

**President's Commission on the Status of University Women
Executive Committee Meeting
November 13th, 2012**

Announcements:

- Committee Chairs need to send meeting agendas and minutes to the OIE liaison (bylaws section 4.1).
- President's Office is looking for dates for Spring Retreat

This group can be as ambitious as we want. There a lot of reasons to be as active as possible in looking at everything that is happening right now there are a lot of positive changes taking place right now and they are taking place quickly.

Reports from Committee Chairs:

Recognition: Chair: Marilyn Lockhart, **Members:** Beth Burroughs, Mary Murphy, Celia O'Connor, Michelle Tigges

- PCOSUW Award: For this year, there will be a streamlined process for the PCOSUW Award because the President's Office needs the name by the end of November.
 - Criteria for the award was created from the purpose: Individual (faculty, staff, or student leader) who has established a record of working to improve issues related to gender equity and diversity on any of MSU's four campus.
 - Marilyn will draft an announcement and send out a call for nominations to the Commission (to reach other campuses) and other committees and groups around campus.
 - Recommendation: Award announcement could be sent to Deans and Department Heads listserv. Marilyn will discuss with Recognition committee
 - Will be asked to nominate people with no more than three sentences and those will be sent to the PCOSUW email by 5:00 on November 20th.
 - Will then send an email to the nominees asking them to provide a one page letter and their vita with a deadline of noon on November 29th.
 - Committee will meet November 30th to discuss nominees.
 - Anne will contact the President's Office to check on the amount of the award.
- Next semester: Committee would like to discuss the big picture and coordination of awards.

Communication: Chair: Phenocia Bauerle, **Members:** Graham Austin, Sandy Bailey, Betsy Danforth, Julie Kipfer

- Membership of Committee: Waiting to get a recommendation from Communications.
- First Committee Meeting: Go over committee information paragraph presented at PCOSUW meeting. Come up with strategies on how to publicize events and distribute information.
- Next Step: Touch base with other chairs to see what information they need to have communicated out and on what time frame.
- Goal for End of January: Would like to come up with timelines and templates for easily getting information sent out. So chairs would have that information to submit to the Communications committee.
- Question: Are there any events we should be thinking about for the remainder of the academic year?
 - Jessi was looking at bringing in an acting group (won't happen until October 2013).
 - Diversity Office may do something for Women's History month.
 - Communication could act as a clearing house for events.
 - A calendar feed can be set up on the PCOSUW webpage and we can select events from the MSU calendar to display. When departments add their events to MSU Today/calendar they will show on our feed.
 - Suggestion: Sending out information on candidates coming in and presenting.
 - Suggestion: Possible looking around MSU departments/offices for events that were not added to MSU Today or the Calendar.
- Open House: Possible after Spring Semester and retreat, have an open house with sessions about accomplishments of this year, what is coming up next year, and one that is open for people to provide suggestions might have in terms of campus climate. Possibly plan to have this once a year. Have President Cruzado as the key note speaker for the first year. Will keep the PCOSUW visible.

- May be able to cosponsor events, lunch, speakers with WFC.

Assessment: Chair: Diane Letendre, **Members:** Camie Bechtold, Becca Belou, Erin McCormick, Jeanne Wilkinson

- Perfect storm with the Commission, Advance Grant, Cultural Attunement team and the “new” Office of Institutional Equity all working right now.
- Climate Study – ADVANCE grant is doing one next semester and we can tag on to that.
- Collecting Data – Ongoing process. Committee will discuss for what purpose the data will be used.
- Unintended bias or adverse effects – Phenocia is promoting a bias incident report system. Collaboration between Diversity Awareness Office and Institutional Equity.
- Office of Institutional Equity will have transferred HR duties to Human Resources and OIE can focus on diversity and equity on campus.

Discussion:

- Commission is in a major advisory capacity to the ADVANCE Grant. So we do not have to have a huge divide between what is ADVANCE and what is PCOSUW.
- Does the Commission have money?
 - No. But we have not asked. However, Commission received money from the President’s Office last year for Virginia Valian. And will be funding spring retreat. So there may be opportunities to cosponsor with other groups or pay for a lunch. Yes, we can ask.
 - Can talk with Women’s Faculty Caucus and Jessi from ADVANCE to see if there is something the three groups can collectively sponsor.
- Letter from PCOSUW recognizing Margaret Ash.
 - Anne will speak with Camie Bechtold.
- Additional ad hoc committees can be created (short or long term) if there is something that needs to be done outside of the current committees or a large project that needs to have a committed group.

Next Meeting:

- Theresa will send out a Doodle calendar to find a time for December meeting. Confirmation of date and time will be sent out as an outlook calendar event.
- Will send out an agenda early next month.