

FORWARD Meeting Agenda – November 9, 2012, 11:30, Room of Nations

The FORWARD Committee met on Friday, November 9, 2012, 11:30 in the Room of Nations. In attendance were Sandy Holbrook, Sean Sather-Wagstaff, Christi McGeorge, Don Schwert, Kendra Erickson-Dockter, Kara Gravley-Stack, Virginia Clark Johnson, Craig Schnell, Charlene Wolf-Hall, Scott Miller, Wendy Reed, Gary Smith, Colette Erickson, Betsy Birmingham, Canan Bilen-Green, Laura McDaniels, Michele Reid, Cali Anicha, David Wittrock, Will Bleier, and Kalpana Katti.

Announcements:

- The Quarter 1 report is due December 1st. Watch for instructions from Sandy. The various components will have to be completed by Nov. 16th. The descriptions do not need to be lengthy; bullets will be sufficient. Anything that was not in the last report can be put in this report. The timeline for the report is September through the end of November.
- Currently FORWARD is short on funds for the “flower fund.” The fund is used to purchase flowers for individuals within the project who are going through a time of stress/loss in their life. If you would like to donate please contact Don Schwert.

Advance FORWARD Project Updates:

CSWF – Canan

- Policy 103 was signed by the President and is posted on the web. A letter has been sent to deans and department chairs/heads to make sure they are aware of the procedures now.

Mentoring program – Wendy, Don

- Mary Deane Sorcinelli’s Visit
 - The workshops were well taken by the faculty.
 - The session for the deans and VPs was excellent.
 - Evaluation data seems good and well received. The evaluations are posted to the FORWARD website.
 - Dr. Sorcinelli said she was impressed with the NDSU faculty and academic administrators.

Promotion to professor, leadership – Charlene

- Promotion to Professor Panel
 - There is a panel next week on Wednesday, Nov. 14th.
 - Don is facilitating the discussion. The topic is mentoring.
- Leadership
 - There will be a leadership workshop in March. Not sure what it will look like.
 - There is a leadership listserv. Please let Charlene know if you want to be added.
- There will be an ACE workshop next September. More information to come.

- Administrator evaluation group is starting.
 - We will have some information available once the group starts to meet. They will look at example surveys and the current policies pertaining to how often the administrators should/will be evaluated.

Advocates/Allies – Sean

- There will be an Ally training on Friday, Nov. 16th. This session has the largest number of attendees to ever have ever signed up for an ally training session.
- Ally trainings will be offered for the colleges of science and math and arts, humanities, and social science in the future.
- They are continuing the coffee sessions and building case studies and preparing quality tools for the allies.
- Louisiana Tech visit
 - A group of NDSU trainers went in early October and offered 3 training sessions. The trainers assisted Louisiana Tech in shaping an advocate/allies group.
 - Louisiana Tech capped each training session at 12 attendees. There were a total of 36 attendees, all in engineering.
 - The date was striking. Over 90% agreed with applying new strategies to help women in their department. Overall, the feedback was very positive.

Climate – Betsy

- Submitted an NSF ADVANCE PAID proposal to study and disseminate the advocates and allies program. It was put together in a short amount of time.
- Working on tip sheets for various people throughout the university. The tip sheets will assist with things to do as a dean or an administrator to improve climate.

Evaluation – Christi

- Larger reports are coming.
 - As the fall semester is winding down, there will be larger reports/documents put together for programming for next year.
- We are trying to publish some of the institution data.
- Laurel Vermillion was here on Monday, Nov. 5th and spoke at a pedagogical luncheon and follow-up discussion with administrators.
 - Faculty need some take home points and know how to apply the material discussed from events.
 - Some good suggestions came out of the evaluations, such as bringing in a Latino leader to speak.
 - This pedagogical luncheon was not as heavily attended as others, such as Dr. Pollard's pedagogical luncheon.

NDSU **FORWARD**

● Climate

● Recruitment

● Retention

● Advancement

● Leadership

Grant programs – Canan

- Grant session
 - The session was in mid-October. A very small group attended, but the people who attended thought that it was a very worthwhile and informative session.
- Course release grants
 - There were 6 applicants for fall and spring of next year.
- More grant deadlines are coming up throughout the school year.

NDSU/UND Speed Networking – Kara

- The networking event was on Friday, Oct. 26th. There were a small number of attendees.
- Ann and Kara strategized as to when and where to have other networking events to get a larger attendance.
 - Women in Research (WIR) had a networking event over the lunch hour. That seemed to be the best attended networking event.
 - May want to partner with WIR for the next networking session.

Task Force for Women with Disabilities - Sean

- Met with Provost. They are working on tenure clock extensions, wording for purposes of confidentiality, and the related issues that come with extensions.

Discussion:

- **COACH Survey Results**
 - Will be discussed at the meeting in January.
- **Institutionalization of FORWARD**
 - **Role of Internal Advisory Board (IAB) after funding: maintain as is, combine with EAB, develop strategies for appointments, terms, and/or replacements. Define roles? Other?**
 - The IAB has been really valuable and has had an impressive impact on FORWARD. We need to maintain it somehow.
 - Should we think about combining IAB with the external advisory board? The two groups probably begin to merge, but we do not want it to get too big.
 - The IAB has contributed to many of the FORWARD programs.

- From the FORWARD side, the IAB has been really helpful/important in getting the word out. FORWARD wants the IAB to be sustained and institutionalized. We would like to be able to replace members that no longer can serve/want to serve.
 - The IAB need to know what they want to do or what they can/should do. They need more context as to what their role is/will be in the future.
 - Currently we are trying to figure out what the roles of the Vice Provost and FORWARD are.
 - IAB may be the body that keeps FORWARD sustained.
 - Some of the IAB would like to see FORWARD spill over for graduate students or even for staff.
 - We need to look at Budget and at models to keep FORWARD “alive.” We really only have been brainstorming, so if you have any ideas let FORWARD know.
 - Email Amy or Betsy with any ideas that would help them with a proposal for the Provost.
 - The proposal needs to be clear about FORWARD’s and the Vice Provost roles.
 - Budget
 - Grant programs- An idea would be to have college deans match a percentage of grants and possibly have departments match some funds as well.
- **Amy and Betsy are developing a two-page draft for the Provost regarding institutionalization of Forward and costs.**
 - A 2 page draft is being created.

Next FORWARD Meeting: Thursday, December 13, 11:30-1:00, Room of Nations