlson asked if there were any changes to the minutes of the March 8 meeting. There being none, the minutes were approved on a voice vote.

Main Agenda Item: Mark McKenna led a discussion of his provost fellow project on committee representation and service. The following bullet points represent key observations and recommendations derived from conversation with over 30 faculty members of all ranks, gender and faculty type.

- Department Chairs should be expected to develop a service plan with each faculty member
- There are a variety of ways to provide service – formal and informal; external and internal
- A baseline threshold for minimum service should be set for everyone
- It was suggested that service should be built into the evaluations of Department Chairs
- Service is different across units and across ranks.
- Consider term limits for formal service. Some want to serve, but can't because others stay on.
- Need better clarity on what counts as service (for example, fundraising/development; service on boards)
- Service demands vary by department, especially as a function of department size.
- Training for CAP members on service
- It would be helpful for each department to provide a list at the beginning of academic year showing who is on what committee
- Would like to see more service engagement by senior associates instead of junior associates
- A helpful tool would be a checklist that outlines different types of service. This can be used in annual reports.

Laura thanked the elected voting committee members who were present and who were ending their term of service: Ruilan Guo, Jessica Collett, Monica Moore and Kathie Newman.

The meeting was adjourned at 12:00 p.m.