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.
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