

FORWARD Meeting Notes
January 11, 2013, 11:30, Room of Nations

The FORWARD Committee met on Friday, January 11, 2013 at 11:30 in the Room of Nations. In attendance were Sandy Holbrook, Christi McGeorge, Don Schwert, Kendra Erickson-Dockter, Charlene Wolf-Hall, Betsy Birmingham, Canan Bilen-Green, Cali Anicha, Emily Berg, Ann Burnett, Angela Bachman, Karen Froelich, Scott Wood, Kay Sizer, Provost Bruce Rafert, Kara Gravley-Stack, Sean Sather-Wagstaff, Lori Peterson, Craig Schnell, Kalpana Katti, Bunnie Johnson-Messelt, Colette Erickson, Jane Schuh, and Bill Slanger.

Announcements:

Please participate in as many FORWARD sponsored events and please encourage others to participate.

- January 11, Mentor travel grants deadline
- February 8, Leadership development grants deadline
- January 22, Anti-racism training for department chairs/heads
- February 5, Ally training, which is only for the specific colleges of AHSS and HD&E
- February 6 & 7, Search committee training
- February 12, Pedagogical luncheon, climate and gender research grant awardees will be presenting. Jennifer Momsen is leading a team in the College of Science and Math. The team is presenting on what was funded.
- February 14, Promotion to professor panel

New Faculty Climate Workshop – Christi

- Nine participants attended the workshop.
- There is no new faculty orientation in December or January, which raises questions about how to welcome the new faculty that are hired then. It also raises questions whether this is the time to offer the session, because they are busy getting their classes prepped, etc.

Community of Respect Workshop – Kara

- The workshop was sponsored by FORWARD and held on January 2 and 3, 2013. Fourteen participants, who consisted of administrative assistants, attended the two-day training. The participants were great and very engaged.
- The workshop went over very well and the evaluations were positive.

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Women Faculty with Disabilities (WFWD)

- About the WFWD Task Force – Sean
 - The task force is chaired by Dean Peterson, but he could not attend the meeting day. Therefore, Sean will update the committee.
 - WFWD was initiated 2 years ago and goals and plans were created.
 - The PowerPoint slides used for the open forum and the results for the faculty with disabilities survey are posted on the FORWARD website.
 - The task force added a slight revision on Policy 352.

- Policy 352 – Canan, Jane
 - The task force looked at our university's tenure clock policies. They also reviewed types of faculty programs available at other institutions. They examined tenure clock extension policies and confidentiality requirements associated with requests for tenure-clock extensions.
 - The Work Life survey indicated tenure clock needs to be clearer/more specific about disabilities. There is no reference to confidentiality in the current policy. In addition, it was unclear about when to ask for an extension.
 - The task force has proposed changes to Policy 352 and it has been reviewed by the Provost. Now they are looking at how the task force will get the buy-in from the rest of the faculty/campus. Buy-in is very important for this piece of policy.
 - The appeal process may need to be clarified as well, but that will need to be checked.

- Policy 168 – Colette, Bunnie
 - Policy 168 refers to reasonable accommodations request for disabilities. The policy went to Evie Myers and now is in the general counsel's office.
 - The policy was in place, but wanted to make clarifications and make it more specific.
 - The individual wanting to utilize the policy will need to go to Human Resources (HR) for the request. It can be made at anytime during their employment.
 - Written documentation of the request will be kept on file, but will not be kept in the personal file. It's tied to health, so it is not in a public file.
 - The process is an interactive process between HR, the individual, and any need administration.
 - Conditions resulting in a request should be confidential and no one else should know.
 - There is an appeal process as well. There is a board for the appeal. ADA Coordinator, Evie Myers, makes the final decision for the appeal.

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- Essential functions – Jane, Cali
 - Examining other universities, WFWD compiled essential functions (e.g., what someone needs to teach a class, conduct research), which are what the faculty need to complete their work/duties. For instance, if someone could not leave their home, they could possibly teach by Skype, phone, or other technologies.
 - The idea of having essential functions helps us know how to approach an accommodation if it is not straight forward.
 - This could be used as a resource across the campus.
 - This information will be useful to unit heads and possibly the Provost's office.
 - We want the faculty to be successful in their duties.
 - This can basically be seen as an emergency management plan for disability. We need to be able to have the conversation beforehand. We want it to be part of our culture.

- Future of the Task Force – Sean
 - WFWD is listed as continuing to exist once FORWARD goes through institutionalization.
 - The task force is considering becoming a standing committee. They will need some objectives and/or projects (e.g., revision of policies).
 - They need to think about the task forces' direction... Will the task force want to just aid women faculty? Or should take on all women across campus (i.e., staff, faculty, and employees). However, there may be another group in Evie's office that already is taking care of the student/staff side of things.
 - The results of the faculty with disabilities survey showed there is a need for awareness and action on this campus around issues of diversity.

CSWF – Karen

- Policy 327 – administrator evaluation. CSWF has visited with deans and chairs/heads and is looking at possible changes that may need to be put through on Policy 327.
- It would be useful to get feedback from this committee about the institutionalization of the CSWF.
- We looked at other ADVANCED programs and they are housed under the Provost's office. So the group is looking at reporting there. CSWF would like some more tentacles throughout the university. Once institutionalized, the CSWF would coordinate strongly with FORWARD still, but incorporate/collaborate with others. They are looking to have designated members in faculty affairs and equity and diversity committees.
- They also would like to have some sort of a document drawn up by general council to help secure longevity of the group.
- The due date for the department awards has not been specified as of yet. The group is working to strengthen the rubric for applicants.

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Advocates/Allies – Sean

- The advocates are training the allies.
- They are doing 1-2 college specific trainings this spring.
- They will be at the next FORWARD committee meeting to talk about institutionalization.

Evaluation – Christi

- Climate survey and other data collection plans
 - Looking to replicate the Work Life survey next fall. Christi is thinking about adding additional items to the survey. If you have ideas about what you would like to see added, please let Christi know.
 - Will get the Work Life survey ready to go and make it live in mid-September.
 - Will also conduct an administrators survey again in February 2014. If you have any ideas or items you would like to add please let Christi know.
 - Exploring the partnership with institutional research to do some qualitative data collection in the spring 2014.
- 2011 COACH Data Highlights (Emily, Bill from IR)
 - Data was collected in 2011 regarding tenured and tenure track faculty. The last survey was in 2006 (tenure track faculty). FORWARD has done a great deal of work since 2006.
 - IRB identified 5 findings about how women tenure track faculty scored compared to their male counterparts at NDSU and other women at peer institutions. Overall, women were less satisfied than men.
 - 2006 and 2011 data should not be compared due to various issues (e.g., levels of awareness, different institution climate, different peer institutions)
 - IRB may be able to get the data by college.

Other

- **VP of research search.** Please think of high-quality potential candidates. Please send Kalpana Katti the names and associated institutions. If you know them personally, please call them to encourage them to apply. You can send the announcement or information regarding to the search to listservs as well. Please get the word out any way possible.

Next FORWARD Meeting: February 15, 2013 Room of Nations (*with the Advocates*)