

NDSU ADVANCE Institutional Transformation Award, HRD-0811239 Four Month Progress Report

Attached is a timeline with benchmarks for major project activities including the name of the individual(s) or group responsible for each. For several of the major activities the FORWARD team has developed even more detailed task lists which are available as a supplement to this four-month report if requested.

This portion of the report is organized around the six activities/deliverables that were included in our proposal as Table 5:

- Center Office
- Campus Climate
- Advancement/Leadership
- Research
- Evaluation
- Dissemination

A revised 5-year timeline is also attached as the final page of this report; it, too, is based on the six major activities/deliverables in our proposal.

The web page for FORWARD can be found at <http://www.ndsu.edu/forward>

The web site was launched in late November (and included as part of our first quarterly report) but several revisions have already been made and others are planned in addition to regular web site maintenance.

Center Office Activities: January – August 2009

Hire Project Specialist (Persons primarily responsible: Canan Bilen-Green, Ann Burnett, and Craig Schnell)

- Conduct interviews with three top candidates (January 7, 2009)
- Make offer to top candidate; offer declined
- Conduct follow-up interviews with the two other candidates (by February 6, 2009)
- Make decision by February 15
- Begin employment as soon as available in February

Hire Faculty Recruitment Assistant (Persons primarily responsible: Canan Bilen-Green, Ann Burnett, Evie Myers and Craig Schnell)

- Conduct interviews with two top candidates (January 8, 2009); both deemed unacceptable
- Follow-up with other top candidates in the pool
- Conduct interviews, if appropriate after follow-up in late January and early February
- Make an offer as soon as possible after interviews
 - If accepted, set date for beginning employment
 - If not, re-open search immediately (by end of February)

Remodel space that has been allocated for FORWARD Office (Persons primarily responsible: Canan Bilen-Green and Ruth Ann Faulkner, support staff)

- Review options for remodeling received from interior design class (December 15 – January 15)
- Pick one of the options (January 15)
- Initiate work orders for remodeling (mid-January)
- Complete remodeling (March 20, 2009)

Climate Project Activities: January through August 2009

Gender Climate Training for Faculty (Person primarily responsible: Betsy Birmingham)

- Find trainers by end of January; secure a location and make arrangements for the training.
- Announce training dates by the end of February; two different half-day sessions will be available for 35-50 individuals each.
- Require sign-up; sign-up - to be done via the web page
- Publicize through *It's Happening at State* and the faculty listserv and use FORWARD members and Allies/Advocates to help recruit participants.
- Hold training in early April; goal: one person/each academic department
- Add a session like this gender climate training to the August new faculty orientation (contact with Provost Schnell or Associate Vice President Krishnan needed to secure spot on the agenda)

Department Climate Grants (Persons primarily responsible: Betsy Birmingham, Canan Bilen-Green, and Don Schwert)

- Develop call and guidelines for these awards by mid-February
- Issue call for submissions as soon as call and guidelines are completed
- Announce awards by the end of spring semester (mid-May) so that departments can finalize plans to implement in the fall

Climate/Equity Grants (Persons primarily responsible: Canan Bilen-Green, Christi McGeorge, Don Schwert, and Christina Weber)

- Announce first awardees – end of January
- Announce another call for proposals by May 1, 2009
- Announce second round of awardees in mid-May; these awards are intended for summer 09 and/or for work next academic year (09-10)

Chair/Dean Training (Persons primarily responsible: Betsy Birmingham, Karen Froelich, Rhonda Magel, Kevin McCaul and Gary Smith)

- Contact Provost re: training for August 09 (Betsy Birmingham)
- Announce required attendance in April so those affected can mark their calendars (Provost's Office)
- Identify external trainers with experience in LEAD model of gender equity training (Betsy Birmingham and Karen Froelich)
- Conduct training (two half-day sessions, one in AM and another in PM) to accommodate all chairs/deans

Attend LEAD training – June 22-23 in Little Rock, Arkansas (Person primarily responsible: Betsy Birmingham)

- Contact University of WA to see how many participants NDSU may be able to send (January 15, 2009)
- Contact possible NDSU participants for availability and willingness: Kevin McCaul, Gary Smith, Don Schwert, Wendy Reed, Karen Froelich, Ann Burnett, Betsy Birmingham
- Register those who can attend in mid-March when registration opens (Canan Bilen-Green)
- Coordinate arrangements for participation (Betsy Birmingham)

Training Advocates/Allies (Person primarily responsible: Kevin Brooks and Canan Bilen-Green)

