

UNIVERSITY COMMITTEE ON WOMEN FACULTY AND STUDENTS

Friday, September 11, 2015

9:00 a.m. – 10:00 a.m.

500 Main Building

University of Notre Dame

Voting Members present: Kevin Barry; Laura Carlson; Sara Dugan; Sandra Gustafson; Monica Moore; Kathie Newman; Catherine Perry; Ann Tenbrunsel

Non-Voting Members present: Todd Dvorak; Sharon Keane; Karrah Miller; Ava Preacher

Members excused or absent: Tom Anderson; Kathy Brickley; Christine Caron-Gebhardt; Shanna Corner; Ray'Von Jones; Ian Kujit; Melissa Lindley; Jennifer Mason McAward; Nicole McNeil; Heather Rakoczy Russell; Sayanty Roy; Samantha Salden; Sarah Wake; Elaine Zhu

Recorder: Demetra C. Schoenig, Office of the Provost

Welcome: Prof. Laura Carlson opened the meeting and welcomed the group. Given the lack of quorum, she deferred the approval of the May 6, 2015 minutes and the election of a chair until a future meeting. Those who were present introduced themselves and Prof. Carlson noted that several appointed members would be joining the committee at the next meeting. Members would be polled for availability in the coming days, and the Committee Meeting Schedule for 2015-16 would be circulated in the coming weeks.

Mapother Lunch Participants: Each year, the Provost invites women faculty to lunch as part of the Mapother Lunch Series, the result of gift to the university with the goal of encouraging communication among faculty and administration. The Provost, Tom Burish, holds two lunches each semester. There is no formal agenda for the lunch; it is simply an opportunity for faculty to get to know Dr. Burish and for him to learn about their experiences at Notre Dame. Prof. Carlson invited nominations for the lunch series from members of the committee, noting that she would share with the Committee via email the names of those faculty members who had participated in lunches in earlier years.

Committee Topics for the Year: Prof. Carlson shared a document (attached) with proposed topics and themes for the coming academic year. The overarching themes reflect those discussed in the Committee Meeting of April 7, 2015.

First, the promotion of leadership and networking opportunities for women. This would include discussion of an NSF Advance Grant Proposal that is in development with leadership from Prof. Carlson and Prof. Tim Judge. Additionally, the Committee would lead the development and execution of a spring networking event. Second, the examination of policies related to nonacademic leaves and benefits, which is now being led by Prof. Maura Ryan in the Provost's Office. Third, the ongoing investigation and discussion around University service responsibilities, expectations, and reward structures. This will take the form of one or two Committee working groups, as well as administrative efforts coordinated by Prof. Carlson.

The Committee then discussed other open topics for the year, including the development of a best-practices document to share with speakers-series organizers and award nominations-committees. Kevin Barry shared information about the National SEED Project on Inclusive Curriculum (<http://www.nationalseedproject.org/>), which will have a cohort coordinated by Profs. Maria McKenna and Kevin Dreyer during 2015-16. Members of the group discussed the goals of the program and Prof. Carlson invited Committee Members to share nominations for participants with her, which she would then share with Profs. McKenna and Dreyer.

A discussion ensued about the proposed topics for the year and other potential issues for exploration by the Committee. There being no further business, the meeting was adjourned at 10:00 a.m.

Proposed Topics and Agenda for the UCWFS 2015-2016

Themes for further investigation and advocacy

(determined in April 7, 2015 meeting – see minutes)

- Promotion of leadership and networking opportunities for women
[Carlson – ADVANCE; Ryan – Provost Office; UCWFS]
- Examination of policies related to nonacademic leave and benefits
[Ryan – Provost Office]
- Investigation of service responsibilities, expectations and reward structures
[UCWFS working group]

Other open issues:

- Develop best practices handbook and share with speaker series organizers and award nominations committees
[Director, Academic Diversity and Inclusion; UCWFS working group]
- Nominate members for SEED program for 2015-2016

Proposed Topics and Agenda for UCWFS meetings

September: Organizational and planning
 Set charge for the service UCWFS working group and constitute
 Set charge for the handbook UCWFS working group and constitute

October: Present ADVANCE grant proposal for comment and discussion

November: Brainstorming session: new networking opportunities
 Plan a UCWFS-sponsored event

December: Interim reports:
 Service working group
 Handbook working group

January: Update by Ryan on policies related to nonacademic leaves/benefits

February: Presentation of the ADVANCE grant proposal
 Report on other initiatives related to the Faculty Experience Survey
 Metrics, timeline, college and program level efforts

March: Service report and discussion

April: Handbook report and discussion

May: Set themes and projects for 2016-2017