

## ADVANCE FORWARD COMMITTEE

The Advance FORWARD Committee met May 22, 2009 in the Mandan room of the Memorial Union. Those in attendance were Canan Bilen-Green, Betsy Birmingham, Kevin Brooks, Ann Burnett, Karen Froelich, Sandy Holbrook, Kalpana Katti, Rhonda Magel, Kevin McCaul, Christine McGeorge, Julie Nash, Craig Schnell, Don Schwert, Gary Smith, and Charlene Wolf-Hall.

1. The meeting began with discussion about the annual report. Canan noted that space will not be addressed this time around in the report. Ann noted that a narrative is needed to accompany the tables. Sandy needs start-up data from Kevin M., Gary and Craig. The baseline year that should be used is 2006-2007.
2. Toni Schmader visit. We are still working on compiling the data from the evaluations. Video and the handout from the workshops are available on the FORWARD website. There was discussion about appropriateness of Toni as a trainer for administrators in the Fall but consensus was that Toni is not a trainer. It was noted that she gave excellent talks that were backed up by published data. It was noted that in the future, follow-up sessions should be done with smaller groups; 30 people were too many to have in a session like that.
3. LEAP Grants. There was a good turnout for the informational meeting so we are anticipating more applications this time around. The deadline is June 1. There have been some changes from last time. One change is that applicants are not told whether or not they are eligible; they need to prove that they are eligible. There have been six applications submitted to date.
4. FORWARD Scholars. There were 17 applicants for the three scholar positions. Interviews were conducted and offers were made to Rachel Benz (Master's student in Counselor Education), Yasaman Kazemi (Master's student in Industrial and Manufacturing Engineering), and Brittany Ziegler (Doctoral student in Biological Sciences).
5. FORWARD Office Progress. Not a lot of progress on the space since last time. The lighting is in, some of the ceiling tiles are in place, the cabinets are in the hallway, and the furniture has been ordered.
6. Gender/Climate Workshops. Ann has contacted Virginia Valian in regards to doing a workshop and fortunately she is available to do this. She can train Deans and Chairs/Heads. She is scheduled to be here September 25. Betsy noted that a save the date advertisement for the event would be good to do now.
7. Advocates. The Advocates have met and have started to plan their own internal training. They feel that the materials that the safe zone training uses on campus would work well for their own uses. They had been talking to Chesler about coming to NDSU on September 25 also but will push that back until October now. Chesler is okay with doing a public presentation on campus as long as he knows what we want to get from it. Chesler charges \$7,200 so an additional half day would be an additional \$3,600. Were talking about having him do something Thursday afternoon, something Friday morning and then training Friday afternoon. Were thinking of tapping cooperative sponsorship and departments for extra funds.
8. External Evaluator. Canan and Ann met with the Provost and Deans to discuss this issue. There is a definite need to have an external evaluator. They have contacted the EAB to see who they have for contacts. Betsy also sent some names of contacts. If anyone else has names of people who may be able to be tapped for this function, please forward them to Ann.

Data collection can be done on campus. We would forward the collected data to the external evaluator.

9. NSF12 Indicators. There was discussion about endowed chairs. NDSU does not have any endowed chairs. Rhonda noted that two of nine distinguished professors were women; one in STEM. One area of information gathering that was noted of interest was to look at internal data on who are receiving awards on campus. This is not one of the 12 indicators.
10. Duties and Tasks. Ann noted that this summer they would like to start sitting down with everyone to start discussing duties as to what everyone is expected to do. Betsy wondered if there was project management software available to help coordinate and reduce duplication of efforts. Canan noted that the document from the implementation plan is a good place to start. Kevin B. noted that Basecamp is a software he knows of that does some of that. There was mention of linking to the calendar on the website and finding out who has access to that. Sandy noted that maybe we just need a place for the five leaders to be able to coordinate those items. There was consensus on trying to bring the implementation plan that we already have back each month.
11. New Business/Miscellaneous Notes. Provost Schnell noted and congratulated Charlene Wolf-Hall on being selected as the new Associate Dean of the Graduate School. There was also some discussion around the expense of speakers and how you require department representation at the events. It was noted there are some consequences that could be applied for non-attendance if it is deemed necessary.
12. Next Meeting. Next meeting will be May 22 at 11:30 a.m. in the Mandan room. A listing of future dates and locations were also provided:
  - June 12, 2009 Mandan Room, 11:30am
  - July 24, 2009 Mandan Room, 11:30am
  - August 14, 2009 Mandan Room, 11:30am
  - September 11, 2009 Mandan Room, 11:30am
  - October 2, 2009 Mandan Room, 11:30am
  - November 6, 2009 Mandan Room, 11:30am
  - December 4, 2009 Mandan Room, 11:30am
  - January 15, 2010 Mandan Room, 11:30am
  - February 12, 2010 TBD, 11:30am
  - March 26, 2010 Mandan Room, 11:30am
  - April 23, 2010 Peace Garden Room, 11:30am
  - May 12, 2010, Wednesday, Mandan Room, 11:30am