

**UNIVERSITY COMMITTEE ON WOMEN FACULTY AND STUDENTS**  
**MINUTES of the October 22, 2018 Meeting, 1:00 – 2:00, Grad School Solarium**

**Voting Members present:** Elly Brenner, Aimee Buccellato, Pamela Butler, Laura Carlson, Shinjini Chattopadhyay, Steve Corcelli, Erika Hosselkus, Tamara Kay, Tijana Milenkovic, Caitlin Smith, Jeff Speaks, Ann Tenbrunsel

**Voting Members excused or absent:** Jennifer McAward. Margaret Meserve, Gates McGavick. Laurence Taylor, Briana Tucker

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Announcements:

Parental Leave Policy - Final version of policy was circulated for faculty and postdoctoral scholars

FYI: Sr. Kathleen Cannon, O.P. Distinguished Lecture Series

- Recap -- Valerie Ashby visit, 10/3
- Next Supported Talk: Dr. Sabrina Agarwal, Berkeley
- Mapother Lunch invitees: Wendy Angst, Emily Bremer, Jessica Brown, Catherine Bolton,  
Jane Cleland-Huang, Kirsten Cornelson, Therese Cory, Claire Jones

Main Agenda Item:

Communication plan and timing for the Faculty Experience Survey

Guests: Tatiana Combs and Andrea Swanagan

1. UCWFS recommendations to include optional questions were accepted
2. Communication plan.
  - It was suggested that the plan include a communication from Tom Burish before Christmas Break, announcing that the survey will be opened in Spring 2019. The letter should encourage participation, and reference initiatives that came about because of the 2013 survey and report.
  - Other venues for encouraging participation:
    - A notification to the Deans at the Deans' Council with a draft of an email for them to circulate to faculty encouraging participation
    - Reminders will be provided at the college councils in Spring 2019 after launch.
3. Timing:
  - Survey should open during the second half of January.
  - The survey should remain open for at least one month. The closing date can be adjusted to ensure a sufficient response rate.