

**MU-ADVANCE Team Meeting**  
**Tuesday, October 9, 2007**  
**10:00 a.m. Drinko 439**  
**Minutes**

**Present:** Marcia Harrison, Judy Silver, Jan Fox, Stephen Kopp, Elizabeth Murray, Beverly Delidow, Elaine Baker, Frances Hensley, Pat Logan (via teleconference) and Heidi Williams

**Announcements:**

- Newsletter – if anyone has any ideas for newsletter articles, please send them to either Marcia or Heidi.
- Megan Neal, an undergraduate Biological Sciences student, won the Best Undergraduate Researcher award at the STAR Symposium in Morgantown, WV. An article will be written and posted on the ADVANCE website.
- A new web assistant, Angela Dudek, has been hired to help with the website and faculty profiles.
- Marcia will present at the AWIS Retreat in Canaan Valley, November 2-3.
- The next networking event, “Strategies on Improving Faculty Productivity,” will be tomorrow, Wednesday, October 10, 2007 at 12:00 pm in the Shawkey Dining Room.
- The writing group meets every Friday from 10:00-11:00 in the MU-ADVANCE office (S-200-A). This group is more for motivation than editing.
- Rose Shaw, the external evaluator, will be at Marshall for a visit in November.

**NSF Site Visit:**

- Laura Kramer, a rotating ADVANCE Program Director, was here for a site visit on Thursday, September 27, 2007. Marcia had a brief follow-up phone call with Kramer, who feels we are doing a good job with the grant.
- Kramer is most interested in our recruitment efforts.
- Kramer is checking on the status of our grant and if we can apply for a merit-based continuance. If we cannot apply for a continuance, she encourages Marshall to apply for a PAID (Partnerships for Adaptation, Implementation, and Dissemination (PAID) Awards) grant.
- The uniqueness of the MU-ADVANCE Program is the context in which it is in – Appalachia and the size of the institution.

**Recruitment Report:**

-MU-ADVANCE will need to change the mechanism used to request information from applicants who did not accept an offer from Marshall. The offer survey sent out to those who declined positions generated no responses.

-A new column, "Position Approved" was added to the recruitment table at the request of Laura Kramer. It was suggested that when ADVANCE lists "position requested" to take into consideration if it was an appropriate request with all the paperwork adequately completed. If there is a problem in completing the paperwork is the problem at the departmental level? ADVANCE should list the position request date as the one that has sufficient information and the correct information. Also, new recruitment procedures currently being developed by Michelle Douglas, MU Equity Officer, may address this issue.

-President Kopp pointed out the need for departments to develop strategic plans that included anticipated open positions (i.e., retirements, resignations) and a list of the next hires to best benefit the academic unit. This would allow departments to begin recruitment much earlier than usually occurs at Marshall.

-CITE has identified a female candidate for the Technology Management position. However, there has been a delay in actually hiring for the position.

-Kramer suggested using Rice's database to recruit potential hires to Marshall. Judy Silver sent a few e-mails to potential Mathematic hires. Access to this database can be obtained by contacting Marcia or Heidi.

-Judy also requested that we identify universities/colleges that produce several Ph.Ds in specific areas, target these schools, and send information about ADVANCE and Marshall to them.

-ADVANCE has developed a recruitment insert to send out to applicants. These inserts have ADVANCE's website with links to the candidate resource page – a place where they can find job opportunities for their spouses.

-It was suggested that someone speak to Human Resources about removing old faculty open positions announcements listed on the HR website.

### **Faculty Development Report:**

-Elaine and Marcia have met with all the new female faculty members.

-Mini-grant announcements have been sent out to all eligible STEM faculty.

-A narrative guide or calendar may be developed to assist new faculty during their first semester.

-A guide to best practices for Tenure and Promotion – "what is excellence" in your department will be developed for new faculty.

-Because of the size of Marshall, opportunities for personal interactions are possible and executed. This may be the best practices that we can develop for PUIs such as Marshall.

-It was suggested that Department Chairs be encouraged to attend national meetings – development meetings for chairs. MU-ADVANCE should look into these types of meetings.

-2 new female faculty members have been connected with a mentor.

-Dr. Meggin McIntosh, President of Emphasis on Excellence, will conduct a workshop on Friday, February 29, 2008 on work/life balance.

-Elaine also brought up the issue of protecting faculty against getting assigned four course preparations within a single semester. Strategies currently used may be a good discussion for a Chairs' Council meeting.

### **Policy Changes Report:**

-Liz Murray has set-up a meeting with Brian Morgan to perform a banner query to determine the course load female and male faculty members have – this query will be based on gender, class size, course hours, number of preps, etc.

-Murray will also meet with Donna Spindel to discuss mid-point reviews. The College of Liberal Arts has this in place already. The meeting will discuss the history of the review and how it works. What are the criteria for this review?

-Kopp suggested that departments should have examples of Tenure and Promotion portfolios available for those applying as a sample.

-President Kopp asked for solutions for the dual career situation. He requested that the Policy Committee develop a recommendation for a dual career policy at Marshall. The Committee discussed appropriate questions that search committee members can ask during the interview to determine if dual career is an issue for them. A handout or brochure to give to candidates stating: "Ask us about dual career opportunities" was suggested. Also, an insert with information on MU-ADVANCE and candidates resources will be sent with letters from the Equity Office for new stem applicants beginning this fall.