- Announce appointment of Advocates (January 15, 2009)
- Develop training agenda/components
- Identify external trainer to provide the training
- Set date and make other necessary arrangements
- Date to be determined based on trainer availability but training to be completed before end of August 09
- Recruit Allies (FORWARD team and Advocates)
- Coordinate Ally meetings and reading sessions

Search Committee Training (Persons primarily responsible: Canan Bilen-Green, Ann Burnett and Evie Myers)

- Hire faculty recruiter by mid-January to start by Feb. 1
- Develop search committee training session by end of May
- Offer training as workshop for search committee members from across departments and also to specific search committees in specific disciplines where there are unique recruitment issues (market, gender traditions, etc.)

FORWARD team meets with Native American groups (Person primarily responsible: Betsy Birmingham)

- Contact Bob Pieri and Jaclynn Davis Walette in March to identify a date for this one-time event
- Schedule lunch meeting and make necessary arrangements working with project specialist

Advancement/Leadership Project Activities: January through August 2009

Peer Mentoring for Senior Faculty (Persons primarily responsible: Canan Bilen-Green, Ann Burnett, Kalpana Katti and Charlene Wolf-Hall)

- Develop call for applications and guidelines by end of January
- Announce call and accept applications until February 15
- Announce awards by end of February
- Set date for networking event with mentors and administrators; get on administrators' calendars
- Hold breakfast event for mentors to meet with university administrators – end of April
- Collect reports from those receiving these awards due by end of August
- Develop this program in conjunction with the NSF PAID grant (Canan Bilen-Green and Virginia Clark Johnson)

Mentoring Cohorts for Junior Faculty (Persons primarily responsible: Canan Bilen-Green, Kevin McCaul, Wendy Reed, and Charlene Wolf-Hall)

- Receive applications from prospective mentors by end of January (deadline extended)
- Send reminders (*It's Happening* and faculty listserv) that applications are being accepted.
- Contact fall 2008 new faculty about the Advance FORWARD junior faculty mentoring program by March 1
- Select mentors by February 15
- Develop and provide mentor training (Canan Bilen-Green, Ann Burnett and Charlene Wolf-Hall)
- Match 2008 new faculty with mentors by end of spring semester
- Identify women faculty who are new for Fall Semester 2009 and add them to mentoring groups
- Implement mentoring cohorts Fall Semester 2009 for new women from both 08-09 and 09-10

Travel Grants (Persons primarily responsible: Canan Bilen-Green, Kay Sizer and Don Schwert)

- Call for applications closes January 15, 2009
- Announce awards by January 31, 2009
- Use funds for this round of awards by August 31, 2009

Course Release Grants (Persons primarily responsible: Canan Bilen-Green, Kalpana Katti and Don Schwert)

- Make first course release award for spring semester 2009 (January 1, 2009)
- Call for second round of course release proposals is out and proposals due by January 23, 2009
- Announce second round opportunities for fall semester 2009 and announce in early February

Leadership Development Grants (Persons primarily responsible: Canan Bilen-Green, Kevin McCaul, Don Schwert and Charlene Wolf-Hall)

- Call for proposals is out and proposals due by February 6, 2009
- Announce award(s) by February 17, 2009
- Identify outside trainer who might provide on-site leadership training for faculty women (Kevin McCaul)

Leap Research Grants (Persons primarily responsible: Canan Bilen-Green, Wendy Reed, Don Schwert, Kay Sizer and Charlene Wolf-Hall)

- Accept first round of proposals - December 30, 2008
- Send proposals to external reviewers (early January)
- Announce awards for the first year - January 31, 2009
- Use funds by December 15, 2009

Networking Events (Persons primarily responsible: Betsy Birmingham and Ann Burnett)

- Coordinate networking events with Diversity Center (Betsy Birmingham and Kara Gravley-Stack) Consider holding one networking event with university administrators that would include senior faculty women in the peer mentoring program and the mentoring cohorts for junior faculty (see above - breakfast event to be scheduled for late April)
- Explore networking possibilities with community groups and identify those with whom connections will be most appropriate by August (Ann Burnett)

Research Project Activities: January through August 2009

Institutional Review Board (IRB) approval received; IRB will be amended for each specific research project. (Person primarily responsible: Christi McGeorge)

NSF 12 Indicators (Persons primarily responsible: Craig Schnell, Canan Bilen-Green and Rhonda Magel)

