

**UNIVERSITY COMMITTEE ON WOMEN FACULTY AND STUDENTS  
March 8, 2018, 11:00 - Noon a.m., 500 Main Building**

**Voting Members present:** Elly Brenner, Aimee Buccellato, Laura Carlson, Jessica Collett, Ruilan Guo, Mary Kearney, Jennifer McAward, Monica Moore, Kathie Newman, Ann Tenbrunsel

**Observers present:** Christal Colbert, Christine Caron Gebhardt, Tyvette Hilliard, Sharon Keane, Karah Miller, Ava Preacher, Maura Ryan, Demetra Schoenig, Pamela Young

**Voting Members excused or absent:** Kelsey DiPietro, Marjorie Housley, Elisabeth Koll, Mark McKenna, Sibonay Shewit, James Sullivan, Molly Walsh

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**Welcome and Approval of Minutes:** The meeting was called to order at 11:00 am. Laura Carlson asked if there were any change requests for the minutes of February 9 and February 28 meetings. There being none, the minutes were approved on a voice vote.

**Announcements:**

1. Valerie Ashby, Dean of Arts and Sciences at Duke, will come to Notre Dame in October 2018 as the inaugural speaker for the Sr. Kathleen Cannon Distinguished Lecture Series. Logistics are underway.
2. The April meeting will be rescheduled so that Mark McKenna can present his project on committee representation and service.

**Main Agenda Item: Initiatives to support Associate Professors**

New initiatives from the provost office led by Laura Carlson and Maura Ryan will focus on associate professors. These initiatives will lay the groundwork for an NSF Advance Adaptation proposal, with a letter of intent due in August and a full proposal due in Jan 2019. The initiatives will offer support for new associates (1-3 years from tenure) and those who have been in rank (3+ years). The point of these initiatives is to build community, provide support, and ensure that all feel that their contributions are valued. For the newly associate group, Laura will invite a group of tenured associates 1-3 years out for lunch to talk about the types of activities that they would like to see to build a community within this group. For those who have been in rank longer, Laura would like to develop a cohort-based year-long program that provides information and strategies for finding and staying on a path to promotion. A steering group will be formed to design the program. Brainstorming within the UCWFS led to the following topics to consider for inclusion in the program:

- Networking
- Goals
- Determining a path to promotion
- Time Management
- Factoring in life events (birth, adoption, elder care)
- How to find a Mentor/what to expect
- Developing a service plan
- How to think about service – external and internal

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