- Raw data for 2008-09 has been collected (December 2008) except for space allocation information (William Slanger, Office of Institutional Analysis)
- Check accuracy of data and identify problems in data generation programs (January – February; Canan Bilen-Green)
- Collect space allocation data during spring semester (Craig Schnell, Gary Smith, and Kevin McCaul)
- Decide on reporting format for the data (project staff)
- Add 2008-09 data to the FORWARD web page in July (project staff)
- Report the data to NSF by end of August (Canan Bilen-Green)
- Share the 08-09 data with the campus in September 09 (project staff)

Research on programs to recruit/retain/advance women faculty (Persons primarily responsible: listed below for individual projects)

- Identify 12 indicator data on the issues of recruitment/retention/advancement (individual research teams)
- Research recruiting practices used at other ADVANCE institutions and develop paper with promising practices (Canan Bilen-Green, Betsy Birmingham, and Ann Burnett for WEPAN presentation, June 2009).
- Research effect of women in leadership positions on advancement of women (Canan Bilen-Green, Karen Froelich, Christi McGeorge and Charlene Wolf-Hall)
- Research workload distribution (service assignment and teaching load) for faculty by gender; develop collection instrument/designing data collection strategies spring 2009 (Rhonda Magel)

Research on unstructured spaces (Person primarily responsible: Christina Weber)

- Develop research design spring 2009 and identify additional researchers for this project
- Begin data collection summer 2009

Research on campus climate (Persons primarily responsible: Canan Bilen-Green, Ann Burnett, Rhonda Magel, Christi McGeorge, Lori Ramsey, and Christina Weber)

- Post web-based work life survey on-line (mid-December 2008)

- Send reminders/encouragements to participate; send second reminder Wednesday, Jan. 21; close data collection Jan. 30; analyze data as project baseline on work life climate for faculty (Ramsey/Metis)
- Collect data after every intervention (Rhonda Magel, Christi McGeorge and Lori Ramsey, Metis Associates, designing basic program evaluation) January 30, 2009
- Develop evaluation instrument to assess the impact of various project intervention efforts (January 15, 2009)
- Develop program specific questions for use with program evaluation instruments, as needed (Betsy Birmingham—climate; Charlene Wolf-Hall—advancement and leadership; Christi McGeorge—all others)

Evaluation Project Activities: January through August 2009

Internal Advisory Board (Person primarily responsible: Ann Burnett)

- Identify and recruit individuals for Internal Advisory Board by mid-January
- Schedule first meeting of the Internal Advisory Board for first week in March
- Announce the formation of the Internal Advisory Board to the campus in *It's Happening at State*.

External Advisory Board (Persons primarily responsible: Ann Burnett and project staff)

- Develop agenda/schedule for first External Advisory Board meeting to be held March 26-27, 2009 (January 23) [all members of the External Advisory Board have indicated they will participate in this first meeting]
- Make travel arrangements and lodging reservations for members of the External Advisory Board (early February)
- Coordinate Advisory Board member visits with STEM departments, FORWARD team and other relevant individuals and/or groups

Evaluation (Persons primarily responsible: Canan Bilen-Green, Ann Burnett, Rhonda Magel, Lori Ramsey and Christi McGeorge)

- Develop the detailed project evaluation plan and submit to NSF by end of January (Metis Associates)
- Include external evaluator (Lori Ramsey of Metis Associates) in External Advisory Board meeting by having her make a presentation to the Board about the evaluation plan and its components (March 26-27)
- Have external evaluator meet with the Advance FORWARD team and with the Internal Advisory Board when she comes for the External Advisory Board meeting in March
- Conduct focus groups with FORWARD team, NDSU administrators and STEM faculty participants in March (Lori Ramsey, Metis Associates)

Dissemination Project Activities: January through August 2009

Internal Dissemination/Publicity (Persons primarily responsible: Canan Bilen-Green, Ann Burnett, Kevin McCaul, Craig Schnell, Gary Smith, FORWARD team and project staff)

- Prepare announcements of awardees for various project funding opportunities in *It's Happening at State* (in-house staff and faculty newsletter) and on the university's faculty listserv; most awards will be announced in January and February 2009
- Announce appointments to the newly created Commission on the Status of Faculty Women in *It's Happening at State* and on the faculty listserv (January)
- Announce calls for proposals for various project funding opportunities in *It's Happening at State* and on the faculty listserv as new calls are scheduled (ongoing over this project year).
- Announce in *It's Happening at State* and on the faculty listserv that Advance FORWARD is the recipient of the American Council on Education's Office of Women's Programs' Network Award (January)
- Meet with Dean of each academic college by August
- Meet with at least 10 academic department chairs/heads of STEM departments to increase their awareness of the opportunities available through the Advance FORWARD project
- Update President's Cabinet (Craig Schnell), Dean's Council (Kevin McCaul and Gary Smith) and academic Department Chairs/Heads (Rhonda Magel) regularly about project activities and accomplishments

External Dissemination of Project Achievements (Persons primarily responsible: Canan Bilen-Green, Ann Burnett and project staff)

- Send regular press releases about project to local newspaper, *The Forum* (project staff/University Relations)
- Prepare article for the *Chronicle of Higher Education* about Advance FORWARD receiving the American Council on Education's Office of Women's Programs' Network Award (January). (University Relations Office)
- Maintain and update web page (project staff)

Spring Event/Conference (Persons primarily responsible: Ann Burnett and project staff)

- Hold awards reception when External Advisory Board meets at NDSU March 26-27, 2009 to recognize all recipients of project grant awards to date and the receipt of the ACE Network Award; invite President's Cabinet to this event.
- Publicize public presentations by two of the External Advisory Board members (Susan Carlson and Christine Hult) during the EAB meeting in March 2009.

Commission on the Status of Faculty Women (Person responsible: Karen Froelich, Craig Schnell and Christina Weber)

- Make appointments - January 2009:
 - Doğan Çömez (Department of Mathematics)
 - Karen Froelich (Department of Management, Marketing and Finance)
 - Roger Green (Department of Electrical and Computing Engineering)
 - Cynthia Naughton (College of Pharmacy, Nursing and Allied Sciences)
 - Wendy Reed (Department of Biological Sciences)
 - Dave Saxowsky (Department of Agribusiness and Applied Economics)
 - Justin Wageman (School of Education),
 - Christina Weber (Department of Sociology, Anthropology and Emergency Management)
- Hold first monthly meeting in February; establish regular monthly meeting date
- Announce the first Gender Equity Award by the end of spring semester 2009

Meetings with University President (Person responsible: Ann Burnett and Craig Schnell)

- Arrange meeting in March for members of the External Advisory Board and University President as chair of this Board
- Set meeting between members of the FORWARD team and the University President after the close of spring semester 2009 (late May or early June) to update him on Advance FORWARD project accomplishments and plans for remainder of this project year
- Set meeting for members of the Commission on the Status of Faculty Women and the President after the close of spring semester 2009 (late May or early June) to update him on their work and review with him any proposals for changes to support and advance women faculty at NDSU (Christina Weber and Karen Froelich)

Hiring FORWARD Scholars (Person responsible: Canan Bilen-Green, Don Schwert, and project staff)

- Prepare guidelines and announcement to publicize FORWARD Scholar opportunities (graduate students) by February.
- Accept applications until the first week in March.
- Conduct interviews in late March.
- Make hiring decisions and start work as soon as those selected are available to begin.

NSF Reporting (Persons responsible: Canan Bilen-Green and project staff)

- Complete and submit 4-month report by January 23
- Complete and submit 5-month report by January 31
- Complete and submit 2nd interim report by March 1
- Complete and submit annual report by June 1
- Complete and submit 3rd interim report by September 1

Five Year Timeline for Advance FORWARD Activities

Activities/deliverables	Year One			Year Two			Year Three			Year Four			Year Five		
	Fa 08	Sp 09	Su 09	Fa 09	Sp 10	Su 10	Fa 10	Sp 11	Su 11	Fa 11	Sp 12	Su 12	Fa 12	Sp 13	Su 13
Center Office															
Staff hire and start															
Program coordination															
Advisory board meetings		X	X	X	X	X	X	X	X	X	X	X	X	X	X
Campus Climate															
Kick-off event	O														
Administrator workshops				X	X		X	X		X	X		X	X	
Faculty workshops		X		X	X		X	X		X	X		X	X	
Allies training		X		X	X		X	X		X	X		X	X	
Gender equity award		X			X			X			X			X	
Department climate grants			X			X			X			X			X
Search committee training															
Climate/equity grants		X			X			X			X			X	
Advancement/Leadership															
Mentoring cohorts															
Course release program															
Leap grant program		X			X			X			X			X	
Mid-career peer mentoring															
Leadership training		X			X			X			X			X	
Research															
Evaluation		R	R	R	R	R	R	R	R	R	R	R	R	R	R
External advisory board and evaluator visits		X			X			X			X			X	
Dissemination															

Key:

	Ongoing	X	Reoccurring activities	O	One time activity	R	Report to NSF
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